PLNU Athletic Department Operations and Compliance Manual

Policies and procedures printed in this manual are subject to change. For the most recent version, please visit the Athletic website.

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Point Loma Nazarene University Mission Statement
Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Point Loma Nazarene University Vision Statement
Point Loma Nazarene University will be a nationally prominent Christian university and a leading Wesleyan voice in higher education and the church – known for excellence in academic preparation, wholeness in personal development, and faithfulness to mission.

Core Values
- Excellence in teaching and learning
- An intentionally Christian community
- Faithfulness to our Nazarene heritage and a Wesleyan theological perspective
- The development of students as whole persons
- A global perspective and experience
- Ethnic and cultural diversity
- The stewardship of resources
- Service as an expression of faith

PLNU Athletics Mission Statement
PLNU champions a Christ-centered environment where Student-Athletes experience holistic growth while pursuing academic and athletic distinction.

PLNU Athletics Statement of Philosophy
The overarching goal of PLNU athletics is to be an integral part of the total program of PLNU’s mission “to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith.” Under the departments of student development and athletics, Intercollegiate Athletics seeks to honor PLNU’s core value of “the development of students as whole persons” in the lives of Student-Athletes.

The following principles and objectives guide the course of intercollegiate athletics at PLNU:

1. Student-Athletes will develop the individual and team skills necessary to compete at the conference and regional levels. PLNU also welcomes the opportunity to compete nationally.

2. PLNU will clearly communicate its Christ-centered mission to all competitors and will affiliate with regional and national conferences that respect its mission and provide a reasonable level of competition.
3. PLNU maintains high academic standards for all students, including Student-Athletes. Scheduling of competition and travel will minimize academic disruption.

4. PLNU’s athletic teams and spectators will cultivate a competitive environment of good sportsmanship, reflecting fairness in competition, humility in victory, and dignity in defeat.

5. Intercollegiate Athletics will provide opportunities for fan engagement and the cultivation of school spirit.

6. The Athletic Department will align its fundraising and promotional efforts with the efforts of the offices of University Advancement and Admissions.

7. Consistent with the history of the Church of the Nazarene and her affirmation of leadership by both women and men, Intercollegiate Athletics offers competitive opportunities to both women and men and fully complies with federal regulations related to gender equity.

8. PLNU hires and develops coaches who are committed to Christ, possess University level coaching knowledge and skills, maintain a high standard of personal conduct, and are committed to the character development of their Student-Athletes.

9. PLNU recruits Student-Athletes who understand and support the University mission. Each Student-Athlete will pursue a course of study designed to culminate in graduation from the University.

10. Athletic Programs will be sponsored based on: adequate facilities in proximate distance of campus, adequate economic support, adequate student interest, adequate opportunities for competition within regional and national conference affiliation, and within the context of capped enrollment.

NCAA Division II Philosophy Statement
As a member of the PacWest and NCAA Division II, Point Loma Nazarene University respects and supports the following NCAA Division II Philosophy Statement. Members of Division II believe that a well-conducted intercollegiate program, based on sound educational principles and practices, is a proper part of the educational mission of a university and that the educational welfare of the participating Student-Athlete is of primary concern.

Members of Division II support the following principles in the belief that these obligations assist in defining the division and the possible differences between it and other divisions of the Association. This statement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. A member of Division II:
• Believes in promoting the academic success of its Student-Athletes, measured in part by an institution’s Student-Athletes graduating at least at the same rate as the institution's student body;

• Believes that participation in Intercollegiate Athletics benefits the educational experience of its Student-Athletes and the entire campus community;

• Believes in offering opportunities for Intercollegiate Athletics participation consistent with the institution’s mission and philosophy;

• Believes in preparing Student-Athletes to be good citizens, leaders, and contributors in their communities;

• Believes in striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive social attitudes in all of its athletic endeavors;

• Believes in scheduling the majority of its athletic competition with other members of the Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;

• Recognizes the need to "balance" the role of the athletic program to serve both the institution and the general public;

• Offers an opportunity for participation in Intercollegiate Athletics by awarding athletic aid to its Student-Athletes;

• Believes that institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics must be controlled by the institution. The emphasis for an Athletic Department should be to operate with an institutionally approved budget and compliance with and self-enforcement of NCAA Bylaws and expectation of the membership.

**NCAA and Conference Affiliations**
The NCAA is the primary association that governs and controls Intercollegiate Athletics on the national level. PLNU’s athletics program became an active member July 2014 in NCAA Division II.

PLNU sponsors 11 intercollegiate athletic programs. Men’s sports include: baseball, basketball, soccer and tennis. Women’s sports include: basketball, cross country, golf, soccer, tennis, track and field and volleyball. Intercollegiate athletic team assignments are based on one’s assigned sex at birth.
PLNU is a member of the PacWest Conference and plays a PacWest Conference schedule. PacWest member institutions (12) include: Academy of Art University, Azusa Pacific University, Biola University, Chaminade University, Concordia University, Dominican University of California, Fresno Pacific University, University of Hawai'i Hilo, Hawai'i Pacific University, Holy Names University, Notre Dame de Namur University, and Point Loma Nazarene University.
**Staff Directory & Organization Chart**

For current staff members and contact information see our [website directory](#).
**Job Descriptions**

**Athletic Director**
Reports to: President and Vice President for Student Development  
Summary: The Athletic Director is responsible for the conduct of the entire athletic program under the policies and procedures set forth by the university administration.

Responsibilities:
- Review and recommend the staff needs and assignments annually. Personnel needs shall be considered in conjunction with the Vice President for Student Development.
- Represent the University athletic program to any outside athletic agency unless otherwise delegated.
- Present and authorize the presentation of all requests to university administration and/or any auxiliary organizations.
- Supervise each coaching staff and the entire athletic program as a whole.
- Lay groundwork to ensure quality performance and expectations through department and individual meetings.
- Assists and advises coaches with problems specifically related to the implementation of their sport.
- Develops, recommends, and adjusts the athletic budget for the entire athletic program.
- Implements and approves all financial aspects of the program unless delegated to the Assistant Athletic Director for Finances.
- Establish various policies for operational procedures in conjunction with the leadership team to be used by coaches and staff such as budget planning, travel, food services, lodging, students’ conduct, recruitment, athletic contracts, athletic scholarships, scheduling, etc.
- Approve requests for athletic scholarship awards.
- Oversees the Loma Athletic Fund in conjunction with the Senior Associate Athletic Director.
- Coordinate activities/communication within the conference and NCAA.
- Coordinates sports schedules and travel arrangements among all teams.
- Attend national, regional and conference meetings, as the spokesperson for the athletic program.
- Accept responsibility to know and understand NCAA as well as conference rules and regulations in order to assist or advise the coaches to prevent compliance violations. The same would apply for any athletic organization to which the University holds membership. This responsibility entails reading and studying materials available, and attending professional conferences and meetings in order to remain advised on current regulations, trends and conduct of Student-Athletes.
- Create and maintain good public relations with prospective Student-Athletes, parents, spectators, news media, sales representatives, financial donors, persons from opposing schools, local churches and the community.
- Work with Senior Associate Athletic Director and Assistant Athletic Director for Communications planning all sports publicity for the department
- Give general supervision to the conduct of Student-Athletes and works with the coach and the Dean of Student Life in the correction or discipline of specific problems
- Approve and coordinate outside fund-raising efforts by anyone in the Athletic Department with the Office of University Advancement in conjunction with the Senior Associate Athletic Director
- Approve work schedules and responsibilities for support personnel
- Assume responsibility of any other aspect of the athletic program assigned by the Vice President for Student Development
- Recommends and coordinates the hiring and dismissal of athletic personnel. Supervise the following personnel:
  1. Senior Associate Athletic Director
  2. Associate Athletic Director for Compliance/SWA
  3. Assistant Athletic Director for Finances
  4. Head Coaches
  5. Intramural Director
- Work with Assistant Athletic Director for Event Operations in scheduling the use of any facilities and equipment which is used jointly by both departments of Athletics and Kinesiology
- Establish and communicate the institution’s commitment to rules compliance to entire department and Student-Athletes
- Establish organizational lines of authority to emphasize oversight and accountability
- Maintain monthly and end of year evaluations of coaches and staff members
- Arrange for periodic self-studies and audits of the Athletic Department
- Evaluate potential NCAA rule violations and notifies the Vice President for Student Development and President of any violations
- Declare Student-Athletes who violate NCAA rules ineligible
- Support and encourage a comprehensive rules education program
- Generate and promote NCAA legislative proposals
- Serve as an ex-officio member of the Intercollegiate Athletics Committee
- Supervise grant-in-aid distribution for all sports
- Supervise process of initial and annual renewal/non-renewal of athletic grants in-aid
- Authorized to make contact with the NCAA membership services staff, in accordance with NCAA Constitution 5.4.1.2.1.2

**Senior Associate Athletic Director**

**Reports to:** Athletic Director

**Summary:** Position will have two primary functions that will evenly split time and focus. Serve as primary point of fundraising contact for specified internal and external constituencies; Facilitate and administer day-to-day operations of
the Athletic Director’s office and serve as the Advisor to the Student-Athlete Leadership Team (SALT).

**Responsibilities:**

- Directs and implements the vision for Athletic Department fundraising
- Identify and develop relationships with key constituents
- Identify and develop relationships with corporate sponsors
- Devotes time daily for fundraising phone calls and appointments
- Manages the Loma Athletic Fund structure and give perspective to overall growth of department
- In collaboration with the Athletic Director and Vice President for External Relations, develops annual goals for the Loma Athletic Fund
- Works directly with coaches on individual team fundraising goals and strategies
- Oversee the marketing and promotion of the overall Athletic Department and has the ability to oversee and direct staff and students to accomplish tasks
- Vital in assisting the management of day-to-day operations of Athletics office; assist with development and management of projects to achieve the mission and goals of the department
- Serves as a primary point of contact between the office and internal/external constituencies on a range of issues; provide information and perform problem solving for athletic administrators, coaches, and external contacts
- Manages the administrative support staff as assigned; participates in performance evaluations, training, scheduling, and work allocation; lead and guide individuals who support the departments reporting to the Athletic Director
- Organizes and facilitates meetings and special events (i.e. Athletic Worship Day, team banquets, etc.); schedule and coordinate dates and times, venues, attendance, agendas, and facilities; provides administrative support and follow-up on matters arising from meetings
- Composes and prepares written correspondence for the office; screen and evaluate incoming and outgoing correspondence and prepare responses as appropriate (both internally and externally)
- Oversees the athletic media relations and sports information office
- Oversees the event management of all PLNU athletic events working with athletics media relations and facilities staffs
- Acts as the clearing agent for all publicity ideas for the department
- Enhances professional growth and development through participation in educational programs, current literature, in-service meetings, and workshops
- Demonstrates knowledge of and compliance with all PacWest Conference and NCAA rules and regulations as they relate to all job-related activities
- Serves as a member of the senior management team and acts as a key decision maker in the athletics department
- Advocates issues important to female and male Student-Athletes, coaches and staff
- Advisor of the Student-Athlete Leadership Team (SALT)
- Strategizes with SAAC to create and lead community engagement initiatives
Participates in community service and civic projects as a representative of the University and the Athletic Department

Serves on the Athletics Budget Management Team

Responds to all administrative correspondence in the requested time frame and attend all staff meetings

Oversee the use of the athletic marks outside the Athletics program

Recommends and coordinates the hiring and dismissal of athletic support personnel. Supervises the following personnel:
  - Assistant Athletic Director for Event Operations
  - Assistant Athletic Director for Communications
  - Athletics Chaplain
  - Graduate Assistants for Athletics Marketing & Communications (co-supervision with the Assistant Athletic Director for Communications)

Performs miscellaneous job-related duties as assigned

**Associate Athletic Director for Compliance/Senior Woman Administrator (SWA)**

**Reports to:** Athletic Director and President

**Summary:** Serves as a member of the senior management team. Assist with the development of the University’s athletic programs, as well as coordinates all NCAA and conference compliance associated with the athletic programs. Monitors program compliance with NCAA bylaws and guidelines

**Responsibilities:**

- Coordinate the education of Student-Athletes, coaches, institution personnel, representatives of athletics interests and Prospective Student-Athletes with regard to NCAA, Conference and institutional rules and guidelines
- Provide follow-up instruction, education and advise to Student-Athletes, coaches, institution personnel, representatives of athletic interests subsequently found to be in violation of any pertinent rules
- Administer NCAA, PacWest, Drug Testing and PLNU required forms
- Research and investigate any report or suspected instances of NCAA and PacWest rule violations. Recommend and administer appropriate penalties.
- Report NCAA rules violations to the Athletic Director and Faculty Athletics Representative (FAR)
- Develop policies and procedures to comply with NCAA and conference rules and regulations. Communicates the policies and procedures, monitors ongoing activity, directs and recommends action to correct deficiencies, and prepares reports.
- Provide written and oral guidance, assistance and interpretation to the university administration, coaches, staff, Student-Athletes, and representatives of athletic interest in regards to NCAA and NLI rules
- Represent the University at conference and NCAA meetings concerning institutional compliance
- Monitor student financial aid eligibility and other conference reports. Works closely with Student Financial Services to ensure athletic scholarships and financial aid is awarded properly and within the rules of the conference and the NCAA.
• Works closely with the NCAA and Conference office in regard to NCAA Bylaws
• Works with various campus offices on initial and continuing eligibility certification for Student-Athletes
• File PacWest Academic Eligibility Report to the Conference Office prior to competition for every Student-Athlete
• Respond to all administrative correspondence in the requested time frame and attend all staff meetings
• Facilitate the provision of all information necessary to determine Prospective Student-Athlete eligibility
• In cooperation with the Athletic Director, monitor the scheduling process, verifying that the schedule meets NCAA and conference scheduling requirements and missed class time policies
• Educate and monitor NCAA regulations governing Student-Athletes and coaches’ involvement in camps and clinics
• Follow the established process for renewal and non-renewal of athletically-related Financial Aid
• Adhere to all institutional, conference, NLI and NCAA Bylaws and regulations
• Review coaches’ declaration of playing, practice seasons and schedules of contests
• Coordinate, prepare, and maintain NCAA Financial Aid Form Summary in conjunction with the Student Financial Services
• Works closely with Assistant Athletic Director for Finances and Student Financial Services to monitor Financial Aid limits offered based on team budgets
• Serve as department liaison with the NCAA, Student Financial Services, Records, and Admissions
• Monitor Student-Athlete amateurism
• Review off-campus contact and evaluation requests
• Approve all tryouts and campus visits
• Monitor permissible recruiting materials in accordance with NCAA Bylaws
• Oversee permission to contact, releases and transfer tracer for all transfers
• Facilitate the release of Student-Athletes seeking to transfer, in consultation with the Head Coach and Athletic Director
• Review, audit and file CARA logs
• Works closely with the Academic Records Specialist ensure all Student-Athletes are eligible for practice and competition
• Maintain participation records and determine seasons of competition utilized by Student-Athletes
• Coordinate the release of Athletic Scholarship Agreement signees with the Assistant Athletic Director for Communications, Student Financial Services and Admissions
• Coordinate the release of the National Letter of Intent with the Coaches and Athletic Director
• Coordinate all NCAA appeals and waivers
• Educated and monitor employment of Student-Athletes according to NCAA Bylaws
• Monitor compliance with NCAA Bylaws regarding complimentary admissions to athletics events
• Ensure all necessary information is updated in Front Rush and Compliance Assistant (CA)
• Provide Front Rush & Compliance Assistant (CA) training to appropriate institutional personnel
• Ensure all changes to the Student-Athlete Handbook, Operations & Compliance Manual are up-to-date
• Member of the Compliance Committee
• Member of the Intercollegiate Athletic Committee
• Is one of five individuals authorized to make contact with the NCAA membership services staff, in accordance with NCAA Constitution 5.4.1.2.1.2
• Conduct an audit of our compliance systems using the NCAA Blueprint review.
• Serves as a member of the senior management team and acts as a key decision maker in the athletics department
• Represents the University at conference and NCAA meetings as SWA
• Advocates issues important to female and male Student-Athletes, coaches and staff
• Educates the Student-Athletes, coaches and administration on issues of diversity and ensures compliance with all NCAA bylaws and guidelines for diversity
• Works with the Gender Equity Committee and assist with preparing the Equity in Athletics Report
• Provides knowledge and education of Title IX
• Advocates Student-Athlete life balance through programs and initiatives to help them learn how to balance academics and athletics
• Serves on the Athletics Budget Management Team
• Works closely with Academic Records Specialist in the academic matriculation of Student-Athletes
• Notifies faculty when Student-Athletes will be missing class for competition
• Coordinates with Residential Life when Student-Athletes need on-campus housing during University holidays
• Oversees the following reports and surveys
  o NCAA Sport Sponsorship
  o NCAA Institutional Self-Study Guide
  o NCAA Academic Eligibility Reports
  o NCAA Graduation Report
  o NCAA DII Academic Report
  o NCAA Financial Aid/Squad List Reports
  o PLNU GPA Reports
  o PLNU Miss Class Report
  o Department Surveys
  o Exit Interviews/Surveys
  o Student-Athlete Surveys
• Recommends and coordinates the hiring and dismissal of athletic support personnel
• Supervises the following personnel
  o Head Athletic Trainer
  o Athletic Program Coordinator
Head Sports Performance & Strength and Conditioning Coach
- Perform additional duties as assigned

**Assistant Athletic Director for Finances**
**Reports to:** Athletic Director  
**Summary:** Provide supervisory and financial support services to the Athletic Department

**Responsibilities:**
- Serves as the Athletic Department liaison to the Business Office
- Monitors, approves and audits all athletics department financial requests and transactions
- Keeps ledgers for all athletic operational and fundraising budgets; audits Business Office records
- Assists coaches and Athletic Director in developing and executing operational budget plans
- Oversees coaches in the proper execution of meal reports for traveling teams
- Documents all Athletic Department credit card purchases in the university’s web based system
- Deposits income received from gate receipts, concessions stand, donations, and other fundraising activities
- Monitors coaches’ sports camp finances
- Works with Associate Athletic Director for Compliance/SWA in communication with Student Financial Aid and Admissions offices
- Monitors, approves, and audits athletic financial aid; prepares reports for conference and national affiliations
- Completes the U.S. Department of Education’s annual EADA report
- Assists Associate Athletic Director for Compliance/SWA in monitoring compliance with conference & national affiliations, and Title IX
- Assists with planning and follow through of details necessary for athletic events and special events
- Coordinates officials for all home athletic events
- Coordinates and oversees all air travel (non-conference, conference and post-season)
- Demonstrates knowledge of and compliance with all PacWest Conference and NCAA rules and regulations as they pertain to all job-related activities
- Performs other duties as assigned by the Athletic Director

**Assistant Athletic Director for Event Operations**
**Reports to:** Senior Associate Athletic Director  
**Summary:** Ensure all athletic department needs are prepared, staffed, supervised and activated at athletic events.

**Responsibilities:**
- Attends all NCAA athletic contests at PLNU
- Manage event set-up & tear-down for NCAA contests
- Crowd control at events (traffic flow, guest services, ingress/egress)
- Ensure functionality of technical elements (i.e. scoreboards, lighting, power, internet, sound system, essential game/contest equipment, goals, nets, etc.)
- Host Game Officials - provide parking, locker room, escort for all game/match officials, umpires and referees
- Host Visiting Teams - communicate with visiting teams to schedule practices, send visitors guide, assist with transportation options, etc.
- Ensure all radio & TV broadcast needs are in place and functional
- Manage and maximize live stream of all NCAA contests
- Oversee concessions at events - manage relationship with vendors, profit & loss, staffing and reporting
- Oversee Ticket Operations - Manage relationship with ticketing solution partner, learn ticket software, maintain functionality of ticket platform. Direct design of website user interface, create ticket events in system, keep ticket sales user interfaces updated, build attendance and financial reports, track fan loyalty, etc.
- Schedule, train & supervise event staff (Student Workers) including Ticket Sellers & Takers, Seating Ushers, Crowd Control, Floor Sweepers/Shaggers, Concessions, etc.
- Serve as primary Campus Facilities Liaison to schedule field & court prep for events, communicate event schedules, athletics needs, etc., coordinate custodial & other ongoing maintenance schedules
- May be responsible for Emergency Response at athletic events
- Demonstrates knowledge of and compliance with all PacWest Conference and NCAA rules and regulations as they relate to all job related activities
- Performs other related responsibilities as assigned by the Senior Associate Athletic Director

**Assistant Athletic Director for Communications**

Reports to: Senior Associate Athletic Director

Summary: Perform functions associated with managing the Point Loma Nazarene University Athletic Department's media relations and game operations activities; provides positive promotion of PLNU athletics through every available communication outlet; responsible for the production of official publications.

Responsibilities:
- Primary informational contact with PLNU constituencies for all athletic teams
- Responsible for publicity, information, game management and promotion
- Disseminates publicity and information about the PLNU athletics department, its Student-Athletes and staff
- Writes and edits game summaries and human interest articles
- Maintains the Athletic Department website as well as social media (Twitter, Facebook, YouTube, etc.)
- Coordinator of Athletic Department publications
• Recruit, trains, leads and supervises a student cadre that supports each area of the above responsibilities
• Supervises statistical gathering, reporting, maintenance and record keeping procedures
• Athletic Department photographer
• Demonstrates knowledge of and compliance with all PacWest Conference and NCAA rules and regulations as they relate to all job related activities
• Co-supervises with the Senior Associate Athletic Director the Graduate Assistants for Athletics Marketing & Communications
• Performs other duties as assigned and/or outlined in the job description

Graduate Assistant for Athletics Marketing & Communications
Reports to: Senior Associate Athletic Director and Assistant Athletic Director for Communications
Summary: Performs functions related to the promotion, execution, and recapping athletic contest and events, as well as general marketing and communications support within the Athletic Department.
Responsibilities:
• Create and distribute promotional materials, game programs, etc.
• Assist with game administration duties at athletic contests
• Conduct post-game interviews, write bios and game recaps, game photo & video management
• Update, develop and maintain content on athletics website
• Assist with sponsor and donor relations/communications

Faculty Athletics Representative
Reports to: President
Summary: A FAR is a member of the faculty at an NCAA-member institution. He or she has been designated by the university or college to serve as a liaison between the institution and the athletics department, and also as a representative of the institution in conference and NCAA affairs. Each institution determines the role of the FAR at that particular university or college.

The role of the Faculty Athletics Representative is mandated in NCAA legislation. NCAA Constitution 6.1.3 states: A member institution shall designate an individual to serve as Faculty Athletics Representative. An individual so designated after January 12, 1989, shall be a member of the institution’s faculty or an administrator who holds faculty rank and shall not hold an administrative or coaching position in the athletics department. Duties of the Faculty Athletics Representative shall be determined by the member institution.

Other legislated roles per NCAA bylaws include:
• The FAR is one of five individuals authorized to make contact with the NCAA membership services staff, in accordance with NCAA Constitution 5.4.1.2.1.2
• The FAR or President is required to sign requests for waivers of initial-eligibility requirements, NCAA Bylaw 14.3.1.7
• Any appeal to restore the eligibility of a Student-Athlete must be submitted in the name of the institution by the FAR, President or Athletic Director, NCAA Bylaw 14.14.2

• The FAR, President and Athletic Director must sign institutional appeals to the Administrative Review Subcommittee. In addition, the FAR must be part of any telephone conference regarding the Administrative Review Subcommittee, NCAA Bylaw 21.3.3.2

• The FAR is included in notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred, NCAA Bylaw 32.5.1

• Signs all PacWest Academic Eligibility Certification forms

• Attend various conferences at the request of the University President

• Provides general oversight

• Proctor the NCAA Coaches’ Certification examination, unless designated to another individual outside the Athletic Department

• Must sign institutional appeals to the Student-Athlete Reinstatement Committee in accordance with NCAA Bylaws along with the President, and Athletic Director.

• Assist with the rules enforcement and appeals process

• Ensure that academic services are available to Student-Athletes

• Sign off on NCAA waivers and secondary NCAA violations

• Involved in the assurance of the academic integrity of the athletics program and in the maintenance of the welfare of the Student-Athlete.

• Monitors academic performance of Student-Athletes and the Student-Athlete experience

• Reports all violations or potential violations to the President in a timely manner

• Meets regularly with the President and the Athletic Director

• Serve as Chairperson for the Compliance Committee

• Serve as Chairperson for the Intercollegiate Athletics Committee

• Serve as Chairperson for Student-Athlete Transfer Appeals Committee

• When necessary meets with Student-Athletes to advise and discuss overall well-being leading up to graduation and beyond

• Meets with coaches to assist them in enhancing academic stewardship and integrity for their Student-Athletes

• Builds relationships with Student-Athletes, coaches and athletic department staff for success aligned with the institution’s missional priorities and core values

**Head Athletic Trainer**

Reports to:    Associate Athletic Director for Compliance/SWA

Summary:   Develop, coordinate and administer a comprehensive sports medicine program for PLNU intercollegiate sports.

Responsibilities:

• Develops overall sports medicine program for the University, including: injury prevention programs, injury evaluations, injury management, injury treatment and rehabilitation, educational programs, and counseling resources for Student-Athletes
- Provides Sports Medicine services for the Athletic Department, including attendance at and supervision of scheduled team practices and home and away competitions as necessary
- Supervises the treatment or referral of all injuries and post injury rehabilitation to the members of the sports medicine team; interface directly with medical personnel regarding the treatment of Student-Athletes
- Coordinates and schedules physical examinations and medical referrals for Student-Athletes to determine their ability to practice and compete
- Develops, trains, and supervises the Sports Medicine staff
- Supervises undergraduate Sports Medicine Students and serves as a Preceptor in the Sports Medicine Program
- Supervises the treatment and referral of Student-Athletes suffering from non-orthopedic medical conditions to the Wellness Center on campus
- Works in conjunction with the Sports Performance coaches and head coaches to ensure safety in the design and implementation of fitness, nutrition and conditioning programs customized to meet individual Student-Athlete needs
- Schedules and coordinates Sports Medicine staff for clinical coverage and competitions. Coordinate Sports Medicine students for clinical coverage and competitions.
- Determines and ensures the acquisition of safety equipment and supplies applicable to the respective intercollegiate sports; evaluate and recommend new techniques and equipment that would enhance the benefit of the sports medicine program
- Supervises the compilation and maintenance of statistical records of team injuries and medical data for the Athletic Department
- Supervises and administers aspects of the medical insurance provided to PLNU Student-Athletes as a function of their participation
- Organizes and schedules randomized drug testing of all athletic teams
- Demonstrates knowledge of and compliance with all PacWest Conference and NCAA rules and regulations as they relate to all job-related activities
- Serves as the designated NCAA Athletics Health Care Administrator
- Specific compliance responsibilities include but not limited to:
  1. Monitor compliance with NCAA Bylaws regarding documentation for medical hardship waivers
  2. Provide Student-Athletes and coaches with rules education regarding use of banned substances and drug testing
  3. Provide Student-Athletes and coaches with rules education regarding NCAA and institutional insurance programs
  4. Supervise and monitor ineligibility for the use of banned drugs consistent with NCAA Bylaws
  5. Assist in compliance with NCAA Bylaws regarding daily and weekly hour limitations
- Other duties as assigned
Athletic Trainer & Graduate Assistant
Reports to: Head Athletic Trainer
Summary: Work with athletes in the Sports Medicine clinic in preparation for practice and competition

Responsibilities:

- Assist in the care, prevention, treatment and rehabilitation of athletic related injuries
- Assist with the day-to-day operation of the Sports Medicine clinic
- Assist in the supervision of Sports Medicine Students in the AT education program
- Team coverage of designated sports, including pre-practice prep and games, travel required
- Work in conjunction with the strength and conditioning coaches and head coaches to ensure safety in the design and implementation of fitness, nutrition and conditioning programs customized to meet individual Student-Athlete needs
- Demonstrate knowledge of and compliance with all PacWest Conference and NCAA rules and regulations as they relate to all job-related activities
- Other duties as assigned

Head Sports Performance & Strength and Conditioning Coach
Reports to: Primarily to Associate Athletic Director for Compliance/SWA.
Summary: Provides Sport Performance education and work out session for Student-Athletes

Responsibilities:

- Design customized programs with annual outcomes for 9 DII athletic teams (Baseball, Men’s Basketball, Women’s Basketball, Women’ Golf, Men’s Soccer, Women’s Soccer, Men’s Tennis, Women’s Tennis and Volleyball)
- Create and implement challenging training programs that are organized, educational, progressive and customized for each individual team to improve speed, agility, mobility, flexibility, energy systems and prevent injury
- Teach & model appropriate and necessary techniques at each training session
- Deliver programs in organized manner using industry’s best practices
- Encourage and motivate Student-Athletes to train and perform to their utmost potential
- Strategize and adjust current programs in monthly meetings with coaching staff. Communicate with individual coaching staffs regarding Student-Athlete performance and participation.
- Communicate weekly and work in conjunction with Sports Medicine Staff to ensure the health and safety of the Student-Athletes
• Adapt to flexible work schedule including the ability to work university and government holidays
• Supervise Assistant Strength & Conditioning Coach and Graduate Assistants
• Supervise and evaluate any possible and future Sports Performance staff including interns and graduate assistants
• Coordinates the staffing and general maintenance of the Sports Performance Center/Strength Facilities and schedules team training sessions. Responsible for researching and purchasing strength and conditioning equipment within approved budget constraints.
• Collaborate in weekly meetings with Supervisor to develop outcomes and expectations necessary for a robust strength & conditioning program
• Collaborate in bi-monthly department meetings
• Demonstrate knowledge of compliance of all PLNU, PacWest and NCAA rules and regulations as they relate to all job related activities and assist in monitoring CARA activity

**Assistant Strength & Conditioning Coach & Graduate Assistant**

**Reports:** Head Strength & Conditioning/Sports Performance Coach

**Summary:** Assist Head Sports Performance & Strength and Conditioning Coach in providing sports performance education, developing and implementing training sessions for Student-Athletes

**Responsibilities**
- Be a contributing member of a cohesive high-performance service team (Sports Performance, Sports Medicine, & Dietitian Staff)
- Assist Sports Performance staff with all manners of strength and conditioning
  - Session Prep
  - Data Entry
  - Testing and Assessment
  - Program Writing
  - Program Implementation and Coaching
- Must participate in a comprehensive coaching curriculum
- Maintain a positive training environment
- Ensure at all times that the equipment and exercises are following the best practices to safeguard the student-athlete and the facility
- Demonstrate knowledge of compliance of all PLNU, PacWest and NCAA rules and regulations as they relate to all job related activities and assist in monitoring CARA activity

**Athletic Program Coordinator**

**Reports to:** Primarily to Associate Athletic Director of Compliance/SWA and secondarily to Athletic Director and Senior Associate Athletic Director
Summary: Department event coordinator, highly involved in partner/donor relations and NCAA Compliance, as well as the management of the general office

Responsibilities:
• Primary event coordinator for Athletic Department events. Events include but not limited to:
  • Opening Day – first Sunday after Labor Day
  • End of the year SLAM Awards (Athletic Banquet)
  • Fundraising events – golf tournaments, dinners, auctions, etc.
  • Off-site athletic contests – golf tournaments, cross-country meets etc.
  • Athletic Hall of Fame Inductions and Banquets – occurs every five years
  • Assist Coaches with end of season team banquets
  • Department meetings
  • Homecoming
• General knowledge and awareness of athletics/sports culture
• Compliance with all PLNU, PacWest, and NCAA rules and regulations as they relate to all job-related activities
• Purchase office supplies and other duties required for the efficient operation of the department
• Promote a well-organized and professional office
• Work closely with the Athletic Director
  • Assisting with his calendar
  • Compiling/managing expense reports in Workday
  • Transcribing minutes for various meetings
• Assist the Senior Associate Athletic Director
  • Partner/donor relations, department communications and promotional materials
  • Manage department internal & external email communications, including relationship with third party email service provider
  • Assist with promotional materials (LAF brochure, announcements, fliers, pocket schedules, etc.)
  • Continue to develop partner and donor relations including but not limited to:
    • Recaps/tracking
    • Client Services (communication, etc.)
    • Database management
    • Department liaison
    • Acknowledgements with gifts/receipts/thank-you’s
• Assist the Associate Athletic Director for Compliance & Senior Woman Administrator with NCAA Compliance
  • Update compliance databases
  • Draw-up Athletic Scholarship Agreements & National Letter of Intents (NLIs)
  • Assist with Missed Class Report
  • Write, send and collect athletic contest minister and ensure background checks and on-line training for camp/clinic employees have been completed
• Supervise student workers in the following areas but not limited to:
  • Schedule student workers to provide front desk coverage during a typical work week
  • Hire, train and monitor student workers to answer phones, forward emails, and greet guests
  • Filing & copying documents
  • Distribute department mail
  • Restock office supplies when necessary
• Update campus documents and communication (i.e. Lomalink, Toilet Paper, etc.)
• Other duties assigned

Head Coach
Reports to: Athletic Director

Summary: To build and sustain a dynamic team program where players demonstrate exceptional skills while fully committed to the mission and goals of the university and adhering to all PacWest and NCAA rules and regulations.

Responsibilities:
• Develops the team to reflect PLNU's mission, and readily demonstrates student-development goals, Athletic Department objectives and team success.
• Develops a spiritual focus consistent with university goals which will promote individual Student-Athletes spiritual growth, team involvement in service, worship, and involvement in Athletic Department activities that support the spiritual growth of all Student-Athletes.
• Builds a program that results in high retention and graduation rates while helping the student body enthusiastically embrace and support the team and its activities.
• Recruiting
  • Work closely with Admissions on the recruitment of all Prospective Student-Athletes (PSAs)
  • Ensure all recruiting activities are entered into Front Rush
  • Follow recruiting procedures
  • Targets recruitment efforts to result in effective signings of Student-Athletes who are institutionally compatible in lifestyle standards, academic expectations, committed to graduation and enhancing the PLNU identity
  • Facilitate the provision of all information necessary to determine Prospective Student-Athlete eligibility
• Builds a collegial environment in decision making and administrative effectiveness throughout the University campus and within the Athletic Department staff
• Performs PacWest and NCAA documentation requirements and is responsible for staff compliance with all NCAA rules and regulations
• Prepares a budget proposal according to set guidelines for their particular sport
• Prepares schedules on an agreed deadline and submits it to the Associate Athletic Director for Compliance/SWA for department approval
• Notifies the Associate Athletic Director for Compliance/SWA of any roster and schedule changes
• Organizes and conducts practice sessions
• Works with Athletic Director (or designee) on travel details well in advance of events in order to coordinate the use of vehicles and time schedules within the adopted policy and budgets
• Notifies Associate Athletic Director for Compliance/SWA scholarship of offers for all Student-Athletes and recruits by the appropriate deadline
• Recommends Student-Athletes for award certificates and other special awards according to policies established for awards
• Provides Assistant Athletic Director for Finance and Associate Athletic Director for Compliance/SWA with a squad list and all persons who may be in official party when traveling (this must be completed by the first practice and kept up-to-date)
• Coordinates with the Assistant Athletic Director for Event Operations reservation of practice facilities and transportation needs.
• Notifies the Assistant Athletic Director for Event Operations any changes to the practice schedule
• Informs all team members of specific eligibility regulations and counsels team members with regard to their responsibility to maintain eligibility. The coach should be alert to potential problems and may request information from faculty members or Associate Athletic Director for Compliance/SWA.
• Submits requests for the following items according to current procedure policies:
  • Purchases of equipment and supplies approved in the budget
  • Transportation
  • Food or food money
  • Entry fees
  • Lodging
  • Recruiting expenses
• Keeps equipment supervisor/laundry attendant informed of desired procedures and time schedules
• Works with equipment supervisor/laundry attendant with regard to inventory, issuance and maintenance of equipment and uniforms
• Personally accepts responsibility whenever a special (approved by Athletic Director) practice is called on weekends, at night, during vacation period or any other time when the equipment supervisor/laundry attendant, custodian, facilities manager is not on duty; to see that all buildings and equipment used are locked and/or checked by himself/herself personally so as not to confuse or upset the normal procedures used by the persons usually in charge. Unsecured buildings/facilities may result in personal liability issues regarding safety, etc.
• Keeps the supplies and equipment for that particular sport in full repair and secure, and includes supervising and coordinating the prudent use of these items during the season and storage during the remainder of the year
• Prepares requisitions (according to prescribed procedures in "business operations" section) for equipment or special projects approved in the budget for their sport. Responsible for follow-up until proper delivery and/or installation is completed.
• Submits proposals to the Senior Associate Athletic Director involving outside sources for clearance from the Office of University Advancement
• Hires personnel to assist with the implementation of their sport as approved in the current budget. Clearance should be obtained at the beginning of the season from the Athletic Director and Associate Athletic Director for Compliance/SWA.
• Accepts full responsibility for Student-Athletes’ conduct and appearance during home or away events and while on trips.
• Gives careful attention to the planning of transportation for a team in order to arrive at a contest with maximum safety and comfort and minimal class interference
• Works with Assistant Athletic Director for Communications in regard to team pictures and website information
• Actively works toward influencing the Student-Athlete’s conduct, public image, and spirit of cooperativeness in accord with the University objectives. If University regulations have been violated, the coach MUST inform the Athletic Director and discipline measures will be taken in consultation with the Vice President for Student Development.
• Attends appropriate coaches meeting, participates in Conference functions and turns in national, regional and conference information requests and ballots. This involves keeping the Athletic Director informed of current trends and/or legislation which may affect their particular sport.
• Attend and participate in department meetings
• Attend monthly meetings with the Athletic Director
• Reviews NCAA rules with Student-Athletes when necessary and reinforce the importance of compliance.
• Facilitates the provision of all information necessary to determine prospective Student-Athlete eligibility
• Provides complete and accurate expense reports
• Declares playing and practice seasons and submit to the Associate Athletic Director for Compliance/SWA for review and approval at appropriate deadlines
• Ensures team’s compliance with NCAA rules related to playing and practice seasons including monthly athletically-related activity logs
• Monitors the scheduling process, verifying that the schedule meets NCAA and conference scheduling requirements and missed class time policies
• Annually passes the NCAA Coach’s Certification Exam prior to recruiting off campus
• Follows the established process for renewal and non-renewal of athletically-related Financial Aid
• Follows Athletic Department equipment and apparel policies and procedures
• Notifies the Assistant Athletic Director for Event Operations names for the “Pass List” by the established deadline
• Ensure camp/clinic procedures are followed
• Must be CPR and First Aid certified
• Performs additional duties as assigned
Summary of Administrative Responsibilities

Academic Support – Jackie
- Faculty correspondence – Tim/Jackie/Ethan

Athletic Event Operations and Fan Experience
- Stretch Internet – Jordan
- Music – Jordan
- PA – Danny
- Scoreboard – Danny
- Concessions/Merchandise – Jordan
- Gate Operations/Ticketing – Jordan
- Stats – Danny
- Play-by-Play – Jordan
- Sponsor Activation – Grad Assistant/Brian
- Crowd Management – Jordan

Sports Medicine – Shawna
- Substance Abuse Testing – Shawna
- Student-Athlete Health Insurance – Shawna

Budget and Finances – Trevor
- Credit cards – Trevor
- Audit – Trevor

Camps
- Facility reservation – Jordan
- ABC Camps – Brian
- Compliance – Jackie
- Employment – Trevor
- Background Checks – Dominique/Jackie
- Website - Danny

Committees:
- PacWest Conference Membership/Scheduling – Ethan/Trevor
- Volleyball Regional Advisory Committee (RAC) – Jon
- Women’s Basketball Regional Advisory Committee (RAC) – Jackie
- Compliance Committee – Jackie
- Intercollegiate Athletics Committee (IAC) – Ethan/Jackie/Jon
- Student-Athlete Leadership Team (SALT) – Brian
- PacWest Appeals Committee – Jackie
- PacWest Championships Committee – Brian

Compliance – Jackie
- NCAA
• Title IX
• Gender Equity

Corporate Sponsorships – Brian
  • Nike/BSN Distributor – Brian (communication)/Trevor (accounting)

Facilities and Maintenance/Work Orders – Campus Facilities
  • fixme.pointloma.edu

Loma Athletic Fund – Brian
  • Executive Council – Ethan/Brian
  • Individual Team Support Groups – Brian
  • Finances – Trevor
  • USeed - Brian
  • Administrative Support – Dominique

Marketing/Promotions – Brian
  • Green Sea/ASB/School Spirit – Brian
  • Branding (Marks/Logo Usage) – Brian
  • Strategic Planning – Brian
  • Visitor’s Guide – Danny w/layout; Brian w/content; Jordan w/distribution
  • Database/Research – Dominique

Ops and Compliance Manual – Jackie

Reports
  • Eligibility Reports – Jackie/Deron
  • Squad Lists – Jackie
  • GPA Reports – Danny
  • Coaches Association Nominations – Head Coach
  • EADA – Trevor
  • NCAA Financial – Trevor/Jackie
  • Graduation Report – Jackie
  • Student Development Annual Report – Brian/Jackie/Ethan
  • Sports Sponsorship Report – Jackie
  • Institutional Self-Study Guide (ISSG) – Jackie/Ethan/Brian

Sports Information/Communications/Media Relations – Danny
  • Internal Media
    o Website – Danny
    o Twitter – Danny
    o Facebook – Danny
    o Instagram – Danny
    o Weekly updates – Dominique
Email communications – Dominique

External Media
- Press Releases – Danny
- Game notes – Danny
- PLNU publications – Danny
- Relationships w/ Editorial Media (TV, Radio, Newspaper etc.) – Danny

Strategic Plan – Brian/Ethan

Student-Athlete Handbook – Jackie

Student-Athlete Surveys/Exit interviews – Jackie/Brian/Ethan

Transportation
- Bus Transportation – Pat Francis
- Air Transportation – Coach/Trevor
- Rental Vehicles for Overnight Trips - Coach

Various Programming:
- Fall Festival – Brian
- Opening Day – Dominique/Brian
- S.L.A.M. Awards – Dominique/Brian
- Fellowship of Christian Student-Athletes Days (FCA) – Brian
- SALT – Brian
- Admissions/Preview Days – Jackie
- Intramurals – Alisa

**Student Employee Policy and Responsibility**

**Student Employees**
The student’s education is their first responsibility; nevertheless, if the student is unable to complete all his/her duties within the schedule jointly agreed upon by the student, staff member and his/her faculty supervisor, the student’s employment will be terminated.

- Student employees are responsible to the area assigned by their direct supervisor.
- New student positions must be approved by the Athletic Director and have budgetary appropriations.
- Supervisors must follow carefully the procedure for hiring student employees:
  1. Request for Student Employment to be sent to Student Employment Coordinator.
  2. Due to government regulations all work study students must have signed a form in Student Financial Services saying they understand the maximum amount they may earn on work study.
  3. The student **MAY NOT WORK** and the Payroll Office will not be able to receive time cards without proper authorization: Request for Student Employment
approval by Student Employment Coordinator includes signed W-4 and I-9 forms.
4. International Students must also be cleared by Director of Multicultural and International Student Services.
5. Student Employment Termination Report
   • A permanent file will be kept on all student employees. The Termination Report will provide data for removal from the payroll and future reference source.

Athletics Crisis Management Plan

Initial awareness of the issue
   • Determine severity of the issue
   • Contact significant university personnel
   • Contact Jill Monroe to determine where message should come from
   • Create the individual message

Contact additional 'silos'
   • Compliance
   • Donors
   • Coaches
   • Sponsors
   • Athletic Affiliations
   • Local Media
   • Campus Police
   • Social Justice groups
   • Business units
   • NCAA Enforcement
   • Staff/Faculty
   • Community
   • Student-Athletes
   • Fans

   *Key here are acknowledging effect on their groups and showing respect
   *Think about long-term effects and reputation management

If situation escalated - part 1
   • Craft a message from the university
     o Don’t box in a time frame
   • Look at possibly pausing social media postings
If situation escalated - part 2

- Craft a message speaking to the foundation and message of the university
- Silence may be called for in certain situations
- Any possible action needs to be seen as unified and with consistent message

Speaker for specific situations

One team focused - Ethan Hamilton (Athletic Director)
Athletic Department focused - Dr. Bob Brower (University President)
University focused - Jill Monroe (University Spokesperson)

Important Contacts

<table>
<thead>
<tr>
<th>Ethan Hamilton</th>
<th>Jill Monroe</th>
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<tbody>
<tr>
<td>Athletic Director</td>
<td>Director of Public Affairs</td>
</tr>
<tr>
<td>(858) 869-7885</td>
<td>(619) 813-0679</td>
</tr>
<tr>
<td><a href="mailto:ehamilto@pointloma.edu">ehamilto@pointloma.edu</a></td>
<td><a href="mailto:jillmonroe@pointloma.edu">jillmonroe@pointloma.edu</a></td>
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<table>
<thead>
<tr>
<th>Brian Thornton</th>
<th>Jackie Armstrong</th>
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<tbody>
<tr>
<td>Senior Associate Athletic Director</td>
<td>Associate Athletic Director for Compliance/SWA</td>
</tr>
<tr>
<td>(317) 850-2558</td>
<td>(619) 261-0204</td>
</tr>
<tr>
<td><a href="mailto:brianthornton@pointloma.edu">brianthornton@pointloma.edu</a></td>
<td><a href="mailto:jackiearmstrong@pointloma.edu">jackiearmstrong@pointloma.edu</a></td>
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<tr>
<th>Danny Barnts</th>
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<tr>
<td>Assistant AD for Communications</td>
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<tr>
<td>(509) 336-9944</td>
</tr>
<tr>
<td><a href="mailto:dbarnts@pointloma.edu">dbarnts@pointloma.edu</a></td>
</tr>
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General Office Information

Department Meetings

Departmental meetings are scheduled for Wednesdays at 9:15am in Cunningham. Your attendance is required. If you are unable to attend, please contact the Athletic Director in advance. Multiple missed meetings may result in an official reprimand in your file.

Dress Code Policy for Athletic Administrative Staff

When in your office or representing the PLNU Athletic Department on and off campus, male employees should wear slacks or khaki pants with a collared or polo shirt as a minimum requirement. For female employees, a dress or khaki, dress slacks or a skirt with a blouse or polo is acceptable business attire. For both genders, no shorts, jeans, tennis/basketball shoes or t-shirts should be worn. Sandals/open-toed shoes are also not appropriate. For
females, open-toed pumps/flats are fine. When working an outdoor event that requires a jacket/sweatshirt, please choose PLNU attire.

During the summer months of June and July, dress shorts (non-athletic) of an appropriate length, jeans and tennis/basketball shoes are fine, unless you have meetings on or off campus. Collared or polo shirts are still required.

If an athletic administrative staff member is also a coach, then there is an exception for coach-related attire. Also, there may be certain days/events that require additional exceptions which can be granted with approval of a direct supervisor and/or Athletic Director.

**Key Distribution**
Keys can be requested through Campus Facilities via a work request.

Security is the responsibility of all employees. It is important that buildings, rooms, closets, cabinets, and equipment be locked and University property protected. Under no circumstances should keys be duplicated. A lost key should be reported at once to your supervisor. Upon termination of employment, your keys must be returned to your supervisor.

**Parking**
Employees must register their cars on-line through my.pointloma.edu. An identifying decal will be issued which must be displayed on the lower left corner of the windshield. Employees should park their vehicles in areas that are identified as Staff/Faculty parking. Student-Athletes must also have student passes to park on campus. When traveling for team contests overnight, please direct Student-Athletes to the appropriate parking areas.

**Clerical and Electronic Needs**
For help with office maintenance contact the Athletic Program Coordinator for guidance at extension 2999.

For computer or technical issues call the help desk at extension 2222.

**Use of Office Machines and Equipment**
There is a copy machine and fax machine in the main athletics office. These are for official university business only and should not be used to print personal business. Student-Athletes are not allowed to use office equipment for personal business. Please report all technical problems to the Athletic Program Coordinator.

The following policies are meant to guide your use of the University computer and telephone systems:

- All phone, network, computer and other technological systems and equipment are owned by the University
• There is no individual right to privacy on our voice mail, email, and computer data and systems.
• Passwords do not guarantee confidentiality. PLNU reserves the right to access all information on these systems at any time, without prior notice to you. This may be done to monitor employees’ work, to expedite completion of a project, to ensure that messages are being responded to, to assist with an investigation, or for any other valid business reason. If you are asked to provide a password and refuse, you may be subject to immediate termination. Employees should have no expectation of privacy with respect to their use of any University-provided technical resources or system.
• As a Christian institution, the use of University property for pornographic purposes is strictly prohibited. E-mail and Internet usage may be monitored to detect such usage.
• It is improper to use any University resource in any way which offends other employees, students, or others you come in contact with in the course of your job. For example, University property and systems must not be used for receiving, storing, transmitting, downloading, or posting of any unprofessional, offensive, degrading, harassing, threatening, or otherwise inappropriate material.
• Although our computer system may be used for occasional personal business, such personal use should be limited and occur outside of work hours.
• All messages, including those sent to “Advertise,” must not be offensive to the recipient (i.e., pornographic or any message that could be perceived to be a form of harassment or discrimination). All such usage is impermissible.
• Impermissible use or inappropriate content should be reported immediately to the Office of Human Resources.
• Violation of the above policy may result in disciplinary action up to and including termination.

Human Resources

Hiring
The University is an equal opportunity employer and is committed to making employment decisions on the basis of merit. We want to have the best available person in every job. The University prohibits discrimination based on race, color, age, national origin, sex, physical or mental disability, or any other basis protected by applicable federal, state, or local laws. This commitment applies to all persons involved in the operation of the University and prohibits discrimination by any employee of the University, including supervisors and coworkers. As a religious institution, PLNU retains the right to exercise religious preference in employing faculty and staff who agree with and support the religious mission of the University.

For all position postings for the Athletic Department, a supplemental question is added to all applications inquiring into any NCAA violations in the applicants’ past. Additionally,
search procedures shall include background search information detailing their NCAA history and NCAA violation record.

For more details or questions regarding the hiring process and policies, please contact Human Resources at extension 2696 or consult the Staff Handbook.

**Contracts**
Contracts are kept on file with Human Resources. However, employment with PLNU is at will, meaning that you may resign at any time with or without cause or notice, and PLNU may terminate your employment at any time with or without cause or notice. There is no promise that employment will continue for a set period of time, nor is there any promise that your employment will be terminated only under particular circumstances. The at-will nature of employment may only be changed in writing, and signed by you and the President of PLNU.

**Payroll**
A W-4 form must be on file for every employee before a paycheck can be issued.

Non-Exempt (hourly) paid employees are paid bi-weekly, beginning with the time card period starting 12:01 a.m. Monday.

Exempt (salaried) personnel are paid on the 15th and the last day of the month. When either of these days falls on a Saturday, Sunday or holiday, checks will be issued the last business day prior to the actual pay date.

Direct deposit to your bank or credit union account is encouraged. If you choose not to participate in direct deposit, and you work at the Point Loma campus, you must pick up your paycheck from a Cashier in Draper Hall.

**Annual Evaluation/Review**
Staff will be reviewed on an annual basis to evaluate his/her performance. Annual Reviews will be conducted by your Supervisor through Workday.

**Disciplinary Procedures**
Any violation of University policies or rules, PacWest or NCAA rules and regulations, or other improper behavior may warrant corrective discipline or termination. Although employment may be terminated at will by the employee or PLNU without following any system of corrective discipline, PLNU may, in its sole discretion, utilize corrective discipline if deemed appropriate under the circumstances. Such corrective discipline may involve, for example, verbal warnings, written warnings, and/or suspension prior to termination of employment. However, exceptions or deviations from this procedure may occur whenever, in PLNU’s opinion, circumstances warrant it.

**Holidays /Vacation Guidelines**
The University typically observes the following holidays each year: New Year’s Day, Martin Luther King Day, Maundy Thursday, Good Friday, Memorial Day, Independence Day, Labor
Day, day before Thanksgiving Day, Thanksgiving Day, day after Thanksgiving, and Christmas Break.

Vacations are granted to regular full-time and to regular part-time employees working a minimum of 20 hours per week on a pro rata basis. After 90 days of continuous service, vacation time is available to be taken as it accrues. Full-time regular employees, other than designated administrators, earn vacation, beginning with the date of hire, on a daily basis. For a full schedule and details, please see the Staff Handbook located at my.pointloma.edu and located under Human Resources.

You are required to report your used vacation days to human resources through Workday. Please refer to the Staff Handbook for instructions through my.pointloma.edu.

**Educational Benefits**

PLNU Athletics supports the continuing education of all staff and faculty. Professional development opportunities that present themselves should be discussed with the Athletic Director and approved before using university funds.

PLNU supports fee remission for full and part-time employees. For more information please contact Human Resources at 619-849-2696 or visit my.pointloma.edu on the human resources page.

**Student Workers, Volunteers & Internships**

Due to FERPA and HIPPA regulations we require all student workers, volunteers and interns working in the Athletic Office to sign the Confidentially Contract and Athletic Department Expectations form.

**Business Operations**

**Budget Planning**

General athletic budgeting parameters are communicated to the Athletic Department by the Vice President for Student Development and/or the Associate Vice President of Budget and Accounting. The athletic budget is formulated in the same manner as all other departmental budgets on campus. The Assistant Athletic Director for Finances then adjusts individual sport budgets to accommodate out of pod travel within the conference schedules that varies from year to year. These plans are then reviewed by the Athletic Director, Senior Woman Administrator, and Assistant Athletic Director for Finances. At this point, requests for additional funding may be added along with a rationale for such requests. Plans are then submitted to the Vice President for Student Development and Associate Vice President of Budget and Accounting where further modifications may occur. The University’s Cabinet will ultimately approve a final version of athletic budgets.

Once budgets are approved, coaches will be notified of what they have to spend. They are expected to plan their expenditures to fit within their operational budget allotments.
Fundraised money may be used to supplement operational budgets, and may also be carried over from year to year in that sport’s restricted budget; however, the use of these monies must receive the approval of the Athletic Director and/or Assistant Athletic Director for Finances. Non-conference contests involving air travel will need to be financially supported through fundraising (with the exception of women’s golf, which has two Northern California trips built into their operational budget). All expenditures, regardless of funding source, must be made within Athletic Department procedures and NCAA rules.

**Athletics Scholarship Budgets**
Meguiar & McNeilly awards will be $5,250 per sport. Other endowed scholarship amounts are usually determined in February or March. Please contact the Assistant Athletic Director for Finances for other specifics.

The term “deadline” is defined as the student’s deposit having been received by PLNU. For all sports (fall, winter or spring), you need to have all entering high school student-athletes deposited by May 1st. For fall sports, you would also need to have any transfers (any student-athlete not coming directly from high school) deposited by May 1st. For winter and spring sports, you have a deadline of June 1st for any transfers. There may be exceptions; however, this would need prior approval from the Athletic Director, as there is a very limited number that can be processed after these deadlines. Even with these limited exceptions, August 1st would be the absolute deadline for anyone.

We are using the National Letter of Intent signing dates – for more information please check with the Associate Athletic Director for Compliance/SWA. In addition, our institutional dates to sign returning student-athletes will stay the same – May 1st for all fall and winter sports and May 15th (or one week after the conclusion of your season) for all spring sports. In addition, the NCAA deadline for all returning student-athletes to sign is July 1st. Therefore, any appeals processes would need to be settled by July 1st. The NLI sets an August 1st deadline for all institutions to have newcomers signed.

Please also communicate and analyze with your graduating seniors in the event that they will be registered part-time in any semester. There have been situations where SA’s are over-awarded in their final semester due to the limited units being attempted. Please also consider this when designating endowed scholarship winners and the various amounts between the two semesters.

**Athletics Branded Apparel Sales Policy**
The PLNU Athletic Department has the sole right to sell and/or barter apparel containing any of the PLNU Athletic marks, and the sole right to grant permission to use or access any PLNU Athletics marks.

Apparel Sales at PLNU Athletic Contests
• Apparel sales at all athletic contests is reserved for Point Loma Athletic Department and its campus retail partner (currently Barnes & Noble).

Apparel Sales Opportunities for Individual Teams

• General Sales Policy
  o All team apparel orders must be approved and ordered by the Point Loma Athletic Department.
  o Individual PLNU athletic teams CAN sell apparel at their own sport's camps/youth tourneys/etc. However, apparel for sale may not contain logos specific to any other PL program (i.e. Cross Country cannot sell apparel containing the Point Loma Basketball logo).
  o All sales of Point Loma Athletics branded apparel by individual teams (any and all marks, including team-specific marks) are subject to a licensing fee amounting to 50% of NET PROFIT from branded apparel sales, payable to PLNU Athletic Department.
  o No apparel may be produced, sold nor bartered containing any designs and/or marks other than the official Point Loma Athletics marks unless previously approved by Senior Associate Athletic Director.
  o All artwork designs and/or usage of the names Point Loma Athletics, Point Loma Sea Lions, or any of its affiliated teams, must be approved by the Senior Associate Athletic Director.
  o Apparel orders must be in-line with current contractual parameters agreed upon by Point Loma Athletics and its apparel partner(s).
  o All physical inventory of apparel ordered by teams and available for sale must be stored and maintained by the team.

• Online Webstore
  o Each team will have the opportunity to sell apparel through an exclusive custom webstore once per year. Online apparel sales by individual teams will not be permitted at any other time.
  o Each team's webstore will be open for a two-week period.
  o Each team will be responsible for meeting any and all minimum orders as required by the webstore provider (currently BSN).
  o Each individual team budget will be charged for the cost of its apparel orders and then reimbursed by PLNU Athletic Department for its portion of the sales revenue.
  o PLNU Athletics will not be responsible for reimbursement on any unsold items.
  o No team will receive any revenue generated by the webstores of other PLNU athletic teams.
  o Teams may combine their orders to meet required minimums, and split those items as they wish between each of their webstores. (order minimums are based on the individual “blank” items, not on the logos -- for example, in order to meet a minimum order of 12 t-shirts, a team may order six (6) t-
shirts with the “PLNU Sea Lions” logo and another six (6) of the same exact t-shirt with the PL Crest” logo).
  o All apparel revenue will be payable by customers to PLNU Athletics. Each specific team will receive its percentage of sales revenue from PLNU Athletics.

• In-Person Apparel Sales
  o All revenue from Point Loma logo apparel sold at camps, tournaments and/or other non-sanctioned events is to be split 50/50 between the team and Point Loma Athletics.
  o All apparel at events must be sold through Point Loma Athletics concessions. No sales may be made where payment transfers directly from the customer to the specific team or any of its representatives.
  o When a customer wishes to buy apparel from a specific team while no event is happening, he/she must make the purchase from the Athletic Department office, where a receipt will be given to the customer. The customer must then redeem their receipt with a team representative who will give them their apparel.

• Giveaway and Comp Gear
  o Coaches may give away items containing the Point Loma logo they have purchased for their program, as long as the transaction is in line with current NCAA compliance regulations. In these instances, Point Loma Athletics will not receive any licensing fee from the team (since the team did not generate any revenue from the sale of the item).

Purchasing Procedures
The following are guidelines for the proper procedure to make a purchase through the Athletic Department:

1. For outside vendors use appropriate requisition or check request forms
2. Email all BSN quotes to Assistant Athletic Director for Finances
3. Give complete and accurate specifications for every item requested
4. Estimate cost as accurately as possible for each item requested
5. Include appropriate budget number
6. Give purchase requisition to Assistant Athletic Director for Finances who in turn prepares a purchase order
7. Obtain approval of Assistant Athletic Director for Finances or assigned budget officer
8. The Assistant Athletic Director for Finances will forward requisition to the purchasing agent (business office)

9. Do not make purchases of any item(s) which were not included on the approved budget for that year or the purchase requisition. It is imperative every time an event is scheduled, either home or away, that it fits within the budget parameters. The concept of building a schedule and hoping the finances work out is unworkable under this system.

10. Use purchase orders for large orders (i.e. uniforms or equipment)

11. Notify Assistant Athletic Director for Finances immediately upon receiving goods or services

Cash advances for trips should be requested through Workday.

Always save sales tickets and receipts when making purchases or spending university funds. If cash is given, secure signatures of each recipient. Receipt should be uploaded into Workday upon completion of the trip.

**University Credit Card**

University credit cards are available for coach and administrator use through the Assistant Athletic Director for Finances. Cardholders are required to upload receipts and document expenses through Workday using the appropriate account numbers and NCAA work tags. Contact Assistant Athletic Director for Finances for any questions.

University purchasing credit cards may ONLY be used for university business.

**Account Numbers**

6307 – Laundry
6309 – Data Services (In Flight Internet)
6312 – Honorarium
6313 – Umpires/Referees
6316 – Printing Off-Campus
6318 – Photo/ Graphics Service (probably more of Sports Info function)
6320 – Other Services
6323 – Catering (Sodexo)
6404 – Supplies (not uniforms)
6405 – Film and Video Purchase
6406 – Postage (off-campus)
6434 – Uniforms (practice and game gear; travel gear and bags)
6435 – Ground Supplies
6603 – Cell Phone
6699 – Gift Cards (do not exceed $25)
6702 – Membership (in PLNU's name)
6703 – Membership (in individual’s name)
6704 – Travel – Meals (meals associated with any competition; scouting an opponent; convention travel)
6705 – Local Meals and Entertainment (any meals and/or entertainment where no mileage reimbursement or vehicle costs incurred)
6706 – Workshop/Seminar/Conference (registration fees)
6707 – Vehicle Rental
6708 – Other Transportation
6709 – Lodging
6710 – Miscellaneous
6724 – Maintenance – Equipment
6726 – Maintenance – Other
6728 – Rentals – Contract (equipment rentals)
6738 – Software as a service (Synergy; concussion software – online software login)
6906 – Computer Peripherals
6911 – Books & Subscriptions

**NCAA Worktags**

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiting Expense</td>
<td>Input transportation, lodging and meals for prospective student-athletes and institutional personnel on official and unofficial visits, telephone call charges, postage and such. Include value of use of institution’s own vehicles or airplanes as well as in-kind value of loaned or contributed transportation.</td>
</tr>
<tr>
<td>Team Travel Expenses (Home Game Meals)</td>
<td>Input air and ground travel, lodging, meals and incidentals (including housing costs incurred during school break period) for competition related to preseason, regular season and non-bowl postseason. Amounts incurred for food and lodging for housing the team before a home game also should be included. Include value of use of the institution’s own vehicles or airplanes as well as in-kind value of donor-provided transportation.</td>
</tr>
<tr>
<td>Expense Category</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Team Equipment and Supplies Expense</td>
<td>Input items that are provided to the teams only. Equipment amounts are those expended from current or operating funds. Include value of in kind equipment provided.</td>
</tr>
<tr>
<td>Game Expense</td>
<td>Input game-day expenses other than travel which are necessary for intercollegiate athletics competition, including officials, security, event staff, ambulance, etc. Input any payments back to the NCAA for hosting a championship.</td>
</tr>
<tr>
<td>Fundraising or Marketing Expense</td>
<td>Input costs associated with fund raising, marketing and promotion for media guides, brochures, recruiting publications and such.</td>
</tr>
<tr>
<td>Director Overhead (Administrative Expense)</td>
<td>Input overhead and administrative expenses paid by or charged directly to athletics including: administrative/overhead fees not charged by the institution to athletics, facilities maintenance, security, risk management, utilities, equipment repair, telephone, other administrative expenses. If further guidance is needed for common allocation methods of administrative / overhead fee calculations, consult the NCAA revenue expense reporting best practices document.</td>
</tr>
<tr>
<td>Medical and Insurance Expense</td>
<td>Input medical expenses and medical insurance premiums for student-athletes.</td>
</tr>
<tr>
<td>Memberships and Dues Expense</td>
<td>Input memberships, conference and association dues.</td>
</tr>
<tr>
<td>Other Operating Expense</td>
<td>Input any operating expenses paid by athletics in the report year which cannot be classified into one of the stated categories. If the figure is greater than 10% of total expenses, please report top three drivers in the comments section.</td>
</tr>
<tr>
<td>Occasional Meals/Snacks (non-travel)</td>
<td>Include meal allowance and food/snacks provided to student-athletes</td>
</tr>
</tbody>
</table>

**Worktag “Occasional Meals/Snacks” include the following expenses**

a. Coaches meetings with student athletes  
b. Team occasional meals, snacks, or drinks  
c. Snacks in coaches’ offices  
d. Protein bars primarily consumed outside of game day competition
e. Fall sports training camp meals (for practices / not travel)
f. Christmas or Spring Break meals (for practices / not travel)
g. Summer session meals (for practices / not travel)

Other local meal expenses should use their previous corresponding worktag:

a. Food for alumni games or gatherings -- Use "Other Expenses"
b. Coaches meetings with alumni -- Use either "Other Expenses" or "Fundraising or Marketing Expense" as applicable.
c. Awards banquet food -- Use "Other Expenses"
d. Training Table Meals (pre-game, in-game, post-game meal or snacks for home contests) -- Use "Team Travel Expense"
e. Local meals in any administrative budget -- Use "Direct Overhead"
f. Local meals for hosting recruits -- Use "Recruiting Expense"
g. Meals for youth or prospect camps -- Use "Unassigned"

**Reimbursement Procedures**

Reimbursement for expenses paid with personal funds can be requested through Workday.

**Use of Personal Cell Phones**

Head coaches and selected staff are eligible for cell phone stipends. The appropriate amount will be added monthly to the individual's paycheck.

Be advised, it may be necessary for us to view your entire phone records/bills to accompany phone logs to monitor recruitment according to NCAA rules. Please submit any phone numbers used for recruiting to Associate Athletic Director for Compliance/SWA upon request.

**Use of Personal Vehicle**

Mileage reimbursement for a personal vehicle can be received only for using your personal vehicle for official university business. Mileage will not be reimbursed for driving to and from the University for daily employee purposes.

Mileage reimbursement requests will be submitted through Workday.

When using a personal vehicle for work related activities, the University's insurance will assist with bodily injury claims (contact the Vice President for Financial Affairs office for more details). Damage to personal vehicle falls under owner's automobile insurance plan.

**Rent A PLNU Vehicle**

Contact the Transportation Manager.

**Car Rentals**

Coaches my contract with any car rental company. PLNU has a corporate account with Enterprise Car Rental.
Damage insurance is included in Enterprise rentals only

Fuel suggestions for rentals
  - Do not purchase pre-paid fuel
  - Return fuel to the level it was when you received the vehicle

University Insurance
New employees must be added to the university insurance policy if they plan to operate a university owned vehicle. Please follow the following steps to be added to the university insurance plan:

1. The first step to get on school insurance is to pull the DMV record of each potential driver. PLNU needs to know if there is more than one point/hit (speeding ticket/moving violation or accident) on your record. You can drive if you have only one in the last three years. If there are two or more, you are ineligible to drive for the school until one of them rolls off. Each point is automatically removed from the record after three years except for DUI.

2. If you are a California licensed driver and need to get on school insurance, please fax or scan and email a copy of your current license to Campus Facilities/Motor Pool (Fax number 619-849-7012). It takes about 48 hours to pull the record. You will be notified of the status of the record when it comes through.

3. If you plan to be driving a PLNU vehicle, once your record is pulled you must schedule a brief time to go over the Orientation to Drive. It takes about 15 minutes to review the information. This is information that the driver must know before going out on their first trip in a PLNU vehicle.

4. If you plan to drive rental vehicles only, you will not need the orientation. When your DMV record is pulled, you will be entered on the Insured Drivers List and cleared to drive rental vehicles.

If you have an out-of-state license, PLNU will need a copy of your current license to forward to the insurance company who will in turn give a report on your driving record, once cleared you will be added to the university insurance. If you change your license to a CA license, please make a copy and send to Campus Facilities/Motor Pool.

If a university employee does not have a Class B license, then rental company insurance must be purchased for a 12 or 15 passenger vehicle.

Team Travel Planning Policies
Coaches are responsible for organizing and booking hotels and request cash advances if desired.
**Meals Policies**

Only meals missed by required competition are to be reimbursed or provided. The policies listed below are an effort to help in planning. The budget constraints must be recognized and followed. If there are insufficient funds to accommodate desired plans within policy, then the schedule must be altered or additional (approved plan) funds must be secured ahead of the schedule being approved.

1. **Travel Meals**
   - When traveling in Hawaii or Alaska the per diem allotment is $50 per day.
   - For all other travel the per diem allotments are as follows: Breakfast - $10, Lunch - $15, Dinner - $15. When breakfast is offered complimentary with lodging, then the $10 breakfast allotment will be removed, resulting in the use of only the lunch and dinner per diems.
   - Documentation must be in the form of actual receipts from restaurants, or by obtaining signatures on the *Athletic Team Meal Expense Form* in exchange for cash distributed.
   - Coaches may use less than the allotment to help stay within their prescribed budget limitations.
   - Coaches may also supplement these amounts by obtaining sack lunches from Dining Services.
   - For team per diem/meals, you are allowed to use your university issued credit card or cash advances or a combination of both.
   - Charter bus driver tip are to be documented using the *Athletic Team Meal Expense form*. Drivers must print their name and initial for the tip in the same way a Student-Athlete does for meal money.

2. **Local Meals**
   - Student-Athlete meals may be paid by the University during training camp, Christmas break, Spring break, post-graduation ceremony provided they involved in CARA activity. The per diem allotment is $30 per day.
   - Training Table Meal - The University may provide one training table meal per home contest (use NCCA worktag: Team Travel Expense for this).

**Lodging Policies**

1. Lodging costs are generally limited to a rate of $150 per night per room including tax. Lower rates are encouraged when possible.
Exceptions

- Lodging in Oahu and Wiakaloa is limited to $250 per night per room
- Hilo is limited to $200 per night per room
- Bay Area and Seattle, WA is limited to $180 per night per room

2. Please refer to the recommended hotel accommodation list provided by the PacWest Conference. The recommended hotel list includes contact names and numbers and amenities.

3. Students should not share the same room with a graduate assistant or staff member.

4. As communicated by the Office of Civil Rights on their visit, every person must have their own bed; this must be followed. It is appropriate to take advantage of rollaway beds and is encouraged to maximize this option to limit costs.

5. Coach spouses are allowed to travel on one overnight trip each year where athletics will absorb the cost of them sharing a room. However, they (not the operational or restricted budget) will be responsible to cover their food and air transportation costs.

6. Any costs that exceed the lodging or per diem maximums will need prior approval for the Athletic Director.

**Student-Athlete Travel Roster Size**

Travel party size limits as set by the Athletic Department and applicable to non-conference, conference and post-season travel are as follows:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Travel Roster</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td>14</td>
<td>Only 12 allowed to travel on single contest at Fresno Pacific. As a reminder, any Bay Area and Hawaii travel permits only 12 Student-Athletes to dress for competition.</td>
</tr>
<tr>
<td>Cross Country</td>
<td>8</td>
<td>If a meet allows 7 participants, you are allowed to travel 8. If there is no limit, you may use fundraised money to go beyond the 8 participants. For day trips, you can travel the entire roster. Limit of 10 participants for PacWest Conference Meet.</td>
</tr>
<tr>
<td>Golf</td>
<td>5</td>
<td>Fundraised money for additional individual entries if desired.</td>
</tr>
<tr>
<td>Soccer</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>Sport</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>--------------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Track &amp; Field</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td>14</td>
<td></td>
</tr>
</tbody>
</table>

May take more or less for the PacWest Conference Meet, depending on qualifying standards.

Note: Check the PacWest Sport Regulations for specific number of Student-Athletes who can dress for competition.

**Non-Exempt Employee and Student Workers**

Non-exempt employees are not eligible to travel.

**Transportation**

1. Bus transportation requests should be given to the Transportation Manager as soon as the scheduled road game is approved by the Assistant Athletic Director for Events Operations.

2. Conference and post-season flight travel will be overseen by the Assistant Athletic Director for Finances. Non-conference flight travel maybe arranged by the coaching staff, or they may ask for help from the Assistant Athletic Director for Finances. Trips to/from Hawaii are contracted from Hawaiian Airlines. If your team is scheduled to fly to Hilo, then there is a required extra (one-time) one-way rate to Hilo. Baggage fees do apply. Please attempt to limit each person to one bag if possible.

3. Southern California bus trips will utilize PLNU buses. Conference bus trips to Fresno Pacific will use charter buses and be funded through your operational budget. Communicate your needs with the Transportation Manager.

4. When using charter bus coaches, you must submit a travel itinerary. Please work with the Transportation Manager to get this information to the charter company. Additionally, you must tip the driver at the end of each charter bus trip. The rate is $20-40 per day at your discretion. Please account for this amount in your cash advance request.

5. Charter bus driver tip are to be documented using the Athletic Team Meal Expense form. Drivers must print their name and initial for the tip in the same way a Student-Athlete does for meal money.

6. Departure times for Southern California travel is based on missing minimal amount of class time and will be scheduled for arrival 90 minutes prior to the start of your competition.

7. Departure time for Fresno is 9:30am.
8. When traveling a substantial distance (non-Southern California), you will be allowed to leave no earlier than one-day prior than your required attendance at an event/national tournament/competition unless given prior approval. NCAA rules prohibit departure prior to 48 hours before commencing of the event.

Additional Policies

- Any entertainment expenses (i.e. Pearl Harbor in Hawaii or Alcatraz in San Francisco) must come out of your restricted budget. Student-Athletes can pay for anything on their own with no approval.

- When traveling, a team member’s family/booster/others cannot purchase a team meal or entertainment. They may donate to your program.

Student-Athlete Conduct for Travel

All athletic teams must travel to other sites and institutions to compete in regular season and tournament competition. Student-Athletes must always remember that they are representing Point Loma Nazarene University as well as themselves on these trips. The conduct and actions of each Student-Athlete individually and each team should reflect the mission of the university and its athletic program.

Student-Athletes should also understand that the University, the Athletic Department, and each team coach are responsible for their well-being, safety and conduct during official travel. To successfully do this, each coach must follow institutional and NCAA guidelines and rules that pertain to official travel. Student-Athletes are responsible for helping in this process by observing the following travel policies:

1. Student-Athletes must travel both to and from the site of competition with the official team traveling party. Separate travel arrangements require advance approval by the head coach AND parents/legal guardian (regardless of the age of the Student-Athlete).

2. Only eligible Student-Athletes on the official squad list and formal team travel party may accompany a team for an off-campus event

3. Student-Athletes should be appropriately dressed and groomed at all times, conforming to individual team standards

4. University and department substance abuse programs remain in effect while representing Point Loma Nazarene University

5. Long distance telephone calls or movies cannot be charged to rooms and paid for by the University

6. Student-Athletes’ friends or relatives may not accompany a team at the University's expense
7. Always leave hotel rooms and visiting dressing rooms in good condition

8. Always be courteous and mannerly to all those around you

**Post-Season Award Banquets**
Post-season team banquets are encouraged. The Athletic Department will financially support end-of-year team banquets by providing the program $15 per member of the official party (SA’s, coaches, athletic trainers, department staff). Head Coaches can decide how this event is conducted (whether this is a BBQ at your home or a meal at a restaurant or a simple dessert etc.). Any parents that are invited must pay to attend and eat per NCAA rules.

The Athletic Department will not provide or be purchasing plaques for team banquets. Teams may purchase awards on their own; however, this expense will be absorbed from the team budget. In addition, ANY participation award/gift to your Student-Athletes must be approved by the Associate Athletic Director for Compliance/SWA and meet the financial maximums allowable per NCAA Figure 16-1.

**Campus Facilities**
Facilities issues that need immediate assistance and cannot wait until the next day call 619-279-9820.

**Scheduling Policy**

**Contest Scheduling Procedures**

1. The Assistant Athletic Director for Event Operations will approval all scrimmages and contests.

2. Team schedule deadlines to be submitted to the Assistant Athletic Director for Event Operations:
   - Baseball, Basketball, Cross Country, Soccer & Volleyball – June 1
   - Golf, Tennis & Track & Field – August 1.
   
   Contracts will be sent out at this time. If there is a need for contracts to be sent sooner, please contact the Athletic Director.

3. Following schedule approval, the Assistant Athletic Director for Event Operations will disseminate the schedule to the following persons via email:
   - Athletic Director
   - Senior Associate Athletic Director
   - Associate Athletic Director for Compliance/SWA
   - Assistant Athletic Director for Finances
- Assistant Athletic Director for Communications
- Head Athletic Trainer
- Athletic Program Coordinator
- Gym & Equipment Supervisor
- Manager of Athletic Facilities
- Head Coach
- Graduate Assistant for Athletics Marketing & Communications
- Head Sports Performance & Strength and Conditioning Coach

4. From this point forward, these schedules will be listed on the athletics website and are ready for publication

5. With all scheduling, the head coach must take costs and class misses into strong consideration for any contest

As a reminder, the university policy on missed class time refers to an allowable 20% of missed classes before a student may be dropped from the class without warning. Please communicate early and often with our Student-Athletes.

**Conference Scheduling**
Conference schedules for the sports of baseball, basketball, soccer, and volleyball are dictated by the conference office. Any changes to the conference schedule must be approved by both institution’s Athletic Directors and the conference commissioner. The conference office also has pre-determined dates and locations for conference championships in the sports of cross country, golf, tennis and track and field.

**Non-Conference and Non-Championship Season Scheduling**
Non-Conference scheduling must follow NCAA maximum allowable totals for the numbers of contests. Non-conference contests should be played on different days then the conference schedule. For example, conference contests are on Thursdays, non-conference contest should be played on other days except Thursdays (this will help with class misses). This will be approved by the Associate Athletic Director for Compliance/SWA in the summer preceding the academic year. Any changes (additions or deletions) will follow the policy as stated below.

Again, travel costs and class misses must be considered when scheduling these competitions. Head coaches are responsible for staying within their travel budget. Non-Championship Season scheduling must also fall under rules set forth in the NCAA manual (Bylaw 17) and will also need the initial approval of the Associate Athletic Director for Compliance/SWA. Also, no class may be missed for contests during the non-championship segment for team sports.
Changes in Contest Schedule
All changes from the publicized schedule must be submitted and approved by the Assistant Athletic Director for Event Operations will then send a change notification to the following people:
- Athletic Director
- Senior Associate Athletic Director
- Associate Athletic Director for Compliance/SWA
- Assistant Athletic Director for Finances
- Assistant Athletic Director for Communications
- Head Athletic Trainer
- Athletic Program Coordinator
- Athletic Office Student Worker
- Gym & Equipment Supervisor
- Head Coach
- Graduate Assistant for Athletics Marketing & Communications
- Head Sports Performance & Strength and Conditioning Coach

Home Contest Times for Team Sports

Weekday Contests

- **Baseball**
  Baseball doubleheaders will begin at 11:00 a.m. before daylight savings. After daylight savings, doubleheaders will begin at 12:00 p.m.

  Baseball single games will begin at 2:00 p.m. before daylight savings. After daylight savings, single games will begin at 3:00 p.m.

- **Basketball**
  Basketball will play doubleheaders at 5:30 p.m. and 7:30 p.m. with women competing first. If there is a standalone game, it will begin at 7:00 p.m. Game times during Christmas break and other holidays will vary.

- **Soccer**
  In August/September, soccer conference doubleheaders will play at 2:00 p.m. and 4:30 p.m.
  In even numbered years, the men's team will play first; in odd numbered years, the women's team will play first. For non-conference doubleheaders in even numbered years, the women's team will play first. For non-conference doubleheaders in odd numbered years, the men's team will play first. If there is a standalone game, it will begin at 4:30 p.m.

  In October and November, soccer conference doubleheaders will play at 1:00 p.m. and 3:30 p.m. In even numbered years, the men's team will play first; in odd numbered years, the women's team will play first. For non-conference doubleheaders in even numbered years,
the women’s team will play first. For non-conference doubleheaders in odd numbered years, the men’s team will play first. If there is a standalone game, it will begin at 3:30 p.m.

- **Volleyball**
  Volleyball will begin at 7:00 p.m.

**Saturday Contests**

- **Baseball**
  Baseball doubleheaders will begin at 11:00 a.m. before daylight savings. After daylight savings, doubleheaders will begin at 12:00 p.m.
  Baseball single games will begin at 12:00pm.

- **Basketball**
  Basketball will play doubleheaders at 2:00 p.m. and 4:00 p.m. with women competing first. If there is a standalone game, it will begin at 4:00 p.m. Game times during Christmas break and other holidays will vary.

- **Soccer**
  Soccer will play doubleheaders at 11:30 a.m. and 2:00 p.m. In even numbered years, the men’s team will play first; in odd numbered years, the women's team will play first. If there is a standalone game, it will begin at 11:30 a.m. or 2:00 p.m. as determined by coaches and defined in the game contract. If a second game is added on standalone date, the second team will inherit open time slot.

- **Volleyball**
  Volleyball will begin at 5:00 p.m. depending on soccer schedule and previous match schedule for volleyball.

**Practices**

Monday through Friday practices are based on the pre-determined times. Holiday and Saturday practices are available but must receive Athletic Director (or designee) approval. Holiday and Saturday practice times should be scheduled in collaboration and consideration for support staff.

All changes to the practice schedule must be submitted to the Assistant Athletic Director for Event Operations. The Assistant Athletic Director for Event Operations will then send a change notification to the following people:

- Head Coach
- Athletic Director
- Senior Associate Athletic Director
- Associate Athletic Director for Compliance/SWA
- Assistant Athletic Director for Finances
- Assistant Athletic Director for Athletic Communications
Practices may be suspended on FCA days.

**Sunday Practice/Competition Policy**
In keeping with current and past practices, there will be occasion for a PLNU athletic team to practice and/or compete on a Sunday. This will only happen under special circumstances and will be viewed as an exception. If a Sunday practice/competition is sought, then it must occur after Sunday morning church services in the afternoon and evening segments. It will also need both Athletic Director and administrative cabinet approval.

**Fall Training Camps and Spring Post Season Practices**
When practice is necessary before the fall semester begins or at the conclusion of the spring semester, coaches must:
- On-campus housing will be coordinate by the Associate Athletic Director for Compliance/SWA.
- Head Coach is responsible for all meals.
- Understand the coach is responsible for their Student-Athletes ALL DAY during this time, as Resident Directors and Residents Assistants are potentially not working.
- Comply with any and all NCAA rules (see Bylaw 17) during these segments.

**Contest Policies for Student-Athletes**
1. All Student-Athletes are expected to make arrangements for their own travel to home contests. If transportation is not available, the Student-Athlete is expected to contact the coach well in advance of the contest.

2. All Student-Athletes are expected to meet at the game site at the time established by the coaching staff.

3. All Student-Athletes are expected to behave courteously toward visiting teams, fans and officials and to follow all NCAA, PacWest Conference and PLNU principles.

4. All Student-Athletes are expected to wear appropriate apparel to their contest and change into uniforms in the dressing room unless approved by the coach. Uniforms must be returned to the equipment room after the contest.

A Student-Athlete cannot leave an away contest with anyone other than their parents or with written parental and Head Coach approval.
**Post-Season Participation**
Qualifications to participate in post-season events vary within different organizations and from sport to sport. Regional and National championships currently sponsored by NCAA are goals of the PLNU teams. To be eligible for these regional and national events, a team or individual must meet the criteria in the Class Attendance Policy.

**Home Events**

**National Anthem**
The Point Loma Athletic Department has a policy that the National Anthem (The United States or otherwise) will be played only prior to the start of the first contest of the day at all home sporting events. The playing or singing of the National Anthem will all be coordinated through the Senior Associate Athletic Director and the Assistant Athletic Director for Communications.

**Pass Lists**
- Administrative Pass Lists – Pass list requests must be emailed to the Assistant Athletic Director for Event Operations
- PSA Pass Lists – Coaches must use the Goggle PSA Pass List
- Student-Athlete Pass Lists - Four passes per Student-Athlete. Student-Athletes must submit guest’s names through the University Ticketing system. Guest’s names are due six hours prior to the start of your game. Guests cannot be added after the deadline, guests will have to pay at the gate. A Picture ID may be required at the gate for admission for persons on the pass list.
- Coaches will be given complimentary tickets for their guests. These complimentary tickets may not be given to Student-Athletes, PSAs and/or their relatives.

**Coaches Responsibilities**
- Informs Assistant Athletic Director for Event Operations of any deviations from the normal procedures.
- A group (i.e. a team or church group) that wishes to attend a given home contest will be evaluated on a case-by-case basis. Please notify the Assistant Athletic Director for Events Operations and Senior Associate Athletic Director.

**Assistant Athletic Director for Event Operations Responsibilities**
- Arranges for facility supervision including ushers, ticket sellers, ticket takers, and personnel necessary for actual administration of the contest such as scorekeeper, timer, etc.
- Informs concession stand manager of expected crowd size or any deviations from normal procedures
- Alerts building or facility attendants of specific needs prior to the event
- Alerts Department of Public Safety or other University personnel of any potential problem areas
- Assigns dressing rooms
• Provide shower towels
• Secures locker room building

**Athletic Trainer's Responsibilities**
• Provides preventive or corrective medical needs as perceived or requested
• Issues and collects bench towels
• Provides water for both teams

**Gym & Equipment Supervisor's Responsibilities**
• Prepares uniforms and other equipment prior to event time according to directions from the coach
• Assists opposing coaches and team officials with specific needs such as security, towels, training needs, etc.

**Assistant Athletic Director for Communications Responsibilities**
• Attend the event, report on the event to news media or make specific arrangements to have the reporting of the event done
• Coordinate any special arrangements for hosting and working with visiting Sports Information staff and/or newspaper reporters and photographers
• Notify coach, prior to event, if unable to attend any assigned event and make arrangements for reporting of scores
• Coordinate announcers and statisticians for all home events

**Assistant Athletic Director for Finances Responsibilities**
• Arrange for officials for each contest through Assistant Athletic Director for Finance.
• Request checks two weeks in advance using *Request for Officials Form* which includes:
  - Name and Social Security number of each official for check issuance
  - Officials fee per game and number of games
  - Date of event
  - Sport

**Announcer's Responsibilities**
• Announcing will be done in a way to honor both (all) teams
• Should arrive at least 30 minutes prior to announcing to set up microphone and all other equipment and to gather accurate rosters and team information
• All announcements must be cleared with the Assistant Athletic Director for Communications one hour prior to start of competition
• A specific announcement will be read regarding PacWest Sportsmanship Guidelines
• Responsible for putting away all equipment used

**Concession Stand Personnel's Responsibilities**
• Operates concessions according to instructions of the Assistant Athletic Director for Event Operations
• Reports any problems to the Assistant Athletic Director for Event Operations
• Reports low supplies to concession Assistant Athletic Director for Event Operations and makes a list of supplies to be purchased before next operation
• Reports time worked accurately
• Turns in money to be placed in safe to the Assistant Athletic Director for Event Operations

Concession Stand Policies
1. The concession stand will be under the supervision of the Assistant Athletic Director for Event Operations. This will include the management of any outside vendor agreements.

2. The funds generated from direct concessions sales and funds from any contractual partnerships related to concessions will be maintained through the regular financial channels and procedures of the University. The University may use these funds to provide areas not normally covered in the routine budget.

3. The net profits from the concession stand sales will be set aside in a reserve fund managed by the Assistant Athletic Director for Events and the expenditure of funds will be disbursed at his/her discretion. These funds may also be used for other specific Athletic Department purposes at the discretion of the Athletic Director.

4. The Assistant Athletic Director for Event Operations will hire and supervise the manager of the concession stand, either through an agreement with an outside contractor or the hiring of in-house concession stand personnel.

5. The Assistant Athletic Director for Event Operations will designate the duties of the concession stand manager such as purchasing and operations, and/or negotiate with an outside vendor/contractor to manage the stands.

6. The Assistant Athletic Director for Event Operations will work with any contractors and/or vendors (if any) to determine the hours which the concession stand will be open in accordance with needs and requests from coaches, organizations or others.

7. Unless a formal partnership agreement is in place between PLNU Athletics and an independent concessions vendor or contractor, the use of the concession stand/s or any of the equipment therein will not be permitted by other organizations without all of the following stipulations being met:
   • Approved concessionaire supervision. (The organization will be responsible for securing at least one regularly employed concessionaire to assist and/or supervise during the time the concession stand and/or equipment is being used.
   • Written request to the Assistant Athletic Director for Event Operations.
   • Written agreement to replace any damages or lost equipment and to clean thoroughly when finished.

8. The concession stand will be properly cleaned after each use.
9. All monies from the concession stand will be placed in the safe immediately upon closing by the Assistant Athletic Director for Event Operations, unless nightly revenue is to be managed differently by an outside vendor/contractor per an existing partnership agreement.

10. All inventory from the concession stand will be reconciled at end of the event.

11. Unless an agreement is in place to the contrary for select events between PLNU Athletics and an outside vendor/contractor, on a weekly basis the money from the concession stand will be counted, recorded and prepared for deposit by the manager or Assistant Athletic Director for Finance as well as change box(es) prepared for next time the stand will be open. Following late night events, this procedure may be done the following morning.

**Administrative Staff Overtime**
The following addresses athletic administrative staff working athletic contests (i.e. stats, game staff) and camps/clinics outside the scope of day-to-day duties. The challenge is always understanding the nature of each staff member’s job responsibilities and the fact that several employees are on different agreements (exempt, non-exempt etc.) with the university.

Any of these responsibilities performed outside the scope of day-to-day duties that are asked (and approved by the direct supervisor) to perform during the traditional work week and typical work hours will be covered by university agreed-upon compensation. This will fall under the "performs other duties as assigned" portion of job responsibilities. However, any of these responsibilities performed outside these traditional days/hours will be remunerated.

It is vital for the overall efficiency of the athletic department that supervisor approval is given, as only each individual and their supervisor understand the overall landscape of duties needing to be performed during that specific time of year.

**Game Day & Event Dress Code**
All staff members are expected to adhere to the dress code during all home Point Loma Athletics games and events. This dress code pertains only to those with event responsibilities at any given event. It does not apply when attending as a fan, however please understand that even when you are not working an event, you are still considered by others to be a representative of Point Loma Athletics. So, please take that into consideration when attending games as a fan.

**Distribution**
All employees and volunteers will be provided with a copy of this policy and expected to comply.
**Review and Revision**

1. The Point Loma Nazarene University (PLNU) Athletic Department reserves the right to rescind and/or amend this and all PLNU Athletics policies, at any time.

2. If an employee is physically unable to live up to any of the Dress Code rules and regulations, or if they have religious objections to any part of the Dress Code, they can and should address the situation with their supervisor prior to working any game or event.

**Full Time Athletic Department Staff**

Attire in compliance with Point Loma Athletics general administrative office dress code is acceptable at games/events for full-time Athletic Department staff members (in other words, Athletic Department staff members can wear what they wore to the office that day), with the following addition:

- All polo (and similarly styled) shirts must be tucked in during games/events

**Full-time staff members who are working at an event and getting paid in addition to their Athletic Department office paycheck, will be considered to be Game Day Staff during the event and must adhere to the following dress code (all full-time Athletic Department staff members also have the option to dress for events as follows):**

**Pants:**

- **Indoor Events** -- Khaki pants (tan or beige) which must fit appropriately. Full-length (long pants) khakis are required for all indoor events. Shorts are NOT permitted at indoor events.
- **Outdoor Events** – Tan/beige khaki pants OR tan/beige khaki shorts are acceptable for outdoor events ONLY. Shorts must have a sewn stitched hem, cut-offs are not permitted. Shorts must have an inseam no shorter than 5”.
- **All Events** -- Underwear, or any layer of clothing beneath the outer pants/shorts, must not be visible.

**Shirts:**

Point Loma Athletics polo shirt. Logo on shirt must be a current Point Loma Athletics mark (no outdated logos or marks will be permitted). Logo on shirt must be either generic Point Loma Athletics logo or a Point Loma sport-specific logo of the PLNU team playing where employee is working. Polo shirts must be tucked in at all times during the game/event.

**Shoes:**

No open toed shoes. No heels. This is for safety and visual consistency reasons, as well to limit any potential damage to playing surfaces. Shoes must not be heavily soiled or damaged.
Hats:
Hats will not be supplied and are not required. However, hats may be worn during outdoor games and events ONLY. Hats are NOT permitted at indoor events. Hats worn at outdoor events must be official Point Loma Athletics hats, featuring current Athletic Department logos only. Outdated PLNU logos or any non-PLNU athletics logos on hats are not permitted. Hat bill must also be facing forward at all times. All hats are subject to approval by supervisor.

Jewelry:
All jewelry is subject to approval by the employee’s supervisor

Condition:
All attire must be clean and without tears, frays, and/or holes.

Game Production Staff (Table Staff)

Pants:
- **Indoor Events** -- Khaki pants (tan or beige) are mandatory and must fit appropriately. Full-length (long pants) khakis are required for all indoor events. Shorts are NOT permitted at indoor events.
- **Outdoor Events** – Tan/beige khaki pants OR tan/beige khaki shorts are acceptable for outdoor events ONLY. Shorts must have a sewn stitched hem, cut-offs are not permitted. Shorts must have an inseam no shorter than 5”.
- **All Events** -- Underwear, or any layer of clothing beneath the outer pants/shorts, must not be visible.

Shirts:
Point Loma Athletics polo shirt(s) will be supplied. These shirts must be worn to every game and event. No other shirt, Point Loma or otherwise, may be worn during games/events. Polo shirts must be tucked in at all times during the game/event.

Shoes:
No open toed shoes. No heels. This is for safety and visual consistency reasons, as well to limit any potential damage to playing surfaces. Shoes must not be heavily soiled or damaged.

Hats:
Hats will not be supplied and are not required. However, hats may be worn during outdoor games and events ONLY. Hats are NOT permitted at indoor events. Hats worn at outdoor events must be official Point Loma Athletics hats, featuring current Athletic Department logos only. Outdated PLNU logos or any non-PLNU athletics logos on hats are not permitted. Hat bill must also be facing forward at all times. All hats are subject to approval by supervisor.

Jewelry:
All jewelry is subject to approval by the employee’s supervisor
Condition of Attire:
All attire must be clean and without tears, frays, and/or holes.

Event Staff (Non-Table Student Staff)

Pants:
- **Indoor Events** -- Khaki pants (tan or beige) are mandatory and must fit appropriately. Full-length (long pants) khakis are required for all indoor events. Shorts are NOT permitted at indoor events.
- **Outdoor Events** -- Tan/beige khaki pants OR tan/beige khaki shorts are acceptable for outdoor events ONLY. Shorts must have a sewn stitched hem, cut-offs are not permitted. Shorts must have an inseam no shorter than 5”.
- **All Events** -- Underwear, or any layer of clothing beneath the outer pants/shorts, must not be visible.
- **Ball Shaggers** -- Athletic shorts are permitted at all events indoor & outdoor for ball shaggers. All athletic shorts must be dark green, black, yellow, gray or white – no other colors or accent colors will be allowed.

Shirts:
Event Staff t-shirt(s) will be supplied. These shirts must be worn at every game/event and must be tucked in at all times. No other shirt, Point Loma or otherwise, may be worn during games/events. T-shirts will be issued to each staff member when they report to work each day. Staff member must return the t-shirt at the end of their shift each day to be laundered and stored until the next use.

Shoes:
No open-toed shoes. No heels. This is for safety and visual consistency reasons, as well to limit any potential damage to playing surfaces. Shoes must not be heavily soiled or damaged.

Hats:
Hats will not be supplied and are not required. However, hats may be worn during outdoor games and events ONLY. Hats are **NOT** permitted at indoor events. Hats worn at outdoor events must be official Point Loma Athletics hats, featuring current Athletic Department logos only. Outdated PLNU logos or any non-PLNU athletics logos on hats are not permitted. Hat bill must also be facing forward at all times. All hats are subject to approval by supervisor.

Jewelry:
All jewelry is subject to approval by the employee’s supervisor

Condition of Attire:
All attire must be clean and without tears, frays, and/or holes.
Game Entertainment Staff

**Pants:**
*All Events* -- Options include:
- Khaki pants (tan or beige)
- Khaki shorts (tan or beige)
- Athletic shorts - green, yellow, black, or white ONLY
- Sweats (no elastic ankles) green, yellow, black or white ONLY
- Pants/shorts must fit appropriately and shorts must have an inseam no shorter than 5”. Underwear, or any layer of clothing beneath the outer pants/shorts, must not be visible.

**Shirts:**
Game Entertainment “Promo Crew” shirt(s) will be supplied. These shirts must be worn at every game and event. No other shirt, Point Loma or otherwise, may be worn during games/events EXCEPT approved costume or stage attire (see Costumes/Stage Attire section below).

**Shoes:**
Athletic shoes are required. This is for safety and mobility reasons, as well as to limit any potential damage to playing surfaces. Shoes must not be heavily soiled or damaged.

**Hats:**
Hats will not be supplied and are not required. However, hats may be worn during all games and events (indoors or outdoors), but must be official Point Loma Athletics hats, featuring current Athletic Department logos only. Hats without current logos are permitted only if they are part of approved costume or stage attire (see Costumes/Stage Attire section below). Old and outdated PLNU logos on hats are never permitted.

**Jewelry:**
All jewelry is subject to approval by the employee’s supervisor

**Costumes/Stage Attire:**
Clothing and/or costumes (other than the above mentioned articles) related to in-game promotions ARE permitted and encouraged, as long as they are approved by the appropriate full-time Athletic Department staff member prior to game day.

**Condition of Attire:**
All attire must be clean and without tears, frays, and/or holes.

**Sports Medicine Staff**
Game day attire will be determined by your supervising athletic trainer. If your attire is not acceptable by your clinical supervising athletic trainer, you will be asked to leave and put on proper attire before you return.
- Dress should reflect the sport and setting.
- Ironed khakis or dress slacks are appropriate for indoor sports. Khakis or dress shorts are appropriate for outdoor sports.
- Pants should be of regular length.
- Sweat pants and wind pants are not encouraged for any sporting event except for inclement weather.
- Prepare for any type of weather.
- Wear the official PLNU Sports Medicine Polo shirt (no t-shirts for games).
- For indoor events men may wear a dress shirt and slacks as an alternative to the polo.
- For indoor events women may wear dress slacks, modest blouse, and flat dress shoes.

**Enforcement**

Department managers and supervisors are responsible for monitoring and enforcing this policy. The policy will be administered according to the following action steps:

1. If questionable attire is worn at an event, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.

2. If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. Hourly employees will not be compensated for time spent away from work due to being sent home for this purpose.

3. Repeated policy violations will result in disciplinary action, up to and including termination.

**Music Policy**

The Assistant Athletic Director for Events Operations must approve all music that is to be played at PLNU athletic events, or at any time when the general public has access to the facility. Ultimate approval of all music is solely based on the discretion of the Assistant Athletic Director for Event Operations, whether the guidelines below are met or not. If music is deemed inappropriate, it will not be permitted at any time nor any location within the Point Loma Athletic Facilities.

**Music Submission Guidelines:**

- A list of requested songs, including the song title and name of the artist must be sent digitally to the Assistant Athletic Director for Event Operations.
- It will take 48 hours for music to be approved.
- Warm up music must fill the entire length of the scheduled warm-up time; otherwise music will just be placed on a repeating loop.
**Rules and Regulations**

- No music can be played that has been altered in any manner (bleeped, edited).
- No profanity.
- Music cannot promote the use of drugs, alcohol, violence or criminal activity.
- The selections cannot demean any specific group of people (race, gender, religious).
- The music cannot encourage or celebrate sexuality outside the context of marriage.
- Consideration must be given to all people within audio range of the music being played; with content, style and volume being taken into account based on the entire audience.
- Approved “warm-up” music will not be played more than 2 hours before a contest.
- Inappropriate music is impermissible anytime and anywhere in the athletic facilities (i.e. locker room, weight room, etc.), regardless of whether or not it is in a "public area".

**Other Considerations**

- Once a contest or event has begun, all music selection matters are at the discretion of Athletic Department personnel. Special requests and changes will not be considered.
- Live music (i.e. PLNU band, hired musicians, choirs, etc.) takes precedence over recorded music and are subject to the same rules & regulations as pre-recorded music.

**Media Policy**

Student-Athletes must sign a *Consent Form for Publicity and Media Release* form in order for PLNU athletics, PLNU University, NCAA, PacWest and affiliate institutions to distribute their picture or print their name in publications. All interviews (print, electronic or video) should be coordinated through the Assistant Athletic Director for Communications. Student-Athletes should remember that they are representing Point Loma Nazarene University any time they comment electronically or in print/video and are projecting an image of the Athletic Department. The following guidelines will assist Student-Athletes in their press interactions:

1. Always be appropriately dressed and clean.
2. Be courteous and positive.
3. Refer any difficult situation questions to the Head Coach or Assistant Athletic Director for Communications.
4. Take your time to think before you answer and do not be afraid to ask them to repeat a question. Remember that nothing is truly off the record.
5. Take the time to thank the media person for their time.
Interview Policy

The following conditions shall apply for the Point Loma Athletics Interview Policy:

- **Weekly Interviews**

Teams will have weekly scheduled 30-minute media interview sessions on the PLNU campus. A coach and 3-4 Student-Athletes from in-season teams will be made available to members of the media for each of these sessions.

The Student-Athletes for these media sessions are chosen at random unless request made 24 hours in advance.

- **Scheduling Interviews**

In the case of all other interviews with any member of the Point Loma Athletic Department (i.e., out-of-season head coaches, assistant coaches, administration, etc.) must be scheduled through the Assistant Athletic Director for Communications 24 hours prior to the requested interview time. This includes both student media and off-campus media. Communication will also occur with the interviewer from the Assistant Athletic Director for Communications to determine and approve/disapprove the theme and questions in the interview.

- Any Student-Athlete contacted directly by the media will not participate in an interview, make a comment, nor share or allude to any information relating to PLNU and/or their involvement as a Point Loma Student-Athlete, without the consent of the Assistant Athletic Director for Communications. Whether the Student-Athlete has an existing relationship with the person making the request or not.

- This also applies to out-of-season Student-Athletes

**Postgame interviews**

All postgame interviews must be discussed before the conclusion of the game with the Assistant Athletic Director for Communications. This can be done while the game is in progress. The Assistant Athletic Director for Communications will make contact with the Student-Athlete or coach after the contest and arrange for the meeting between the reporter and the interviewee. If a Student-Athlete is approached by a reporter following a contest without previously being notified by the Assistant Athletic Director for Communications, the Student-Athlete should immediately refer the reporter to the Assistant Athletic Director for Communications before making any comments.
Media and Photographer credentials

Media and photography credentials for all PLNU home events can be obtained through the Assistant Athletic Director for Communications 24 hours prior to the event.

Social Media Policy

The PLNU Athletic Department understands the popularity and usefulness of social media networking sites such as Twitter, Facebook, YouTube, Instagram, etc., and supports their use by student-athletes provided that:

- No offensive or inappropriate pictures are posted;
- No offensive or inappropriate comments are posted;
- Any information placed on the website(s) does not violate PLNU, Athletic Department or student-athlete codes of conduct;
- Photos and/or comments posted on these sites do not depict negative team-related or PLNU-identifiable activities (including wearing/using team uniforms or gear inappropriately);
- Does not promote commercial products or services of any kind, including receiving any form of compensation for the use of an individual’s image.

Student-athletes must remember that they are representatives of PLNU and are in the public eye more so than other students. Please keep the following in mind as you participate on social networking websites:

- Before participating in any online community, understand that anything posted online is available to anyone in the world. Any text or photo placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online - even if you limit access to your site.
- You should not post any information, photos or other items online that could embarrass you, your family, your team, the athletic department or Point Loma. This includes information that may be posted by others on your page.
- Student-athletes could face discipline and even dismissal for violations of team, department, PLNU and/or NCAA policies.
Potential employers and internship supervisors regularly check individuals' social media platforms as a way of screening applicants. In addition, many graduate programs and scholarship committees also search these sites to screen candidates. PLNU student-athletes should be very careful when using online social networking sites and keep in mind that sanctions may be imposed, including the loss of your eligibility for the season, if these sites are used improperly or depict inappropriate, embarrassing or dangerous behaviors.

**Sports Publicity**

1. Each summer, the coach will submit a team schedule and roster to the Associate Athletic Director for Compliance/SWA.
   - See dates in the Schedule section

2. The Associate Athletic Director for Compliance/SWA will disseminate the information to the Athletic Department.

3. The Assistant Athletic Director for Communications will utilize the ideas and resources listed below and any other ideas and materials to generate as much publicity as possible for the University through the athletic program and specific sports. These efforts will usually include the following:
   - Reporting of all event results
   - Publication of the website
   - Pre and post event news releases
   - Special interest news releases

4. The Assistant Athletic Director for Communications will clear with the Senior Associate Athletic Director, the nature of the content of all publicity efforts other than routine reporting of event results.

6. The coach is to be informed by the Assistant Athletic Director for Communications if he will not be present at each event in order to set up a method of reporting the results to news media. This may be done prior to each event or on a long range schedule.

**Use of PLNU Brand and Logos**
The PLNU Athletic Department will have their own set of marks and logos that will be used to brand and market their teams on uniforms and practice gear, in the gymnasium and athletic fields, and on the athletic website. These are not universal institutional marks like those managed by PLNU Marketing & Creative Services.

**General Usage Guidelines for PLNU Athletic Marks/Logos**
Point Loma athletic marks and logos cannot be altered in any way and there are stipulations regarding sizes and how each logo can or cannot be used. Alterations of the
Athletic Department’s official colors of forest green (PMS 343c) and sunset gold (PMS 123c) are not allowed. Vegas gold or metallic gold is no longer an official color of the Athletic Department. It is also not permissible to print or place any other logos, marks (corporate, community, university, governmental, etc.), or any additional text, words, names or phrases in conjunction with the PLNU athletic marks. In other words, an athletic logo cannot be used with any unapproved text or logos beneath it, above it, next to it or in any way appears to be associated with it. When in doubt, please contact the Senior Associate Athletic Director before producing or releasing anything incorporating the athletic marks or logos. If the usage violates the Athletic Department guidelines, it will be necessary to take the items in question out of circulation and usage will need to cease immediately. Approval for use of PLNU athletic marks and logos can be sought through the Senior Associate Athletic Director. No Athletic mark or logo can be provided to any organization, company, department, club, person or entity inside or outside of PLNU without written consent from the Senior Associate Athletic Director. In addition, the Athletic Department has phased out all old Sea Lion logos and marks, including the use of "Roary" on any uniform or publication. Please refrain from using these old marks.

**Fundraising Policy**

PLNU athletic teams are allowed to raise monies to supplement their operational budgets. These monies will go into a restricted account and can be used to enhance the program’s recruiting budget, travel, team gear, mission trips and other “approved” areas.

As of August 2013, PLNU Athletics does not have any ties to Point Loma Sports Associates. All fundraising activity will go through the Loma Athletic Fund.

The following guidelines are to be followed for any fundraising activities:

- **USEED** is the only approved on-line fundraising platform. Senior Associate Athletic Director and Associate Athletic Director must approve all team accounts for Compliance/SWA prior to the launch of the fundraising website.

- Any fundraising idea/plan must be approved *before* the campaign begins by the Senior Associate Athletic Director and the Associate Athletic Director for Compliance/SWA.

- December and January are blackout months for any team fundraising. The Senior Associate Athletic Director must approve exceptions.

- The Senior Associate Athletic Director must also approve any part of the fundraising plan that includes using the sponsorship of local businesses or corporate sponsors.

- Student-Athletes *cannot* miss class for any fundraising activity.
• The Senior Associate Athletic Director and Associate Athletic Director must approve all written materials (brochures, flyers, etc.) for Compliance/SWA.

• A Promotional Event form is required if Student-Athletes are involved in the fundraising activity must be submitted to the Associate Athletic Director for Compliance/SWA.

• PLNU provides a template and clerical help if you choose to use a letter writing campaign. Your program will pay only for postage and printing, but you will keep 100% of your proceeds. For more information, see the Senior Associate Athletic Director.

• Monetary gifts given directly to the Head Coach must be turned in to the Assistant Athletic Director for Finances (including cash gifts) within one week of receipt to be processed and credited to the proper account.

• Gifts-in-kind must be managed through the Senior Associate Athletic Director.

• Any monies collected by a Student-Athlete individually (e.g. summer fundraising projects) should include documentation approved by the Associate Athletic Director for Compliance/SWA and must be turned in immediately upon returning to campus.

• Student-Athletes may handle cash for charity fundraisers (i.e. Make-A-Wish) only.

• Any money raised cannot be used specifically for a Student-Athlete. All monies raised will be directed to the sport program or a non-profit/charity organization (i.e. breast cancer awareness, Make-A-Wish, etc.).

**Sports Performance Center**

The Sports Performance Center (SPC) is available for use solely by PLNU Faculty, Staff and Students. Please check SPC schedule for availability prior to use. Classes and reserved sports performance training sessions will ALWAYS take priority.

The Sports Performance Center is a largely unsupervised facility, therefore:

1. You must lift with at least ONE partner during unsupervised times

2. You must complete and sign a waiver acknowledging the risks associated with using the Sports Performance Center. Waivers are located in the Athletics or Kinesiology offices.

3. Proper Dress Required
   • Shirts are required to be worn at all times
• Closed toed shoes must be worn (NO bare feet or sandals)

4. All music played must be appropriate to PLNU’s context - not vulgar, loud or inappropriate in any way

5. Be sensitive to others waiting to use the same equipment

6. Absolutely NO dropping or slamming weights together or on the ground. The ONLY exception is when using bumper plates on the designated platform.

7. All weights and accessory attachments must be returned to dumbbell racks, weight trees or accessory racks after use

8. NO food or beverages allowed other than water

9. Leave the weight room better than you found it

10. Be aware that for your protection, the weight room is under 24-hour surveillance

11. Only In-Season teams may workout during official university holidays (Labor Day, Fall Break, Christmas Break, MLK, Easter Break, Spring Break, etc.), contact Head Sports Performance & Strength and Conditioning Coach in advance.

Foreign Tour Policy

A foreign tour is an opportunity for teams to participate in international competition outside their championship segment. A tour to a U.S. commonwealth (e.g. Puerto Rico) or a U.S territory (e.g. Virgin Islands) is not considered a foreign tour.

• A team may participate in a foreign tour once every four years

• Athletic Director will approve all foreign tours in advance

• Teams are required to fundraise for their foreign tour

• Fundraising and sponsorship(s) must be approved in advance by Senior Associate Athletic Director

• Team fundraisers are permissible; individual Student-Athlete fundraising is impermissible. Donations cannot be earmarked for a particular Student-Athlete.

• All donations will be deposited into the team’s restricted account
• Assistant Athletic Director for Finances will monitor the restricted account

• All financial transactions will be coordinated through Assistant Athletic Director for Finances

• The tour shall be scheduled during the summer-vacation period between the institution’s spring and fall terms or during any other vacation period published in the institution’s official catalog. All travel to and from the foreign country must take place during such a vacation period. However, if the team crosses the International Date Line during the tour, the change of date will be disregarded and the equivalent time as measured in the United States will be used to determine the institution’s vacation period.

• All Student-Athletes must be declared eligible prior to the first practice

• All Student-Athletes must have their academic and amateurism certified prior to first contest

• All Student-Athletes must be cleared by Sports Medicine prior to first practice

• An Athletic Trainer is strongly encouraged to participate in the foreign tour. Additional support staff is at the discretion of the Head Coach.

• Not more than 10 days of practice is allowed prior to departure. The 10 days of practice must occur within a 14-consecutive calendar day period immediately prior to departure, excluding final examination days and the seven-day winter break.

• It is not required to take days off during the 10-day practice period

• The team may compete in 10 contests while on the foreign tour

• The team may compete with other teams (except for colleges and U.S. teams)

• Head Coach should work with Conference Services to reserve on-campus housing and work with Campus Dining for on-campus meals

Student-Athlete Health & Wellness Services

Sports Medicine

Description and Purpose of the Sports Medicine Staff
The Sports Medicine Staff exists to provide the highest level of service to the intercollegiate Student-Athletes at Point Loma Nazarene University. This includes the prevention, care, and rehabilitation of athletic injuries as well as helping to direct the nutritional, physiological, and psychological needs of the Student-Athlete. The care the Sports Medicine Staff provides will be delivered with objectivity and a conscientious blend of concern for the healing of the Student-Athlete’s body, mind, and spirit.

The Sports Medicine Staff seek to follow and model the mission of Point Loma Nazarene University and the National Athletic Trainers’ Association.

**Sports Medicine Mission Statement**
The Point Loma Nazarene University Sports Medicine Clinic’s goal is to be a community of disciples and scholars who serve the Athletic Department and its Student-Athletes by providing the highest quality of prevention, evaluation, treatment, rehabilitation and management of athletic injuries. It is the duty of the Sports Medicine staff to serve the Student-Athletes in a Christ-like manner. The Sports Medicine Staff will strive to bring the most advanced and up-to-date knowledge from the scientific realm of sports medicine into practice with PLNU Student-Athletes.

**General Policies**
The Sports Medicine Clinic will be open as follows:

**Monday – Friday**
12:30 pm until 30 minutes after the last schedule practice ends

**Saturday**
Open if given advanced notification for practice. Game coverage will be provided. The Sports Medicine Clinic is closed for general treatments.

**Sunday**
Closed

**Sports Medicine Clinic Guidelines**
The Sports Medicine Clinic is for the exclusive use of PLNU STUDENT-ATHLETES. It is not for the use of the PLNU general student body, alumni, family or friends. Non-Student-Athletes should not be evaluated or treated by the Sport Medicine Clinic staff.

- All Student-Athlete must have pre-participation clearance from the licensed physician before they can practice or compete.
- All Student-Athletes must complete all required information in our on-line ATS program. Should your medical history, insurance, etc. change it is your responsibility to update the info in the ATS on-line system and alert your team Athletic Trainer to the changes.
- All Student-Athletes receiving treatment must sign in before receiving ANY treatment, this includes ice, tape, medication, etc.
- No food or drinks of any kind allowed in the carpet area.
- No cleats, spikes or turf shoes may be worn at any time in the athletic training clinic. Absolutely no equipment or personal items in the Athletic Training Clinic including shoes, bags, books, phones, etc.
• Equipment will not be removed from the Athletic Training Clinic without the permission of a staff AT. All equipment must be checked out for at-home or long term use.

• Student-Athletes will arrive for pre-practice/game treatment at the **minimum of 30 minutes** prior to practice/game. **No new injury evaluation will be done 30 minutes prior to practice.** Being on time is the athlete's responsibility unless special arrangements are made. Student-Athletes are not to be in the Sports Medicine Clinic after practice has started, unless under the guidance of the team AT for rehabilitation purposes only.

• Student-Athletes needing preventive tape will be required to participate in an ankle-strengthening program in order to continue taping treatment. **ABSOLUTELY NO EXCEPTIONS!!!**

• Any injuries/problems suffered by the Student-Athlete must be communicated to an AT in a sufficient amount of time prior to the next practice or competition. Delaying treatment could cause further damage!

• Instructions given by an AT regarding participation during an injury must be followed. **NO EXCEPTIONS!!!**

• Student-Athletes will shower prior to receiving post-practice treatment other than ice wrap.

• No loitering in the Sports Medicine Clinic (only athletes needing treatment or evaluation will be allowed in).

• Absolutely no unauthorized use of rehab, equipment, tools, or supplies is allowed. Utilize equipment with care and return to its proper place when finished.

• Use common sense and courtesy to others in the Sports Medicine Clinic.

• Abuse of the Sports Medicine Clinic will result in forfeit of such privileges.

**Confidentiality**

Athletic Training is an Allied Health Care profession. Therefore, whenever Student-Athlete medical records are retained or initiated, confidentiality must be maintained according to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Medical records will not be left unattended, removed from the Sports Medicine clinic, or copied without the Student-Athlete's written permission. At no time should there be discussion about an injury sustained by a student-Athlete with anyone other than medical staff. This includes parents, roommates, professors, the press, other coaches, and community members. All Sports Medicine Staff must always be aware of their surroundings and other persons present before discussing any confidential information.

**Student-Athlete Privacy Policy**

The Sports Medicine Department has adopted the following policy in order to protect the Student-Athlete while also providing appropriate communication between University officials, medical providers and others to protect the health and safety of each Student-Athlete.

The Sports Medicine Staff and Wellness Center staff will have access to Student-Athlete health records and will communicate amongst each other on a need to know basis for the purpose of protecting the health and safety of the Student-Athlete. When a Student-Athlete sustains an injury the Sports Medicine staff may be approached by a member of Point Loma Nazarene University (PLNU) sports information department and/or outside media agencies. Student-Athletes are given the opportunity to approve and/or decline the release of medical information to such persons at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete. If authorized by the Student-Athlete, information released to the media will be limited to the nature of the injury, the anticipated
period of time before the Student-Athlete is able to compete again, and, if hospitalized, condition of the Student-Athlete as designated by the hospital (e.g., good, fair, stable, critical).

It will be necessary for the Sports Medicine Staff to communicate with a team physician or other medical providers concerning the medical history or medical care of a Student-Athlete. Student-Athletes sign a release of information at the beginning of each school year. Approval to release medical information to parties outside the University may be revoked at any time by the Student-Athlete; however, the revocation of authority to release Student-Athlete medical information to outside medical providers will impair the Sports Medicine staff’s ability to protect the health and safety of the Student-Athlete. Failure to allow the PLNU Wellness Center and/or the Sports Medicine Staff to communicate with outside medical providers can jeopardize the Student-Athlete’s ability to continue to participate in intercollegiate athletics at Point Loma Nazarene University.

When a Student-Athlete sustains an injury the Sports Medicine Staff may be contacted by or may need to contact the Student-Athlete’s insurance carrier, PLNU’s insurance carrier, or outside medical providers. Student-Athletes are given the opportunity to approve or decline the release of medical information to such persons at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete; however, revocation of authority to provide information to an insurance company may result in the Student-Athlete’s personal financial responsibility for any medical care received.

When a Student-Athlete sustains an injury, the Student-Athlete’s parents may request information about the injury from the Sports Medicine Staff. Student-Athletes are given the opportunity to approve or decline the release of medical information to parents at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete.

Athletic Training Students (ATS) in the Athletic Training Education Program will work with the Student-Athletes under the direct supervision of a Certified Athletic Trainer. All ATSs sign a confidentiality waiver upon admission to the ATP and are trained to maintain all Student-Athlete medical information in strict confidence. Athletic training students will be treated as part of the PLNU Sports Medicine Staff for purposes of this Policy.

Should you have further questions please refer to the following links:
http://www.hhs.gov/ocr/privacy/

**Orthopedic Clinics**

Free, weekly orthopedic clinics will be held in the Sports Medicine Clinic. The team physician or his Physician Assistants will evaluate complicated cases to determine if further diagnostic testing, advanced treatment, or surgical intervention is warranted. This weekly clinic is limited to 10 Student-Athletes and will be signed up in advance by their Team AT.
**Chiropractic Clinics**
Free, bi-weekly chiropractic clinics will be held in the Sports Medicine Clinic. The team chiropractor will evaluate complicated cases and provide treatment as needed. This bi-weekly clinic is limited to 10 Student-Athletes and will be signed up in advance by their Team AT.

**Physical Therapy/Other Practitioner Referral**
All injury rehabilitation conducted on PLNU Student-Athletes, including post-operative care, will be conducted within the PLNU Sports Medicine Clinic by staff ATCs. The team AT and/or Head Athletic Trainer can refer a Student-Athlete for physical therapy to an off-site physical therapy clinic if deemed necessary. If the Student-Athlete refuses to conduct physical therapy on site at PLNU without approval by the team ATC and the Head Athletic Trainer, the PLNU secondary athletic insurance policy will not be responsible for physical therapy expenses incurred by the Student-Athlete. The Student-Athlete will have to use his/her own insurance for incurred expenses. This same policy applies to other practitioners including, but not limited to: medical doctors, chiropractors, massage therapists, and acupuncturists. Additionally, transportation to off-campus medical appointment will be the responsibility of the Student-Athlete.

If a Student-Athlete is going to an off-site physical therapy clinic for rehabilitation the physical therapist and team AT will be in frequent communication about the Student-Athlete’s progress. The final return to play decision will be made by the PLNU team physician.

**Sports Medicine Equipment Check-Out**
1. All equipment issued to a Student-Athlete must be approved by a staff AT.
2. Issued equipment will be catalogued on the Equipment Check-out Form.
3. Equipment will be checked by an AT to make sure it fits. The Student-Athlete will be instructed on proper use and care of the equipment.
4. If a Student-Athlete has an item checked out from a previous injury that they are not using, they may not be issued new equipment until the previous has been returned or paid for.
5. Equipment not returned by the requested date will be billed to the Student-Athlete’s account for the price of replacement equipment.

**Intercollegiate Athletic Insurance**

**Coverage Limitations**
All Student-Athletes are required to maintain valid primary health insurance coverage. Should a Student-Athletes’ insurance change or be cancelled, it is the responsibility of the Student-Athlete to notify the Head Athletic Trainer and discuss options for coverage.

University policy states all International Student-Athletes must purchase the PLNU International Student Insurance Plan. Premiums will be billed directly to the Student-Athlete.
PLNU’s secondary athletic insurance coverage is provided free of charge to all Student-Athletes. It will only be used for **INJURIES SUSTAINED DURING PLNU SANCTIONED ATHLETIC PARTICIPATION**. General medical issues are not covered under this policy. This insurance is NOT the primary insurance used to cover the bills incurred for injuries. ONLY after the primary insurance is exhausted, will the secondary insurance be billed. It is the Student-Athlete’s responsibility to provide the insurance coordinator with all supporting documentation needed for bill payment. Any delays may result in the Student-Athlete being sent to collections. Student-Athletes must submit a copy of their current valid primary insurance card before engaging in any school sponsored athletic event.

**Deductibles, Co-Payments, and Prescriptions**
Deductibles, co-payments and prescription costs are the responsibility of the Student-Athlete at the time of the medical appointment. **Itemized** receipts (HICFA1500 or UB40) will be submitted to the secondary insurance for possible reimbursement. There is NEVER a guarantee of reimbursement.

**PLNU Insurance Coordinator**
The Head Athletic Trainer is a resource to Student-Athletes regarding insurance protocol. Any insurance questions should be directed to this staff member.

**Previous Injuries**
The PLNU Athletic Department will not be responsible for any pre-existing injury or any procedures covered by our secondary insurance. If a Student-Athlete enters Point Loma Nazarene University with a pre-existing injury where they have not been cleared by their treating medical doctor, the Student-Athlete will sign a pre-existing injury waiver stating that they will be responsible for any cost accrued for that injury. The Student-Athlete must still be cleared by the PLNU team physician when ready to return to play.

**Dental Coverage**
Dental work must result from an athletic injury (damage to healthy teeth caused during regularly scheduled practices or contests). Damage to decayed or otherwise previously injured teeth will not be covered. Treatment of cavities or cleaning of the teeth will not be paid by the PLNU Athletic Department. Any dental injury must be reported to an AT immediately. A claim form will be submitted and will act as a secondary policy if the Student-Athlete has dental insurance.

**Vision Coverage**
General eye health exams and corrective lenses are not covered by the PLNU Athletic Department. If the need for corrective lenses is determined by the Team Physician for participation, it is the financial responsibility of the Student-Athlete.

For further information on insurance, limits, exclusions, etc., please refer to the following link:

**Medications**
The Sports Medicine Staff follows federal and state guidelines for the management, handling, and administering of nonprescription and prescription medications in its facility. All medications should be stored in designated areas that assure proper environmental and security conditions. Regulating the inventory and administration of stored pharmaceuticals must be accurately documented.

All prescription (Rx) medication designated for athletic illness or injury treatment, and stored in the Sports Medicine Clinic must be thoroughly documented, and will be the direct responsibility of the Team Physician and the Sports Medicine Staff. The dispensing of prescription medication is the sole responsibility of the Team Physician. It is expressly forbidden for Athletic Training students to administer ANY medications. Physician standing orders are kept on file with the prescription medication.

*It is the Student-Athletes responsibility to maintain an up-to-date record of current medications (prescription and OTC) and supplements with the Sports Medicine Staff. Certain medications that are commonly used to treat medical conditions will show up on a substance screening, therefore, further documentation is needed. If you are found to have substances in your system and it is not documented properly, you will have a positive substance screening. Please see your team AT for more info. Remember what you put into your body is your responsibility. There is no “safe” or “approved” supplements.*

**Over-the Counter (OTC) Medications**
All OTCs kept in the Sports Medicine Clinic and medical kits are routinely inspected for medication quality and security. All drug stocks should be examined each year for any outdated, deteriorated or recalled medications. Only team physicians and ATCs are allowed to authorize dispensing OTC medications. ATCs should always be consulted prior to the recommendation or administration of any medication by an ATS. The Student-Athlete must provide appropriate answers in response to pertinent questions before OTC meds will be dispersed.

All administration of medication must be documented in the pharmacology log, and must include the following information:

- The individual's name
- Date administered
- Provide a description of the medication's name, dosage, and the method of packaging (i.e. bottle, tube, packet, milligrams, ounces, etc.)
- Quantity dispensed
- Reason for administering (i.e. cold/flu symptoms, sprained ankle, Student-Athlete's foot, etc.)
- Document any and all allergies to medications
- ATC signature for OTC; ATC and MD authorization required for prescription (both signature)
**Athletic Medical Clearance Policy**

All new Student-Athletes must undergo a full pre-participation physical exam (PPE) prior to any form of participation in their chosen intercollegiate sport(s). All returning Student-Athletes must complete the “Medical Questionnaire for Returning Student-Athletes” and undergo an abbreviated exam including weight, blood-pressure, pulse, and orthopedic screen. If there are any significant changes to the returning Student-Athlete's health, the Student-Athlete will be required to be seen and cleared by the team physician. Any returning Student-Athlete may choose to see the PLNU team physician during the on-campus exams.

Pre-participation physical exams are conducted in the fall in the Sports Medicine Clinic. Participating Student-Athletes must successfully complete all portions of the exam in order to be considered eligible for participation.

**Conducting Pre-Season Physical Exams**

All pre-participation Physical Exams will be conducted on campus by the PLNU Medical Staff on specified dates, involving pre-selected groups before the date of the first team’s practice. Due to the availability of essential personnel, facilities, and equipment, there will be no make-up physical exams granted. Student-Athletes who miss their group’s assigned date must obtain their own PLNU approved physical exam at their own expense.

In addition to the PPE, Student-Athletes must complete the following forms located in the online medical records system, ATS, before participation:

- Sports Medicine Clinic Guidelines
- Waiver of Liability
- Injury and Illness Acknowledgement to Report
- PLNU Substance Screening Consent
- HIPAA Release
- Student-Athlete Emergency Information
- Insurance Information and Contract
- NCAA Concussion Fact Sheet / Student-Athlete Concussion Statement
- Mental Health Education

*In addition to the above forms, a valid front and back copy of the Student-Athletes Insurance Card and Sickle Cell test results must be scanned and uploaded into ATS before the Student-Athlete will be cleared for participation.*

**Non-Clearance Status**

Non-clearance status is assigned to those Student-Athletes who are discovered to possess a condition or injury that presents a danger to the Student-Athlete if he/she were to participate or in the event that his/her injury or condition may present as a liability in the future. Further documentation may be needed from consulting physician(s)/specialist.
Second Opinion Policy

Student-Athletes must understand that the Pre-Participation Physical Exam is designed to evaluate a Student-Athlete’s overall health and fitness. If a Student-Athlete seeks a second opinion to obtain clearance it will be at the Student-Athlete’s personal expense and must be obtained from a doctor specializing in the field specified by the Head Team Physician. The PLNU team physician will review the second opinion and make a final determination of the efficacy of the Student-Athlete participating in intercollegiate athletics.

Concussion Policy

Introduction

Concussions and other brain injuries can be serious and potentially life threatening injuries in sports. Research indicates that these injuries can also have serious consequences later in life if not managed properly. In an effort to manage this injury, the following concussion management protocol will be used by PLNU Sports Medicine Staff for Student-Athletes suspected of sustaining a concussion.

A concussion occurs when there is a direct or indirect insult to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed athlete may not be aware of their own condition, or may potentially be trying to hide the injury to stay in the game or practice.

Recent research has shown that an athlete’s balance and/or cognitive functioning are often depressed following a concussion – even in the absence of self-reported symptoms. It has been demonstrated that it typically takes anywhere from 3 to 10 days for an athlete to return to their normal state following even a mild concussion. However, in some cases (<10%) athletes can experience post-concussion syndrome in which the symptoms last beyond 3 weeks (Zurich Conference, 2012).

According to NCAA guidelines, athletes that have sustained a concussion may not return to play for at least 24 hours after the injury and must be evaluated and cleared by a Physician (MD or DO) before they are able to return to play. It is also strongly recommended by the CDC, the International Conference on Concussion in Sport, the CIF, and the NCAA that athletes follow a 5-day return to play protocol.

The use of objective concussion assessment tools will help Sports Medicine Staff more accurately identify deficits caused by injury and post injury recovery and protect players from the potential risks associated with prematurely returning to competition and sustaining a repeat concussion. Baseline testing on concussion assessment measures is recommended to establish the individual athlete’s “normal” pre-injury performance and to
provide the most reliable benchmark against which to measure post injury recovery (Guskiewics, et al). The recognition of a sport-related concussion is best approached using multidimensional testing guided by the concussion consensus (McCrory et al., 2017).

The following concussion policy and concussion management protocol has been adopted by PLNU Athletics and is to be followed in managing athletes suspected of sustaining a concussion.

**PLNU Concussion Policy**

1. All PLNU Student-Athletes will be educated annually about the signs and symptoms of concussion and reporting procedures during the All Athlete Meetings. They will be given a copy of the *NCAA Concussion Fact Sheet for Student-Athletes* and sign the PLNU Student-Athlete Concussion Statement. This is completed online annually.

2. All coaches (head, associate, assistant, volunteer, etc.) will be educated annually about concussions during the All Coaches Meeting. They will be given the *NCAA Concussion Fact Sheet for Coaches* and a copy of the full concussion policy. They will have an opportunity to ask any questions they may have. They will sign a PLNU Coaches Concussion Statement. This is done annually.

3. All ATs will sign a PLNU ATC Concussion Statement and conduct educational sessions for Student-Athletes and coaches. This is done annually.

4. All Team Physicians will sign a PLNU Team Physician Concussion Statement. This is done annually.

5. All Student-Athletes will be baseline tested with Eye-Sync, SCAT(Sport Concussion Assessment Tool), and BTrackS (Balance Tracking System) upon entrance. If a Student-Athlete sustains a concussion, the Student-Athlete will be re-baseline tested prior to their next season.

6. Any Student-Athlete diagnosed with a concussion shall not return to activity for the remainder of the day and there is to be no classroom activity on same day as the diagnosed concussion. The Student-Athlete will follow a gradual return to play (RTP) protocol and will be assisted with an individualized return to learn (RTL) protocol. Medical clearance will be determined by a combination of team physician, ATC, and any other medical professionals involved in the management of the concussion.

7. Any Student-Athlete diagnosed with a concussion will be assessed to determine if he/she has any academic accommodations needed. Sports Medicine Staff will coordinate with the PLNU Disability Resource Center (DRC) and Vice Provost for Academic Administration for individualized needs.

8. When managing concussed Student-Athletes the PLNU Athletic Training Staff will use the return to play protocol with progressive steps of exertion prior to return to full contact.
Concussed Student-Athletes will utilize an individualized return to learn protocol with progressive steps to return to school full-time.

9. A Student-Athlete cannot return to contact without the permission of the PLNU Team Physician.

10. All above steps will be documented in PLNU’s electronic documentation system, ATS.

**Concussion Procedures**
The team physicians and ATs at PLNU utilizes a three-fold approach when determining an athlete’s readiness to return to play following a concussion:

1. Appropriate care and activation of EMS for emergent clinical situations.

2. For non-emergent cases, the Student-Athlete will receive a physical exam and evaluation of their symptoms.

3. The Athletic Training Staff will evaluate the Student-Athlete’s neurocognitive function, balance, and vestibular-ocular motor function.

These 3 aspects provide the Sports Medicine staff with the objective information necessary to care for the concussed Student-Athlete and safely return them to play. The team physician will use their clinical judgment in managing the concussed athlete. Each concussion must be managed individually in a way appropriate for the specific Student-Athlete and the clinical presentation.

1. During the “All-Student-Athlete Meeting” athletes will be given the *NCAA Concussion Fact Sheet for Student-Athletes*, discuss signs/symptoms, and how to report a concussion. Student-Athletes will electronically sign a PLNU Student-Athlete Concussion Statement.

2. The team AT will have their team’s coaches (every coach on the staff) read and discuss with them the *NCAA Concussion Fact Sheet for Coaches*. The AT will have each coach on the staff sign a PLNU Coach’s Concussion Statement (Attachment 2). They will have the coaches initial all statements on the forms and sign the bottom of the form. These signed forms will be saved in a three ring binder labeled “PLNU Sport Concussion Policy”. This binder will also be used to store the AT and physician statements. The binder will be divided into three sections, one for each group. Within these divisions the statements will be organized by year. The statements will be saved for 7 years.

3. The Head Athletic Trainer is responsible for having all the team physicians and physician’s assistants sign the Team Physician Concussion Statement. He/She will file these signed forms in the three ring binder and will maintain the records for seven years.
4. Eye-Sync, SCAT, and BTrackS baseline testing will be a component of the Medical Pre-Participation process and must be completed prior to the start of official team practices for all 1st year, Transfer, and previously concussed Student-Athletes.

Managing the Concussed Student Athlete
1. The team AT will evaluate any Student-Athlete suspected of sustaining a concussion as soon as possible. If a team physician is available he/she will evaluate the suspected concussed Student-Athlete.

2. If the Student-Athlete’s condition is deemed emergent, EMS should be activated and the Student-Athlete will be treated appropriately.

3. In non-emergent cases, the Student-Athlete will be removed from play and evaluated on the sideline. The AT and/or physician will inquire about symptoms and will perform a mental status exam including orientation, memory and attention. They will also perform a focused neurological exam including evaluation of cranial nerves 2-12, motor function, vestibular-ocular motor screening (VOMS), balance testing (BTrackS), eye tracking (Eye-Sync), coordination and sensory function. This information should be recorded on paper ASAP – while the AT or physician is still on the court/field (SCAT3 and VOMS is ideal). Once the Student-Athlete is in a quiet location the AT will perform a full SCAT (Attachment 8), BTrackS, Eye-Sync, and VOMS (Attachment 7) (this must be done within 1 hour after the end of practice or competition). If the Student-Athlete is demonstrating sufficient or excessive signs and symptoms of a concussion, the VOMS test may be deferred until the following day due to a likely exacerbation of symptoms with the VOMS assessment.

4. Any Student-Athlete diagnosed with a concussion shall not return to activity for the remainder of that day and there is to be no classroom activity on the same day as the diagnosed concussion. Medical clearance will be determined by the combination of team

(NATA Position Statement: Management of Sport Concussion, 2014)
physician, athletic trainers, and any other medical professionals involved with management of the concussion.

5. Ideally, an assessment of symptoms will be performed at the time of the injury and then daily thereafter (i.e. after the practice or competition, 24 hours, 48 hours, etc.). A follow-up phone call will be made from the AT to the Student-Athlete within 12 hours from the injury assessment.

6. As soon as possible, the AT and/or physician will directly communicate with the Student-Athlete and will give an at-home care concussion information sheet to the Student-Athlete (Attachment 6). If there is any worsening of the patient’s condition the Student-Athlete should: 1. Call 911 and activate EMS; and 2. Call the team AT to discuss the symptoms (only if mild). The team AT’s phone number will be written on the home instruction sheet.

7. The AT will notify the team physician of any concussion. The team physicians can be reached by phone. The team physician will help formulate a care plan for the concussed Student-Athlete. The participation status and the follow-up appointment should be clearly documented and communicated to the Student-Athlete and AT.

8. If the Student-Athlete has sustained multiple previous concussions or two concussions within a calendar year, the Student-Athlete is to be referred to a concussion specialist for further assessment and direction in care. Additionally, if the Student-Athlete is demonstrating prolonged symptoms and is suspected of possible post-concussion syndrome, the Student-Athlete will be referred to a concussion specialist.

9. Starting on the day after the concussion, the AT will complete a full SCAT along with BTrackS, and VOMS. A Symptom Assessment Checklist (SAC) should be done daily until the athlete is asymptomatic. Each team ATC will determine a plan of care for the Student-Athlete which may include vestibular-ocular rehabilitation exercises.

10. Following an assessment of the Student-Athlete’s mental, emotional, and physical state, the Student-Athlete may be referred to the Point Loma Nazarene University’s Disability Resource Center (DRC) and the Vice Provost for Academic Administration for temporary academic accommodations due to the disabilities incurred from a concussion. The Student-Athlete will receive care and guidance from the DRC, in conjunction with the Athletic Training Staff, to assist with the appropriate progression for their return to learn protocol.

11. Once the athlete is completely asymptomatic monitored via the SAC form, post-injury assessment testing will be continued until the Student-Athlete achieves his or her baseline scores in all domains. The Student-Athlete will be seen and/or receive verbal confirmation by the team physician for clearance to begin the graduated return to play. Symptoms will be monitored during the graduated return to play protocol.
12. The team physician will use the Student-Athlete’s VOMS scores, BTrackS results, Eye-Sync scores, and SCAT results to help determine return to play. The team AT will provide the supporting documentation to the team physician.

**Gradual Return to Play**

13. The physician will determine if it is appropriate to start a symptom driven progressive return to play after they perform an evaluation and review all data. The management of concussed Student-Athletes is always individualized based on the clinical situation. The team physicians have the discretion to modify the Gradual Return to Play Protocol for Concussions. The Zurich Conference statement acknowledged that team physicians trained in the care of concussed athletes may at times shorten the return to play. However, the team physicians should never practice outside the standards of practice for their specialty.

14. Once the Athlete is determined to be asymptomatic for 24 hours, with the authorization and guidance of a PLNU physician, the athlete may begin the return to play protocol (see below). This progressive return to play protocol will be overseen by the team AT.

15. The Student-Athlete will be seen or have a phone meeting with the team physician just prior to returning to contact (before Step 5 in Gradual RTP Protocol).

**Graduated Return to Play Protocol**

The team physician must clear the concussed Student-Athlete to start this progressive RTP protocol. The team physician should also clear the athlete to full participation in practice (Stage 5). No athlete can return to full activity or competition until they are asymptomatic in all levels of exertion - limited, strenuous, sport-specific and controlled full-contact.

This protocol allows a gradual increase in volume and intensity of exercise during the return to play process. The Student-Athlete is first allowed to return to contact in a controlled way and is monitored very closely on the field or court. The Student-Athlete is monitored for any concussion-like signs/symptoms during and after each exertional activity.

The following steps are **NOT** to be performed on the same day, but to be performed on separate and subsequent days. The Student-Athlete must continue to be asymptomatic to progress to the next step. If the Student-Athlete develops symptoms at any step they must be evaluated by the physician. If the Student-Athlete completes all these steps without signs or symptoms then the team ATC and physician can allow the Student-Athlete to return to full contact in a game situation.

**Step 1 (asymptomatic day 2):**
20 minute stationary bike ride (10-14mph; <70% Max HR)

**Step 2 (asymptomatic day 3):**
Interval Bike Ride: 30sec sprint, 30sec recovery x 10
Body Weight Circuit: Squats, Sit-ups, Pushups x 20sec x 3

**Step 3 (asymptomatic day 4):**
60yd shuttle run x 10 (40sec rest); Plyometrics: 10yd Bounding, 10 Med Ball throws, 10 Vertical Jumps x 3; non-contact, sports-specific drills x 15 min

**Step 4 (asymptomatic day 5):** Controlled return to full-contact practice and monitoring for symptoms
**Step 5 (asymptomatic day 6):** Full sport participation in a practice

**Resources/References**
www.cifstate.org
www.ncaa.org
www.sandiegosportsmed.com
Recommendations by SDSM Committee of Sports Concussion, 2010
www.cdc.gov
4th Intl Conference on Concussions in Sport, Zurich, 2012
NATA Position Statement: Management of Sport Concussion, 2014
SCAT3
NFHS and CIF concussion guidelines

**Graduated Return to Learn Protocol**
This protocol allows a gradual increase in volume and intensity of classroom activity during the return to learn process. The Student-Athlete is to not participate in classroom activity on the same day as sustaining the concussion. Following the day of sustaining the concussion, the Student-Athlete is then allowed to return to school and academics in an individualized manner using the stages below. The Student-Athlete will be monitored for symptoms after each stage.

The Student-Athlete must be asymptomatic prior to advancing to the next stage of the graduated return to learn protocol. If the Student-Athlete completes all stages in the graduated protocol, then the team AT and physician can allow the Student-Athlete to return to school full-time.

**Stage 1 Same Day Sustaining Concussion**
- No School Attendance
- Strict Limits on Technology Use
- Complete physical and cognitive rest

**Stage 2 Return to School with Accommodations (Asymptomatic Day 1):**
- Limitation on Technology Use
- Avoid Heavy Backpacks and other physical demands
- No tests or quizzes
- Complete school work and reading outside of the classroom
Stage 3 Continued Academic Accommodations (Asymptomatic Day 2):
Gradual introduction of schoolwork and academic testing
Attend school part-time - this may include breaks within the school day
Incorporate light aerobic activity (RTP Step 2)

Stage 4 Full Recovery to Academics (Asymptomatic Day 3):
Attend school activities full time as tolerated
Resume normal activities
Resume sport participation following to return to play graduated protocol

Resources/References
5th Intl Conference on Concussions in Sport, Berlin, 2016
NATA Position Statement: Management of Sport Concussion, 2014

Sickle Cell Trait Testing, Notification, and Education

Introduction
Sickle cell disease is a mutation in hemoglobin which in turn affects the shape of red blood cells. Those with sickle cell trait have only one abnormal gene from one of their parents and usually have normal red blood cells. During intense exertion or exertion at extreme conditions, those with sickle cell trait can change the shape of the red cells from round to quarter-moon or “sickle.” This change, exertional sickling, can pose grave risk for some Student-Athletes. Exertional sickling causes a blockage of the blood vessels resulting in damage to multiple organs including muscle causing ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood. Sickling can begin in 2-3 minutes of any all-out exertion. Heat, dehydration, altitude, and asthma can increase the risk for and worsen sickling, even when exercise is not extreme. Collapse due to exertional sickling is a medical emergency and death can occur quickly. Due to the above risks, it is important to know the sickle cell trait status of all Student-Athletes.

Sickle Cell Trait Testing/Screening, Notification, & Education Procedures
In compliance with NCAA proposal 2009-75-B-1, Point Loma Nazarene University’s Department of Intercollegiate Athletics requires all Student-Athletes, to have documentation of a sickle cell solubility test (SST) or sign a waiver as part of his / her pre-participation physical examination. It is required that Potential Student-Athletes (PSA’s) participating in tryout activities have documentation prior to participation. Documentation must be present BEFORE the Student-Athlete is permitted to participate in any athletically related activities, including, but not limited to practices, sports performance sessions, and/or compete in any intercollegiate athletic events.
Testing Process:
If you have NOT been tested for sickle cell or if you are unable to access previous test results, please follow these instructions:

**OPTION 1:** Make an appointment with your primary care physician or local testing facility to be tested for sickle cell trait.

**OPTION 2:** You may choose to use a Quest Diagnostic location. PLNU Student-Athletes can get tested at a local Quest Diagnostics location through Accesa Labs [https://www.accesalabs.com/](https://www.accesalabs.com/). The Sickle-Cell Trait (SCT) test can be ordered through Accesa Labs’ online interface at [https://www.accesalabs.com/Sickle-Cell-Test?code=SEALIONS](https://www.accesalabs.com/Sickle-Cell-Test?code=SEALIONS) This link will provide the discounted rate of $45 at checkout. Student-Athletes will then follow the instructions to get tested. When the results are ready, you will receive an email notification to log in and view/print your results. If the results of the test are positive, the student-athlete should order an additional test to confirm the results. The Hemoglobinopathy test can be ordered using the following link [https://www.accesalabs.com/Hemoglobinopathy-Test?code=SEALIONS](https://www.accesalabs.com/Hemoglobinopathy-Test?code=SEALIONS)

If you have previously been tested, please follow these instructions to provide the results of previous testing.

As of today, all 50 states have newborn screening programs that identify sickle cell trait status at birth, however not all states adopted screening in the same year. In the state of California, if your son or daughter was born after February 21, 1990, results may be available from your child’s pediatrician by submitting this form (UHS Med Records Release) or from the State using this link: [https://cdph.ca.gov/Programs/CFH/DGDS/Pages/nbs/athletestraitresults.aspx](https://cdph.ca.gov/Programs/CFH/DGDS/Pages/nbs/athletestraitresults.aspx)

If your son or daughter was NOT born in California, please contact your pediatrician for results. If results are not available, contact the state.

After you have received your results you need to upload results into the ATS portal.

**Positive Test Notification, Counseling, & Education Process**
Student-Athletes who are confirmed to have Sickle Cell Trait will meet with a PLNU team physician at the earliest available opportunity for notification, education, and counseling.

The Student-Athlete, the team physician, and the Student-Athlete’s AT must sign the Sickle Cell Notification Form at the time of notification. If the Student-Athlete is a minor, his/her parent or legal guardian will also be notified of the Student-Athletes sickle cell status and must also sign the Sickle Cell Notification Form.

A complete list of Student-Athletes with Sickle Cell Trait and other medical alert issues must be distributed to the following individuals at the beginning of each semester:

1. Sports Medicine Personnel
2. Coaching Staff
3. Sports Performance Staff
4. Athletic Training Students (if applicable)

Sports Medicine Personnel Education

- In-service training and review will be conducted for Sports Medicine personnel at a minimum on a yearly basis and/or as needed.
- In-service training and review will include, but will not be limited to:
  1. NCAA and conference policy review
  2. Sickle cell trait background and review of literature
  3. Likely sickling settings
  4. Signs and symptoms and differential diagnosis
  5. Practical management and First Aid
  6. Case specific education

Coaching Staff Education

- In-service training and review will be conducted for Sports Performance personnel (if applicable) and coaching staff personnel at a minimum on a yearly basis and/or as needed.
- In-service training will include, but will not be limited to:
  1. NCAA and conference policy review
  2. Sickle cell trait background and review of literature
  3. Likely sickling settings
  4. Signs and symptoms and differential diagnosis
  5. Practical management and First Aid
  6. Case specific education

**Differential Diagnosis (Sickling vs. Cramping):**

<table>
<thead>
<tr>
<th></th>
<th>Sickling</th>
<th>Heat Cramps</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Onset</strong></td>
<td>Usually immediate, with no early warning; may occur early in Workout</td>
<td>Student-Athlete usually feels twitching/twinges in tired muscles minutes to hours before onset</td>
</tr>
<tr>
<td><strong>Pain</strong></td>
<td>Increasing pain &amp; weakness in the working muscles, esp. the legs, buttocks, and/or low back; ischemic pain from insufficient</td>
<td>&quot;burning&quot; type pain</td>
</tr>
<tr>
<td>Collapse</td>
<td>Student-Athletes “slump to a stop” due to the legs becoming weak &amp; wobbly and no longer hold the Student-Athlete up; sometimes will still be talking while on the ground</td>
<td>“hobble to a halt”; fully-contracted muscles no longer work</td>
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<tr>
<td>-------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Physical findings</td>
<td>Soft, flaccid muscle tone</td>
<td>Sustained, full contraction of muscles (tetany)</td>
</tr>
<tr>
<td>Response</td>
<td>Student-Athlete may feel better after 10-15 minutes in a cold tub, supplemental oxygen, &amp; fluids</td>
<td>Usually takes longer to resolve, even with aggressive cooling &amp; stretching of the affected muscles</td>
</tr>
</tbody>
</table>

**Conditioning Guidelines**
- Adjust the work/rest cycle to accommodate for environmental (heat, altitude) or personal (illness, asthma, hydration) issues. An adequate rest time is necessary in managing SCT Student-Athletes. Adjustments to actual rest time should be made based on recommendations from the Sports Medicine Staff based on the specific activity being performed.
- No punitive conditioning for SCT Student-Athletes
- Medical staff and coaches should collaborate to determine individual progressions for sports with SCT Student-Athletes

**Practice/Game Guidelines**
- The staff athletic trainer and the Student-Athlete will meet prior to the SCT Student-Athlete’s participation to discuss and document sport specific issues related to management of SCT Student-Athletes during practices and games that are not addressed by the statements listed above regarding conditioning. Management decisions will be communicated to the Student-Athlete and all appropriate coaches.
- Sport specific management guidelines for SCT Student-Athletes should be sent to the team’s coaching staff, the Sports Performance coaches, and the Head Athletic Trainer.

**Management of Symptoms**
- The SCT Student-Athlete will report all symptoms immediately to the athletic trainer or coach.
- The medical staff and coaches should have a low threshold for removal of SCT Student-Athlete from activity.
• Discontinue activity at onset of symptoms (e.g. cramping, pain, swelling, weakness, tenderness, fatigue, shortness of breath, abdominal pain) or difficulty completing repetitions.
• Any SCT Student-Athlete that is identified as struggling or performing below standard by a coach will be removed from the drill.
• Following removal from participation:
  o Check Vital Signs
  o Cool the Student-Athlete, if necessary.
  o Continue self-hydration as able.
  o Administer high-flow oxygen (if available) preferably with a non-rebreather face mask. Oxygen may be applied by MD or AT (with physician orders).
  o Activate emergency action plan (EAP) for any signs and symptoms related to decreased mental capacity or vital signs.
  o Communicate SCT status to EMT’s and ER physicians so this will be included in their evaluation and treatment plan.

Return to Play Following Removal from Participation
• Must be cleared by team physician
• Monitor return to athletic participation

Emergency Treatment
First Aid for Sickling Emergencies:
• Consider any struggling, cramping, or collapse as sickling until proven otherwise.
• Act Fast! A sickling collapse is a medical emergency.
• Call EMS – someone from medical staff occupancy Student-Athlete to hospital
• Check vital signs/Monitor ABCs
• Give supplemental oxygen (if available)
• Cool the Student-Athlete, if necessary
• Attach an AED
• IV fluids (if available)

Referenced Documents

Medical Hardship Waiver

In order for a Student-Athlete to receive a Medical Hardship Waiver per NCAA Bylaw 14.2.4, the following conditions must be met:

1. Student-Athletes must notify their Athletic Trainer of any injuries that may warrant a Medical Hardship Waiver
2. Student-Athlete, Coach and Athletic Trainer will notify the Associate Athletic Director for Compliance/SWA the desire to file a waiver.

3. The Student-Athlete may not have participated in more than three contests or dates of competition or 30 percent of the team’s maximum allowed contests (bylaw 17).

4. The injury must have occurred in the first half of the season.

5. The injury or illness does not have to occur during practice/competition, but it must be incapacitating. Only a physician may declare a Student-Athlete incapacitated.

6. All Athletic Trainer documentation and medical documentation must exist and be provided to the compliance office.

7. Only a licensed physician may declare a Student-Athlete incapacitated.

8. Associate Athletic Director for Compliance/SWA will file the waiver with the PacWest Conference Office.

9. Medical Hardship Waivers must be filed to the PacWest Conference Office within 60 days after the final contest.

10. If the PacWest Conference Office denies the waiver, then an appeal may be filed with the NCAA.

All percentages are calculated according to contests or dates of competition, depending on how your sport’s competitive opportunities are counted. Only contests or dates of competition occurring during the championship (traditional) season are included in the calculations. Conference championships/tournaments are counted as one contest or date of competition, regardless of the actual contest/dates used.

If the percentage calculation for the 30-percent rule results in a decimal -- any decimal -- the whole number preceding it is always rounded up.
Emergency Action Plan (EAP)
(update coming soon)

Important Phone Numbers

<table>
<thead>
<tr>
<th></th>
<th>Office</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sports Medicine Clinic</td>
<td>619-849-2436</td>
<td></td>
</tr>
<tr>
<td>Athletics Office</td>
<td>619-849-2265/2999</td>
<td></td>
</tr>
<tr>
<td>Public Safety</td>
<td>619-849-2525</td>
<td></td>
</tr>
<tr>
<td>Head Athletic Trainer Shawna Baker</td>
<td>619-849-2914</td>
<td>619-301-7745</td>
</tr>
<tr>
<td>Athletic Trainers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pami Young</td>
<td>619-849-2436</td>
<td>760-532-5399</td>
</tr>
<tr>
<td>Jay Zamporri</td>
<td>619-849-2436</td>
<td>(805)636-2274</td>
</tr>
<tr>
<td>Jessica Chaney</td>
<td>619-849-2436</td>
<td>225-276-1223</td>
</tr>
<tr>
<td>Taylor Bright</td>
<td>619-849-2436</td>
<td>916-221-8502</td>
</tr>
<tr>
<td>ATEP Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Nicole Cosby</td>
<td>619-849-2901</td>
<td>951-515-3054</td>
</tr>
<tr>
<td>Team Physician</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Ken Anderson</td>
<td>(858) 224-7977</td>
<td>(858) 663-7531</td>
</tr>
</tbody>
</table>

EAP Components

Implementation
- All members of the emergency action team will be invited to the annual practice of EAP usually held during fall training camp. Members of the EAP team who cannot attend will be given a copy of the EAP.

Personnel
- Personnel involved
  ATC’s, ATS’s, Coaches, Assistant Coaches, Sport Officials, Athletic Facilities Staff, Public Safety Officers, EMTs, Firefighters, Paramedics, and Athletic Administrators

- Hierarchy
  The ATC working the event will be responsible for the care of the injured Student-Athlete until emergency personnel arrive.

  Upon arrival, the EMTs or Paramedics will assume responsibility of care for the Student-Athlete.
  - If at any time the EMT or Paramedic takes action that the ATC believes will cause harm to the Student-Athlete the ATC has the right to resume care of the Student-Athlete.
At no time will any other school official, bystander, parent, or guardian assume control over the care of the injured Student-Athlete unless allowed by the supervising ATC.

- Duties

**ATC:** Responsible for providing care to the injured Student-Athlete and activating the EMS and the EAP. This care includes but is not limited to:

1. First aid, CPR, injury assessment, implementation of the EAP, decision to move or not to move the Student-Athlete, and AED use.
2. Maintaining cervical stabilization in the event of a possible C-spine/head injury.
3. Spine boarding an injured Student-Athlete at the site of injury in order to prepare the Student-Athlete for immediate transport once the emergency vehicles arrive, and splinting a suspected fracture or dislocation.

**ATS:** Responsible for communication with athletic facilities staff, communication with public safety, communication with ATCs, and any medical care as decided by the ATC.

**Coach:** Responsible for crowd control pertaining specifically to the Student-Athletes of each team, may be asked to talk with parents of the injured Student-Athlete.

**Sports Officials:** Responsible for helping with crowd control.

**Athletic facilities staff:** Responsible for making sure emergency vehicles can access the necessary site and can also help with crowd control.

**Public safety officers:** May help with crowd control, may help with any first aid or CPR as needed (to be directed by the ATC).

**Emergency medical personnel:** Responsible for the care and transport of the Student-Athlete.

**Athletic Administrators:** Responsible for follow-up communication with the parents and/or guardians. In a catastrophic event, administrators are also responsible for making sure the parents are escorted to the hospital (to be directed by the ATC).

- Credentials

All ATC’s must hold a current certification by the National Athletic Trainers Association Board of Certification. In addition to the National certification, ATCs
must also be certified in CPR/AED for the health care professional, first aid and emergency oxygen administration.

All ATS’ working in the PLNU clinic must possess a current certification in CPR/AED for the health care professional.

All head coaches and full time assistants must hold a current CPR/AED and First Aid certifications.

**Equipment**

- **Availability:**
  Two portable AEDs are located in the A.T. clinic and one in Golden Gymnasium on the top level against the southwest wall.

An AED and Oxygen must be brought to all athletic events if any Student-Athlete has been diagnosed with any cardiac diseases or positive for sickle cell trait. During outdoor events ATCs needing an AED must use one of the AEDs in the A.T. clinic. Please note that one portable AED must remain in the A.T. clinic at all times.

Splints and first aid supplies will all be located at the sporting venue.

Spine boards, cervical collars, mobility devices, and more advanced first aid supplies will be located in the A.T. clinic.

- **Maintenance:**
  AEDs are tested monthly by PLNU Public Safety.

  Splints, first aid supplies, and mobility devices will be inspected before each athletic event.

**Communication**

- **Forms:**
  In the event of an emergency the primary means of communication will be cellular phone and the secondary means of communication will be land line.

- **Posting:**
  Emergency contact numbers will be placed in teams’ travel folder and next to the phones in the A.T. clinic.

- **Communication with parents:**
  In the event of an athletic injury that requires a visit to the hospital, urgent care, or the emergency room the parents of the Student-Athlete must be contacted by the supervising ATC. However, before communicating with the Student-Athlete’s parent(s) the ATC must make sure that the Student-Athlete consents to you contacting their parents.
- This consent can be found on ATS under forms.

**Transportation**

- Access: the athletic facilities manager on duty will make sure access to the field or the gymnasium is available in the event of an emergency.

- Since PLNU does not have any high impact sports we will not have an ambulance on site during athletic events.

- Either the ATS or the ATC must accompany the Student-Athlete to the hospital.
  - This can be done by following the ambulance or riding in the ambulance.
  - The ATC can only leave the sporting event if there is another ATC available to cover the event.

- Non-life-threatening injuries: In the case of a non-life threatening injury that still requires a hospital or urgent care visit transportation can be provided by the ATC, ATS, Coach, or teammate.

**Emergency Care Facilities**

- Choice of facility
  The ATC is not always in control of where the ambulance takes the Student-Athlete but the following procedures should be recommended to the driver.

  Level 1 trauma centers must be used in the event of a spine, brain, or other life-threatening injury.

  This practice is supported by a recent publication in the Archives of Surgery (Arch. Surg. 2008;143 [1]:22-28) that shows survival rates to increase from 6-17 percentage points when a critically injured patient is admitted to a Level I trauma center vs. a Level II center, depending on the injury.

  Level II centers and urgent care centers can be used in the event of non-life-threatening injuries.

- Level 1 Trauma Centers:
  **Scripps Mercy Hospital**
  4077 Fifth Ave
  San Diego, CA 92103
  (619) 294-8111

  **UCSD Hospital - Hillcrest**
  200 West Arbor Drive
  San Diego, CA 92103-8970
  (619) 543-6222

- Level 2 Trauma Centers:
  **Sharp Coronado Hospital**
  250 Prospect Place
  Coronado, CA 92118
  619-522-3600

  **Sharp Memorial Hospital**
  7901 Frost St.
  San Diego, CA 92123
  858-939-3400
Urgent Care:

**Sharp Rees – Stealy, Downtown**
San Diego Sports Medicine Urgent Care
300 Fir Street 1945 Garnet Avenue
San Diego, CA 92101 San Diego, CA 92109
Phone (858) 499-2600 (858) 224-7977

**Kaiser Hospital:**
Kaiser Zion
4647 Zion Ave
San Diego, CA 92120
(619) 528-5000

**Documentation**

- The **responding ATC** is responsible for documenting the events of the incident in the Sports Medicine Software.

- The **Head Athletic Trainer** is responsible for documenting the following:
  - Follow-up evaluation of the EAP response
  - Annual rehearsal
  - Annual personnel training
  - Equipment maintenance

- The **athletic administrator** is responsible for documenting any legal actions taken, any further communication with parents or other third parties about the handling of the incident.

**Policies on special scenarios**

- **Equipment removal:**
  - When an injury to the head or neck is suspected the ATC or any other responding party **will not** remove helmets or any other equipment on the head. Only exception to this is where the equipment (i.e.: face mask) blocks access to the airway the face mask may be removed either by removal of the screws or cutting of the brackets.
  - Clothing and other equipment may be damaged in the event of a medical emergency. PLNU is not responsible for the damages.

- **Seizures:**
  - In the case of a Student-Athlete that goes into a grand mal seizure due to injury **it is the policy of the Sports Medicine staff to not restrain the Student-Athlete.**
  - All provisions should be made to protect the Student-Athlete’s head but no restraining may be used.

- **Combative Student-Athlete:** In the event of a Student-Athlete becoming combative due to injury or any other reason the following actions should be taken:
1. Call public safety 619-849-2525 if calling from a cellular phone or x2525 if calling from a line on campus.
2. The Student-Athlete’s coach is responsible for attempting to control the Student-Athlete.
3. The ATC or ATS should not attempt to use force to control the Student-Athlete.
4. The ATC or ATS should only use self-defense techniques in the event that this is necessary.

**General Steps the ATC/ATS should take in the event of an emergency**

1. ATC should conduct the primary survey, determine the level of care necessary, and if transport will be needed. If there is not a senior staff member at the site, contact the A.T. clinic immediately via phone.

2. ATS or ATC should activate EMS if needed. After calling 911 the ATS should obtain emergency information for Student-Athlete.

3. ATS should notify public safety of the situation and what transportation or support personal will be used (arrival of fire department, paramedic, etc.).

4. ATC should perform required first-aid/CPR.

5. ATC should perform the secondary survey once patient’s vital signs stabilize.

6. Athletic facilities staff, public safety and coaches should control the crowd and make sure the emergency vehicle will be able to access the site.

7. If the ATS is not needed to provide patient care they should wait at the entrance to the venue and meet EMS personnel.

8. Discontinue patient care only on the direct order of EMS personnel, but remain present to assist as needed.

9. The ATS or ATC should have the Student-Athlete’s emergency card immediately on hand.

10. Find out the exact hospital where the patient will be transported (see transportation section above). Arrange to accompany the patient on approval of the senior staff member. Take the Student-Athlete’s emergency card to the hospital. If the Student-Athlete’s parent is present, they will accompany the Student-Athlete to the hospital. An assistant coach may also be used to accompany the Student-Athlete to the hospital.
11. Team ATC will contact the Head Athletic Trainer to inform him/her of the incident and arrange notification of Student-Athlete’s family.

12. Team ATC will make initial contact with parents, grandparents or spouse after diagnosis is made.

13. At the hospital be available to provide/assist with information for the medical staff. Make every effort to be with the Student-Athlete at all times.

**EAP for Specific Sites**

**Golden Gymnasium**

1. ATS or designee will be sent to call 911. Use a cellular phone if possible; there is also a landline at the scores table.

2. Public safety must be notified that an ambulance has been called and that they will need to direct EMS to the West doors at the back of the gymnasium.

3. Athletic facility staff will stand at the entrance of the commuter parking lot to direct the ambulance to the West entrance of the gym. They will make sure the emergency vehicle can access the back of the gymnasium.

4. Public safety, officials, coaches and athletic facilities staff are in charge of crowd control to ensure that medical personnel have room to function.

5. Coaches will be in charge of moving the team(s) away from the injury site.

6. Other trained personnel (coaches, ATSs, public safety) may be used to assist the ATC in charge until emergency response staff arrives.

**Track/Soccer Field**

1. The ATS will be sent to call 911. Use a cellular phone if possible. If a cellular phone is not available, from the track/soccer field the closet phone is in the Sports Medicine Clinic.

2. Public Safety must be notified that an ambulance has been called and that they will need to direct EMs to the track/soccer field.

3. The ATS will ask the facilities staff to ensure smooth entrance for emergency vehicle access to the field.

4. Athletic facility staff will stand at the entrance of the commuter parking lot to direct the ambulance towards the track/soccer field another person should help guide the ambulance past the baseball field through the gate and allow them to drive right onto the field.
5. A gator will transport fire department/paramedics onto the field to begin assessment/treatment before the ambulance arrives.

6. Public safety, officials, coaches and athletic facilities staff are in charge of crowd control to ensure that medical personnel have room to function.

7. Coaches will be in charge of moving the team(s) away from the injury site.

8. Other trained personnel (coaches, ATSs, public safety) may be used to assist the ATC in charge until emergency response staff arrives.

**Baseball Field**

1. The ATS will be sent to call 911. Use a cellular phone if possible. If a cellular phone is not available, from the baseball field the closet phone is in the Sports Medicine Clinic.

2. Public safety will be notified that an ambulance has been called and that they will need to direct EMS to the baseball field.

3. The ATS will ask the facilities staff to open the lower gate in right field and make sure the emergency vehicle can access the field.

4. Athletic facility staff will stand at the entrance of the commuter parking lot to direct the ambulance towards baseball field. Another person will stand by the entrance to the lower gate in right field. This person should instruct the ambulance to drive right onto the field.

5. Public safety, officials, coaches and athletic facilities staff are in charge of crowd control to ensure that medical personnel have room to function.

6. Coaches will be in charge of moving the team(s) away from the injury site.

7. Other trained personnel (coaches, ATSs, public safety) may be used to assist the ATC in charge until emergency response staff arrives.

**Tennis Courts**

1. The ATS will be sent to call 911. Use a cellular phone if possible. If a cellular phone is not available, from the tennis courts the closet phone is in the Sports Medicine Clinic.

2. Public safety will be notified that an ambulance has been called and that they will need to direct them to the tennis courts.

3. Athletic facilities staff will to remove the poles at the athletic facilities entrance and make sure the emergency vehicle can access the tennis courts.
4. Athletic facility staff will stand at the entrance of the commuter parking lot to direct the ambulance towards the tennis courts another person should help guide the ambulance past the AT clinic to the tennis gates entrance.

5. Public safety, officials, coaches and athletic facilities staff are in charge of crowd control to ensure that medical personnel have room to function.

6. Coaches will be in charge of moving the team(s) away from the injury site.

Other trained personnel (coaches, ATs, public safety) may be used to assist the ATC in charge until emergency response staff arrives.

**Athletic Contest Emergency Procedures**

**Contest**
- The Event Administrator in collaboration with the Athletic Trainer and/or official will determine if the athletic event will be suspended or cancelled due to inclement weather, earthquake, tsunami, limited visibility, condition of the field, court, track, etc.
- The PA announcer or Event Administrator will announce the event has been suspended or cancelled.
- If necessary, the Event Administrator will instruct Officials, Coaches, Student-Athletes and Event Staff to relocate to a pre-determined location.
  - Pre-determined Locations are as follows

<table>
<thead>
<tr>
<th>Event</th>
<th>Evacuation Location</th>
</tr>
</thead>
</table>
| Soccer       |   • Home team to the 1st base dugout  
               • Visiting team to the 3rd base dugout  
               • Officials and Event Staff to Baseball Press Box |
| Baseball     |   • Both teams will remain in their respective dugouts  
               • Officials to Press Box  
               • Event Staff remain in the Baseball Press Box |
| Track & Field|   • PLNU team to KIN classrooms  
               • Visiting teams to the gym  
               • Officials and Event Staff to available KIN classroom |
| Tennis       |   • Home team to their locker room  
               • Visiting team to the gym  
               • Officials to baseball press box |
| Gym Events   |   • Everybody evacuate to the baseball outfield          |
• Officials, Student-Athletes, coaches and Event Staff shall remain at the designated location until released by the Event Administrator or Athletic Trainer.

• If necessary, the PA announcer or Event Administrator will give instructions over the PA to spectators, Officials, Coaches, Student-Athletes and Event Staff to evacuate the venue.

• The Event Administrator will work with Officials if the athletic event should continue play or be cancelled due to circumstances (i.e. inclement weather, earthquake, tsunami, limited visibility, condition of the field, court, track, etc.).

• Coaches are expected to follow the instructions of the Event Administrator and/or Athletic Trainer.

**Practice**

• The Athletic Trainer shall determine if practice should be suspended or cancelled due to inclement weather or unsafe playing conditions.

• The Athletic Trainer may collaborate with the Assistant Athletic Director for Facilities or designee to make the decision to suspend or cancel practice.

  If necessary, the Athletic Trainer or designee will instruct Coaches and Student-Athletes to a pre-determined location.

• Coaches and Student-Athletes shall remain at the designated location until released by the Athletic Trainer or designee.

• Coaches are expected to follow the instructions of the Athletic Trainer or designee.

**Lightning**

• The “Flash-to-Bang” method will be used to determine how far lightning is from the venue.

  Begin counting on the lightning flash and stop counting when the thunder is heard. Divide the number by 5 to determine the distance (in miles) to the lighting flash. For example, if the time in seconds between the lightning flash and the thunder being heard is equal to 30, divide that by 5. Therefore, the lightning flash is approximately 6 miles from the venue.

• Outside athletic events will be suspended when lightning is within 6 miles of the venue.

The Event Administrator and/or Athletic Trainer will continue to monitor the situation using flash-to-bang method and weather app, Wunderground. Once the lightning and thunder is within 6 miles and moving away from the venue, there must be 30 minutes without lightning and thunder before the athletic event can resume.
Contest vs. No Contest Criteria

In an event that an athletic event is suspended due to inclement weather or an unforeseen circumstance, the NCAA Sport Manuals or Association Rules will be used to determine if the athletic event is considered a contest or no contest.

United States Golf Association

Intercollegiate Tennis Association

NCAA Statistics Policies and Guidelines

Substance Screening Program

As a member of NCAA DII and the PacWest Conference, Point Loma Nazarene University (PLNU) Student-Athletes are expected to conduct themselves in a manner that is congruent to the NCAA Drug Testing Policy as well as to the mission of the institution. This program implements specific measures to ensure Student-Athletes the highest level of accountability in upholding the mission of PLNU and the NCAA.

Prohibited Substances
Students participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture and/or distribution of any substances on the current NCAA banned drug list with the addition of alcohol and tobacco. Student-Athletes may not use the drugs specified by the NCAA regardless whether such use occurs before, during, or after the Student-Athlete's competitive season. In addition, pursuant to PLNU Student Conduct Policies, the University requires that Student-Athletes abstain from the use and possession of alcohol beverages and smoking/tobacco products.

NCAA Drug Testing Program
In addition to the PLNU Athletic Substance Screening Program, the NCAA has a Drug Testing Program that we are required to follow. The following are the NCAA testing procedures and appeal processes:

- Every Division II institution is subject to year-round drug testing. Division II institutions not sponsoring football will be selected at least once every two years.

- If PLNU is selected for year-round drug testing, the Athletic Director, site coordinator and one additional athletic administrator will receive notification from Drug Free Sport no sooner than 48-hours prior to the test date. In some cases, institutions may receive only 24-hour notice. After Drug Free Sport has randomly
selected Student-Athletes for drug testing, the site coordinator will receive the roster of selected Student-Athletes. The site coordinator is responsible for notifying Student-Athletes of their selection for drug testing and having them sign the NCAA Drug-Testing Consent Form. Student-Athletes must be notified in person or via direct communication.

- Any Student-Athlete who refuses to sign the notification form or signature form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug as defined in NCAA Bylaw 31.2.3.1.

- If the NCAA tests the Student-Athlete for the banned drug classes listed in NCAA Bylaw 31.2.3.4 and they test positive (consistent with NCAA drug-testing protocol) in the initial Sample A test, that Student-Athlete will then be suspended from participation until the Sample B test has been determined. If the Student-Athlete tests positive for Sample B (consistent with NCAA protocol), then that Student-Athlete will be ineligible for further participation in regular season and postseason competition in all sports in accordance with the provisions in NCAA Bylaw 18.4.1.5.1. They will remain ineligible from the date of their positive drug test and until they can retest negative. The Student-Athlete will then be required to go through Student-Athlete reinstatement and will be charged one season of competition. PLNU may appeal to the NCAA Eligibility Committee for restoration of your eligibility if mitigating circumstances warrant restoration.

- A Student-Athlete who tests positive for a banned drug other than a “street drug” shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility.

- A Student-Athlete who tests positive for a “street drug” shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test).

- If a Student-Athlete tests positive a second time for the use of any drug, other than a “street drug” as defined in NCAA Bylaw 31.2.3.2, he or she shall lose all remaining regular season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.

- An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the Student-Athlete from the next 50 percent of the season of
competition or provide complete relief from the legislated penalty. If the committee requires the Student-Athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the Student-Athlete shall remain ineligible until the prescribed penalty is fulfilled, the Student-Athlete tests negative and the Student-Athlete’s eligibility is restored by the Committee on Student-Athlete Reinstatement.

**Note:** The list of NCAA banned drugs is subject to change and the Student-Athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA website (www.ncaa.org), a copy is provided in this manual and is posted in the Sports Medicine Clinic.

For authoritative information on NCAA banned substances, medications and nutritional supplements, contact Drug Free Sport Axis (816) 474-8655 or https://drugfreesport.com/education/axis/ (password: ncaa2).

Before consuming any nutritional/dietary supplement product, review the product and its label with your Athletic Department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.

*It is the responsibility of the Student-Athlete to know what he/she is putting into their body and seek answers through the appropriate resources if they have questions.*

**2019-2020 NCAA Banned Drugs**

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

Please use the following link for the NCAA banned drug list:


**PLNU Athletic Substance Screening Program**

This program has three major components: Education, Substance Screening and Discipline. Each of these three components will be further outlined below.

**Program, Purpose, and Philosophy**

The purpose of this program is to create an environment that affords Student-Athletes the optimal opportunity to grow spiritually, athletically, and academically during their career at PLNU. The Athletic Department and the institution as a whole believe that the use of alcohol and banned substances does not give Student-Athletes the best chance to succeed in the three areas of growth stated above. Therefore, this policy is designed to educate Student-Athletes about the adverse effects of substance abuse, detect the use of banned substances by PLNU Student-Athletes, gracefully discipline those who choose to partake in
the use of banned substances, and assist them to the best of our ability in their recovery and rehabilitation.

**Education**
The Athletic Director, Associate Dean of Student Success & Wellness, Dean of Students, Team Physician, Sports Medicine Staff, Resident Directors, and/or the Head Coach will explain the PLNU Athletic Substance Screening Program to each Student-Athlete at PLNU.

Each Student-Athlete will be required to sign and return the *PLNU Athletic Substance Screening Consent Form* and *Student-Athlete Authorization to Release of Information Form* prior to their participation in practice or competition. If the Student-Athlete is under the age of eighteen, the forms must also be signed by the parent(s) or guardian(s). Failure of the Student-Athlete to return these forms will result in the Student-Athlete being ineligible to practice or compete.

**Procedure**
Point Loma Nazarene University will conduct substance screening throughout the academic year. The basis for the screening process is informed consent (based on the forms submitted to PLNU) and 3rd party testing. Multiple on-campus screenings will occur throughout the year. Subsequent tests may be conducted at the discretion of the Athletic Director.

Selection of participants will be determined by random sampling and upon individualized reasonable suspicion.

**Random Sampling:** A random sample of Student-Athletes from current team rosters will be selected for a total of 5 percent of the entire population of Student-Athletes. Student-Athletes may be tested multiple times due to the random nature of the selection process.

**Individualized Reasonable Suspicion:** Circumstances for selection upon reasonable suspicion may include (but are not limited to):

- Observed changes in performance or behavior (physical and/or emotional), for example missing class. Observations may come from the Athletic Director, Athletic Trainers, Team Physician, Head Coaches, Assistant Coaches, Dean of Students, Resident Director, and/or the Faculty.
- Arrest on charges related to use and/or possession of banned substances.
- Suspected manipulation of specimens (example: dilution of sample).
- Proven history of positive results.
- Presence or possession by a Student-Athlete of illegal or controlled drugs or drug related paraphernalia.
- When a designated administrator, coach, or support staff has suspicion through the sense of smell, sight and/or sound.

*If a Student-Athlete fails to report to the testing site, fails to produce a specimen at time of testing, and/or manipulates the integrity of the specimen and/or collection process, it will be considered a positive test. The Student-Athlete will be subject to the appropriate sanctions.*
If additional substance abuse testing/screening is required, the Student-Athlete(s) will incur the additional costs beyond the initial screening.

_The following discipline steps will also be used with any alcohol-related offenses._

**Discipline**

**First Violation**
In the case of a first violation the following sanctions will occur:

- A minimum of one-week suspension from participation in practice, competition and travel.
- The Student-Athlete must attend an assessment through the PLNU Wellness Center. The Student-Athlete may be able to begin participation again at the conclusion of seven days (since the Student-Athlete’s notification of positive test) depending on the recommendation of the assessment team and written evidence received by the Athletic Director. In some cases, the Student-Athlete must also be cleared for participation by the team physician.
- The Student-Athlete will automatically be enrolled in the substance screening for the remainder of the school year.
- Any offense may be grounds for revoking of athletic scholarship. Decisions on scholarship removal may be made by the Athletic Director and Head Coach.
- The Student-Athlete may also face further consequences, including but not limited to expulsion from the University.

**Second Violation**
In the case of a second violation the following sanctions will occur:

- Suspension from participation in practice, competition and travel for the rest of the current season.
- The Student-Athlete may be terminated from any future participation in PLNU Athletics.
- The Student-Athlete may also face further consequences, including but not limited to expulsion from the University.

**Note:** The decisions for both first and second violations will be decided by the Athletic Director, Head Coach, and Dean of Students. The same punishment and actions will occur for a Student-Athlete who is caught outside of the PLNU Athletic Substance Screening Program in conjunction with Residence Life.

**Appeal Process**
The Student-Athlete’s decision to appeal must be made in writing to the Athletic Director within two business days of the confirmation of a positive test. Upon appeal, Student-Athletes subject to sanction under the terms of this program shall be entitled to a hearing before the Student Conduct Council.
Safe Harbor Program
The Safe Harbor Program provides the opportunity for a Student-Athlete to voluntarily disclose the use of a banned and/or illegal substance to a staff member of the Athletic Department. A Student-Athlete is not eligible for the program after he or she has been informed of an impending substance screening or after having received a positive substance screening.

The Student-Athlete will be required to make an appointment with PLNU Wellness Center personnel or another licensed counselor. Subsequent substance screening may be required, at the expense of the Student-Athlete, to determine what type of program will best assist the individual. This baseline test, if positive, is for evaluation purposes and will be exempt from any of the above disciplinary actions.

A Student-Athlete will be permitted to remain in the Safe Harbor Program for up to 30 days. If further substance use is detected after the initial admittance to the Safe Harbor Program, or there is failure to comply with the treatment plan, the Student-Athlete will be removed from the program. A Student-Athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at PLNU.

Confidentiality
Any information concerning a Student-Athlete's alleged or confirmed improper use of banned substances shall be restricted to institutional personnel identified within this document and to parents or legal guardians of minors. The PLNU Athletic Department will follow HIPAA guidelines to insure the utmost confidentiality.

Counseling
See the PLNU Wellness Center website for more information

https://pointloma.edu/offices/wellness-center

Sportsmanship and Ethical Conduct

NCAA Ethical Conduct
In addition to the expectations of the University, the NCAA has specific guidelines for unethical conduct. You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play. A prospective or enrolled Student-Athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports.

Unethical conduct consists of, but is not limited to:

1. 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 your institution;

2. Fraudulence in connection with entrance or placement examinations;
3. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;

4. Dishonesty in evading or violating NCAA regulations;

5. Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the student’s involvement in or knowledge of matters relevant to possible violation of NCAA regulations;

6. Knowledge and/or involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled Student-Athlete;

7. Knowledge and/or involvement in offering or providing a prospective or an enrolled Student-Athlete an improper inducement or extra benefit or improper financial aid;

8. 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;

9. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;

10. Soliciting a bet on any intercollegiate or professional team;

11. Accepting a bet on any team representing the institution; or

12. Participating in any gambling activity that involves intercollegiate athletics and professional sporting events, through sports wagering, a bookmaker, a parlay card or any other method employed by organized gambling [NCAA Bylaw 10.3].

**PacWest Principle of Sportsmanship and Ethical Conduct**

8.1 Principle of Sportsmanship and Ethical Conduct

It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

8.1.1 Unsportsmanlike and/or unethical conduct may subject an individual to disciplinary action by the Commissioner and/or the individual member institution(s) involved. The institution that the offending individual is associated with may also be subject to disciplinary action if it is found that the institution’s policies, action, or failure to act substantially contributed to the individual’s misconduct.
8.1.2 Acts of unsportsmanlike and/or unethical conduct may be reviewed by the Commissioner and/or the individual member institution(s) involved. Individual penalties and/or discipline may be determined by the Commissioner and/or the individual member institution(s) involved.

8.1.3 Acts of unsportsmanlike and/or unethical conduct may include, but are not limited to, a Student-Athlete, Coach or other institutional representative who:

   a) Strikes or physically abuses an official, opposing coach or player;
   b) Intentionally incites participants or spectators to violent or abusive action;
   c) Uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators;
   d) Publicly criticizes any game official, Conference personnel, another institution or its personnel;
   e) Engages in negative recruiting by making statements to a Prospective Student-Athlete, his/her parents, high school coach, or other persons interested in the Prospective Student-Athlete which are unduly derogatory of another member institution, its personnel, or its athletic program or;
   f) Any other acts or conduct not specifically described herein that bring disrepute on the Conference or one of its member institutions.

**Student-Athlete/Coach Conflict**

PLNU Athletic Department encourages all Student-Athlete/Coach conflicts to be settled between the parties involved. However, if conflict continues after reasonable attempts for resolution then Student-Athletes may contact the Athletic Director or the FAR to seek further assistance.

**University Policies**

The following University policies can be found on the PLNU website (updated July 23, 2019).

- [Chapel Attendance Policy](#)
- [Community Life Covenant](#)
- [Equal Opportunity, Harassment and Non-discrimination](#)
- [Sexual Assault Reporting](#)
- [State and Federal Policies](#)
- [Title IX and Non-Discrimination Policies](#)
Student-Athlete Housing Policy

- All freshmen and sophomore Student-Athletes must live on-campus.
- All incoming transfer Student-Athletes who receive athletic aid must also live on campus in their first year at PLNU.
- Current on-campus Student-Athletes who receive athletic aid and will be juniors for the upcoming academic year (those who have 57-88 including the Spring semester) may apply to live off campus, but they must meet the minimum of a 3.0 cumulative GPA after the Fall semester of their sophomore year, have no student conduct issues, and must be approved by the Assistant Director for Student Housing.
- Current on-campus Student-Athletes who receive athletic aid and will be seniors for the upcoming academic year (those who have 89+ units including Spring semester) with a valid grad check can self-select to live off campus, and must be approved by Assistant Director for Student Housing.
- Exceptions to the policy are:
  - A student who is 22 years of age or older
  - A student living at home with a parent or guardian
  - Graduate Student-Athletes
  - Students who are married
  - Students working in a live-in work arrangement (not applicable for freshmen and sophomore students)
  - A walk-on mid-year transfer could receive athletic aid the next fall semester and live off campus. Must have approval from the Athletic Director.
- Detailed information about the PLNU Residential Life Housing Policy can be found on the PLNU website.

Compliance

PLNU must abide by NCAA rules and regulations as they relate to all aspects of its athletic program. In addition to ensuring that all of its coaches, administrators, University faculty and staff, and Student-Athletes are aware of and follow NCAA rules. PLNU is also responsible for educating individuals who are representatives of athletic interests. Compliance with NCAA rules requires the effort of everyone associated with the PLNU Athletic program and requires a shared responsibility for the education of and compliance with NCAA, PacWest and University policies and procedures.

Principle of Institutional Control

It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. The Vice President for
Student Development is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

The institution’s responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of PLNU.

**Intercollegiate Athletics Committee (IAC)**

- **Committee reports to:** President (or designee)
- **Frequency of reports:** Annually to the President
  - The Faculty Athletic Representative shall report to the Faculty Each semester
- **Members in committee:** Size: 12
  - **Elected by faculty:** 5
    - Four faculty members at large
    - One additional faculty member at large of which has fewer than five years of service at PLNU shall serve a one year term.
  - **Elected by the Head Coaches:** 1
    - One representative from among the Head Coaches.
  - **Elected by the Student Athlete Advisory Committee:** 2
  - **Ex-officio:** 4
    - Associate AD for Compliance/SWA
    - Athletic Director
    - Faculty Athletic Representative
    - VP for Student Development (or designee)

**Length of tenure for elected members:**

Three year staggered terms for all elected members (faculty and head coach) except:

1. A one-year term shall be served by the at large faculty member with fewer than five years of service.
2. A one-year term shall be served by the Student Athlete Advisory Committee representatives and may be consecutive for up to two years.
Chair: Elected by the committee from among the elected faculty members and the Faculty Athletic Representative.

Suggested frequency of meetings: Twice a semester or as needed

Other membership requirements: No coaches may serve as elected faculty members. No more than one member from any department/school.

Major responsibilities: The Intercollegiate Athletics Committee is focused on the size, success, and maintenance of intercollegiate athletic programs at Point Loma Nazarene University.

1. Provides feedback on issues that involve the Athletic Department and its impact on students, student-athletes, the community, and the purposes and strategic goals of the University.
2. Advocate for the welfare of student-athletes, including travel departure policy, missed class time policy and other initiatives and concerns from student-athletes as presented by the Student Athlete Advisory Committee.
3. In order to safeguard opportunities for student-athletes to excel in academics, this committee will request and review an annual report from the Athletic Director regarding compliance with academic standards and performance. This report will include analysis of student-athlete admissions standards, academic progress, regular classroom attendance requirements, and graduation rates by team.
5. Promote greater understanding within the University community of intercollegiate athletics and the relationship between academics and athletics.
6. Faculty Athletic Representative will provide a report of any infractions at each Intercollegiate Athletics Committee meeting.
7. In order to carry out the committee’s governance function, the Intercollegiate Athletics Committee shall be advised on:

   a. Any proposed changes in departmental recruiting policies, academic advising, expectations regarding student-athlete schedules, or any other practice that could affect the academic or financial standing of students who are athletes. The Intercollegiate Athletics Committee need not be informed of all changes mandated by the national athletic governing body for student athletes, which fall under the purview of the Faculty Athletic Representative, although the Intercollegiate Athletics Committee should be notified of any major changes.

   b. Any decisions, large donations, or commercial offers that potentially change the financial landscape of athletics.

   c. Any decisions that potentially affect the campus environment, including athletic facility impact and usage.
d. Report on scheduling of competition or practice on Sunday.

e. Any proposed plans and policies on sports configurations.

f. In cases where an open search process is conducted for head coaching positions, an Intercollegiate Athletics Committee faculty member shall be included on the search committee. When the search is abbreviated, the Athletic Director shall consult with the Faculty Athletic Representative.

**Reporting:** The Intercollegiate Athletics Committee shall report to the President annually. At a minimum, this report shall be in the form of a written report submitted by the committee chair. The Faculty Athletic Representative will also make additional written or oral reports for the entire faculty at the end of academic year.

**Responsibilities of the Compliance Committee**
The Compliance Committee includes individuals with hands-on compliance responsibilities from the Records Office, Admissions Office, Student Financial Services, Faculty Athletics Representative (FAR), and Associate Athletic Director for Compliance/Senior Woman Administrator (SWA).

The key responsibilities of the Compliance Committee are:

1. The Associate Athletic Director for Compliance/SWA is responsible for educating the members of the Compliance Committee on NCAA rules.

2. The Compliance Committee will meet once a month to discuss NCAA rules education and updates as well as revision and refinements of compliance policies and procedures for the institution.

3. The Compliance Committee should meet regularly to ensure everyone involved in the processes (and those that have to carry-out the processes) have a resource for reference.

4. The Compliance Committee will annually evaluate the comprehensive program and make changes as necessary so they can be implemented as soon as possible.

5. The Compliance Committee will be able to demonstrate and document the steps in each process for outside entities that may review or audit the institution’s athletic compliance program.

6. The Compliance Committee will approve all changes to the Compliance Manual.

7. The Compliance Committee is ultimately responsible for the effectiveness and efficiency of the overall compliance program.
Compliance Committee Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Athletics Representative (Chair)</td>
<td>Dr. Tim Hall</td>
<td>619-849-7270</td>
</tr>
<tr>
<td>Associate Athletic Director for Compliance/SWA</td>
<td>Jackie Armstrong</td>
<td>619-849-2307</td>
</tr>
<tr>
<td>Director of Records</td>
<td>Cheryl Gaughan</td>
<td>619-849-2499</td>
</tr>
<tr>
<td>Associate Director of Undergraduate Financial Aid</td>
<td>Daniel Reed</td>
<td>619-849-2902</td>
</tr>
<tr>
<td>Director of Undergraduate Admissions</td>
<td>Shannon Hutchinson-Caraveo</td>
<td>619-849-2541</td>
</tr>
<tr>
<td>Senior Financial Aid Officer</td>
<td>Brad Soriano</td>
<td>619-849-2340</td>
</tr>
<tr>
<td>Academic Records Specialist</td>
<td>Deron Matson</td>
<td>619-849-2503</td>
</tr>
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</table>

Individual Compliance Responsibilities

President
Responsible for institutional control of the Athletic Department as it relates to the NCAA.

Specific responsibilities included but not limited to:

1. Regular meetings with Faculty Athletics Representative (FAR), VP for Student Development and Athletic Director.

2. Has knowledge of all NCAA rules and violations.

3. Must sign institutional appeals to the Student-Athlete Reinstatement Committee in accordance with NCAA Bylaws along with the FAR and Athletic Director.

4. Must sign all appropriate NCAA documents.

Athletic Director
Ensures full compliance with NCAA and Point Loma Nazarene University regulations and is responsible for the integrity of the athletics program. For specific compliance responsibilities see job description.

Associate Athletic Director for Compliance/SWA
Responsible for the overall development, implementation, and review of PLNU’s Athletic compliance program. The Associate Athletic Director for Compliance/SWA is also responsible for the daily operation of the compliance program including rules education, interpretation, and monitoring of compliance areas as well as Title IX, Gender Equity and
student success and academic matriculation of Student-Athletes. However, each individual associated with Point Loma Nazarene University is responsible for being aware of Point Loma Nazarene University and NCAA legislation as it applies to her/his individual responsibilities. For specific compliance responsibilities see job description.

**Faculty Athletics Representative (FAR)**
The FAR is appointed by the President and reports directly to the President. The FAR serves as the liaison between the Athletic Department and faculty. The FAR is also one of five individuals authorized to make contact with the NCAA membership services staff, in accordance with the NCAA Constitution. For specific compliance responsibilities see job description.

**Head/Assistant Coaches**
Coaches are responsible for knowledge and implementation of NCAA rules and regulations in the areas of amateurism, eligibility, recruiting, financial aid, playing and practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance related policies and procedures, within Point Loma Nazarene University and NCAA guidelines. For specific compliance responsibilities see job description.

**Athletic Training Staff**
Is responsible for assisting with the NCAA Drug Testing Policy and PLNU Substance Abuse Program on-campus, and providing Athletic Training and rehabilitation services in accordance with institutional, PacWest Conference, and NCAA policies. For specific compliance responsibilities see job description.

**Admissions Office**
The individual(s) assigned as liaison(s) is/are responsible for ensuring that all Student-Athletes are admitted under the same standards as the general student applicant. The Associate Athletic Director for Compliance/SWA is responsible for sending all appropriate paperwork to the Admissions Office, monitoring Admissions status, and for maintaining communication between the Athletic Department and the Admissions Office.

The Admissions Office liaison(s) specific responsibilities include but not limited to:

1. Review Prospective Student-Athletes’ admission materials and advising the Athletic Department regarding admission status.

2. Ensure Prospective Student-Athletes are admitted under the same standards as all other prospective student.

3. Facilitate the Admissions process for Prospective Student-Athletes.

4. Assist with educating Prospective Student-Athletes and members of the Admissions Office staff about the NCAA Eligibility Center, referring Prospective Student-Athletes to the NCAA Eligibility Center ([https://web3.ncaa.org/ecwr3/](https://web3.ncaa.org/ecwr3/))
5. Provide coaches, annually, with information about Admissions events.

6. Serves as a member to the Compliance Committee.

Student Financial Services
The individual(s) assigned the duty of awarding athletically related Financial Aid is/are responsible for monitoring all athletics aid, institutional aid, and outside aid awarded. The Student Financial Services liaison must assume the following responsibilities:

1. Determining the institution’s cost of attendance, including the Board of Trustees-approved tuition and fee charges.

2. Determine the institution’s full grant-in-aid.

3. Work closely with the Associate Athletic Director for Compliance/SWA to determine countable financial aid per NCAA regulations.


5. Award all financial aid for the institution, including athletics grants-in-aid, institutional grants, and all other aid.

6. Monitor all Student-Athletes defined as “Counters” in accordance with NCAA Bylaws.

7. Responsible for Point Loma Nazarene University’s communication/correspondence regarding athletically related financial aid and other institutional aid.

8. Responsible for gathering information for Appeals Committee hearings for those Student-Athletes that have their aid reduced or not renewed. Monitoring of financial aid limits and requirements is the responsibility of the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid. Student-Athletes may not receive athletically related financial aid over a full grant-in-aid, which includes tuition, fees, room, board, and books. A Student-Athlete may receive other non-countable financial aid unrelated to athletic ability up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations. Loans and work-study are NOT countable in financial aid limits under NCAA regulations. It is the shared responsibility of the Head Coach and Associate Athletic Director for Compliance/SWA to monitor the individual team limits for financial aid.

9. Ensure financial aid data is updated in CA.

10. Member of the Compliance Committee.
**Records Office**

The individual(s) assigned to eligibility is/are responsible for verifying the 24-hour requirement, 9 credit hour requirement, progress towards degree, GPA requirements, full-time status, declaration of major, and for reviewing the overall eligibility rosters for all teams.

The Records Office liaison(s) specific responsibilities include but are not limited to:

1. Determining continuing eligibility for returning Student-Athletes.
2. Monitoring and certifying full-time enrollment.
3. Monitoring designation of academic degrees.
4. Determining Student-Athletes satisfactory progress and good academic standing.
5. Evaluating and certifying all transfer credits accepted by Point Loma Nazarene University and calculating 2-year College transfer grade point average.
6. Serves as a member to the Compliance Committee.

**Rules Education**

Rules Education is designed to educate the Athletic Department, Student-Athletes, representatives of athletic interest and other key departments on the NCAA DII rules, regulations, interpretations, new legislation, case studies, questions-answer sessions, and any other relevant information. The Associate Athletic Director for Compliance/SWA will be responsible for rules education.

The most up-to-date version of the Student-Athlete Handbook and Athletic Operations/Compliance Manual will be posted on the Athletic website.

**Education of...**

*Athletic Staff:* All full-time staff members are required to attend any scheduled compliance meetings, unless notified otherwise by the Athletic Director.

*Coaching Staff:* All head and full-time assistant coaches are required to attend any scheduled compliance meetings. If a coach is unable to attend, they will contact the Associate Athletic Director for Compliance/SWA to receive any missed information or attend a review session with The Associate Athletic Director for Compliance/SWA.

All coaches will be given or have access to the following resources:
• NCAA DII Manual (PDF)
• PLNU Student-Athlete Handbook (on-line)
• PLNU Athletic Operations/Compliance Manual (on-line & hardcopy)

**Student-Athletes:** The Associate Athletic Director for Compliance/SWA will meet with each team prior to the start of their season and at the end of the academic year. Some of the issues the Student-Athlete will be informed of include but not limited to: *

- Eligibility (*Refer to NCAA Bylaw 14*)
- Awards & Benefits (*Refer to NCAA Bylaw 16*)
- Amateurism (*Refer to NCAA Bylaw 12*)
- Employment
- Substance Abuse/Drug Testing
- Playing & Practice Seasons/CARA Logs
- Fundraising
- Social Media

The Associate Athletic Director for Compliance/SWA also uses emails and office walk-ins to educate Student-Athletes on NCAA rules and regulations.

Student-Athlete Advisory Committee is also educated on Playing & Practice seasons/CARA.

*Note: Please refer to specific sections of this manual for further clarification on these issues.

**Prospective Student-Athletes (PSAs):** Head Coaches and Associate Athletic Director for Compliance/SWA will share responsibility for educating PSAs.

- Head Coaches will provide relevant rules information to PSAs and their families while visiting the campus (whether during an unofficial or official visit).

- Head Coaches or designee will be responsible for communicating with each PSA their status with the eligibility center. Associate Athletic Director for Compliance/SWA will work with each Head Coach or designee as to what information to be communicated to each PSA.

- PSAs are also encouraged to use NCAA resources (website, brochures, etc.) or contact the NCAA.

**Representatives of Athletic Interest:** The Associate Athletic Director for Compliance/SWA will post on the PLNU athletic website the “Do’s and Don’ts” document. Anybody making a financial donation to the Athletic Department will receive a copy of the “Do’s and Don’ts” document in the mail. This information can also be found on the Athletic website.

**Campus Departments/Committees:** Rules education meetings will be conducted on an as-needed basis. Departments are encouraged to invite all personnel involved in NCAA compliance to attend.
Professional Development

The Athletic Department, Compliance Committee, and other members of the PLNU community may attend various NCAA conferences (e.g. Regional Rules Seminar) to assist them in rules education.

Rules Interpretation

Coaches and staff members are requested to seek rules interpretations whenever a NCAA rule is not clearly or obviously resolved by the NCAA manual. Those needing a rules interpretation are advised to ask the Associate Athletic Director for Compliance/SWA for clarification on the issue.

Procedures for requesting rules interpretations are as follow:

1. All coaches and staff members must direct all compliance/rule interpretation questions to the Associate Athletic Director for Compliance/SWA.

2. Coaches can submit their requests with all the important information to the Associate Athletic Director for Compliance/SWA by email. If the question is discussed verbally, the Associate Athletic Director for Compliance/SWA may ask the coach to follow up the discussion with an email.

3. If the Associate Athletic Director for Compliance/SWA cannot provide a definitive interpretation, the question will be forwarded, in writing, to the PacWest Compliance Office or the NCAA.

4. Once an official interpretation has been received, the Associate Athletic Director for Compliance/SWA will contact the individual who requested the interpretation and/or send a written response. Coaches must wait for final official interpretation from the Associate Athletic Director for Compliance/SWA before taking action or making personal interpretations. If relevant, the interpretation will be communicated to all coaches and staff as an educational opportunity.

5. The average turn about time for an official rules interpretation by the Associate Athletic Director for Compliance/SWA is about 3-4 business days.

Investigating and Reporting Rules Violations

It is the policy of Point Loma Nazarene University (PLNU) to self-report to the NCAA any instances where athletic compliance has not been achieved. By signing the NCAA Certification of Compliance for Staff Members Athletic Departments, staff members have certified that they will report any knowledge of violations of NCAA legislation involving PLNU.

Types of Violations

Level I: Severe breach of conduct
Violations that seriously undermine or threaten the integrity of the NCAA collegiate model as set forth in the Constitution and bylaws, including any violation that provides or is intended to provide a substantial or extensive recruiting, competitive or other advantage, or a substantial or extensive impermissible benefit.

- **Level II: Significant breach of conduct**

Violations that provide or are intended to provide more than a minimal but less than a substantial or extensive recruiting, competitive or other advantage; includes more than a minimal but less than a substantial or extensive impermissible benefit; or involves conduct that may compromise the integrity of the NCAA collegiate model as set forth in the Constitution and bylaws.

- **Level III: Breach of conduct**

Violations that are isolated or limited in nature; provide no more than a minimal recruiting, competitive or other advantage; and do not include more than a minimal impermissible benefit. Multiple Level IV violations may collectively be considered a breach of conduct.

- **Level IV: Incidental issues**

Incidental infractions that are inadvertent and isolated, technical in nature and result in a negligible, if any, competitive advantage. Level IV infractions generally will not affect eligibility for intercollegiate athletics.

**Procedures**

The following procedures outline the process for reporting and investigating both secondary and major violations:

Any coach or staff member who becomes aware of behavior or actions that might lead to a violation or any alleged violation shall immediately report the information to the Associate Athletic Director for Compliance/SWA.

1. The Associate Athletic Director for Compliance/SWA shall make a complete record of what is reported including dates, times, circumstances, events, names and any other relevant information. A preliminary inquiry and research of interpretations will be conducted to obtain complete information regarding the alleged violation.

2. The Associate Athletic Director for Compliance/SWA will then communicate with the Faculty Athletics Representative (FAR) and the Athletic Director to discuss the issue and determine if indeed a violation has occurred. If the Associate Athletic Director for Compliance/SWA, FAR and Athletic Director cannot reach a consensus on a violation then the Vice President for Student Development will be consulted.

3. If it is determined that no violation has occurred, no further action will be taken.
4. If it is determined that a violation has occurred, the Associate Athletic Director for Compliance/SWA will discuss corrective and disciplinary actions with the FAR and Athletic Director.

5. Violations will be submitted to the NCAA Office and PacWest Conference Office. The Associate Athletic Director for Compliance/SWA will also follow-up any cases involving restoration of eligibility with the NCAA.

6. In the case of a major violation, the FAR and Athletic Director will inform the Vice-President for Student Development and President prior to submitting the violation(s) to the NCAA.

7. All secondary violations will be reported to the President (via the FAR), Vice-President for Student Development (via the Associate Athletic Director for Compliance/SWA), FAR and Athletic Director. The entire coaching staff will be made aware of the violation by using the violation as a training opportunity in compliance/rules education meetings.

8. A copy of the violation and letter of admonishment/reprimand is a part of the coach’s performance evaluation. These reports are kept on file in the Compliance Office.

9. If a possible major violation is reported against any athletic administrator, the President’s Office will appoint a Vice President or legal counsel to investigate the allegations. They will follow the process for investigating an NCAA violation and present the findings to the President. The President’s Office will work with the Compliance Office to prepare the proper paperwork for the NCAA and to make contact with the NCAA Enforcement Staff for recommendations, sanctions and/or fines.

11. If a Student-Athlete needs to be reinstated the FAR and Associate Athletic Director for Compliance/SWA will submit the necessary documents for NCAA reinstatement.

12. A violation report will be submitted to IAC annually and Compliance Committee.

Gambling & Sports Wagering

The NCAA defines **sports wagering** as follows:

- Sports wagering includes placing, accepting or soliciting a wager (on a staff members or Student-Athlete’s own behalf or on 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 or fantasy sports companies (i.e. FanDuel, Draft Kings, etc.) in which an entry fee is required and there is an opportunity to win a prize.  *(NCAA Bylaw 10.02.1)*

- **Student-Athletes** shall not 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.  *(NCAA Bylaw 10.3)*

- A **Student-Athlete** who violates this bylaw may lose eligibility in all sports.  *(NCAA Bylaw 10.3.2)*

**Procedures**

- The Associate Athletic Director for Compliance/SWA will educate Student-Athletes about Gambling & Sports Wagering at the beginning and end of the academic year.

- The Associate Athletic Director for Compliance/SWA will send emails to Student-Athletes, the Athletic Department and Compliance Committee prior to any major sporting event (e.g. Super Bowl, March Madness, etc.)

**Amateurism**

**Maintaining Amateur Status and Eligibility**

Student-Athletes can lose amateur status and/or lose eligibility if they:

1. Following initial full-time collegiate enrollment, use their athletic skill (directly or indirectly) for pay in any form in that sport;

2. Following initial full-time collegiate enrollment, accept a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;

3. Following initial full-time collegiate enrollment, sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;

4. Following initial full-time collegiate enrollment, receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;

5. Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or
6. Enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.

7. Enter a professional draft.

NCAA rules do not prohibit Student-Athletes from receiving information about prospective agents or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a Student-Athlete or their family prior to completion of the Student-Athlete’s eligibility.

**Outside Competition**

In sports other than basketball, a Student-Athlete will become ineligible if after enrolling at PLNU they participate as a member of any outside team in any non-collegiate, amateur competition during the season in their sport until your eligibility is restored by the NCAA Division II Committee on Student-Athlete Reinstatement. This includes tournament play, exhibition games or other activities in their sport outside of their PLNU team.

It is permissible for Student-Athletes to participate in outside competition (outside their championship and non-championship segment) during the academic year in the Student-Athlete’s sport (other than basketball), as long as the Student-Athlete represent only himself or herself in the competition and do not engage in competition as a member of or receive expenses from an outside team. The Student-Athlete must notify the Associate Athletic Director for Compliance/SWA and fill out the Permission for Outside/Unattached Competition form.

**Amateurism Certification**

The NCAA Eligibility Center and the PLNU Athletic Department, together, verifies amateurism for all Student-Athletes.

- **Initial Amateurism** - The NCAA Eligibility Center certifies initial amateurism for all PSA.
- **Continuing Amateurism** – The Associate Athletic Director for Compliance monitors amateurism during the time a Student-Athlete is enrolled at PLNU.
- **Transfer Amateurism** – Transfers are required to go through amateurism re-certification with the Eligibility Center at the same time the Associate Athletic Director for Compliance/SWA is researching the transfer’s amateurism.
- **At any time,** the Associate Athletic Director for Compliance/SWA is aware of questionable amateurism they will notify the NCAA Eligibility Center immediately.
Recruiting

Monitoring the recruitment of Prospective Student-Athletes (PSAs) is the responsibility of each Head Coach and the Associate Athletic Director for Compliance/SWA. The Associate Athletic Director for Compliance/SWA will conduct monthly checks of recruiting logs. Such documentation must be kept on file in the Compliance Office for seven years.

Please refer to Bylaw 13 in the NCAA Division II Manual for the definition and applications of recruiting rules and representatives of athletics interests.

Recruiting and CARA Activities

All coaches must watch the NCAA coaches videos prior to recruiting and any CARA activities.

Recruiting

The Head Coach or designee(s) is responsible for entering all PSAs in Front Rush or approved recruiting software.

The Head Coach or designee(s) is responsible for informing the Associate Athletic Director for Compliance/SWA of each new prospect so that each prospect can be entered on the Institutional Request List (IRL). The Head Coach also notifies the Associate Athletic Director for Compliance/SWA of any changes to the IRL.

Contact with a PSA must be after June 15 prior to their junior year in high school. Examples include but are not limited to:

- Off campus recruiting
- Phone calls
- Athletic recruiting materials
- Electronic/Social media (must be private between recipient and sender)
  - Facebook
  - Twitter, etc.
- Electronic transmissions (must be private between recipient and sender)
  - Emails
  - Text messages, etc.

After first contact, the coaching staff should keep track of all significant contact, evaluations and telephone calls in Front Rush or approved recruiting software.

Recruiting and Admissions Guidelines

The term “deadline” will be defined as the date when a student's deposit must be received by PLNU. For all sports, all entering high school Student-Athletes, their deposit is due by May 1st. For Fall sports, any transfer (any Student-Athlete not coming directly from high school) must deposit by May 1st. For winter and spring sports, the deadline is June 1st for any transfers. Any exceptions need prior approval from the Athletic Director. Even with the limited exceptions, July 1st is the absolute deadline for anyone.
The institutional deadline to sign returning Student-Athletes is June 30th. The NCAA deadline for all returning Student-Athletes to sign financial agreements is July 1st. The National Letter of Intent sets an August 1st deadline for all institutions to have newcomers signed.

**Additional Requirements for International Student-Athletes**

All international Student-Athletes must be cleared by Admissions and by the Director of Multicultural and International Student Services.

For more information go to [https://www.pointloma.edu/offices/multicultural-international-student-services/international-student-services](https://www.pointloma.edu/offices/multicultural-international-student-services/international-student-services)

**Telephone Calls**

Procedures for telephone recruiting calls are as follows:

1. If necessary, coaches may make recruiting calls from personal cell phones or from home phones **only if** they agree to provide the Athletic Department with their personal phone records.

2. The Head Coach is responsible for ensuring all information pertaining to the PSA and the telephone conversation is recorded in Front Rush or approved recruiting software.

3. The Associate Athletic Director for Compliance/SWA is responsible for forwarding the name of any Head Coach who is not compliant with the telephone guidelines to the Athletic Director.

**Contacts and Evaluations**

Procedures for contacts and evaluations are as follows:

1. All coaches are responsible for knowing the specifics of their respective sports’ NCAA DII recruiting calendars and for abiding by the recruiting calendar in all recruiting activities.

2. Coaches are responsible for contacting the Associate Athletic Director for Compliance/SWA with questions regarding their recruiting calendar.

3. The Head Coach is responsible for monitoring all recruiting activities involving off-campus contacts by all coaches certified to recruit off-campus for that sport.

4. The Head Coach is responsible for ensuring all information pertaining to the PSA and the coach contact is recorded in Front Rush or approved recruiting software.
5. The Associate Athletic Director for Compliance/SWA will conduct monthly audits of all contact and evaluation logs.

6. The Associate Athletic Director for Compliance/SWA is responsible for forwarding the name of any Head Coach who is not compliant with the contact guidelines to the Athletic Director.

**Recruiting Off Campus**
Before engaging in any kind of recruiting activities off-campus, each coach is required to abide by the following procedures:

1. The coach must notify by email or text to the Associate Athletic Director for Compliance/SWA at least 24 hours prior to any visit. Emergency situations are exceptions and will be dealt with on an individual basis. Coaches are expected to plan ahead and avoid last minute requests.

2. Within one week of returning to campus from recruiting activities, the coach must submit to the Assistant Athletic Director for Finances all receipts.

3. The Assistant Athletic Director for Finances will notify the Associate Athletic Director for Compliance/SWA of suspicious recruiting expenses.

**Official Visits**
Procedures for official visits are as follows:

1. The Head Coach identifies a Prospective Student-Athlete (PSA) that he/she would like to bring to campus for an official visit.

2. Prior to requesting an official visit, the Head Coach must request copies of transcripts from the PSA.

3. Verify with the PSA that they are registered with the NCAA Eligibility Center. If the student is not on the *Institution Request List* (IRL) the coach must do the following:
   - Send an email containing the PSA’s Eligibility Center ID# allowing the Associate Athletic Director for Compliance/SWA to place the PSA on the IRL.
   - If the PSA is not registered with the Eligibility Center, the Head Coach must contact the PSA to have them register with the Eligibility Center.
   - An official visit cannot occur until the PSA is registered with the Eligibility Center.

4. Coach completes the *Official Visit Request form*. This should be done at least one week prior to the visit.
5. If the PSA is staying with a student host, the coach must meet with the student host prior to the official visit. After review of the student host instructions, the student host must sign the Student Host Agreement.

6. When the PSA arrives on campus, the 48-hour time limit begins.

7. A PSA must sign the Official Visit Recruiting form. This form provides important information that indicates what is and is not permissible during the visit and verifies what occurred during the visit.

8. A PSA may be housed on-campus overnight per the Residential Life Policy. The Head Coach or student host must contact the Resident Director, of that building, with the PSA’s name and dates of the visit.

9. If the PSA is planning to attend an athletic event, the coach adds the prospect’s name to the Complimentary Admissions Pass List which is submitted to the Assistant Athletic Director for Event Operations by the established deadline. After the event, the signed pass lists will be given to the Associate Athletic Director for Compliance/SWA for review. PSAs are not eligible for complimentary tickets, reduced tickets or pass lists for NCAA Championships and Conference Tournaments or during a dead period.

10. The institution is allowed to give a PSA three meals per day.

11. The PSA concludes the official visit within the 48-hour limit and leaves campus.

12. The coach will save all required documents in the “Campus Visit Documentation” folder in google docs. The Associate Athletic Director for Compliance/SWA will review all official visit documentation.

12. Official visits are **NOT** permitted during a Dead Period.

**Unofficial Visits**

The procedures for unofficial visits are as follows:

1. The Head Coach identifies a PSA that he/she intends to invite on an unofficial visit.

2. If the PSA is planning to attend an athletic event, the Coach adds the PSA’s name to the Complimentary Admissions Pass List, which is submitted to the Assistant Athletic Director for Event Operations by the established deadline. After the event, the signed pass lists will be given to the Associate Athletic Director for Compliance/SWA for review. PSAs are not eligible for complimentary tickets, reduced tickets or pass lists for NCAA Championships and Conference Tournaments or during a dead period.
3. When the PSA comes on the unofficial visit, the institution is allowed to provide one meal on or off campus.

4. Coaching staff or department personnel may not provide transportation except to a practice facility off campus.

5. A PSA may be housed on-campus overnight per Residential Life Policy. The Head Coach or student host must contact the Resident Director, of that building, with the PSA’s name and dates of the visit.

6. The Associate Athletic Director for Compliance/SWA will review all unofficial visit documentation.

7. Unofficial visits are NOT permitted during a Dead Period.

**Tryouts**
A tryout must occur at the regular university competition or practice facilities. Competition against team members is permissible during the academic year. A PSA tryout cannot last more than two hours on a given day. PLNU Student-Athletes can participate in these tryouts so long as the time spent is counted within their weekly hour limitations of athletic related activities.

- **Current Enrolled Students (Non-Recruited Walk-On)**
  For purposes of these procedures, a definition of a Non-Recruited Walk-On is a non-recruited PLNU student joining a team after the first permissible practice.

  1. The current enrolled student must meet with the coach and receive the coach’s approval to tryout. The coach is also responsible for informing the current enrolled student that he/she must bring proof of a physical examination (within the past 6 months), sickle cell test results or waiver and PLNU participation waiver before a tryout may occur. Before a tryout can occur it must be approved by the Associate Athletic Director for Compliance/SWA.

  2. The length of the tryout shall not exceed 14 consecutive calendar days.

  3. If the current enrolled student is offered a roster spot, the coach must notify the Associate Athletic Director for Compliance/SWA immediately.

  4. The Walk-On will meet with the Associate Athletic Director for Compliance/SWA to discuss the Walk-On procedures. The 45-day clearance for competition will start on this day.

  5. It is the Walk-On’s responsibility to complete the **Walk-On Clearance Form for Non-Recruited PLNU Students** and get all of the required signatures, prior to practice.
6. The Head Coach must confirm that she/he has spoken with the Walk-On and is willing to provide a roster spot. The Head Coach must also confirm that this Student-Athlete was not recruited.

7. The Walk-On will meet with the Head Athletic Trainer, fill out and submit all required documents.

8. The Walk-On will meet with the Associate Athletic Director for Compliance/SWA and fill out the required NCAA and PLNU documents.

9. The Associate Athletic Director for Compliance/SWA must confirm that the Walk-On is enrolled as a full-time student in the current semester.

10. The Associate Athletic Director for Compliance/SWA will give the Walk-On the PLNU Student-Athlete Handbook.

11. The Associate Athletic Director for Compliance/SWA will inform the Walk-On to register and complete all required “tasks” with the NCAA Eligibility Center.

12. Once the Walk-On has completed the *Walk-On Clearance Form for Non-Recruited PLNU Students* and has been cleared by the Compliance Office, he/she becomes a Student-Athlete and may practice only. The Walk-On will have 45 days to be cleared by the NCAA Eligibility Center and Records Office for competition.

13. The Associate Athletic Director for Compliance/SWA will add the Walk-On to the NCAA Financial Aid Form Summary and CA (Compliance Assistant).

14. The Associate Athletic Director for Compliance/SWA will notify the Head Coach, Athletic Department, Records Office and Student Financial Services of the roster change.

15. The Records Office will certify the Walk-On for competition according to NCAA & PLNU academic requirements.

16. Amateurism will be certified by the Eligibility Center and Associate Athletic Director for Compliance.

17. After academic and amateurism has been certified, the Associate Athletic Director for Compliance/SWA will notify the Walk-On, Head Coach and Athletic Department that he/she is eligible for competition.

18. The Associate Athletic Director for Compliance/SWA will add the Walk-On to the PacWest Academic Eligibility form. Once the Records Office completes the form, the Associate Athletic Director for Compliance/SWA will submit the form to the conference office.

19. The Head Coach will add the Walk-On to the CARA log.
• **Prospective Student-Athletes**

The following procedures apply to tryouts for PSAs:

1. Not more than one 2-hour tryout per PSA, per institution, per sport shall be permitted.

2. High school seniors can only try out in a term other than the term in which their traditional season in the sport occurs or their eligibility has been exhausted.

3. 2-year transfer students can tryout at the conclusion of that sports season or any time after they have exhausted their eligibility in that sport.

4. 4-year transfer Student-Athletes may try out at the conclusion of that sport's season provided that written permission from their current institution’s Athletic Director or designee has been obtained. *See NCAA Bylaw 13 for further details.*

5. The coach identifies PSAs who are going to be invited for a tryout.

6. The coach must verify with each PSA that he/she has exhausted eligibility and/or the PSA is not in the traditional season of the sport and notify the Associate Athletic Director for Compliance/SWA the PSA is eligible for a tryout.

7. Prior to participation the Head Coach or designee sends information to each PSA specifying the requirements for a tryout, including transcripts, a recent physical exam (within the last 6 months), sickle cell test results or waiver and PLNU participation waiver.

8. Prior to the tryout the Head Coach or designee must save all required documents to the “Campus Visit Documentation” folder in Google docs, the Associate Athletic Director for Compliance/SWA will review documents for approval.

9. The tryout will be cancelled if any of the required documents (recent physical, sickle cell test results, PLNU participation waiver and transcripts) are missing.

**Permission to Contact 4-year College Transfer**

Procedures for recruiting 4-year college transfer are as follows:

- Permission to contact or “release” is required for all 4-year transfers prior to any recruiting conversations.
  - Permission to contact can be obtained in the NCAA transfer portal or via email from the current institution

- The Head Coach will notify The Associate Athletic Director for Compliance/SWA of any potential NAIA transfers. The Associate Athletic Director for Compliance/SWA will notify the NAIA institution.
• Permission to contact or “releases” must be given to Associate Athletic Director for Compliance/SWA.

• Coach must notify the Associate Athletic Director for Compliance/SWA of any PSA who seeks a transfer to Point Loma Nazarene University prior to their discussing the possibility of transferring with the PSA.

• The Associate Athletic Director for Compliance/SWA is responsible for sending Transfer Tracer Form to the PSA’s institution or notify the NAIA institution.

  *Refer to NCAA Bylaw 14.5 in the Division II NCAA Manual for further information governing 4-year college transfers.

Request a Transfer Release from PLNU
The procedures for requesting a transfer release are the following:

1. A Student-Athlete must fill out the Student-Athlete Request for Release form with the Compliance Office.

2. The Associate Athletic Director for Compliance/SWA will contact the Head Coach and Athletic Director for approval.

3. If granted, the Associate Athletic Director for Compliance/SWA will send a Release Letter to the institution(s) and Student-Athlete or add the Student-Athlete to the NCAA Transfer Portal.

Appeals Process for Denial of Release
If the request is not granted, the Athletic Director or designee will send email notification to the Student-Athlete regarding the opportunity for an appeals hearing. The procedures for requesting an appeal hearing are the following:

1. The Student-Athlete will have 14 consecutive calendar days upon the date of issuance of the email to respond, in writing via email, to Athletic Director or designee and formally request a hearing conducted by the Student-Athlete Appeals Committee.

2. Failure by the Student-Athlete to submit a written request via email for a hearing within 14 consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing.

3. If the Student-Athlete notifies the Athletic Director or designee, in writing via email, of their intent to appeal within the required time limit, the Athletic Director or designee will notify the Faculty Athletics Representative.
4. If the institution fails to respond to the Student-Athlete’s written request or fails to conduct the hearing or provide written results within 30 days, permission to contact or the transfer release shall be granted by default and the institution shall provide the written permission or release to the Student-Athlete.

5. The Faculty Athletics Representative or designee will chair the Student-Athlete Appeals Committee.

6. The committee chair will select two other committee members outside the Athletic Department. Members of the Compliance Committee may be considered.
   - Committee Chair – Faculty Athletic Representative or designee
   - Committee Member #2 - a representative of the Student Development
   - Committee Member #3 – a representative of the Student Development or another campus department

7. The Student-Athlete Appeals Committee shall conduct the hearing **within 30 consecutive calendar days of receiving written notification of a Student-Athlete’s intent to appeal, in accordance with NCAA rules.** The committee chair will notify the Student-Athlete, Head Coach and the Athletic Director of the time, date, and location of their respective hearings via email.

8. The Student-Athlete and Head Coach must come to their respective hearing with three (3) copies of any documents that will be presented, one for each member of the Appeals Committee.

9. At this hearing, the Student-Athlete and Head Coach have an opportunity to present their case separately regarding the non-renewal, removal, or reduction of athletic aid. Both parties are permitted to present witnesses and/or documents to the committee that may support their position. **Both the Student-Athlete and Head Coach will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.**

10. An adviser may accompany a Student-Athlete during an appeal. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. Legal counsel may not accompany the Student-Athlete. On occasion, a Student-Athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel. The university will provide an Ombudsperson to assist the Student-Athlete, if requested.

11. At the conclusion of the hearing, the committee shall have up to 5 business days to render a final decision as to the status of athletics aid. With written agreement from both the Student-Athlete and the Athletic Department, an extension to the 5 business days may be granted, if requested by the Appeals Committee.
14. The committee chair will notify the Student-Athlete, Head Coach and Athletic Director the committee’s decision in writing. **This decision shall be final and not subject to appeal.**

15. The appeal process, related emails, documentation presented, and decision of the Appeals Committee should be considered confidential. The Student-Athlete, their family members or friends, PLNU coaching and Athletic Department staff, and Appeals Committee may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the Student-Athlete or their family members or friends may result in the reversal of the Appeals Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing PLNU may result in disciplinary action, up to and including termination.

**Camps**

For each Athletic Camp, the PLNU Camp Director is responsible for completing all required documentation and submitting it to the Associate Athletic Director for Compliance/SWA for final approval.

**Camp Director’s Responsibilities**
The Camp Director’s oversight of sports camps includes but not limited to:

- Create camp brochures, advertisements, website and other information
- Maintain and monitor all camp financial records
- Monitor enrollment limitations of camp
- Monitor compensation of camp employees in accordance with NCAA Bylaws and institutional requirements
- Report employment of high school or two-year college coaches to the Associate Athletic Director for Compliance/SWA in accordance with NCAA Bylaws
- Ensure Student-Athletes do not handle camp money

**General Procedures for PLNU Camps**

1. The Camp Director must be present at the event
2. Refer to the Conference Services Reservation Request Deadlines and Policy Procedures for detailed information and deadlines.

3. For each camp the Camp Director will email the Camp/Retreat Reservation Request form to Assistant Athletic Director for Event Operations for facility approval.

4. The Camp Director will also submit the on-line Camp Compliance form for each camp to the Associate Athletic Director for Compliance/SWA for approval.

5. The Assistant Athletic Director for Events Operations will reserve athletic facilities through Astra. Conference Services must approve other non-athletic facilities (e.g., residence halls, meals, etc.).

6. The Camp Director must have brochures, website, etc. approved by the Associate Athletic Director for Compliance/SWA and Senior Athletic Director prior to advertising the camp.
   - All website advertisement is through ABC Camps and is linked to the Athletic website.

7. The Associate Athletic Director for Compliance/SWA will then notify the Assistant Athletic Director for Communications, Assistant Athletic Director for Finances, Assistant Athletic Director for Event Operations, Head Athletic Trainer, Camp/Clinic Director and Gatorade Supervisor that the camp/clinic has been approved.

8. The Associate Athletic Director for Compliance/SWA will update the camp information on the Google drive.

9. The Head Athletic Trainer will assign a Certified Athletic Trainer to cover all camps and notify the Camp Director.

10. Only dependents of PLNU employees may receive a free or reduced admission rate. A Free or Reduced Admission form must be submitted to the Associate Athletic Director for Compliance/SWA at the conclusion of the camp.

11. The Point Loma Sports Camp or Clinic Medical form/Parental Release and Insurance Information form must be completed for each participant by herself/himself, or her/his parent or guardian no later than the day of registration. Minors must have parental consent. In the case of a team camp, proof of liability insurance may be used in lieu of an individual consent form.

12. All Camp employees must complete university required on-line training. Contact Athletic Program Coordinator for more information.
13. All Student-Athletes (including new Student-Athletes) must be cleared by student employment prior to working the camp. Contact the Student Employment Coordinator for more information.

14. Student Employment Coordinator will meet with new camp employee to verify employment documentation.

15. International Student-Athletes must also be cleared by the Director of Multicultural and International Student Services prior to working the camp.

16. Camp stipends will be paid once a camp employee completes university required on-line training and student employment requirements.

17. The Camp Director must submit the Camp Payment form to the Associate Athletic Director for Compliance/SWA after the conclusion of each camp session.

18. The Associate Athletic Director for Compliance/SWA will verify all Student-Athletes working the camp will be paid according to NCAA regulations.

19. Minimum wage for student-athletes must follow the California minimum wage guidelines below.
   - January 1, 2019 minimum wage = $12.00/hour
   - January 1, 2020 minimum wage = $13.00/hour
   - January 1, 2021 minimum wage = $14.00/hour
   - January 1, 2022 minimum wage = $15.00/hour

20. All financial information, deposits and stipends requests for a camp is due to the Assistant Athletic Director for Finances after the conclusion of each camp session.

21. The Assistant Athletic Director for Finances will process all stipends for all camp employees and submit them to the Business Office.

**Student-Athlete Employment at Camps**
The following procedures must be followed for all institutional sports camps regarding Student-Athlete employment approval and are subject to NCAA Bylaws:

Compensation may be paid to a Student-Athlete:

1. Only for work actually performed and
2. At a rate commensurate with the going rate in that locality for similar services
3. When ensured that an employer shall not use the athletic reputation of a Student-Athlete employee to promote the sale of a product or service
4. Student-Athletes may not volunteer to work a camp

5. Current Student-Athletes may work camps and be cleared by Student Employment

**Outside Camp/Clinic Employment**

Coaches, athletics staff members and Student-Athletes may not be employed at an outside camp/clinic without permission from the Associate Athletic Director for Compliance/SWA.

In order to be employed at an outside camp or clinic, an *Outside Camp/Clinic Request* form must be completed and submitted to the Associate Athletic Director for Compliance/SWA prior to the camp/clinic.

Compensation may be paid to a Student-Athlete:

1. Only for work actually performed and

2. At a rate commensurate with the going rate in that locality for similar services

3. When ensured that an employer shall not use the athletic reputation of a Student-Athlete employee to promote the sale of a product or service

**Academics**

**University Honor Code**

The Point Loma Nazarene University community holds the highest standards of honesty and integrity in all aspects of university life. Academic honesty and integrity are strong values among faculty/staff and students alike. Any violation of the University's commitment is a serious affront to the very nature of PLNU's mission and purpose.

Academic dishonesty is the act of presenting information, ideas and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Such acts include plagiarism, copying of class assignments, and copying or other fraudulent behavior on examinations.

A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that particular assignment or examination, and/or the course. The faculty member shall file with the appropriate dean and the department chair or school dean a written report of the incident and the action taken. After the examination of the event, the university official shall submit a report to the Provost and the Vice President for Student Development. If either of these administrators believes other disciplinary action should be taken, consultation between the faculty member and the administrators will determine the resulting discipline.
The student(s) involved in the academic dishonesty may appeal the action by talking first
to the school dean or department chair, then, if necessary, to the college dean, and finally,
to a committee of the following: A college dean of the student’s choice, the Vice Provost for
Academic Administration, the Provost, and the Vice President for Student Development.
The appeal decision reached by this committee is final.

The Vice President for Student Development will notify the Associate Athletic Director for Compliance/SWA. Student-Athletes are encouraged to self-report incidents of academic dishonesty to their Head Coach.

**Student-Athlete Academic Responsibilities**
A PLNU Student-Athlete is expected to uphold the highest academic standards. The goal of the University is to have each Student-Athlete pursue and obtain an academic degree. A Student-Athlete has the responsibility of attending class on a regular basis, of completing all classroom assignments, and of conducting themselves in all academic matters in ways that are consistent with optimal classroom performance. Student-Athletes are required to meet all University academic requirements as well all University, Conference, and NCAA eligibility requirements. It is the responsibility of the Student-Athlete to insure that eligibility requirements are being met.

**Class Attendance Policy**
Regular and punctual attendance at all classes in which a student is registered is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements to be met. There are no allowed or excused absences except as approved in writing by the Provost for specific students participating in certain university-sanctioned activities.

Excused absences still count toward the 10%-20% limits, but allow students to make up work, quizzes, or tests missed as a result of a university-sanctioned activity. Activities of a unique nature, such as labs or other activities identified clearly on the syllabus, cannot be made up except in rare instances when instructors have given advanced, written approval for doing so.

Whenever the number of accumulated absences in a class, for any cause, exceeds ten (10) percent of the total number of class meetings, the faculty member should send an e-mail to the student and the Vice Provost for Academic Administration (VPAA) warning of attendance jeopardy.

If more than twenty (20) percent of the total number of class meetings is reported as missed, the faculty member or VPAA may initiate the student’s de-enrollment from the course without further advanced notice to the student.

If the requirements of a university-sanctioned activity extend beyond the normal annual demands, the procedure approved by faculty and outlined in the Student Athletic Handbook will be followed.
If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the Grading section of the catalog. There are no refunds for courses where a de-enrollment was processed.

Absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. Consequently, a student who registers late must monitor carefully regular attendance during the remainder of the semester. Registered students who neither attend the first class session nor inform the faculty of their desire to remain in the class may, at the request of the instructor, be dropped from the class.

Exceptions to the foregoing attendance regulations due to extenuating circumstances may be granted only by appeal to the Vice Provost for Academic Administration. Students are responsible to consult the syllabus of each course for specific applications of and elaborations on the above attendance policy.

NOTE: Ultimately, students are solely responsible for their registrations and any financial implications. Inaccurate course registrations can lead to a grade of “F” for failure to complete a course and not dropping by the last day to drop, or no credit allowed if the course is not registered for by the last date to add. Please see the academic calendar for appropriate dates.

If the requirements of a University-sanctioned co-curricular activity extend beyond the regular season demands of that activity, students whose participation would cause them to exceed the 20% absence limit cannot receive further excused absences in those classes unless:

a. 75% or more of their absences already incurred have been excused due to their participation in that University-sanctioned activity and

b. They are currently earning a C- or better in the class.

In determining whether the individual student can receive excused absences for participation, the procedure below will be followed:

1. Notification of the co-curricular supervisor and University Provost. As soon as the program advisor, director or coach becomes aware of a post-season activity, he/she will notify his/her supervisor (Athletic Director or as appropriate in other areas) and the University Provost of the activity and provide a list of active student participants.

2. Determination of whether the event is an “excused” or “unexcused” activity. The Provost will determine, based on information provided by the co-curricular supervisor and general catalog policy, whether the activity is excused or unexcused and notify the co-curricular supervisor.

3. Notification of the instructors for each student likely to be involved in post-season play. Two weeks before the start of post-season play, the Athletic Director or other co-curricular supervisor will send a notification of the potential additional co-
curricular activity to the instructors, with a copy to the Provost, of each affected student, making the following points:

a. That Academically qualified student participants in a specific co-curricular activity may be invited to participate in a post-season activity, with the scheduled dates of that activity.

b. That each student on the list is deemed fully qualified academically if, according to the instructor in each class:
   i. 75% or more of the student’s absences have been due to approved extra-curricular participation.
   ii. The student’s current grade in the class is C- or higher.

Report from individual instructors. At that time, each instructor will report to the Athletic Director (or appropriate co-curricular supervisor) and to the Provost, indicating whether the individual student is or is not academically qualified in each class.

Determination of the academic qualification of student activity participants.

a. Based on responses from faculty whose reports are received by the stated deadline, the Athletic Director (or appropriate co-curricular supervisor) would prepare a report to be submitted to the Provost, placing potential student participants in one of three categories:
   i. Fully qualified: Academically qualified in all enrolled units and therefore fully qualified to participate.
   ii. Conditionally qualified: Academically qualified in 12 or more but not all units and therefore conditionally qualified to participate. Students in this group would be notified in writing by the AD or appropriate co-curricular supervisor, and copied to the Provost, that their participation would be excused in classes where they were academically qualified, but not excused in classes where they were not academically qualified, and that their absence from classes where they were not academically qualified could result in involuntary withdrawal or grade reduction in those classes.
   iii. Not qualified: Academically qualified in fewer than 12 units and therefore not qualified to participate.

b. After all faculty had reported on each potential student activity participant’s academic qualification in his/her class, the Athletic Director or appropriate co-curricular supervisor would send to relevant faculty, to the Provost, and to the activity supervisor, a summary of the academic qualification of each potential student participant and a “travel list” of students who would be academically qualified to participate in the post-season activity based on the faculty reports.
**Miss Class Notification**

The Associate Athletic Director for Compliance/SWA will notify faculty when Student-Athletes miss class for athletic participation. Student-Athletes who are not expected to play in the contest are not excused from class.

Student-Athletes will be excused from class 90 minutes prior to the start of a home contest. Baseball Student-Athletes will be excused 120 minutes prior to the start of a home contest.

**Eligibility**

**Seasons of Competition**

Student-Athletes are not eligible to participate in more than four seasons of intercollegiate competition, except for exceptions approved by the NCAA.

**Ten Semester Rule**

Student-Athletes must complete their seasons of competition within 10 full-time semesters at any collegiate institution. PLNU academic year is based on semesters.

**Responsibility of the Admissions Office**

The Admissions Office is responsible for ensuring that all Student-Athletes are admitted under the same standards as the general student applicant and entering admissions information into the campus database.

- **First-time freshmen:** Defined as students who have not taken college units post high school graduation or are graduating in May or June of their incoming year.

*(All freshmen Student-Athletes must meet the general admissions requirements for Point Loma Nazarene University. First-year students will have both cumulative GPA and test scores considered).*

1. The Head Coach must verify that the Prospective Student-Athlete (PSA) is registered with the NCAA Eligibility Center (EC). The Head Coach is responsible for informing the Prospective Student-Athlete to select a sport in the EC and to complete the amateurism section.

2. The Head Coach is responsible for contacting the PLNU Admissions Office to alert them of PSAs in the admissions application pool.

3. The Head Coach is responsible to ask for and receive a copy of high school transcripts and test scores and to make sure that these grades and exam scores fit within the general Admissions requirements.

4. The PSA is responsible for submitting to the Admissions Office a completed university application, official high school transcripts, official standardized test scores, and SAT/ACT scores.
scores, and any other required documentation.

- **Transfers**
  Any student who has taken college units, post High School graduation and is not a first-time freshman

*All transfer Student-Athletes must meet the general admissions requirements for Point Loma Nazarene University.*

1. The Head Coach must verify that the PSA is registered with the NCAA Eligibility Center (EC).

2. The Head Coach is responsible for contacting the PLNU Admissions Office to alert them of PSAs in the admissions application pool.

3. The PSA is responsible for submitting a completed transfer admission application, official high school transcripts (if under 36 transferrable units), official standardized test scores (if under 36 transferrable units), official college transcripts(s) from all schools attended, and any other required documentation or application item.

4. The Head Coach is responsible to ask for and receive a copy of college transcripts, high school transcripts (if needed) and test scores (if needed) and making sure that these grades, units, and exam scores fit within the general Admissions requirements.

5. The Head Coach is responsible to send all transcripts to the Director of Undergrad Admissions and Academic Records Specialist for evaluation.

- **International Students**

*All international Student-Athletes must meet general admissions requirements for Point Loma Nazarene University. International students must have foreign “course by course” credential evaluation prior to admission.*

1. The Head Coach must verify that the PSA is registered with the NCAA Eligibility Center.

2. The Head Coach is responsible for contacting the PLNU Admissions Office to alert them of PSAs in the admissions application pool.

3. The PSA is responsible for submitting a completed transfer admission application, official high school transcripts (if under 36 transferrable units), official standardized test scores (if under 36 transferrable units), official college transcripts(s) from all schools attended, and any other required documentation or application item.

4. PSAs are required to have their foreign transcripts evaluated by a service that is accredited by the National Association of Credential Evaluation Services (NACES). A
detailed or course-by-course report is required and submitted to directly to the International Office.

5. The Head Coach is responsible to ask for and receive a copy of College Transcripts, High School transcripts (if needed) and test scores (if needed) and making sure that these grades, units, and exam scores fit within the Admissions Departmental Recruitment guidelines (see below). Head Coach is also responsible for submitting these documents to the Director of Undergraduate Admissions and Academic Records Specialist for evaluation.

6. The Admissions Office will work with the International Student Office to make sure that all Admissions requirements are met.

**Responsibility of the Records Office**
The Records Office is responsible for verifying the 24-hour credit requirement, 9 credit hour requirement, Progress-Towards-Degree (PTD), GPA requirements, full-time status, declaration of major, and for reviewing the overall eligibility rosters for all teams. The Records Office assumes responsibility for the following:

1. Determining continuing eligibility for returning Student-Athletes;
2. Monitoring and certifying full-time enrollment;
3. Monitoring designation of academic degree;
4. Determining Student-Athletes satisfactory progress and good academic standing; and
5. Evaluating and certifying all transfer credits accepted by Point Loma Nazarene University and calculating transfer grade point average.

**Eligibility Certification**
The monitoring of eligibility of Student-Athletes is the responsibility of the Head Coach, Associate Athletic Director for Compliance/SWA, Faculty Athletics Representative, and the Records Office.

- The Records Office and Associate Athletic Director for Compliance/SWA will fill out the *PacWest Academic Eligibility Report* for all teams.

- The FAR, Head Coach, Records Office, Associate Athletic Director for Compliance/SWA and Athletic Director will verify the information and sign the *PacWest Academic Eligibility Report*.

- The Associate Athletic Director for Compliance/SWA will submit *PacWest Academic Eligibility Report* to the Conference Office prior to first competition.
Once a decision is made on whether a Student-Athlete is declared “certified or not certified”, the Associate Athletic Director for Compliance/SWA will communicate the information to the Head Coach. Further, if the Student-Athlete is determined to be “not certified” it is the obligation of the Head Coach to prohibit the Student-Athlete from practicing and/or competing until further notice from the Associate Athletic Director for Compliance/SWA.

The procedures for initial eligibility of all freshman Student-Athletes are as follows:

Freshmen academic requirements refer to NCAA Bylaw 14.3. The NCAA Eligibility Center determines the qualification status of each Student-Athlete.

1. The Head Coach or designee submits the PSA’s (Prospective Student Athlete’s) Eligibility Center ID # via email to the Associate Athletic Director for Compliance/SWA to be placed on the IRL (Institutional Request List).

2. The Associate Athletic Director for Compliance/SWA is responsible for adding the PSA to the institution’s IRL.

3. The Head Coach or designee is required to inform to the Associate Athletic Director for Compliance/SWA of any changes to the team IRL.

4. The Associate Athletic Director for Compliance/SWA reviews preliminary NCAA Eligibility Center certifications to determine initial and amateur eligibility for all freshmen Student-Athletes.

5. The Associate Athletic Director for Compliance/SWA contacts the Head Coach regarding any freshmen Student-Athletes who have missing documents with the EC.

6. Each Head Coach is required to communicate with the PSA regarding any documentation needed by the NCAA Eligibility Center.

7. PSAs are responsible for submitting all documentation to the NCAA Eligibility Center at the earliest possible date to avoid delays in participation.

8. Once a PSA has received his/her final certification from the NCAA Eligibility Center, the Associate Athletic Director for Compliance/SWA prints a copy of the status report from the NCAA Eligibility Center and places it in the Student-Athlete’s file in athletics.

9. The Associate Athletic Director for Compliance/SWA will verify non-academic information on the PacWest Eligibility Report.

10. The Records Office will officially certify initial eligibility on the PacWest Academic Report.
11. The Associate Athletic Director for Compliance/SWA communicates with the Head Coach regarding the final certification of each PSA.

12. The Associate Athletic Director for Compliance/SWA updates Compliance Assistant (CA) by identifying Student-Athletes eligibility for competition.

The procedures for continuing eligibility are as follows:

The Faculty Athletics Representative, Associate Athletic Director for Compliance/SWA and Records Office collaborate regularly throughout the academic year in order to ensure compliance with NCAA rules when certifying continuing eligibility for all returning Student-Athletes.

1. The Head Coach submits a team roster to the Associate Athletic Director for Compliance/SWA by August 1 or earlier. The Head Coach will also notify the Associate Athletic Director for Compliance/SWA of any changes to the team roster.

2. The Associate Athletic Director for Compliance/SWA will send team rosters to the Records Office and notify the Records Office of any roster changes.

3. The Records Office will certify all Student-Athletes for competition according to NCAA regulations.

4. The Associate Athletic Director for Compliance/SWA will verify non-academic information on the PacWest Eligibility Report.

5. The Records Office will officially certify continuing eligibility on the PacWest Academic Report.

6. The Associate Athletic Director for Compliance/SWA communicates with the Head Coach regarding the final certification of each SA.

7. The Associate Athletic Director for Compliance/SWA updates Compliance Assistant (CA) by identifying Student-Athletes eligibility for competition.

Full-time Enrollment
Undergraduate Student-Athletes are required to be enrolled in 12 semester hours in order to practice or compete. When a Student-Athlete drops below 12 semester hours at any time, he/she is not eligible to practice or compete. If the Student-Athlete competes in intercollegiate competition, the team will have to forfeit the competition(s) and the Student-Athlete must be reinstated by the NCAA once the Student-Athlete becomes re-enrolled in 12 semester hours. Graduate students with remaining eligibility are required to be enrolled as a full-time student according to their graduate program full-time criteria.
1. The Associate Athletic Director for Compliance/SWA will provide the Records Office a list of all Student-Athletes identified by sport by August 1 or earlier.

2. The Associate Athletic Director for Compliance/SWA is responsible to ensure each Student-Athlete’s record is “flagged” in the institutional database with an athletic involvement record so that full-time enrollment can be monitored.

3. A registration hold will be placed on all Student-Athlete schedules by 8am of the first day of classes till the end of the semester. The registration hold will be lifted for priority registration each semester.

4. Student-Athletes are required to have a Student-Athlete Change of Schedule Form signed by the Records Office and Associate Athletic Director for Compliance/SWA prior to changing their class schedule. The registration hold will then be removed to allow necessary changes to their schedule.

5. Student-Athletes will register themselves for future semesters after clearance from their Academic Advisor during the two-week priority web-registration period. In this period, the system will only allow them to make changes to future semesters, not the current semester. Following this period, a hold will be placed on their registration. In order to make a change to their schedule after this point, they must consult with the Records Office to have the hold removed. They will be instructed to use the Student-Athlete Change of Schedule Form and receive signatures from the Records Office and the Associate Athletic Director for Compliance/SWA. The schedule for incoming Student-Athletes will be created for them.

In addition to the Student-Athlete registration hold preventing changes, the following practices are in place to monitor full-time enrollment:

a) If any student is dropped below full-time status, the Records Office immediately notifies the appropriate staff members from various departments including the Athletic Director, Associate Athletic Director for Compliance/SWA, Records, Financial Aid, Residential Life, Student Accounts, etc. If it is a Student-Athlete immediate steps are taken to assess and address their eligibility.

b) Automated e-mails are distributed on a weekly basis to the Athletic Director, Associate Athletic Director for Compliance/SWA, Records, Financial Aid, Residential Life, Student Accounts, etc. giving a summary of Student-Athletes who are below full-time status. The Associate Athletic Director for Compliance/SWA and Records Office will review these cases in light of NCAA rules for justification of their less than full-time status or corrective measures to be taken.

c) Automated e-mails are distributed on a nightly basis to Athletic Director, Associate Athletic Director for Compliance/SWA, Records, Financial Aid, Residential Life, Student Accounts, etc. showing anyone who has dropped below
12 units. Recipients include the Athletic Director, Associate Athletic Director for Compliance/SWA, and staff from Records, Financial Aid, Residential Life and Student Accounts. If it is a Student-Athlete, immediate steps are taken to assess and address their eligibility.

6. The Associate Athletic Director for Compliance/SWA will notify the Head Coaches of Student-Athletes who are below full-time enrollment.

7. The Head Coach and the Student-Athlete will be immediately notified that the Student-Athlete has been declared ineligible and must cease participating in practice and competition. The Student-Athlete cannot receive benefits incidental to participation (e.g. travel with the team, training table meals).

8. It is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice, compete or receive incidental benefits until notified by the Associate Athletic Director for Compliance/SWA that the Student-Athlete has enrolled as a full-time student and has been reinstated by the NCAA (if necessary).

**Good Academic Standing & GPA Requirements**

- The minimum GPA as required by the NCAA at the beginning of the fall semester will be 2.0 to remain in good academic standing.

- All other Student-Athletes whose cumulative GPA falls below the minimum standard of 2.00 are placed on academic probation and not considered in good academic standing. Student-Athletes on probation are required to carry no more than 13 units and are under the supervision of the Vice Provost for Academic Administration. Student-Athletes who are on academic probation are not allowed to participate in study abroad programs. Student-Athletes with probationary status are ineligible to participate in intercollegiate athletics.

- Graduate Student-Athletes whose cumulative GPA falls below the minimum standard of 3.00 (2.75 for students in the Master of Arts in Ministry program) are placed on academic probation and are under the supervision of the Vice Provost for Academic Administration. Graduate Student-Athletes on probation are not considered in good academic standing. Graduate Student-Athletes with probationary status are ineligible to participate in intercollegiate athletics.

The Records Office will:

Check the grade point averages of all students at the end of each term. Any students that have fallen below the required cumulative GPA will be placed on academic probation for the following semester.

1. Certify cumulative GPA’s once per year, prior to the beginning of the fall semester. Cumulative GPA’s will be calculated based on the same method used by the institution for all students and includes all coursework normally counted by the institution in calculating cumulative GPA. At Point Loma Nazarene University,
grades for transfer coursework that is accepted by the institution are included in a student’s cumulative GPA.

2. Notify the Associate Athletic Director for Compliance/SWA and Faculty Athletics Representative of each Student-Athlete’s eligibility status using the PacWest Academic Eligibility Form. The Associate Athletic Director for Compliance/SWA notifies the Head Coach of the Student-Athlete’s status.*

*It is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice or compete if the standard has not been met.

**9 Hour Rule**
All undergraduate Student-Athletes, including transfers, are required to earn a minimum of 9 credit hours applicable to their degree in the previous full-time term of attendance to be eligible for competition in the next semester.

This rule does not apply to graduate students or a student seeking a second bachelor’s degree. If a student is in the final year of his/her degree program, the 9 hours may be acceptable toward any of the institution’s degree programs as long as the student is carrying the necessary hours to complete the degree at the end of the next two semesters. The procedure for certifying the 9 Hour requirement is noted below.

The Records Office will:

1. Check the credit hours earned for all Student-Athletes at the end of each term, and again at the beginning of the second semester for those ineligible in the fall.

2. Check the official transcript of transfers to determine if the 9 Hour rule has been met at the previous institution.

3. Notify the Associate Athletic Director for Compliance/SWA* and Faculty Athletics Representative of each Student-Athlete’s eligibility status (9 Hour requirement).

*The Associate Athletic Director for Compliance/SWA will notify the Head Coach and the Student-Athlete if the 9 Hour minimum has not been met, and it is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice or compete if the standard has not been met.

**24 Hour Rule**
Once a year, Student-Athletes will be certified as either passing 24-hours in the last 2 semesters or an average of 12-hours per term of attendance in a collegiate institution*. Beginning with the junior year (5th semester), these credits MUST count toward the Student-Athlete’s designated degree program.

*Beginning 2016-2017 the later can only be used by Student-Athletes in their first two years of collegiate enrollment.
The following procedures will be observed:

1. The Records Office will check the hours earned and GPA for all Student-Athletes at the end of each academic year and again at the end of each semester for those found ineligible.

2. The Records Office will notify the Associate Athletic Director for Compliance/SWA and Faculty Athletics Representative of each Student-Athlete’s eligibility.

3. The Associate Athletic Director for Compliance/SWA will immediately notify the Head Coach if the 24-hour minimum has not been met.

4. It is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice or compete if the standard has not been met.

5. A Student-Athlete not meeting this requirement may be able to become eligible by attending summer school.

**Designation of Degree Program**
A Student-Athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree. The designation of degree is documented on the *Student-Athlete Change of Program Form* via the Records Office.

The following procedures will be observed:

1. It is the Student-Athlete’s responsibility to declare a major by his/her 5th semester of full time enrollment.

2. The Records Office will check to verify any Student-Athletes who have completed their 4th semester and have yet to declare a major, and notify the Associate Athletic Director for Compliance/SWA of these Student-Athletes.

3. Student-Athletes are required to have a *Change of Program Form* signed by the Records Office and Associate Athletic Director for Compliance/SWA prior to changing their declared major.

4. The Records Office will document all change of degree program decisions.

**Progress-Toward-Degree (PTD)**
The following provides the Progress-Toward-Degree requirement:

1. The Records Office will review degree audits for all Student-Athletes after each semester to ensure they are making satisfactory progress toward a degree.
2. Once 70.0 units are earned, all students must schedule a Junior Graduation Check appointment with the Records Office before priority registration to ensure they are making Progress-Toward-Degree (PTD). Junior Graduation Checks will allow the Records Office to verify that each Student-Athlete passed at least 24 degree credits during their 5th and 6th semester that are applicable toward their degree program.

3. All students must have a Senior Graduation Check/Application for Graduation appointment with the Records Office to ensure they are taking the proper final courses for completion of their degree.

4. The Records Office and Faculty Athletics Representative will follow up with “at risk” Student-Athletes to make sure they are registering for appropriate classes for the upcoming semester or summer term. This will be done in communication with the Student-Athlete’s advisor.

5. The Records Office will notify the Associate Athletic Director for Compliance/SWA of any Student-Athlete not making satisfactory progress toward a degree.

6. The Associate Athletic Director for Compliance/SWA will notify the Head Coach of the Student-Athlete’s unsatisfactory progress.

7. It is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice or compete if the standard is not met.

The following chart provides a summary of the Division II Progress-Toward-Degree requirements:

**Exceptions**

The responsibility to determine if a Student-Athlete meets any of the exceptions listed below resides with the Records Office, Associate Athletic Director for Compliance/SWA, and Faculty Athletics Representative. Exceptions may include:

- Missed-Term Exception
- Mid-Year Enrollee Exception
- Non-recruited, Non-participant Exception
- Graduate Student Exception
- 2-Year Non-Participation Exception
- Medical Absence Waiver
- International Competition

**Summer School Procedures**

Student-Athletes may NOT use more than 6 semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-Athletes may utilize credits beyond the 6 for eligibility if they need the additional credits to fulfill the degree or grade point average requirements.
Student-Athletes should confirm with the Records Office those courses taken at another institution will be accepted by PLNU prior to enrollment.

The Athletic Department may provide funding for summer school courses taken at Point Loma Nazarene University. To apply for summer school athletic aid, the Student-Athlete must fill out the \textit{Summer School Athletic Aid Application Form}. This form must be submitted to the Athletic Director no later than April 1 for consideration. Late applications may still be considered if funding is still available. Funds are not guaranteed and are distributed based on availability and need.

Spring Student-Athletes participating in post-season should consider Summer Session #2. There is a potential of missing too much class in Summer Session #1.

\textbf{Transfer Eligibility Certification}

\textbf{2 Yr. Transfers}

1. The Head Coach is responsible for informing junior college transfer Student-Athletes that they must apply to PLNU and have official transcripts from each institution previously attended sent to the Admissions Office.

2. The Head Coach is also responsible for informing 2yr. transfers that they must update their Amateurism Certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks. Unless otherwise instructed by the Associate Athletic Director for Compliance/SWA.

3. Upon receipt of a transfer Student-Athlete's application and the submission of official transcripts to the institution, the Records Office evaluates the transcripts, confirms transferable degree credits, verifies terms of attendance, and calculates GPA in accordance with NCAA rules. \textit{Note: Specific attention needs to be paid to the calculation of GPA for 2-year college transfers because all courses that are transferable or would have been transferable, if the grades were higher, need to be included in the calculation of the 2-year college transfers GPA.}

4. Upon receipt of a transfer Student-Athlete's application and the submission of official transcripts to the institution, the Associate Athletic Director for Compliance/SWA will confirm the results of information from the NCAA Eligibility Center, what other schools the transfer Student-Athlete has attended and compares them with the information on the \textit{transfer tracer form(s)}. 

5. The Associate Athletic Director for Compliance/SWA confirms whether the transfer Student-Athlete is eligible or not. If the transfer Student-Athlete is found to be ineligible, the Associate Athletic Director for Compliance/SWA will inform the Head Coach.
6. For transfers who are beginning their 5th full-time term, the Records Office must ensure that the Student-Athlete has declared a major and is enrolled in courses that will count toward the designated degree program.

4 Yr. Transfers
1. After receiving permission to contact, the Associate Athletic Director for Compliance/SWA will notify the Head Coach that he/she may contact the transfer student and initiate the recruiting process.

2. The Head Coach is responsible for informing the prospective 4 yr. transfer Student-Athletes that they must apply to PLNU and have official transcripts from each institution previously attended sent to the Admissions Office.

3. The Head Coach is also responsible for informing 4yr. transfers that they must update their Amateurism Certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks. Unless otherwise instructed by the Associate Athletic Director for Compliance/SWA.

4. Upon receipt of a transfer Student-Athlete’s application and the submission of official transcripts to the institution, the Records Office evaluates the transcripts, confirms transferable degree credits, verifies terms of attendance, and calculates GPA in accordance with NCAA rules.

5. Upon receipt of a transfer Student-Athlete’s application and the submission of official transcripts to the institution, the Associate Athletic Director for Compliance/SWA will confirm the results of information from the NCAA Eligibility Center, what other schools the transfer Student-Athlete has attended and compares them with the information on the transfer tracer form(s).

6. The Associate Athletic Director for Compliance/SWA confirms whether the transfer Student-Athlete is eligible or not. If the transfer Student-Athlete is found to be ineligible, the Associate Athletic Director for Compliance/SWA will inform the Head Coach.

7. For transfers who are beginning their 5th full-time term, the Records Office must ensure that the Student-Athlete has declared a major and is enrolled in courses that will count toward the designated degree program.

Final Certification Prior to Practice and Competition
1. The Head Coach will submit a roster no later than August 1st to the Associate Athletic Director for Compliance/SWA. This roster should include every current Student-Athlete (including those receiving athletic aid and not participating), and how many seasons each Student-Athlete has used. When a coach wishes to add a Student-Athlete to his/her roster, he/she must notify the Associate Athletic Director for Compliance/SWA.
2. The Associate Athletic Director for Compliance/SWA will forward the information to the Records Office.

3. The Records Office will track each Student-Athlete’s eligibility on the *PacWest Academic Eligibility Report Form* which will be kept on file in the Records Office. This form will provide a specific academic historical record for eligibility purposes for each Student-Athlete.

4. The Records Office will certify all aspects of the Student-Athlete's eligibility criteria (e.g. 9 Hour requirement, 24-hour requirement, progress toward degree) for returning students.

5. The Records Office will certify all aspects of transfer eligibility criteria (e.g. average of 12 transferable credits per term at 2-yr college, 2-yr. college transfer GPA).

Once each sport’s individual Student-Athlete’s eligibility has been determined on the *PacWest Academic Eligibility Report Form*, it will be reviewed and signed by the Records Office, Associate Athletic Director for Compliance/SWA, Faculty Athletics Representative, Athletic Director and Head Coach. This form tracks the number of seasons used, semester of initial collegiate enrollment, total semesters of full-time enrollment at the institution, eligibility status, the number of full time semesters at all institutions, acknowledgment of full-time status, transfer eligibility information, continuing eligibility information, the 9 Hour rule, overall cumulative GPA and degree program designation.

**Financial Aid**

**Responsibility of the Financial Aid Office**

**Student Financial Services**

The individual(s) assigned the duty of awarding athletically related Financial Aid is/are responsible for monitoring all athletics aid, institutional aid, and outside aid awarded. The Student Financial Services liaison must assume the following responsibilities:

1. Determining the institution’s cost of attendance, including the Board of Trustees-approved tuition and fee charges.

2. Determine the institution's full grant-in-aid.

3. Work closely with the Associate Athletic Director for Compliance/SWA to determine countable financial aid per NCAA regulations.

5. Award all financial aid for the institution, including athletics grants-in-aid, institutional grants, and all other aid.

6. Monitor all Student-Athletes defined as “Counters” in accordance with NCAA Bylaws.

7. Responsible for Point Loma Nazarene University's communication/correspondence regarding athletically related financial aid and other institutional aid.

8. Responsible for gathering information for Appeals Committee hearings for those Student-Athletes that have their aid reduced or not renewed. Monitoring of financial aid limits and requirements is the responsibility of the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid. Student-Athletes may not receive athletically related financial aid over a full grant-in-aid, which includes tuition, fees, room, board, and books. A Student-Athlete may receive other non-countable financial aid unrelated to athletic ability up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations. Loans and work-study are NOT countable in financial aid limits under NCAA regulations. It is the shared responsibility of the Head Coach and Associate Athletic Director for Compliance/SWA to monitor the individual team limits for financial aid.

9. Ensure financial aid data is updated in CA.

10. Member of the Compliance Committee

**Financial Aid Policy**
Monitoring individual and team limits is the responsibility of the Athletic Director, Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee and the Associate Athletic Director for Compliance/SWA. Student-Athletes at the institution may not receive athletically related financial aid over a full grant-in-aid as defined by NCAA Division II, which includes tuition, required fees, room, board, and books and supplies required by a course.

A Student-Athlete may receive other non-countable financial aid unrelated to athletic ability (i.e. academic or honors scholarships) up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations.

A Student-Athlete who receives athletic aid is not eligible for any institutional need grant(s). In the event that a Student-Athlete is offered an athletic scholarship after receiving an award letter with an institutional need grant included, the Student-Athlete may forfeit the offer of athletic scholarship or the need grant(s).
Internal procedures and system processes for tracking and awarding athletic grant-in-aid are documented in the Student Financial Services (SFS) Undergraduate Policies and Procedures Manual, including a list of countable and non-countable aid by PLNU fund codes, and reviewed each Academic Year.

If a Student-Athlete has been selected for the federal or state verification process, any resulting changes to the federal or state aid shall be in accordance with all federal and state regulations, up to and including the loss or reduction of aid. Student-Athletes must complete the entire financial aid process, including verification, as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>PLNU Target Completion Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student-Athletes admitted for Fall semester</td>
<td>July 31</td>
</tr>
<tr>
<td>New Student-Athlete admitted after July 31&lt;sup&gt;st&lt;/sup&gt;</td>
<td>Within 30 calendar days of first written notification to Student-Athlete</td>
</tr>
<tr>
<td>New Student-Athletes admitted for Spring semester</td>
<td>1&lt;sup&gt;st&lt;/sup&gt; day of Spring semester classes</td>
</tr>
<tr>
<td>Returning Student-Athletes</td>
<td>Fall &amp; Winter Sports - May 1 Spring Sports – May 15 (or one week after the conclusion of the season) NCAA Final Deadline – June 30</td>
</tr>
</tbody>
</table>

If the Student-Athlete does not complete the application process by the required deadline, the Assistant Athletic Director of Compliance will be notified and all federal, state, and institutional need-based aid will be removed from the Student-Athletes financial aid award package. Failure to complete the process by the deadline may result in a loss of financial aid for any award where funds may be limited even though the Student-Athlete may be eligible for those funds.

If a Student-Athlete has requested and files a Professional Judgment (special circumstances appeal), any resulting changes to the federal, state, or institutional aid shall be in accordance with all federal and state regulations and institutional policies, up to and including the increase, loss, or reduction of aid.

**Process for Initial Athletic Grant-in-Aid to New Student-Athletes**

1. The Head Coach of each sport is responsible for verifying, with the Athletic Director and the Assistant Athletic Director for Finances, that sufficient funds are available for awards and for monitoring the permissible number of equivalencies in his or her sport prior to making a commitment to a Prospective Student-Athlete (PSA).

2. The Head Coach of each sport is responsible for submitting Team Scholarship/Roster Google doc form by the appropriate deadline.
3. The Associate Athletic Director for Compliance/SWA will need 2 weeks to approve the scholarship offer with Assistant Athletic Director for Finances, Director of Undergrad Admissions and Academic Records Specialist (for transfers only).

Before the Athletic Scholarship Agreement can be approved and drafted

- PSAs must be registered with the NCAA Eligibility Center
- PSAs must be on the IRL
- Early Signing Period – PSAs must have submitted have an application to the Admissions Office
- Regular Signing Period - PSAs must have submitted an application, transcript(s) and test scores to the Admissions Office
- Transfers must be approved by the Academic Records Specialist

4. The Associate Athletic Director for Compliance/SWA will verify with the Assistant Athletic Director for Finances that sufficient funds are available for the awards and for monitoring the permissible number of equivalencies in his or her sport.

5. The Associate Athletic Director for Compliance/SWA will verify transfer eligibility with the Academic Records Specialist

6. The Associate Athletic Director Compliance/SWA will verify PSA meet PLNU Admissions standards with the Director of Undergraduate Admissions.

7. The Head Coach, Athletic Director and Senior Director of Undergraduate Student Financial Services & Director of Financial Aid will verify and sign the Athletic Scholarship Agreement.

8. The Associate Athletic Director for Compliance/SWA will distribute (mail, fax, email, etc.) the Athletic Scholarship Agreement to the PSA.

9. The Associate Athletic Director for Compliance/SWA and the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will monitor financial aid limits offered based on team budgets.

10. The PLNU deadline for completed Athletic Scholarship Agreements for new, incoming Student-Athletes is July 31st*.

11. After verification, the Associate Athletic Director for Compliance/SWA submits the completed Athletic Scholarship Agreements to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will add the athletic award to the Student-Athlete’s financial aid package, make required revisions, and enter all financial aid award information into CA.
12. All new, incoming students, including Student-Athletes are awarded financial aid beginning in December prior to the new academic year and on a rolling basis thereafter provided we have a signed Athletic Scholarship Agreement or Student-Athlete is designated as a walk-on. If the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee has received notification of an offer of athletic scholarship prior to the official start date of packaging new students the athletic scholarship may be added to the Student-Athlete’s financial aid package but an award letter will not be generated.

Packaging New Incoming Student-Athletes

1. Once the awarding and notification to all new, incoming Student-Athletes has begun, the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will package the Student-Athlete with all federal, state, and institutional aid for which they are eligible, review for accuracy, and generate an award letter, including the offer of any athletic scholarship. The Student-Athlete will be directed to confirm all offers of financial aid via their student portal. If a Student-Athlete is receiving gift aid only, the Financial Aid Officer may accept all gift aid at the time of packaging, in accordance with PLNU packaging policies.

2. If the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee has not yet been notified that a signed Athletic Scholarship Agreement (ASA) has been received, the Student-Athlete will not package with financial aid until a signed ASA is received. Once a signed ASA is received, the Student –Student-Athlete will be packaged accordingly. Student-Athletes who are considered walk-ons and will not be receiving an athletic scholarship will be packaged accordingly.

3. Any financial aid offered to a Student-Athlete based on their athletic ability may not be split between academic years or carried forward to a new academic year.

4. Any financial aid offered to a Student-Athlete based on their athletic ability will be split evenly between each semester for both Undergraduate and Graduate Student-Athletes. Summer athletic aid is not included.

5. Once received by the Associate Athletic Director for Compliance/SWA, the completed and original Athletic Scholarship Agreement will be on file with the Athletic Department and one copy of the Athletic Scholarship Agreement will be on file with the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee. Coaches may request additional copies from the Associate Athletic Director for Compliance/SWA.

6. All grant-in-aid funds will be posted to the Student-Athlete’s billing account by the Director of Student Accounts or designee two weeks after the start of each semester at a point in time consistent with all financial aid awards and following notification (Athletic Clearance) of eligibility to compete from the Associate Athletic Director for Compliance/SWA.
7. Prior to the start of each semester, the Director of Student Accounts or designee will be notified of all Student-Athletes receiving aid over their institutional charges as to their eligibility to receive the aid prior to the issuance of any credit balance to the Student-Athlete. This is applicable to initial and renewal awards.

**Process for Renewal of Grant-In-Aid Scholarships to Returning Student-Athletes**

All returning Student-Athletes will have to sign a new Athletic Scholarship Agreement each subsequent year the scholarship is renewed. If a returning student athlete who was a considered a walk-on the previous year and is awarded an athletic scholarship for the new year, an Athletic Scholarship Agreement must be signed. If the athletic aid is being reduced or not renewed, the Associate Athletic Director for Compliance/SWA will complete the Athletic Aid Adjustment Form and send it to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee. Any Student-Athlete whose athletic aid is being reduced or not renewed must be sent Award Amount Notification Letter from the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee regarding to why their athletic award was reduced or not renewed and any resources. Every Student-Athlete whose athletic aid has been reduced or not renewed has the opportunity, under NCAA rules, to appeal this decision to the Student Financial Services (SFS) Appeals Committee. (See Athletic Scholarship Appeals Policy and Procedures.) Returning Student-Athletes will not be awarded financial aid until a signed ASA is received. When received, the Student Athlete will be awarded financial aid they are eligible for and sent an Award Letter. If returning Student-Athlete is a walk-on and not receiving an athletic scholarship, the Student-Athlete will be awarded financial aid they are eligible for and sent an Award Letter.

**Renewal Athletic Scholarship Deadlines by Sport**

All renewal ASAs are due to Financial Aid from the Associate Athletic Director for Compliance/SWA no later than June 30th.

1. Fall and Winter sports must have returning Student-Athlete’s signed by May 1st.

2. Spring sports must have returning Student-Athletes signed by May 15th or one week after the conclusion of their season.

3. All athletic grant-in-aid funds will be posted to the Student-Athlete’s billing account by the Director of Student Accounts or designee two weeks after the start of the semester at a point in time consistent with all financial aid awards and following notification (Athletic Clearance) from the Associate Athletic Director for Compliance/SWA of their eligibility to compete.

4. Prior to the start of each semester, the Director of Student Accounts or designee will be notified of all Student-Athletes receiving aid over their institutional charges as to their eligibility to receive the aid prior to the issuance of any credit balance to the Student-Athlete. This is applicable to initial and renewal awards.
Revisions to Financial Aid Awards

Revisions to a Student-Athlete's financial aid awards may be necessary as a result of:

- Notification or receipt of an outside scholarship or grant
- Notification or receipt of a department or institutional scholarship or grant
- Any change in their financial information due to correction of FAFSA information submitted, including completion of the federal or institutional verification process.
- Approval of a Professional Judgment (special circumstances) appeal
- Any change in their enrollment status
- Any circumstance that under federal, state, or institutional law or policy requires a revision to any Student-Athlete’s financial aid package.

If an adjustment to a Student-Athlete's financial aid awards is necessary during a term or after practices have begun, the Financial Aid Officer for Student-Athletes will update the PowerFAIDS system to reflect changes. All changes made will be updated in Compliance Assistant (CA) for review by the NCAA Financial Aid Compliance Officer or designee and the Associate Athletic Director for Compliance/SWA.

Once an award period begins, athletic aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletics reason. Athletic aid may be increased prior to commencement of the period of the award for any reason.

Athletic Aid Reduction, Removal, Non-Renewal & Appeals Procedure

It is NCAA policy that institutional aid, based in any degree on athletic ability, may only be reduced or removed during the period of the award, if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport at any time for personal reasons

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the Athletic Director and Associate Athletic Director for Compliance/SWA. In addition, at the end of the period of the award athletic aid will be reviewed by the Head Coach and may increase, reduce, or not renew for the following year based on the Student-Athlete's level of performance or any violation of institution, department, or team policies. The Athletic
Director will evaluate any circumstances that involve a head coaching change or when a Student-Athlete in good academic standing suffers a temporary or permanent sports-related injury on a case-by-case basis.

These are procedures for reducing, removing, or non-renewal of athletic aid:

1. The Head Coach recommends to the Athletic Director that a Student-Athlete’s athletic aid be reduced, removed, or not renewed. The Athletic Director will review the Head Coach’s recommendation with the Associate Athletic Director for Compliance/SWA. The Athletic Director will decide whether to approve or deny the coach’s recommendation based on the facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the Student-Athlete’s athletic aid will not be removed, or reduced. If a non-renewal request is denied, the athletic aid will be renewed at the discretion of the Athletic Director.

2. If the recommendation is approved, the Athletic Director recommends in writing to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid via the Athletic Aid Adjustment form that a Student-Athlete’s athletic aid award be reduced, removed, or not renewed.

3. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee shall send written notification to the Student-Athlete regarding the opportunity for an appeal hearing. The Student-Athlete shall have fourteen (14) consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee and formally request a hearing.

4. Failure by the Student-Athlete to submit a written request for a hearing within fourteen (14) consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal, or reduction of athletic aid shall be made final and binding.

5. If the Student-Athlete requests in writing of their intent to appeal within the fourteen (14) consecutive calendar days, the Athletic Scholarship Appeals Committee chair will be immediately notified.

6. The committee chair will select two other committee members outside the Athletic Department. Members of the Compliance Committee may be considered.
   - Committee Chair - Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee
   - Committee Member #2 - a representative of the Student Development
   - Committee Member #3 – a representative of the Student Development or another campus department
6. The committee chair will email a "Request to Appeal the Non-Renewal, Removal, or Reduction of Athletic Scholarship" instructions and form to the Student-Athlete, Head Coach and Athletic Director within two (2) business days of receipt of written notification. The Student-Athlete and Head Coach must return the completed form to the committee chair within three (3) business days from the date the form is emailed.

7. The Athletic Scholarship Appeals Committee shall conduct the hearing within 30 consecutive calendar days of receiving written notification of a Student-Athlete's intent to appeal, in accordance with NCAA rules. The committee chair will notify the Student-Athlete, Head Coach and the Athletic Director of the time, date, and location of their respective hearings via email.

8. The Student-Athlete and Head Coach must come to their respective hearing with three (3) copies of any documents that will be presented, one for each member of the Appeals Committee. The Committee will have been provided copies of any email communications received regarding the request for appeal and a copy of the signed Athletic Scholarship Agreement for the Academic Year in question.

10. At this hearing, the Student-Athlete and Head Coach have an opportunity to present their case separately regarding the non-renewal, removal, or reduction of athletic aid. Both parties are permitted to present witnesses and/or documents to the committee that may support their position. Both the Student-Athlete and Head Coach will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.

11. An adviser may accompany a Student-Athlete during an appeal. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. Legal counsel may not accompany the Student-Athlete. On occasion, a Student-Athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel. The university will provide an Ombudsperson to assist the Student-Athlete, if requested.

12. The decision as to whether the Student-Athlete may be given an opportunity to compete for a roster spot on a PLNU athletic team is beyond the authority of the Athletic Scholarship Appeals Committee and rests with the Head Coach and/or Athletic Director. The Athletic Scholarship Appeals Committee may only render a decision about the non-renewal, removal, or reduction of the athletic aid.

13. At the conclusion of the hearing, the Athletic Scholarship Appeals Committee shall have up to 5 business days to render a final decision as to the status of athletics aid. With written agreement from both the Student-Athlete and the Athletic Department, an extension to the 5 business days may be granted, if requested by the Appeals Committee.
14. The committee chair will notify the Student-Athlete, Head Coach and Athletic Director the committee’s decision in writing. **This decision shall be final and not subject to appeal.**

15. The appeal process, related emails, documentation presented, and decision of the Appeals Committee should be considered confidential. The Student-Athlete, their family members or friends, PLNU coaching and Athletic Department staff, and Appeals Committee may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the Student-Athlete or their family members or friends may result in the reversal of the Appeals Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing PLNU may result in disciplinary action, up to and including termination.

**Non-institutional Outside Financial Aid**

All Student-Athletes must report any outside financial aid received to the Student Financial Services (SFS) office. The Associate Athletic Director for Compliance/SWA will have the Student-Athlete complete a *Historical Questionnaire*. Outside aid received must be disclosed on the *Historical Questionnaire*. When a completed *Historical Questionnaire* is received by SFS, the student will be sent an *Outside Scholarship form*. If SFS is notified of outside aid by the Student-Athlete or is received after the *Historical Questionnaire* is completed, the Student-Athlete will also be sent the *Student-Athlete Outside Scholarship form*. It is the Student-Athlete's responsibility to complete the form and return it to the SFS Office before all financial aid can be disbursed. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will evaluate all non-institutional financial aid awarded to a Student-Athlete based on the answers provided by the Student-Athlete on the *Outside Scholarship form* in order to verify that team and individual limits have not been exceeded and/or to determine whether the award is allowable or not-allowable under NCAA rules found in section 15.2.6.4. Once reviewed, Compliance Assistant will be updated and reviewed by the NCAA Financial Aid Compliance Officer and the Associate Athletic Director for Compliance/SWA or designee to ensure that applicable outside aid is counted toward individual and team equivalencies. If an outside scholarship is not allowable, the funds will have to be returned.

Each Head Coach and the Associate Athletic Director for Compliance/SWA will be informed by the Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee of any Student-Athlete who has not completed all required paperwork; it will be the responsibility of the Student-Athlete to complete the *Student-Athlete Outside Scholarship form* for approval prior to practice or participation.

**Process for Verifying Outside Aid**

1. The Associate Athletic Director for Compliance/SWA will require each Student-Athlete to complete a *Historical Questionnaire* including questions related to the amount of any
outside aid award(s) the Student-Athlete may have received and the source of the award(s).

2. Once the Historical Questionnaire is received by SFS or the Student-Athlete self-reports an Outside Scholarship form will be sent to the Student-Athlete by the SFS Office with questions included in accordance with Bylaw 15.2.5.2 and 15.2.5.3.

   a. The form as a series of questions to determine if the scholarship is allowable.

      Question #1: Is the scholarship awarded based on athletic ability?
          If the answer is NO, it is allowable.
          If the answer is YES, it may or not be allowable and the following questions (2-4) must be answered.
      Question #2: Is this scholarship from an established and continuing program?
      Question #3: Can this scholarship be used at other institutions other than Point Loma Nazarene University?
      Question #4: Is the donor or organization of the scholarship not directly connected to the Point Loma Nazarene University?
          If the student can answer YES to Q2, YES to Q3, and NO to Q4, then the outside scholarship is allowable. Any contrary answer, the outside scholarship is not allowable.

3. The Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will review the Outside Scholarship Form and make necessary adjustments to the Student-Athletes award package.

4. Compliance Assistant will be updated to help determine if aid is within individual and team limits.

5. The Associate Athletic Director for Compliance/SWA and Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee will review the Financial Aid Report to verify that all outside aid has been identified. SFS will require the source of the aid to verify the criteria used in awarding it. Based on answers to those questions, outside scholarships may be countable or non-countable for the individual and team limits.

6. In the event that athletic criteria for awarding cannot be determined, the award will be treated as not allowable and funds will have to be returned.

**Student-Athlete Summer Semester Financial Aid**

All Student-Athletes who intend to register for summer courses at Point Loma Nazarene University must notify the Athletic Department. Student-Athletes may be awarded financial aid up to the cost of attendance and in accordance with PLNU summer semester financial aid policies. Summer athletic scholarships will not be awarded to a Student-Athlete until Student Financial Services has received a completed and signed Summer Athletic Scholarship Agreement. Student-Athletes may be eligible for athletic scholarship awards for summer courses taken at PLNU based on the availability of funding but the total of awards may not exceed institutional charges. Per By-Law 15.5.1.5, institutional financial aid
received during summer term is not countable. If a Student-Athlete drops any course for which they were awarded institutional funds, the award amount will be adjusted accordingly for the number of units dropped. All federal and state financial aid awarded will be adjusted according to NCAA and institutional policies.

**New and Returning Graduate and Professional (GPS) Student-Athletes**

GPS students may be eligible for athletic scholarship if they have remaining eligibility under NCAA rules. All ASAs (new and renewal) are due to Financial Aid from the Associate Athletic Director for Compliance/SWS no later than June 30.

Generally, the same procedures are followed for awarding and packaging as with Undergraduate Student-Athletes. The awarding and packaging may differ due to disparities between calendars and per unit charging. Graduate students are awarded financial aid and athletic-related aid under a "borrower-based" formula.

**Contributions by Donors**

It is permissible for an individual to contribute funds to the university to finance a scholarship for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the institution. It is not permissible for an individual to contribute funds to finance a scholarship for a particular Student-Athlete.

**Aid to Professional Student-Athletes**

An institution may not award financial aid to a Student-Athlete who is under contract to or is currently receiving compensation from a professional sports organization in the sport they are participating. Institutions must be aware of the eligibility requirements for Student-Athletes participating in outside competitions and any winnings received from those competitions. Student-Athletes must complete an Amateurism form at the institution as well as provide information to the NCAA Eligibility Center. This is particularly important for international Student-Athletes.

**Incoming and Returning International Student-Athletes**

The International Admissions Advisor and/or Student-Athlete will notify the Associate Athletic Director for Compliance/SWA and Senior Director of Undergraduate Student Financial Services & Director of Financial Aid or designee of any outside financial support.

**Studying Abroad**

Athletic Aid may not be used to study abroad during any semester or enrollment period. Athletic Aid awarded may be reduced or removed if the Student-Athlete failed to notify the Associate Athletic Director for Compliance/SWA.

**Athletic Aid Used For Living Expenses**

A Student-Athlete or Graduate Assistant may receive living expenses for the fall and spring semesters only. In some instances, a Graduate Student-Athlete or Assistant may receive summer living expenses.
Athletic Aid (including living expenses) may not exceed the GIA (Grant-in-Aid). Money for living expenses will be distributed as a monthly stipend as determined by the Director of Student Accounts or designee.

**Awards & Benefits**

**Awards & Benefits in General**

An *extra benefit* is any special arrangement by an institutional employee, booster or anyone that the Student-Athlete is not legally dependent upon, that provides the Student-Athlete, or the Student-Athlete’s relative or friend, a benefit not authorized by the NCAA. Receipt by a Student-Athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the Student-Athlete ineligible.

Student-Athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Athletic Department is not permitted and renders the Student-Athlete ineligible.

Non-permissible awards or benefits include, but are not limited to;

1. Cash or equivalent;
2. Gift certificates/cards;
3. Country club or sports-club memberships;
4. Use of vehicles or transportation provided for personal use or non-athletic related business;
5. Use of long distance telephone lines for non-course required issues;
6. Free typing or clerical services;
7. Gifts of clothing, equipment or jewelry;
8. Receipt of loans on deferred pay back or those not intended to be collected;
9. Unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips; and
10. Use of golf courses for no fee or discounted rates

**Student-Athlete Awards**

The Athletic Department selects deserving Student-Athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

1. Each sport has annual awards that are based on criteria set by the individual sport. These awards are presented at the discretion of the Athletic Department.

2. Coaches must obtain approval from the Athletic Director for Compliance, for any awards provided to the Student-Athlete.
3. Awards by outside groups or organizations are not allowed unless approved in advance by the Athletic Director and Associate Athletic Director for Compliance/SWA.

**Benefits**

A Student-Athlete may receive benefits generally provided to all students and which are not considered an extra benefit as defined above.

A Student-Athlete may not receive extra benefits as a result of a special arrangement by an institutional employee or representative of the institution’s athletics interest.

A Student-Athlete may not receive discounts, free or reduced-cost services, use of credit cards, or the following from an institutional employees or representatives of athletics interest: *

- Loan
- guarantee bond
- use of an automobile
- transportation
- signing or cosigning a note

*The list above is not a complete list. Check with the Associate Athletic Director for Compliance/SWA or NCAA Bylaw 16.11 for more clarification.

**Crowdfunding**

Crowdfunding websites (GoFundMe, Kickstarter, etc.) used to raise money for a Student-Athlete is impermissible except what is permissible by the NCAA.

**Occasional Meals**

An occasional meal is a meal provided to a Student-Athlete in the locale of the institution on infrequent and special occasions.

**Institutional Staff Member:** A Student-Athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals (16.11.1.4a).

**Representative of Athletics Interest:** A Student-Athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals (16.11.1.4b).
**Student-Athlete’s Relative or Legal Guardians** – A Student-Athlete’s relatives or legal guardians may provide team members an occasional meal at any location (16.11.1.12c).

The procedures for occasional meals are as follows:

1. The Head Coach of the Student-Athlete(s) or team invited for an **occasional meal** will complete and sign an *Occasional Meal Form* prior to the meal.

2. The form is then submitted to the Associate Athletic Director for Compliance/SWA for approval.

3. If the request is denied the Associate Athletic Director for Compliance/SWA will notify the Head Coach.

**Complimentary Admissions for PSAs**

Each Prospective Student-Athlete (PSA) and two guests may be placed on the PLNU *Complimentary Admissions Pass List* for any home contests (not including post season or away contests). Coaches must submit the name(s) to the Assistant Athletic Director for Event Operations by the established deadline.

**Complimentary Admissions for Student-Athletes**

PLNU may provide four complimentary tickets per home contest to a Student-Athlete in the sport in which the individual participates (either practices or competes) regardless of whether the Student-Athlete competes in the contest. For NCAA Championships, an institution may provide each Student-Athlete who participates in or is a member of the team participating in an NCAA Championship with six complimentary admissions to all contests at the site at which the student or team participates. *Note: PacWest policy dictates that no complimentary admissions are available for away contests.*

The following are prohibited:

1) Receiving payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value. Receipt of payment for these complimentary admissions by such designated individuals is considered an extra benefit.

2) Special arrangements to sell Student-Athlete tickets (tickets shall be available for purchase by Student-Athletes according to the same purchasing procedure used for other students)

3) A Student-Athlete may not purchase tickets for an athletic contest from the institution and then sell the tickets at a price greater than their face value.

**Playing & Practice Seasons**
The Associate Athletic Director for Compliance/SWA is responsible for monitoring the playing and practice seasons for all PLNU intercollegiate teams. This includes monitoring playing season declarations, Countable Athletically-Related Activities (CARA) for both in and out of season. All playing and practice season documentation will be filed in the Compliance Office.

**Declaration of Playing Season**

The Head Coach is responsible to set up a meeting with the Associate Athletic Director for Compliance/SWA to review their *Declaration of Playing Season Form* and contest schedule prior to the start of their season.

- All schedules and changes must be approved by the Associate Athletic Director for Compliance/SWA.
- It is the entire Athletic Department’s responsibility to ensure each team is abiding by their submitted championship/non-championship dates for practice and competition.

**CARA Logs Auditing Procedures**

The procedures for documenting weekly athletically related activities are as follows:

1. The Head Coach is responsible for submitting a weekly CARA Logs through Front Rush by Wednesday at 5pm from the previous week. PLNU has defined the week as Sunday through Saturday (Sunday is the day off). For each day, the Head Coach or designee is responsible for indicating the date and the length of all team activity in the following areas: practice, competition, team meeting, conditioning, weight training, film, etc.

2. The Associate Athletic Director for Compliance/SWA will approve all CARA logs through Front Rush.

3. The Associate Athletic Director for Compliance/SWA to ensure compliance within the NCAA Bylaws of the playing and practice legislation will conduct random team practice checks.

4. The Athletic Director is notified of any missing forms or violations.

5. The Associate Athletic Director will investigate all possible violations for Compliance/SWA.

**Weekly CARA Reports**

The Head Coach is responsible for completing and submitting all CARA logs through Front Rush by Wednesday at 5pm from the previous week.

- **Countable Athletically Related Activities (CARA):** The following activities are considered countable athletically related activities for the purpose of practice hour limitations:
• Practice (no more than **four hours** per day)
• Athletic meetings with a coach that are initiated or required by the coach
• Competition (counts as **3 hours** regardless of actual length)
• Field, floor, or on-court activities
• Setting up offensive and defensive alignments
• On-court or on-field activities called by any member of the team and confined to members of the team at the request of the coaching staff
• Required sports performance workouts
• Required participation in campsclinics
• Visiting the competition site in golf or cross country
• Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
• Discussion or review of film
• Participation in a physical activity class for Student-Athletes only and taught by athletics staff
• Participation in clinics in which Student-Athletes and coaches are both present
• Required meetings with a sports or team psychologist

**Non-countable Athletically Related Activities:** The following activities are not considered countable athletically related activities for the purpose of practice hour limitations:
• Compliance meetings
• Meetings with a coach that are initiated by the Student-Athlete
• Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
• Study hall, tutoring, or academic meetings
• Student-Athlete Advisory Committee (SAAC) meetings
• Voluntary weight training not conducted or required by a coach
• Voluntary sport-related activities, no attendance taken, or no coach present
• Traveling to/from the site of competition
• Training room activities
• Recruiting activities (e.g., student host)
• Pre-game meals
• Attending banquets
• Fund-raising activities or public relations/promotional activities or community service/engagement projects
• Bible studies
• Captain’s practice (at the direction of the captain or players only)

**Male Practice Player**
Female sports are permitted to use male practice players who meet all of the following qualifications:
The male student must be a current Student-Athlete currently on the women’s team Financial Aid Form Summary.

The male student must be a non-scholarship Student-Athlete.

The male student must be enrolled full-time during the term that he practices with a women’s team.

Male practice players must be included in the practice logs (they are required to sign practice logs on the days they practice with a women’s team).

The procedures for male practice players for female sports are the following:

1. The Head Coach is responsible for notifying the Associate Athletic Director for Compliance/SWA via e-mail of the names and phone numbers of any male students who they recommend to serve as male practice players.

2. The Associate Athletic Director for Compliance/SWA is responsible to set up a meeting with the potential male practice players and notifying the Head Coach of the date and time of the meeting.

3. The Head Coach notifies prospective male practice players about date and time of meeting.

4. All male practice players are required to complete NCAA required paper work and attend a compliance eligibility meeting with the Associate Athletic Director for Compliance/SWA before engaging in a practice session with a women’s team. During the compliance meeting male practice players must fill-out the Male Practice Player Certification Form.

5. Once Associate Athletic Director for Compliance/SWA certifies male practice players for practice, the Associate Athletic Director for Compliance/SWA is responsible for adding them to the NCAA Financial Aid Form Summary and sending an e-mail confirmation to Head Coach. The Associate Athletic Director for Compliance/SWA will also notify the Athletic Director and FAR.

6. The Head Coach is responsible for including male practice players on the practice logs and ensuring that they sign the logs on the days they practice with the women’s team.

Student-Athlete Employment

Prior to employment, all Student-Athletes must complete the Student-Athlete Employment/Internship Form. The Student-Athlete must obtain the employer’s information prior to submitting the form to the Associate Athletic Director for Compliance/SWA.
Student-Athlete’s income from on or off campus employment that occurs at any time is exempt and is not included when determining a Student-Athlete’s full grant-in-aid or the institution’s financial aid limitations.

Compensation may be paid to a Student-Athlete:

1. Only for work actually performed and
2. At a rate commensurate with the going rate in that locality for similar services
3. When ensured that an employer shall not use the athletic reputation of a Student-Athlete employee to promote the sale of a product or service

Student-Athletes are required to document employment by following the procedures.

**Procedures for the Academic Year**

1. The Associate Athletic Director for Compliance/SWA reviews NCAA Bylaws governing Student-Athlete employment, and all required employment monitoring procedures to be completed by Student-Athletes, at their first administrative team meeting or at the “All Sport” fall mandatory meeting.

2. The Student-Athlete must complete a *Student-Athlete Employment Form* within 14 calendar days of employment. The Student-Athlete must affirm his/her understanding of the terms outlined in the *Student-Athlete Employment Form* and his/her intent to adhere to its provisions.

3. The Associate Athletic Director for Compliance/SWA reviews the *Student-Athlete Employment Form* and signs the form indicating that the Student-Athlete has completed all steps.

4. It is the Head Coach’s responsibility to monitor their Student-Athlete’s athletic, academic and work commitments as they relate to their overall well-being.

5. The Associate Athletic Director for Compliance/SWA periodically monitors the employment of Student-Athletes.

6. The Associate Athletic Director for Compliance/SWA works closely with the Associate Director of the Office of Strengths and Vocation to ensure NCAA rules and regulations are followed for on-campus employment.

**Procedures for End of the Spring Semester**

At the first-of-the-year squad meetings, Student-Athletes must complete a section within their student packets entitled *Student-Athlete Employment/Internship Form* for the summer. The Compliance Office compares the *Student-Athlete Employment/Internship Form* with the *Student-Athlete Summer Information Form*. Where differences are noted, the Associate Athletic Director for Compliance/SWA meets with the Student-Athletes to correct
the forms and/or take actions necessary to verify employment complies/has complied with NCAA requirements. This includes employment at camps/clinics.

**Equipment & Apparel**

**Apparel or Equipment that Includes Institutional Identification**

A Student-Athlete may use institutional equipment during outside competition only when representing the institution.

A Student-Athlete may purchase institutional apparel (or uniform) for use during outside competition at the going rate for such apparel, provided the institution no longer uses the apparel (or uniform).

A Student-Athlete may not purchase equipment at a discounted price from an institutional vendor or outside vendor provided such discount to Student-Athlete is based on his or her affiliation with the institution or his/her status as a Student-Athlete.

Equipment and apparel are the property of the PLNU Athletic Department. Equipment and apparel must be returned at the conclusion of the playing season or academic year.

The procedures for equipment and apparel are as follows:

1. **Student-Athletes** must be on the *NCAA Financial Aid Form Summary* in order to be issued equipment and/or apparel.

2. Athletic apparel is defined as (but not limited to) practice, contest and travel apparel.

3. Equipment is defined as (but not limited to) team supplies, practice and game/event equipment.

4. Game uniforms and warm-ups must be returned at the end of the season.

5. The Head Coach or designee is responsible for completing the *Team Inventory* google spreadsheet. This inventory spreadsheet must be accurate and current at all times and is subject to an audit.

6. All practice gear and uniforms are laundered and delivered to each Student-Athlete’s individual locker.

7. Each Student-Athlete receives a locker, lock, laundry loop, team towel and any equipment and apparel as necessary for that particular sport. All teams are color coordinated and numbered for laundry and inventory purposes.

8. If a Student-Athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the *Team Inventory spreadsheet*. 

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9. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the playing season or academic year, the Student-Athlete shall be held financially responsible and will be charged for the equipment and/or apparel.

10. A Student-Athlete may retain athletics apparel, not equipment, at the conclusion of the playing season or academic year, at the discretion of the Head Coach and/or the approval of the Athletic Director. *(NCAA Bylaw 16.11.1.5)*

11. A Student-Athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies, or clothing (e.g., tennis racquets, golf clubs, balls, shirts, etc.) from a manufacturer or commercial enterprise, that is not offered to the general student body. Such items may be provided to the Student-Athlete’s institution to be used by the institution’s team in accordance with accepted practices for issuance and retrieval of athletic equipment/apparel. *(NCAA Bylaw 16.11.2.5)*

12. The Associate Athletic Director for Compliance/SWA must approve all equipment and apparel donations (e.g., youth organizations, mission trips, charities, etc.).

**Retention of Equipment**

A Student-Athlete may retain institutional athletics apparel items (not equipment) at the discretion of the Head Coach (e.g. practice apparel, game jersey, etc).

A Student-Athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional policy.

**Volunteer/Student Assistant Coaches**

A volunteer coach is any coach who does not receive compensation or remuneration from the institution’s Athletic Department or any promotion of the institution’s athletics program (excluding Camps/Clinics).

A student assistant coach is a PLNU student assisting in a particular sport’s program. A student assistant coach may receive athletic aid.

The following provisions for volunteer and student assistant coaches shall apply:

- Prohibited from contacting and evaluating Prospective Student-Athletes (PSAs) off campus and may not perform recruiting related activities unless they pass the NCAA Coaches Exam (Bylaw 11.5.1.1).

- Is not eligible to receive reimbursements, wages, salary, or benefit compensation.

- May receive team apparel at the discretion of the head coach.
• May travel with the team and receive complimentary meals incidental to organized team activities (e.g., pre-or post-game meals).

• May receive meal(s) during a Prospective Student-Athlete’s official visit provided the individual dines with the Prospective Student-Athlete.

• Is not authorized nor empowered to act as an agent or speak publicly on behalf of the University.

• The head coach shall determine the duties and responsibilities of this position.

• Held accountable for all NCAA, PacWest Conference and PLNU policies and procedures.

• Meet with the Athletic Director and Associate Athletic Director for Compliance/SWA prior to CARA activity.

• Must sign the Volunteer/Student Assistant Coach Agreement Form, Confidentially Contract and PLNU Athletic Department Expectations Form.

Student Managers

PLNU Athletics permits the use of student managers so long as they abide by institutional guidelines and NCAA regulations. It is not permissible for a Student-Athlete who is ineligible for any reason to serve as a student manager. Although it is permissible for a male student to serve as a student manager for a woman’s team, the individual’s duties should be limited to those traditionally performed as managers. It is not permissible to place a male student in the position of a student manager for the purpose of practicing or traveling with the woman’s team (see Male Practice Player procedures). Student managers are expected to maintain a minimum 2.0 GPA and are expected to positively represent the university during their tenure as manager. Student-Athletes serving as a student manager must have their academic and amateurism certified. The Head Coach will determine if and when a student manager travels with the team.

Procedure

1. Head Coach or designee is responsible to notify the Associate Athletic Director for Compliance/SWA the names, phone numbers and emails of any students serving as a student manager. If the student manager is receiving athletics grant-in-aid, the standard athletics grant-in-aid procedures are followed (see Financial Aid section).
2. The supervising coach will also sign the *Student Manager Agreement form* and submit the completed form to the Associate Athletic Director for Compliance/SWA. The form is kept on file in the Compliance Office.

3. The supervising coach is responsible for monitoring the student manager’s actions in accordance with NCAA legislation.
2019 - 2020
FINANCIAL AID ESTIMATOR WORKSHEET

PLEASE NOTE: The estimator may be completed by any prospective student but is never a guarantee of admission to PLNU or an offer of financial aid. Completion of this estimator should not be considered an offer of financial aid. Estimated financial aid award eligibility is subject to verification of information at the time of admission to PLNU and may change from this estimate.

PROSPECTIVE STUDENT-ATHLETES: May complete the FAFSA4Caster available at: https://studentaid.ed.gov/sa/fafsa/estimate for a more accurate estimate of their Expected Family Contribution (EFC) toward college costs.

| PROSPECTIVE STUDENT'S LAST NAME (LEGAL NAME) | PROSPECTIVE STUDENT'S FIRST NAME | STUDENT'S PLNU ID (if known) |
| EXPECTED YEAR OF GRADUATION | BEST CONTACT E-MAIL ADDRESS |
| BEST CONTACT PHONE NUMBER |

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Do you have a social security number? If you do not have a social security number, write "N/A".

Are you graduating from a California high school? ☐ Yes ☐ No

What is your permanent state of residence?

What is your high school GPA through 11th grade?

If you are a transfer, what is your current cumulative GPA, and number of units completed? GPA [ ] Units [ ]

What is your most recent SAT test score?

What is your most recent composite ACT test score?

Do you have a parent in full-time pastoral ministry or missionary work? (The salary is their primary source of income.) ☐ Yes ☐ No

Are you currently a member of a Nazarene church? If so, please list the name of the church, and the city and state of the church's location.

IF YOU COMPLETED THE FAFSA 4CASTER, PLEASE ANSWER THE FOLLOWING QUESTIONS:

What was your Expected Family Contribution (EFC)?

What was your parent's annual income for the 2017 Tax Year?

What was your parent's income tax paid for the 2017 Tax Year?

What was your parent's untaxed income for the 2017 Tax Year?

How many people are in your household (including the prospective student)?

How many people from your family (including the prospective student, but not including parents) will be attending college full-time in the 2019-2020 Academic Year?

CERTIFICATION STATEMENT

I, the undersigned, certify that all the information reported to estimate financial aid is complete and correct.

LAST NAME OF PERSON COMPLETING THIS FORM | FIRST NAME OF PERSON COMPLETING THIS FORM | RELATIONSHIP TO STUDENT

SIGNATURE OF PERSON COMPLETING THIS FORM | DATE

Return completed form to:
PLNU Student Financial Services Office, 3900 Lomaland Dr., San Diego, CA 92106
Phone: (619) 849-2538, Fax: (619) 849-7078, Email: sfs@pointloma.edu

Rev. 10 July 2018
# Departmental Recruitment Guidelines for Admissions

NOTE: Check transcripts and test scores before offering scholarships. Students have a tendency to round up...sometimes quite a bit when they give their academic data verbally.

## FIRST YEAR STUDENTS

<table>
<thead>
<tr>
<th>GPA and SAT/ACT</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.5 GPA and 1150 SAT I/23 ACT or above*</td>
<td>Offer Scholarship without hesitation.</td>
</tr>
<tr>
<td>3.3 GPA and 1100 SAT I with 510 Math and 540 Reading section)/22 ACT composite or above (19 or above each subscore)</td>
<td>Check with Director of Admissions, but admission should not be a problem.</td>
</tr>
<tr>
<td>Below 3.3 or 1100/22 540 SAT Reading score, 510 Math score 19 ACT subscores</td>
<td>Need Athletic Dir. or Dept. Chair approval, very few admissions offers.</td>
</tr>
<tr>
<td>Below 2.9 GPA or 1070 SAT I/21 ACT</td>
<td>Does not meet minimum admission standards, cannot be offered admission.**</td>
</tr>
</tbody>
</table>

## TRANSFERS

<table>
<thead>
<tr>
<th>GPA and SAT/ACT</th>
<th>Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.0 GPA with at least 24 completed transferrable college units</td>
<td>Offer Scholarship without hesitation.</td>
</tr>
<tr>
<td>-OR- 3.0 GPA or better with less than 24 transferrable college units, together with a 3.0 HS GPA and 1100 SAT/21 ACT</td>
<td></td>
</tr>
<tr>
<td>2.6 GPA to 3.0 GPA with 24 completed units From 4 year school</td>
<td>Check with Director of Admissions, but admission should not be a problem.</td>
</tr>
<tr>
<td>-OR- 2.8 GPA to 3.0 GPA from community college</td>
<td></td>
</tr>
<tr>
<td>Below 2.8 GPA from community college</td>
<td>Must have Athletic Director or Department Chair approval**</td>
</tr>
<tr>
<td>-OR- Below 2.6 GPA from 4 year school</td>
<td></td>
</tr>
</tbody>
</table>

*Nursing applicants need to be Provost Scholars (3.7 gpa + 1200/25 test scores) to sign.**These requests must go through Athletic Director or Department Chair. It is imperative that we know who these students are because each year the selectivity level changes for men and women. We don’t want to prematurely Deny a student admission that is being heavily pursued by a University representative.***There are no exceptions to this policy for students who are involved in co-curricular activities such as athletics, music or forensics.
Community Life Covenant

The Point Loma Nazarene University community is, and intends to be, a decidedly Christian community, as exhibited by our shared beliefs, corporate practices, and Christlike character.

Shared Beliefs

PLNU is a Christian university in the Wesleyan tradition, sponsored and guided by the theological doctrines and practices of the Church of the Nazarene. We have deep commitments to our tradition, and we also honor and respect the breadth of Christian thought and practice across history, culture, and tradition. Corporately, we confess our faith in Jesus Christ as expressed in the historic Christian creeds. We believe that the Old and New Testament Scriptures, given by plenary inspiration, contain all truth necessary for faith and Christian living.

While we respect and welcome people from a variety of Christian traditions, it is our hope and expectation that all in our community will respect the theological commitments of the Wesleyan tradition and the Church of the Nazarene. At its heart, the Wesleyan tradition is a movement within the larger church of Jesus Christ, especially emphasizing that God calls us to and empowers us for holiness of heart and life— that is, complete devotion to God and love for neighbor.

Corporate Practices

Christian disciplines (or practices) have played a significant role in the life of the Wesleyan movement, including the founding and ongoing formation of PLNU. Wesleyans refer to these practices as “means of grace”—that is, means through which God’s grace works to shape us in Christlike character. The means of grace include works (or acts) of piety, and works (or acts) of mercy. At PLNU, we affirm our call to participate in these means of grace, for without such participation we limit our capacity to be shaped in Christlikeness. Wesleyans strongly affirm that people cannot become holy through their own efforts. The

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1 We would like to express our deep gratitude and appreciation to the many other Christian colleges and universities who generously shared their community agreements and lifestyle statements with us. We are indebted to many of them, as their documents helped shape both the form and content of this covenant.

2 This is a characteristic of the Wesleyan tradition often referred to as “evangelical catholicity.”

3 Specifically, the Apostles’, Nicene, and Chalcedonian creeds

4 Plenary, here, indicates biblical interpretation from the whole of scripture.

5 See attached Agreed Statement of Belief from The Manual of the Church of the Nazarene.
actual work of transformation is ultimately the work of God, in Christ, through the Spirit. The desire for growth comes from God, the ability to respond and act in obedience is inspired by God, and the growth itself is empowered by God.

Works of Piety

Works of piety are communal and individual practices that lead to growth in Christlikeness. We affirm the proposition that communal works of piety are any means of grace that believers do together that inspire and empower growth in holiness. We believe that the Holy Spirit is present and at work in us whenever we gather together in the name of Christ for worship, accountability, prayer, and Bible study. In this way, we affirm the value of worshiping together. While this takes place in many ways across our campuses, we have made chapel participation a priority on the main campus three days a week as a communal means of grace. Chapel is intended for all members of the PLNU community, bringing together an array of generations, voices and experiences. Likewise, members of the PLNU community are active participants in local church congregations that are congruent with the mission and values of the university. And we affirm that individual acts of piety such as prayer, Bible reading, devotional reading, and fasting are means of grace practiced by followers of Christ.

Works of Mercy

Works of mercy are means of grace through which we extend God’s love to those in spiritual, physical, and material need. Both in Scripture and the Wesleyan tradition this includes caring for widows, orphans, strangers, and others in need. Likewise, PLNU has a significant number of opportunities, such as student ministries, short-term missions, and academic department service projects. The powerful intersection at PLNU is found when students, faculty, staff, and administrators can participate in these works of mercy together. All attending or working at PLNU are encouraged to seek out such opportunities. As Christians in the Wesleyan tradition, our practice is to engage in acts of mercy as a means of participating in God’s love for those in need and in obedience to clear scriptural mandates.

Christlike Character

Point Loma Nazarene University is a Christian community dedicated to higher education. As a community of believers, we seek to establish and encourage ideals and standards consistent with holiness of heart and life. We believe that the Christian life is lived in relationship – in community with other Christians. Jesus taught us that the two greatest commands are to love God with all our heart, soul, and mind and to love our neighbors as
ourselves. These commands connect serving God with serving others. In grace, Scripture also gives us specific rules and principles to guide us in Christian living. We commit ourselves to the disciplines and values of Christian living and embrace them as expressions of holiness of heart and life. In particular, we affirm the following:

Interpersonal Relationships

We believe that our relationships should reflect that we are members of the body of Christ.

We commit ourselves to treat one another with dignity and mutual respect in all our relationships.

We grieve the hurt and destructiveness of broken relationships and commit to being a community of encouragement, correction, reconciliation and healing.

Maturity and Discretion

As a community of Christlike character, we expect of one another, and hold one another accountable for, attitudes and actions that exhibit Christian maturity.

As God is at work in us, we are and are becoming people of integrity, faithfulness, diligence, discretion, and responsibility.

We are committed to being sensitive to the discernment of the Holy Spirit and to the consciences of others with regard to our work ethic, language, choice of entertainment, and academic honesty. In our roles as faculty, staff, and administrators, we refrain from actively promoting positions directly contrary to the institution’s mission and the theological convictions of its sponsoring denomination.

Diversity

We believe that all people are loved by God and bear the image of God.

We believe in the inherent worth of all human life and celebrate human diversity. We seek to support and encourage diversity and affirm that women and men of all races, ethnicities, ages, cultures, abilities, and socioeconomic statuses are equally respected and valued as members of our university community.


7 In the following list, disciplines and values are expressed as a statement of theological belief, followed by a statement of affirmation and a statement of boundaries.
We view any prejudice, discrimination, or marginalization based on race, ethnicity, sex, age, or class as unacceptable and in opposition to Christian beliefs. We also view any disrespectful, malicious, harassing, or mean-spirited behavior as destructive to our university community and contrary to the teachings of Christ to love one another.

**Gender Equity**

We believe that women and men are equally endowed by God with gifts and must exercise these gifts with equal authority and responsibility.

We celebrate the long tradition of the ordination of women and the promotion of women to positions of leadership within the Wesleyan Holiness tradition.

We do not discriminate against women under any circumstances including decisions related to hiring and promotion.

**Health of Mind and Body**

We desire to promote health and wellness in all areas of our lives as a reflection of respect for human dignity and of our bodies as temples of the Holy Spirit.

We support a commitment to a healthy university founded on standards that reflect personal accountability and responsibility for the larger community, demonstrate regard for safety, security, personal health and the health of others, and support and maintain an atmosphere conducive to abundant life.

We encourage discernment in making choices that could have a negative impact upon our students, colleagues, families, and the community. Given the potentially destructive consequences of addictive behaviors, we abstain from the use or possession of alcoholic beverages and tobacco and the practice of gambling on the PLNU campus, its branch campuses, or at any activities sanctioned or sponsored by the university or where students are present. We also abstain from the use, possession, or distribution of illicit drugs. We further abstain from the viewing, ownership, or distribution of print or electronic pornographic materials.

**Human Sexuality**

We believe that all human beings are created in the image of God, are unconditionally loved by God, and are of inestimable worth to God; therefore we strive to treat each other with respect, dignity and love. We believe that all people, married or single, are called to a life of holiness and are affirmed as full participants in our campus community.
Consistent with the historic teaching of Christian scripture and tradition, we believe that God has provided the context for the full expression of sexual intimacy in the covenant of marriage between a man and a woman. We further believe that outside this covenant of marriage, the holy life calls for celibacy.

As a community of learning, we recognize that our discussions and considerations regarding sexuality, both in public and private arenas, must be treated with spiritual discernment. We agree to evaluate our teaching and our dialogue regarding sexuality in the light of the historic understanding of the Christian church.

**Stewardship**

Our talents and resources are gifts from God, and we are entrusted to use them responsibly with wisdom and due care, putting kingdom work and university mission ahead of personal gain.

We use our time, abilities, and university resources to make a positive impact on the growth of our students and campus community.

We abstain from wasteful consumption of university assets and exploitation of natural resources.

We believe that God calls us to and empowers us for holiness of heart and life. With the help of the Holy Spirit, we seek to maintain states of mind and being that allow us to hear and respond to God. We encourage members of the PLNU community who are struggling with emotional, mental, or physical issues -- to seek confidential help from appropriate PLNU resources.  

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8 [https://my.pointloma.edu/ICS/Employee_Info/Benefits/Employee_Assistance_Program.jnz](https://my.pointloma.edu/ICS/Employee_Info/Benefits/Employee_Assistance_Program.jnz)