



## **Embry-Riddle Aeronautical University**

### **Intercollegiate Athletics**

### **Policies & Procedures Manual**

The information contained in this manual is used to guide and govern the Department of Athletics, both philosophically and operationally.

All coaches and Athletics staff are responsible for knowing and complying with the information contained in this manual, with particular attention to the portion relating to their area of responsibility, as well as all Sunshine State Conference and NCAA rules, and the Embry-Riddle University mission and vision. Please note that the Intercollegiate Athletics Policies & Procedure Manual may be updated and changed as necessary during the year. Updates will be posted to the website at <http://erauathletics.com>. We recommend checking the website regularly.

***Student – Person – Player***

# Embry-Riddle Athletics Policies & Procedures

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# Program Overview



## **University Mission**

Embry-Riddle Aeronautical University is the world leader in aviation and aerospace higher education. Our mission is to teach the science, practice and business of aviation and aerospace, preparing students for productive careers and leadership roles in business, government agencies and the military. Embry-Riddle's reputation as a leader in aviation and aerospace high education is grounded in its aviation roots dating back to 1926.

## **Embry-Riddle Athletics Mission Statement**

Embry-Riddle Athletics supports the philosophy of "Student-Person-Player" by developing the student-athlete intellectually, socially, psychologically, spiritually and physically in preparation for life after college. We strive to recruit, compete with and graduate student-athletes who are committed to personal growth, character development, serving the greater good of the campus and community, and embracing the ideals of the NCAA Division II Life in the Balance program. Embry-Riddle provides equitable opportunities for men and women to participate in nationally competitive athletic programs under the guidelines of the Sunshine State Conference and the NCAA.

## **Athletic Program Philosophy**

Embry-Riddle University's Intercollegiate Athletics Program is an integral part of the institution's total educational experience. ERAU provides an opportunity for the student-athlete to participate in intercollegiate athletics and to enhance their preparation for a rewarding life after college.

Embry-Riddle's Athletic Program will be conducted in a manner conducive to the "total person" concept: the development of the individual intellectually, socially, psychologically, spiritually and physically. Being involved with athletics will, ideally, help the student-athlete derive as much as possible from their education. However, the academic success of these students will be considered as paramount.

Students who participate in intercollegiate athletics are required to comply fully with all policies which apply to all students with regard to admission, curriculum, degree requirements, class attendance, personal conduct and general University standards.

Intercollegiate athletics is a competitive-cooperative area wherein individuals not only maximize their own potential, but also contribute to the attainment of team goals.

All athletic contests, practices and related activities will be conducted in compliance with the Sunshine State Conference and the NCAA.

## **Embry-Riddle Athletics Goals**

- Maintain a term and cumulative student-athlete GPA that is at least 5% higher than the student-body.
- Maintain student-athlete retention rates that are at least 5% higher than the student-body.
- Maintain student-athlete graduation rates that are at least 10% higher than the student-body.
- Strive for an NCAA Academic Success Rating that is in the top 5 in the Sunshine State Conference and top 20% in NCAA Division II.
- For those sports that have a post-season Sunshine State Conference tournament, strive for all teams to qualify for those tournaments.
- Finish in the top 5 in the Sunshine State Conference men's and women's Mayor's Cup.
- Finish in the top 50 in the Learfield Sports Director's Cup on an annual basis.
- Provide a safe environment for our student-athletes, including researching and implementing technology and innovations in sports performance, athletic training and rehabilitation services, insurance coverage, concussion testing, sickle cell testing, and regularly evaluate our emergency action plans.
- Provide a strong health and wellness program, including drug, tobacco and alcohol education, and nutrition and dietary education.
- Provide the best services for student-athlete emotional, mental and psychological health by continually evaluating and providing the proper and most effective counseling services (both on and off campus).
- Expand the current Eagle Skills program to include a comprehensive curriculum that focuses on student career readiness and professional development, personal development, leadership development, financial education, etc.
- Strengthen and solidify current and new relationships with campus and community members who can partner with Athletics to provide personal and professional education and development opportunities for our student-athletes.
- Comply with all rules and regulations of the Sunshine State Conference, Peach Belt Conference and the NCAA by maintaining and implementing proper monitoring systems.
- Provide exceptional customer service to all internal and external stakeholders through adequate educational opportunities regarding their shared responsibility in maintaining our culture of compliance.
- Work with the appropriate institutional staff members to submit reports to the Sunshine State Conference, Peach Belt Conference, NCAA and the federal government in a timely manner, while evaluating our systems to ensure consistency, efficiency, and effectiveness.
- Maintain a culture of respect and integrity, where all student-athletes, coaches and staff feel welcome, valued and safe.

- Promote the University's commitment to diversity & inclusion through educational programs for coaches, staff and student-athletes.
- Regularly analyze and assess Athletics program diversity & inclusion and gender equity efforts, ensuring plans are up to date and we remain in compliance with Title IX.
- Develop strategies that increase attendance at athletic events.
- Seek and build partnerships with campus and community organizations that provide a platform for our coaches, staff and student-athletes to volunteer their time and serve others.
- In collaboration with the University, coaches and student-athletes, share special interest stories that positively tell the story about our University, Athletics program and student-athletes.
- Work in cooperation with the Office of Philanthropy and Alumni Engagement on all fund-raising projects, specifically identifying major gift opportunities that provide student-athlete scholarships, facility enhancements and student-athlete development programming.
- Work with Athletic coaches and staff to identify strategies to increase revenue from non-tuition sources (e.g. special events like the Blue & Gold Gala, season ticket sales, booster club memberships, Varsity Club memberships, and corporate sponsorships, etc.).
- Work collaboratively with the University to regularly analyze, assess and prioritize critical Athletics capital needs and develop funding strategies to assist with facility upgrades and maintenance plans for long-term preservation.

## **Program Controls**

### **External Controls**

- Embry-Riddle University is a member of the National Collegiate Athletics Association and abides by all rules and regulations set forth in the constitution and bylaws of that organization.
- Embry-Riddle University is a member of the Sunshine State Conference (SSC) and an affiliate member of the Peach Belt Conference and abides by all rules and regulations set forth in the constitution and bylaws of those organizations.

### **Internal Controls**

- The control of Intercollegiate Athletics is the responsibility of the university administration.
- The Director of Athletics reports directly to the University President.
- The Assistant Director of Athletics for Business Operations works with the University Internal Auditor and the offices of University Accounting and Budget to oversee financial control of program budgets and business operations.
- The Intercollegiate Athletics Program is guided by the following campus-wide committees that oversee and provide input regarding policies, procedures and standards.

- The Intercollegiate Athletics Advisory Committee is comprised of a cross-section of the University community, including senior level University administration, faculty, Athletics and campus staff, and student-athletes. Chaired by a designee of the President, this group meets regularly to evaluate and provide feedback regarding the performance of the ERAU Athletics program based on a number of factors including NCAA compliance, student-athlete academic performance, well-being and community involvement.
- The ERAU Athletics Compliance Committee is comprised of a cross-section of the University community including academic advisors, representatives from Admissions, Financial Aid, Bursar, Registrar, Housing, the Dean of Students office, as well as Athletics compliance staff. Chaired by the Faculty Athletics Representative, the Compliance Committee meets monthly to oversee program compliance with NCAA rules, bylaws and standards.
- Recommendations concerning policies for the operation of the Intercollegiate Athletic Program at ERAU are subject to the approval of the President and the Board of Trustees.

### **Embry-Riddle Aeronautical University Diversity & Inclusion Statement**

“Embry-Riddle Aeronautical University is committed to being a global leader in diversity and inclusion in higher education. We continually strive to recognize, respect and celebrate the differences and cultural identities among individuals as we recruit, support, and embrace our diverse community. We work to provide a safe environment where self-expression is welcome. We strive to create a campus climate free of discrimination so that networks, partnerships and cultural competency continue to be fostered through leadership, integrity, care and respect. We are Embry-Riddle.”

### **Embry-Riddle Athletics Commitment to Diversity**

The Embry-Riddle Athletic Department embraces our University’s commitment to diversity and inclusion. Embry-Riddle Athletics is committed to providing equal opportunities for men and women to compete in intercollegiate athletic competition. We strive to create an athletic program that promotes the development of personal character by recognizing the uniqueness of the individual athlete and celebrates the strengthening of our program through the inclusion of all participants. Our commitment to Diversity & Inclusion is reflected in ERAU policies, procedures and programs. Our goal is to create and maintain an atmosphere of respect and integrity, where all student-athletes, Athletic staff and coaches feel welcome, valued and safe.

### **The Braddock Family Foundation/Cherie Keemar**

The Braddock Family Foundation is a generous sponsor of academic support for student-athletes at Embry-Riddle. The Braddock Family Foundation was established in 1990 to effectively address problems of human need. The Braddock Foundation directs its funding efforts toward projects that enhance the well-being of children, youth, the elderly and veterans. The Braddock Family Foundation is dedicated to assisting these groups in the areas of basic life necessities, education, job training, rehabilitation, and environmental issues that have an impact upon people’s lives.

Michael and Cherie (Braddock) Keemar were instrumental in establishing the Braddock Educational Support Team (**BEST Program**) on Embry-Riddle’s Daytona Beach campus in 1999. In the 21 years since its creation, the BEST Program has had a significant positive influence on the academic success of student-athletes. The



Best Program was created to develop student-athletes academically and personally to prepare them for life after their athletic careers.

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

#### **Mission Statement**

The mission of Embry-Riddle’s Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity, fostering open communication between student-athletes and athletic administrators, protecting student-athlete welfare, promoting a positive student-athlete image, encouraging school spirit, improving the day-to-day life of all student-athletes through activities and social events, and serving the greater good of the campus and community through service and engagement.

#### **Purpose**

The purpose of SAAC at Embry-Riddle is to promote efficient communication among student-athletes, Athletics staff, coaches and University faculty & staff in an effort to address athletic, academic and personal well-being issues. It functions to provide feedback and insight into the student-athlete experience and to offer input on the rules, regulations and policies that affect student-athletes’ lives. In addition, SAAC representatives are responsible for creating and enhancing unity among student-athletes, the student-body, Embry-Riddle faculty & staff and individuals in the community. Further, it facilitates the involvement of student-athletes in campus and community engagement projects, while also promoting the NCAA Division II Life in the Balance program.

#### **Membership**

Membership in SAAC will be composed of one representative from each intercollegiate sport and co-ed cheerleading. Each member is responsible to be the liaison between their respective team and the SAAC. The head coach will be responsible for choosing their team’s SAAC representative on an annual basis.

#### **Qualifications & Expectations**

Requirements for members of SAAC include the following:

- Maintain academic eligibility and be in good standing with the University;
- Represents the Athletics program philosophy of “Student-Person-Player”;
- Attend all meetings unless a circumstance arises that can’t be changed;
- Take an active leadership role in the meetings;
- Communicate with respective team members, listening to and noting issues that affect student-athlete welfare;
- Represent the teams’ views and concerns and communicate those at meetings;
- Report on committee meetings to the team and coaching staff, informing them of upcoming events and issues discussed;
- Be a positive advocate of the Athletics program and University, representing your teammates in a first-class manner;
- Promote the mission of the Athletics program and be an active participant in campus and community and engagement projects chosen by SAAC.

#### **Additional Recommendations**

- SAAC reps should have a GPA of 2.5 or higher to be selected;

- SAAC reps should have attended ERAU for at least one semester; no true incoming freshman should serve on SAAC;
- It is encouraged that SAAC reps serve for two years, but is not mandatory.

### **Executive Committee**

The Executive Committee will consist of the President, Vice-President, Secretary/Treasurer, Social Media Chair, Volunteer/Events Chair, and Greek-Life Liaison. The Executive Committee is responsible for establishing committees at the beginning of the year or as-needed based on departmental and University priorities. No single sport or gender will occupy all positions on the Executive Committee.

### **Executive Committee Elections**

Elections are held at the end of each spring semester for the next school year. Head coaches will appoint their team's representative at the end of spring term for the upcoming school year. Those representatives will attend the last meeting to elect Executive Committee members for the next school year. All SAAC Executive Committee officers will hold their positions for one academic year and are eligible to be re-elected for a second term.

### **Meetings & Attendance**

The SAAC will meet approximately once per month. Special meetings may be called as the needs arise. The Executive Committee may also meet in addition to regularly scheduled monthly SAAC meetings. The President will be responsible for calling Executive Committee meetings. A quorum for the Executive Committee is a simple majority.

It is expected that SAAC members will attend all meetings unless excused by the SAAC President. One excused absence per semester will be allowed, in which case the individual will send a team representative in their place. If a member misses more than one meeting in a semester, the Executive Committee has the right to determine their continued standing on the SAAC and may be asked to step down from their leadership role on the SAAC.

### **NCAA Division II SAAC Mission Statement**

The mission of the NCAA Division II SAAC is to enhance the total student-athlete experience by promoting opportunity for all student-athletes, protecting student-athlete welfare, and fostering a positive student-athlete image.

## **NCAA COMPLIANCE POLICIES**

Embry-Riddle Athletics is committed to complying with and upholding all rules, regulations and policies of the National Collegiate Athletic Association (NCAA) and the Sunshine State Conference. Embry-Riddle Athletics seeks to provide an environment of compliance and insure the NCAA principle of institutional control is adhered to through rules education, monitoring, open communication, and self-reporting. This responsibility is a collective endeavor that must be shared by Athletics department staff, coaches, student-athletes, other

appropriate institutional personnel, and individuals and groups representing the athletic interests of the institution.

Every member of the Embry-Riddle Athletics staff is responsible for understanding and complying with all applicable NCAA and Sunshine State Conference rules. These rules can be found on the Embry-Riddle Athletics Compliance website page at: <https://erauathletics.com>.

The Embry-Riddle Athletics Compliance website includes:

- The ERAU Compliance Manual
- The NCAA Division II Manual
- NCAA DII Initial Eligibility Standards
- NCAA 2-Year Transfer Guide
- NCAA 4-Year Transfer Guide
- Policy on Banned Drugs
- Guide for College Bound Student-Athletes

## Academic Policies

### **Communication**

The University officially communicates with students through the University email system. The ERAU Athletic Department expects all student-athletes to check their University email account daily and respond to all requests and notifications as appropriate. Other news regarding ERAU Athletics may be posted on the ERAU Athletics website, [erauathletics.com](http://erauathletics.com), and/or ERAU Athletics social media platforms. Coaches should encourage student-athletes to stay current on Athletic Department published policies and events.

### **Student-Athlete/Coach Academic Responsibilities and Policies**

Coaches have a responsibility to help ensure that student-athletes are adhering to university academic policies and working to achieve NCAA eligibility standards. It is ultimately the responsibility of the student-athlete to make the most of his/her educational experience at Embry-Riddle. It is critical that student-athletes maintain eligibility as outlined by the NCAA and Embry-Riddle Athletics in the Student-Athlete Handbook. Beyond maintaining minimum standards, however, student-athletes have an opportunity to achieve success in the classroom by taking advantage of every resource and support service available to them. Student-athletes are expected to:

- Abide by University policy regarding academic honesty and integrity.
- Choose a degree program and then work to successfully pursue and complete a degree.
- Attend all classes and be proactive with instructors regarding absences due to team travel.
- Meet with academic advisors to ensure that they are actively and appropriately progressing in their degree. Keep degree evaluations current to ensure graduation success.
- Use the resources provided by the Athletics Department through the BEST Program, including the Eagle Study Connection. Attend all study hours required by team rules or department administration.

## **Class Attendance/Missed Class Policy**

It is the policy of the Embry-Riddle Athletics Department that student-athletes must attend all classes and labs unless otherwise excused by the individual course instructor. Students who miss class due to illness or other circumstances are subject to the attendance policy of the individual course and instructor. The Dean of Students office can assist students with verification of absences due to emergencies or special circumstances. Student Health Services can also verify medical visits for instructor notification. Unexcused absences may result in athletic penalties.

**Team Travel** – The Athletic Department works with the campus Senior Academic Officer to provide written verification of official team travel. This letter provided by the Senior Academic Officer validates for instructors the team travel schedule for the semester. Coaches are responsible for requesting a copy of the “travel letter” from Athletics administration each semester. Students are responsible for all course work that is missed due to an excused absence due to team travel or otherwise. Professors/instructors are requested to allow missed classes for athletic commitments, however, due to the nature of some courses or program curriculums, some courses have very strict attendance policies and absences, regardless of circumstances, may not be excused and may affect the outcome of a student’s grade. It is the responsibility of every student-athlete to discuss their team travel schedule with their instructors at the beginning of each semester and notify their instructors in writing of specific trips at least one week in advance of travel. Prompt distribution of the “travel letter” and the student-athlete’s advanced communication with professors will provide the most successful management of team-related class absences.

## **Academic Eligibility**

All student-athletes must be in “Good Academic Standing” and maintain a minimum cumulative grade point average of 2.0. A student whose cumulative grade point average is less than 2.0 for two consecutive semesters will be placed on Academic Probation. Any student who has a semester/term GPA of less than a 1.0 may be suspended or placed on Academic Probation in accordance with University academic policies. Students (including student-athletes) on Academic Probation are NOT in good standing and therefore may NOT participate in intercollegiate athletics as a member of the University team. **NOTE: Per NCAA academic requirement, effective 8/1/16, To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must achieve a minimum cumulative grade-point average of 2.00 prior to the beginning of each fall term. Bylaw 14.4.3.5.**

## **Academic Warning, Probation, Suspension and Dismissal**

*Warning, Probation and Suspension Criteria:*

- A student who has a Cumulative Grade Point Average, CGPA, of less than 2.0 for one (1) semester will be placed on Academic Warning. The student is restricted to 15 credit hours and must repeat all F’s and is recommended to repeat all D’s. The College Dean or designee may further restrict the academic program of a student on warning.
- A student who has a CGPA of less than 2.0 for two (2) consecutive semesters will be placed on Academic Probation. The student is restricted to 12 credit hours and must repeat all F’s and D’s. The College Dean or designee may further restrict the academic program of a student on probation.

- A student who has a CGPA of below 2.0 for three (3) consecutive semesters will be suspended from the University. However, if the student maintains a term GPA greater than 2.0 and the student's Cumulative GPA remains below 2.0, he or she will remain on Academic Probation.
- A student who has a term GPA of less than 1.0 will be placed on Academic Probation. A first-semester student who has a term GPA of less than 1.0 will be placed on Academic Probation and will be required to meet with the Department Chair to develop a plan of study. No registration for subsequent terms will be permitted until this requirement has been met. The College Dean or designee may further restrict the academic program of a student on probation.
- A student who is on Academic Warning or academic probation and has a subsequent term GPA of less than 1.0 will be suspended from the University.
- Students placed on Academic Warning or Probation must meet with their Advisor or Program Coordinator to develop a plan of study to remove him/her from Warning or Probation. This plan of study must be filed with the Registrar.

### **Student-Athlete Process for Dropping Classes**

All student-athletes have an ***Athletic Eligibility Hold*** on their ERNIE account at all times. This does not prevent student-athletes from registering or adding classes; however, it does require approval from the Athletics Department when dropping a class. Student-athletes are strongly encouraged to work with their Academic Advisor and Financial Aid before making a decision. Dropping classes can negatively impact athletic eligibility, scholarships and other forms of financial aid.

Student-athletes MUST have approval from the Athletic Department to drop any class at any time. See the instructions below for the specific process:

#### **During Registration and through the first five (5) days of class (fall & spring)**

1. Complete a ***Change of Registration Form*** available from Ernie Central, the Athletics Department and academic advisors. The form can be obtained electronically via email.
2. Meet with the academic advisor for guidance regarding class changes.
3. Obtain approval from the Athletics Department. Approvers include Sonja Taylor, Michael Harrison and Mea Darley.
4. Return the signed form to Ernie Central or send via email.
5. Note, change requests may also be done electronically via email.

#### **After the Fifth (5<sup>th</sup>) Day of Class (fall & spring)**

Student-athletes are encouraged to talk to their coach before making any changes. Student-athletes must follow the steps above **AND** obtain the written approval of the professor and the academic advisor. Student-athletes are also strongly encouraged to consult with Financial Aid before dropping a class.

All student-athletes must be registered full-time in at least 12 credit hours during fall and spring to be athletically eligible. If an athlete drops below 12 hours, athletic eligibility will be affected immediately, and the student-athlete will not be able to practice or compete. Only seniors in their last academic semester are allowed to be enrolled at less than 12 hours and maintain eligibility.

## **Student-Athlete Records & Confidentiality**

The University respects the rights and privacy of students in accordance with the Family Educational Rights and Privacy Act (FERPA). At its discretion, the University may disclose certain items of directory information without the consent of the student, unless the student submits a written nondisclosure request. Students are required to login to ERNIE (Embry-Riddle Network for Information Exchange) portal, go to “Student Center”, find your “Personal Information” section, and complete “Auxiliary Access” to designate up to three individuals to make payments and access your student records. Directory information consists of student name, ERAU e-mail address, ERAU Box address, campus or college attended, course of study and areas of specialization, dates admitted, attended, and graduated, enrollment and class status, degrees sought or earned and dates received or anticipated, awards, honors, and special programs or recognitions, and – **for student athletes and scholarship recipients** – the ERAU ID photograph. Additionally, the following may be included as directory information, but is only released for compelling reasons and only with advance approval of the Registrar, Dean of Students or their designee: address, telephone number, non-ERAU e-mail address, date of birth, factual disciplinary history, and information from public sources. As officials of the University, coaches, Athletic staff, faculty and administrators may have access to student educational records for the purpose of advising and guiding student success.

## **Academic Support - The BEST Eagle Study Connection**

Academic support is available to student-athletes through the **BEST** program (Braddock Educational Support Team) and is in place to help student-athletes manage their academics primarily through tutoring, mentoring and academic advising. The **BEST Eagle Study Connection** provides general study sessions, as well as individual and group tutoring. Student-athlete “Study Mentors” are selected to provide academic tutoring as well as peer mentoring. Study Mentors are selected to represent a wide variety of academic majors. Study Mentors can help with a wide variety of courses; however, individual private tutoring is very limited and cannot be guaranteed to all student-athletes. Student-athletes who are assigned to private tutoring **MUST** attend every scheduled session or privileges will be discontinued.

The Eagle Study Connection staff will monitor weekly attendance at general study sessions. Attendance reports will be provided to coaches each week. Coaches will determine if student-athletes are meeting required study hall hours.

## **Early Alert & Mid-Term Grade Warnings**

All students are assigned Early Alert and Mid-Term grades during the semester to indicate how students are doing in each class. Progress is indicated by “**S**” for satisfactory, “**U**” for unsatisfactory, and “**UX**” for unsatisfactory due to lack of attendance. Student-athletes can check grades by logging into their ERNIE account. Coaches and designated Athletics staff also have access to student grade information. This information should be used for advising purposes. The Records and Registration office provides grade reports to the Athletics Department for all student-athletes. This information is used to monitor eligibility and provide academic support outreach.

## **Academic Intervention Strategies for Student-Athletes**

Supporting the academic success of student-athletes is among the highest priorities for ERAU Athletics. For this reason, special outreach efforts are focused on student-athletes who are struggling academically (as defined by ERAU Athletics), or have reached a point in which their eligibility to compete may be in jeopardy.

- Head Coaches will be notified of all student-athletes who receive “U” (Unsatisfactory) or “UX” (Unsatisfactory Attendance) grades, at the Early Alert or Mid-Term point in the semester.
- All student-athletes who receive two (2) or more “U” (Unsatisfactory) or “UX” (Unsatisfactory Attendance) grades at the Early Alert or Mid-Term point in the semester will receive an outreach communication from the Athletics academic support staff with recommendations and resources to remain in academic good standing.
- Student-athletes are encouraged to use campus academic support resources including the Eagle Study Connection, Academic Advancement Center, the College of Business Study Center, First Year Programs and other offices that provide support.
- In some situations, student-athletes may be offered individual private tutoring through the Eagle Study Connection. In these cases, student-athletes are required to attend all one-on-one tutoring sessions and maintain effective communication with their assigned Study Mentor. Student-athletes who fail to follow through with tutoring appointments will lose the privilege of such services.
- The Athletics academic support staff may also recommend additional support services such as the Counseling Center, Disability Support Services, Student Health Services and the Dean of Students Office. When appropriate, the Head Coach will be notified and a plan for success will be discussed.

## Diversity & Inclusion

### **Overview of Diversity and Inclusion in ERAU Athletics**

The Embry-Riddle Athletics Department embraces our University’s commitment to diversity and inclusion. Providing equal opportunities to all student-athletes and personnel is among our most highly regarded core values. The goal of ERAU Athletics is to foster a culture where student-athletes, coaches, staff and fans are valued for their contributions and are motivated to participate to their fullest potential. Collegiate athletics provides an opportunity for students to compete with and against others who come from different races, cultures, religions, sexual orientations, gender identities and social classes; all of whom share the common goal of achieving athletic excellence. ERAU Athletics is committed to attracting and retaining a diverse group, nurturing and celebrating different and unique perspectives, while valuing the ideas and efforts of individual contributors in a safe and non-judgmental environment. We promote civility and respect, so that our stakeholders will enjoy a meaningful experience.

### **The Athletics Diversity & Inclusion Committee**

The Athletics Diversity & Inclusion Committee is a campus-based committee including coaches, faculty, Athletics staff and campus administration with a focused interest in supporting the diversity and inclusion efforts of Embry-Riddle Athletics. A major goal of the committee is to create and maintain a Diversity & Inclusion Plan for Athletics that addresses policies, education, staffing and organizational needs and other issues as indicated by assessment measures. One of the primary purposes of the Athletics Diversity & Inclusion Committee is to develop and maintain an Athletics Diversity Plan. This plan includes policies related to transgender student-athletes and student-athletes with disabilities. The plan can be found at <https://erauathletics.com/documents/2016/5/27/diversity.pdf>

# Student-Athlete Wellness

## **Student-Athlete Mental Health**

Mental health has become an increasingly important aspect of overall student-athlete wellness. Coaches and athletic staff are encouraged to be mindful of student-athlete mental health and refer students to campus support resources as appropriate. Coaches are also encouraged to inform the Sports Medicine staff of any student-athlete mental health concerns. Additional information and policies related to student-athlete mental health is available on the Sport Medicine website

<https://erauathletics.com/sports/2016/12/15/mental-health-policy.aspx>

**Response to student-athletes with urgent mental health related needs.** ERAU Athletics administrative, coaching and sports medicine staff that encounter student-athletes who appear to be in an urgent or critical situation manifesting behaviors or symptoms related to a mental health disorder are strongly encouraged to assist that student-athlete in obtaining intervention services from appropriate mental health agencies, either on-campus or community based. Information regarding these service agencies is available via separate dissemination (fliers, posters, pocket information cards), but includes the following:

- **ERAU Counseling Center, 386-226-6035**
- **Suicide Lifeline, 1-800-273-TALK (8255)**
- **ERAU Campus Safety, 386-226- SAFE (7233)**
- **Halifax Health Medical Center, 386-254-4000**
- **Advent Health Hospital, 386-231-6000**



# Student-Athlete Conduct & Support

## Communication

The University officially communicates with students through the University email system. The ERAU Athletic Department expects all student-athletes to check their University email account daily and respond to all requests and notifications as appropriate. Other news regarding ERAU Athletics may be posted on the ERAU Athletics website, [erauathletics.com](http://erauathletics.com), ERAU Athletics social media, or coaches' announcements. Student-athletes are responsible for staying current on Athletic Department events.

## Sportsmanship

In accordance with the Embry-Riddle Athletics Mission Statement and the NCAA Principle of Sportsmanship, Embry-Riddle Athletics is committed to promoting the fundamental values of respect, fairness, civility, honesty and responsibility. We believe that athletics is an integral part of the student-athlete's overall educational experience and strive to educate all participants in athletic contests to conduct themselves with civility, dignity and respect for opponents.

We define sportsmanship as respect for oneself, opponents, coaches, teammates, officials and property. This focus on sportsmanship is further emphasized in our initiative and desire to develop the best student, person and player. As Embry-Riddle student-athletes, coaches and staff, we have the responsibility to represent ourselves, our families, our team, our department and the University with the highest level of sportsmanship and character.

Creating an environment that exhibits sportsmanship involves:

- Showing respect towards teammates, coaches, opponents, officials, and fans.
- Using appropriate language.
- Accepting results gracefully and with a positive attitude.
- Maintaining self-control.
- Refusing to cheer/jeer at opponent's failures.
- Helping a fallen opponent.
- Handing ball to or retrieving ball for officials in a courteous manner.
- Refusing to be drawn into any physical conflict.

**The NCAA Sportsmanship and Ethical Conduct Committee** has developed the following definitions for sportsmanship and ethical conduct.

- **Sportsmanship** is a set of behaviors to be exhibited by student-athletes, coaches, game officials, administrators and fans in athletic competition. These behaviors are based on values, especially respect and integrity.
- **Ethical conduct** is a set of guiding principles with which each person follows the letter and spirit of the rules. Such conduct reflects a higher standard than law because it includes, among other principles, fundamental values that define sportsmanship.

**Sportsmanship is one of 16 defining principles of the Association:**

***NCAA Bylaw 2.4 The Principles of Sportsmanship and Ethical Conduct.***

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletic programs and events should adhere to such fundamental values as respect, fairness, civility, honest and responsibility. These values should be manifested not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. It is the responsibility of each institution to: *(Revised: 1/9/96)*

- Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and *(Adopted: 1/9/96)*
- Educate, on a continuing basis, all constituencies about the policies in Constitution 2.4-(a). *(Adopted: 1/9/96)*

**The Positive Game Experience**

Embry-Riddle Athletic events can be the “front porch” to our University for many community members, as well as a great way to build school spirit among our students, faculty & staff. We want to provide every spectator, every fan, every student, as well as every student-athlete with the most positive experience possible. We pledge to:

- Welcome fans with friendly, courteous staff.
- Provide a lively and energetic atmosphere and encourage fan involvement.
- Confront inappropriate and disruptive fan behavior.
- Provide clean and comfortable facilities.
- Provide convenient, affordable and properly prepared concession food.

**Title IX – Sexual Misconduct**

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Embry-Riddle Aeronautical University does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the University’s educational programs or activities. Students are asked to immediately report incidents to the Campus Safety and Security, (386) 226-6326 or Linda Dammer, the Title IX Coordinator (386) 226-7971. Students may also report incidents to a coach, Resident Advisor, an instructor, faculty or staff member, who are each required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Counseling Center (386) 226-6035 or Health Services (386) 266-7917 or Clergy (386) 266-6007. For more information about Title IX, go to:

<https://www.erau.edu/administration/title-ix/>

**Sexual Assault/Sexual Misconduct Response Protocol**

**If an incident of sexual assault or sexual misconduct is reported to you:**

STEP 1: Care for the student – Ensure that he or she is safe and provide nonjudgmental support.

STEP 2: Connect the student with resources – Identity support and counseling services. Offer options and put the student in as much control as possible.

On Campus: Counseling Center 386-226-6035

Student Health Services 386-226-7917

Campus Safety 386-226-7233 (SAFE)

Campus Chaplain 386-226-6580

Off Campus: Rape Crisis Assistance Center 386-236-3123

Sexual Assault 24/7 Hotline 1-800-503-7621

STEP 3: Contact the campus Title IX Coordinator for information on reporting policies.

The Title IX Coordinator is:

Linda Dammer

386-226-7971

## **Embry-Riddle Code of Conduct**

**Philosophy:** Embry-Riddle Athletics considers participation in intercollegiate competition to be a privilege, not a right. Student-athletes are expected to conduct themselves at all times in a manner that represents the University at the highest level, demonstrating pride, honesty, sportsmanship and integrity.

**Student-Athlete Expectations:** Student-athletes are expected to abide by all of the rules and policies of the Honor Code as listed in the campus Student Handbook. Student-athletes are also expected to abide by all team rules or player agreements, as dictated by coaches. Student-athletes are expected to:

- Abide by the ERAU Honor Code, including all campus rules and policies public laws.
- Demonstrate good sportsmanship.
- Consciously commit to being a positive role model to others through physical actions, personal behavior, and our physical representation, including how we dress and behave.
- Refrain from and be intolerant of physical abuse, harassment, intimidation and discrimination.

Student-athletes who violate team rules or who engage in misconduct resulting in serious campus disciplinary penalties including, but not limited to, disciplinary warning, conduct probation or interim suspension may be subject to separate Athletic department penalties, at the discretion of the coach and/or administration, including possible reduction in or loss of athletic scholarship.

**Academic Responsibilities:** Student-athletes are expected to assume the ultimate responsibility to achieve success in the classroom. It is critical to maintain eligibility as outlined by the NCAA, the Sunshine State Conference and Embry-Riddle Aeronautical University. Student-athletes are expected to be actively involved in their academic progress each semester.

**Criminal Violations:** Student-athletes are required to report all criminal violations of the law to the Athletic Director, their Head Coach, and the ERAU Campus Safety and Security Department. In all cases of arrest and conviction the Athletic Director/Head Coach reserves the right to mandate or enforce the following consequences (including but not limited to):

- Suspension from practice and competition.
- Dismissal from the team.
- Reduction or elimination of athletic aid.
- Community Service.
- Counseling.

**Amateur Status:** It is imperative that all student-athletes understand the guidelines by which to maintain their amateur status in order to ensure continued play at the national level of intercollegiate athletics:

- Student-athlete has not received monetary or material gain for participation in their sport.
- Not signing a contract with any professional team or entering into any kind of an agreement to compete in professional athletics.
- Participating in any athletic contest as a professional or as a member of a team where the student in question receives remuneration exceeding the actual expenses of travel, meals and lodging.
- Receiving remuneration for use of name or picture to promote any product or enterprise.

## **Gambling**

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

According to NCAA Bylaw 10.3 on Gambling Activities...

"... student-athletes shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate competition
- Solicit a bet on any intercollegiate team
- Accept a bet on any team representing the institution
- Solicit or accept a bet on any intercollegiate competition for any item (i.e. cash, dinner, shirt) that has tangible value; or
- Participate on any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmarker, a parlay card or any other method of employed or organized gambling. This includes fantasy sports and NCAA Tournament brackets.

Any student-athlete found to have engaged in gambling activities may also be subject to disciplinary action pursuant to Bylaw 10.4.

## **Social Networking Policy**

With the popularity of social-networking sites such as Facebook, Twitter, Instagram etc., the need to set guidelines to protect student-athletes has become increasingly important. These sites can pose some true dangers to their users. In an effort to educate our student-athletes and in the interest of protecting student-athlete safety and the reputation of our program and institution, the Embry-Riddle Intercollegiate Athletics program has developed the following cautions and guidelines for our student-athletes' use of such social networking sites.

- No photos with alcohol, regardless of who the drink belongs to.
- No photos that include prospective student-athletes (recruits).
- No sexually suggestive photos.
- No posting of obscene or sexually explicit quotes, or photos of profane gestures.
- No posting of quotes that can be interpreted in a way that may damage the reputation of a student-athlete, team, coaches, or the University.
- No use of profanity or other language which is derogatory or disrespectful to any individual or group.

## **Hazing**

Embry-Riddle University prohibits any form of hazing. Hazing is defined as any action or situation created by individuals, groups, teams or student organizations, on or off campus that could cause or has the potential to result in harassment, emotional or physical abuse or harm, embarrassment, anxiety, ridicule, or the violation of a University rule, no matter how good the end result or intent. Examples of hazing include, but are not limited to the following:

- Paddling.
- Forced indulgence of alcohol or food.
- Forced excessive exercise.
- Indecent stunts or dress.
- Deprivation of sleep, normal sleep patterns or adequate study time.
- Physical harassment such as pushing, shoving, tickling, yelling, etc.
- Deprivation of normal amounts of food and water.
- Individual or group interrogations such as line-ups.
- Personal servitude.
- Assigning pranks.
- Forced or coerced trips i.e. “kidnaps”.
- Encouraging, pressuring, coercing or rewarding the breaking of laws, regulations or policies.

Hazing is prohibited regardless of consent, membership or affiliation (new or not). Hazing exists regardless of the knowledge and/or endorsement of the group’s members, advisor, coach, alumni or leadership. Any suspicions of the above or related activities should be reported to the Dean of Students office, the Director of Athletics, or any members of the Athletics, Student Activities or Campus Safety Staff. For additional information, please refer to Florida’s **Chad Meredith Act**. More information can be found at <http://hazing.fsu.edu/law.html>

## **Tobacco**

The Embry-Riddle Athletic department strongly discourages the use of tobacco products of all types among its student-athletes. The use of tobacco is proven to be a health hazard and is contra-indicated for athletic performance. In addition, **Embry-Riddle Aeronautical University is a Tobacco Free Campus**. In keeping with our core value of making our environment safer for everyone, the University prohibits the use of any tobacco product whether in the form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes or chewing tobacco. It is the policy of the University that tobacco products are not allowed anywhere on University owned or leased property (including buildings, parking lots, personal vehicles, etc.) Additionally, tobacco products are prohibited in all University vehicles. Any student needing assistance quitting smoking may seek personal consultation services through the Student Health Services office. Smoking Cessation classes and other resources are also available by contacting Pamela Petrone, R.N. Wellness Coordinator at 386-226-7917, or at <http://www.erau.edu/db/health/index.html>.

## **Alcohol**

An individual must be at least 21 years of age to purchase, possess or consume alcohol. The use and/or possession of alcohol on University property, with the exception of approved designated areas or events

are prohibited. Student-athletes are responsible for knowing and complying with the guidelines for the proper use and or possession of alcohol on campus and in the residence halls which can be found in the ***Student Handbook*** and the ***Housing & Residence Life Policy Guide***. Coaches may include additional guidelines for the use of alcohol in team agreements. Each student-athlete is responsible for knowing and complying with all rules related to the possession and consumption of alcohol and will be held responsible for their behavior both on and off campus. Embry-Riddle Athletics provides alcohol education and other “Life Skills” programming to help student-athletes make better individual choices regarding the use of alcohol. Student-athletes who violate campus alcohol policies or state laws will be subject to the campus judicial process as well as Athletic sanctions.

### **Team Agreements/Rules**

Coaches are encouraged to create team agreements and/or team rules that reflect and are consistent with the University Student Code of Conduct, NCAA compliance rules and the Embry-Riddle Athletics department policies as outlined in both the Student-Athlete Handbook and this Policies and Procedures Manual.

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

Embry-Riddle student-athletes have the right to appeal decisions made by coaching and/or Athletics administrative staff regarding matters of discipline, adherence to team rules or Athletics program policies. Student-athletes are encouraged to first attempt to settle their dispute directly with the coach or staff member involved. Members of the Athletics Department administrative staff may assist with this resolution. If this is unsuccessful, the following process is available to student-athletes for the review of grievances.

Please note that grievances pertaining to athletic grants-in-aid (scholarships) must be appealed to the Financial Aid Appeals Committee. Grievances involving the use of banned substances are subject to separate procedures under the ERAU Athletics Drug Testing Policy (both processes are outlined separately in the Student-Athlete Handbook). Grievances that may involve sexual assault or sexual harassment will be referred to the campus Title IX Coordinator at the Dean of Students office for investigation.

Student-athlete grievances must be submitted to the **Faculty Athletic Representative (FAR)**, who serves as a neutral party and ensures that the grievance process is conducted properly and fairly. The student-athlete should contact the FAR directly and be prepared to put his/her appeal in writing, along with all supporting documentation. As the principle advocate for the student-athlete, the FAR should meet with the student to discuss the complaint and assess the seriousness of the situation with regard to ERAU, NCAA or Sunshine State Conference policies, procedures and by-laws. If the FAR deems the grievance serious enough to proceed, the FAR will serve as a neutral chairperson of an ad-hoc committee chosen by him/her to hear the appeal. Depending on the severity of the case, the recommended makeup of the committee is at least three, and no more than seven members, including the FAR. Representation from the following groups is suggested:

- Athletic Administration (Assoc. AD, SWA, Dir. of Compliance)
- Coaching Staff (must have no conflict of interest)
- Faculty
- Intercollegiate Athletic Advisory Committee
- Compliance Committee
- Student Affairs Staff (Dean of Students office, Counseling Center, Registrar)

- SAAC Executive Committee Member (must have no conflict of interest)

The FAR may select committee members based on expertise or experience in a particular area based on the nature of each case. The charge of the Student-Athlete Appeals Committee is to **1)** review and assess the validity of the claim made by the student-athlete; and **2)** recommend to the Director of Athletics a subsequent course of action designed to rectify the situation, if deemed necessary.

If a Student-Athlete Appeals Committee is convened in response to a student-athlete's formal grievance, the decision of the appeals committee with regard to the case shall be considered final and binding on both the student-athlete and coaches or administrators. Both parties in the dispute will agree to abide by the decision of the committee.

**The formal procedure is as follows:**

- The student-athlete must write a letter to the FAR which will contain formal notice of his/her intent to begin the appeal process. The letter must be submitted **within Ten (10) days of the incident in question in both hard copy and email formats**, and must consist of a detailed account of the matter in question, including a complete history and a thorough factual account of the incident in dispute. In addition, the submission should include all relevant and appropriate documentation, including, but not limited to, copies of by-laws, policies or rules from the current NCAA Manual, Sunshine State Conference Handbook or ERAU Student-Athlete Handbook. The submission may include a statement from the student-athlete regarding what he/she seeks as an appropriate remedy, solution, or restitution. **NOTE:** It is the responsibility of the student-athlete to ensure that the FAR receives both the hard-copy and email submissions of the appeal and should contact the FAR to confirm the receipt.
- After receipt of the appeal letter, the FAR will contact the student-athlete and arrange a pre-appeal conference. At that time, the FAR will review the information contained in the appeal and confirm whether there is sufficient basis to proceed. When this is determined, the FAR will explain the remainder of the process, including the possible membership of the committee and committee procedures. The student-athlete will have the opportunity to ask questions or express any concerns at this time.
- If the student-athlete appeal is sufficient to proceed to a committee hearing, the FAR will contact potential members for the Student-Athlete Appeal Committee and arrange a meeting time that coordinates with the student-athlete's schedule. The FAR will instruct or remind the committee members of their duties and obligations as part of the committee process. The FAR will distribute copies of the appeal documents, as well as any applicable rules, policies and procedures.
- The FAR will reply to the student-athlete in writing acknowledging receipt of his/her appeal and indicating whether the appeal process will proceed to the Student-Athlete Appeal Committee. If the process is to proceed, the letter will indicate the day and time of the committee hearing, along with any/all instructions and preparations for meeting with the committee. Unless a conflict of interest exists, the Senior Woman Administrator (SWA) will assist the FAR with the administrative aspects of the Student-Athlete appeal process. This may consist of helping to arrange meeting times, providing documentation to committee members or assisting with other communication issues.
- The FAR will convene the Student-Athlete Appeal Committee and respond to any questions regarding the written appeal, supporting documentation, applicable rules, policies or procedures.
- The committee will interview the student-athlete and review the merits of his/her appeal.
- The committee will interview the coach and/or athletics administrator involved in the appeal and will be given the opportunity to state his/her side of the case.



- The committee will then deliberate, may ask for additional information, may interview any additional parties or re-interview any parties involved prior to rendering a decision.
- Upon reaching a decision, the FAR will inform the student-athlete of the committee's decision in writing. The FAR will also forward a copy of the committee's decision, along with recommendations, to the Director of Athletics.
- If a course of action is recommended to the Director of Athletics, the AD will also correspond in writing to the student-athlete, as well as all involved parties, regarding necessary steps.

**NOTE:** The decision of the Student-Athlete Grievance Committee and/or any recommendations made to the Director of Athletics is final.

### **Campus Grievance Procedure**

The Grievance Process for all students is managed through the Dean of Students office. As outlined in the *Student Handbook*, Students who have a personal grievance are first encouraged to address their issue with the appropriate staff/faculty/coach with responsibility concerning the issue. If no agreement can be reached, the student should submit their grievance in writing and request a meeting with a dean in the Dean of Students Office. The Dean of Students Office will assist the student in contacting the appropriate department head or director with supervisory responsibility for the area of concern. Additionally, students may contact the Dean of Students Office to gain advice and specific direction in seeking a resolution to his/her grievance. Advocacy services are available to currently enrolled students. When appropriate, the Dean of Students Office also offers formal mediation services for dispute resolution. In some circumstances the opportunity to request an appeal with a College Dean or Department head may be appropriate. Students who choose to seek advocacy and consultation with the Dean of Students Office will be notified that official documentation of the actions taken will be kept in the Dean of Students office.

### **Program Assessments**

At the conclusion of each sport season, student-athletes are given the opportunity to evaluate the head coach, assistant coaches, sports medicine, support operations and other factors related to the student-athlete experience.

- The evaluation process is typically conducted at the conclusion of the season or at the end-of-year compliance meeting. Attendance by all student-athletes is required.
- Data from the evaluations, including comments, will be compiled by Institutional Research or the Faculty Athletics Representative and provided to the Director of Athletics and senior leadership staff for discussion with coaches during their Performance Evaluations. Data will also be shared with the Athletics Gender Equity Committee and Athletics Diversity and Inclusion Committee, as appropriate, and used to determine needed improvements to the overall Athletics program.

### **The Counseling Center**

Professional counseling services are available to all students, including student-athletes, through the Embry-Riddle Counseling Center. The goal of the Counseling Center is to assist students in becoming healthier, happier, and more successful. All counseling services are free and confidential. All counselors are professionally trained and licensed in the State of Florida. Some of the typical problems that students seek support and counseling for are stress, problems sleeping, poor academic progress, depression, anxiety, homesickness, loneliness, self-esteem, and relationship difficulties with friends, family, and teammates. Contact the Counseling Center at 386-226-6035, or [www.erau.edu/db/counseling](http://www.erau.edu/db/counseling)

Other services available:

- Mental health assessments and testing.
- Referral services for long-term therapy and/or specialized services, including substance addiction, gambling addiction and eating disorders.
- Referral services for psychiatric evaluations and medications.
- Crisis response and intervention.

### **Disability Support Services**

Embry-Riddle University recognizes its responsibility to provide equal access and opportunity to persons with disabilities as mandated by Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act. Students in need of assistance must contact the Disability Advocate, designated as the Director of Disability Support Services, to be considered for support or accommodation. This request for reasonable accommodation or support must be submitted with documentation from the appropriate professional source(s). Services may include priority registration and assistance with scheduling courses, assistive technology, coordination of services with other University departments, academic modifications, location of tutorial assistance, counseling in faculty/peer relations, guidance in lifestyle management, and diagnostic referrals. Contact Disability Support Services at 386-226-7916.

### **Student Health Services**

Professional health care is available to all student-athletes through the Daytona Beach campus Health Services Clinic. The clinic is open six days per week, including three evenings until 8 p.m. The clinic staff includes a Physician, Physician's Assistant, Nurse Practitioner, and Registered Nurses. An FAA medical examiner is also available for consultation. All students pay a Health Services fee and all services are offered at no additional charge. Student-athletes are encouraged to focus on their general health by taking advantage of services available through Sports Medicine and ERAU Health Services. Contact Health Services at 386-226-7917.

### **Embry-Riddle Financial Aid**

Student-athletes may be eligible to receive financial aid which may consist of a combination of institutional awards, state or federal aid, student employment, or external scholarships. Many financial aid awards have academic performance requirements and/or need based requirements. The Financial Aid office should be consulted regarding the requirements of each award. In order to maintain financial aid, all students must consistently meet Standards of Academic Progress, as defined by the Embry-Riddle Financial Aid office. For more information about scholarships and other forms of financial aid, students should contact the Embry-Riddle Financial Aid office located in the Tomcat Annex, Building 30-1, at 386-226-6300. Information is also available at <http://daytonabeach.erau.edu/financial-aid/index.html> or in the University catalog.

All U.S. students are strongly encouraged to file a FAFSA (Free Application for Federal Student Aid) each year to determine their eligibility for aid. Financial Aid Counselors provide students with information on the application process for financial assistance and help with financial planning for college. Application materials should be completed by the following priority dates to ensure review prior to the start of the term:

- March 1 – Fall Semester

- October 1 – Spring Semester
- February 15 – Summer Semester

Student-athletes should be aware that certain academic decisions, such as enrolling for less than full-time, dropping or auditing classes, taking an internship, withdrawing, etc. may affect their current or future financial aid award, as well as athletic eligibility. All student-athletes should consult their coach, the Athletic Eligibility Coordinator or Financial Aid before making any changes to their academic schedule.

All awards, cancellations, reductions, renewals, and non-renewals of athletics financial aid are made by the coach and Director of Athletics. All are processed and sent out through the Financial Aid Office and at the direction of the Director of Financial Aid. All head coaches desiring to request an athletics financial aid award must follow the following procedures.

### **Athletics Financial Aid**

All awards, cancellations, reductions, renewals, and non-renewals of athletics financial aid are made by the coach and Director of Athletics. All are processed and sent out through the Financial Aid Office and at the direction of the Director of Financial Aid. All head coaches desiring to request an athletics financial aid award must follow the following procedures.

#### **Procedure for Awarding Financial Aid to Incoming Freshmen**

1. Head Coach completes the Request for Athletic Scholarship or National Letter of Intent (NLI) Form, signs it and submits it to the Assistant Director of Athletics for Compliance.
2. The Assistant Director of Athletics for Compliance ensures that the PSA is registered with the Eligibility Center and is on the Embry-Riddle Institutional Request List (IRL) and that the PSA's high school transcripts and test scores are on file.
3. The ADA for Compliance then checks with the Admissions Office to see if the PSA has applied for admission and meets the minimum requirements for admission to Embry-Riddle.
4. The ADA for Compliance obtains the authorization signature of the Director of Athletics on the Request for Athletic Scholarship or National Letter of Intent (NLI) Form.
5. After all signatures are obtained, the ADA for Compliance compiles a spreadsheet of the information listed on each student-athlete's Request for Athletic Scholarship or National Letter of Intent Form. The Student-Athlete Scholarship Spreadsheet is then sent to the Financial Aid Liaison for review.
6. The Financial Aid Athletic Liaison will update the Student-Athlete Scholarship Spreadsheet with the institutional scholarship amounts for which each student-athlete will qualify. The updated spreadsheet will be sent to the ADA for Compliance.
7. The ADA for Compliance will revise all *Request for Athletic Scholarship Forms* using the information on the Student-Athlete Scholarship Spreadsheet submitted by the Financial Aid Athletic Liaison. Once completed, copies of all forms will be sent to the Director of Financial Aid for the student-athlete's financial aid file.
8. The ADA for Compliance produces three copies of the Athletics Grant-in-Aid Award, two copies of the ERAU National Letter of Intent (NLI) and obtains the authorization signature from the Director of Athletics on all copies.
9. The Athletics Grant-in-Aid Award and all information are checked for accuracy by the Director of Financial Aid. The Athletics Grant-in-Aid Award is then signed by the Director of Financial Aid.
10. After all approvals and signatures required are achieved, a cover letter with the Director of Financial Aid's signature, the ERAU National Letter of Intent (NLI) and the Athletics Grant-In-Aid are delivered via email to the student-athlete.

11. The student-athlete has 7 days to sign and return two copies of the Athletics Grant-in-Aid Form and one (1) copy of the ERAU NLI to the Athletics Department.
12. After receiving the signed Athletic Grant-in-Aid-Form and the ERAU NLI from the student-athlete, the ADA for Compliance delivers one copy to the Director of Financial Aid. The Director of Financial Aid and/or the Financial Aid Athletic Liaison then enters the athletic scholarship amounts into the Compliance Assistant Software and applies the athletic scholarship to the prospective student-athlete's university account. The other copy of the Grant-In-Aid Form is filed in the Compliance Office.

**Note:**

- Athletics Financial Aid can only be guaranteed for one year. However, the award can be renewed based upon the recommendation of the head coach and approval of the Director of Athletics.
- Initial athletics award offers to student-athletes must be mailed or faxed through the Financial Aid Office or picked up only for an on-campus signing (no media coverage). They cannot be hand delivered off-campus.
- All head coaches must follow all regulations set forth in **NCAA Bylaw 15** and are responsible for ensuring that all individual and team limits are not exceeded.

During the period of an athletics scholarship, the award cannot be increased, reduced, or cancelled on the basis of athletics ability, performance, or contribution to the team's success, because of injury or illness that prevents the student-athlete from participating, or for any other athletics reason.

Athletics Scholarships may be immediately reduced or cancelled during the term of an award if the student- athlete:

- Becomes ineligible for intercollegiate competition.
- Gives false or misleading information on his/her application, NLI, or financial aid agreement.
- Engages in serious misconduct that brings disciplinary action from the institution.
- Voluntarily withdraws from the team.

If the head coach decides to cancel a student-athlete's athletic scholarship during the term of the award due to the student-athlete voluntarily withdrawing from the team, the head coach, student-athlete, and the ADA for Compliance must complete and sign the Voluntary Withdrawal Form.

An official email from the student-athlete stating his/her decision to quit the team will also be accepted and attached to the Voluntary Withdrawal Form. The student-athlete's athletics aid will not be cancelled without proper, written documentation from the student-athlete stating that he/she has decided to voluntarily withdraw from the team.

### **Procedure for Renewing, Non-Renewing, or Adjusting Aid for Returning Student-Athletes**

Any student-athlete receiving athletics financial aid during the academic year with eligibility remaining must be notified prior to July 1 of the next academic year whether his/her athletics aid will be renewed, not renewed, or adjusted. This also includes those individuals who may no longer be a member of the team.

- In early to mid-April, the Assistant Director of Athletics for Compliance distributes a list to all head coaches of all current student-athletes with their current athletic awards. Coaches are required to review and amend (as needed) this list by filling out the Request for Athletic Scholarship form for each student. The forms are to be returned to the ADA for Compliance by the date listed on the original list

given to the coaches.

- If a head coach is requesting that a student-athlete's award be reduced or cancelled, the head coach must provide supporting documentation as to why he or she is making this request. A meeting with the SWA and sport administrator is also required for all reduced or cancelled aid request. This request is approved by the Director of Athletics prior to the letter going out to the student.
- Once the Request for Athletic Scholarship forms have been received by the ADA for Compliance, all Athletic Aid Agreements and letters of renewal, non-renewal, cancellation, and reduction will be drawn up.
- All letters will be sent to the Director of Financial Aid for approval and signatures and will be mailed out to the student-athletes from the Financial Aid office. For reductions and cancellations, a copy of the appeals process is included with the letter and will be mailed with a return receipt.
- The Athletic Director signs all Athletic Aid Agreements. Copies are then made, and the originals are sent to the Director of Financial Aid for review and signatures. The originals are sent back to athletics for the student-athlete signature or to be mailed out for signatures by Financial Aid. Any other remaining scholarship letters are sent out.

**All returning student-athletes receive notification as to the status of their scholarships no later than July 1, per Bylaw 15.3.5.1. *The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 before the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year (under Bylaw 14.2) whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and nonrenewals must come from the institution's regular financial aid authority and not from the institution's athletics department. (Revised: 1/10/95)***

When the signed Grant-in-Aid Forms are received back in the compliance office, they are logged by the Director of Compliance. Any initial awards to student-athletes may be done for returning student athletes throughout the year, however, head coaches are encouraged to submit requests for initial awards as soon as possible.

## **Appeal Policy and Procedure**

Any student-athlete has the right to appeal a decision related to his/her athletic aid award. The appeal should be a written request that includes the following:

1. The student's name, Embry-Riddle student identification number, NCAA Eligibility Center identification number, academic year, and sport.
2. Type and amount of athletic and/or institutional aid received previously.
3. Reasons for the appeal along with any supporting documents.

The appeal must be submitted within **14 days** of the date of the award reduction or cancellation notification to the Financial Aid office. The appeal is addressed to the Financial Aid Appeal Committee. The Financial Aid Appeal Committee meets as needed if there are appeals to be reviewed. This committee consists of the Director of Financial Aid and four other institutional employees from outside of Athletics.

When the appeal has been decided, a written notification is sent to the student's home address by the end of the month in which the appeal was reviewed. This decision is final; there is no further appeal process.

## **Satisfactory Progress and Enrollment Monitoring**

Satisfactory Academic Progress is defined by the University, the Financial Aid office and the NCAA. It combines a GPA calculation and a grade level progression. Students participating in the athletic program must maintain satisfactory progress per NCAA guidelines.

The Financial Aid office monitors Satisfactory Academic Progress for aid eligibility for all student-athletes receiving athletic, institutional and/or federal aid. In regards to satisfactory academic progress, the Director of Compliance and the Registrar's Office monitor all student-athletes at the end of each semester.

## **Embry-Riddle Athletic Eligibility Requirements**

In conjunction with the Sunshine State Conference and NCAA, Embry-Riddle requires all student-athletes to meet the eligibility standards and expectations listed below. All student-athletes are responsible for knowing and complying with Sunshine State Conference and NCAA eligibility requirements. A complete list of NCAA eligibility requirements is available from [www.NCAA.org](http://www.NCAA.org) or from the Compliance web page at [erauathletics.com](http://erauathletics.com).

- All student-athletes must be in "Good Academic Standing." A student whose cumulative grade point average is less than 2.0 for two consecutive semesters will be placed on Academic Probation. Any student who has a semester/term GPA of less than a 1.0 may be suspended or placed on Academic Probation in accordance with University academic policies. Students on Academic Probation are classified as a student not in good standing and therefore may not participate in intercollegiate athletics as a member of a University team.
- All student-athletes are required to provide an Official Final High School Transcript to the Eligibility Coordinator prior to being certified eligible to participate. Official SAT/ACT test scores are required by student-athletes in order to verify the freshmen two-out-of-three ruling. These transcripts and test scores must be submitted to Embry-Riddle University and to the Eligibility Center to complete the eligibility process.
- All transfer student-athletes are required to provide Official Transcripts from all institutions previously attended. These transcripts must be provided to both Embry-Riddle University and the Eligibility Center to complete the eligibility process.
- After enrolling at Embry-Riddle as a student-athlete, any student wishing to take any course that is off campus, whereby the student-athlete would like to receive institutional credit, the student-athlete must fill out and have approved the Embry-Riddle off-campus petition.

## **Additional NCAA Academic Eligibility Requirements- Continuing Student-Athletes**

To be eligible for athletic competition, a student-athlete must:

- Pass 24 academic credit hours with a 2.0 GPA, within the span of one calendar year (from the start of one season to the start of the next)
- Student-athletes must earn 75% of the 24 credit hours (18 hours) during the fall and spring semesters with a minimum of nine (9) hours earned each fall and spring. Only 25% (6 hours) may be earned during

summer sessions. Student-athletes must pass nine (9) hours of academic credit the preceding regular academic term in which student-athlete has been eligible for competition in order to participate the next semester.

- NCAA regulations require students to officially declare a major by the start of their fifth semester in residence.
- A student-athlete who enters a Division II institution must achieve a cumulative GPA of 2.0 to be eligible for the next season of competition.

## Sports Operations and Procedures

### Personnel

**Conduct** – All individuals employed by, or associated with Embry-Riddle Athletics will be expected to abide by all university standards of conduct as stated in the ERAU Policies and Procedures Manual (APPM's), as well as all NCAA and Sunshine State Conference rules, regulations and standards, including honesty, sportsmanship and dignity of fair play. These standards apply to all coaches, assistant coaches, volunteer coaches, administrative staff, interns and student employees.

**Employment/Hiring Procedures** – All coaches, administrative staff and interns are hired in compliance with University Human Resources policies and procedures for posting, recruiting, screening, interviewing and selecting qualified candidates for employment. The Director of Athletics has final approval of all departmental hires.

**Job Descriptions** – A current job description for all Athletic Department employees will be kept on file in the Intercollegiate Athletics office.

### **Staff Performance Evaluations**

All coaches, assistant coaches and administrative staff will be provided an annual performance evaluation in accordance with Embry-Riddle Human Resources procedures and standards. Evaluations are an ongoing process involving formal and informal conversations between supervisors and their staff. The individual staff member's performance and accomplishments tie to the overall performance of the university, ultimately affecting our strategic goals. The Performance Evaluation cycle runs from approximately April 31 to May 1 annually. Formal performance evaluation meetings typically take place in the late spring, allowing time for the completion of the spring seasons of competition and any applicable salary adjustments prior to the start of a new fiscal year on July 1. One formal evaluation, with appropriate documentation, is required once per year. The Performance Evaluation should be used as a tool to acknowledge the staff member's current job performance, focusing on changes in goals and objectives and effectiveness decreases or increases during the year.

The hiring of all coaches, including volunteers, are subject to approval of the Director of Athletics. A current resume and list of references must be submitted to the Director and kept on file in the Intercollegiate Athletic office.

## **Student-Athlete Recruiting**

It is the responsibility of the Head Coach to initiate and follow through with recruitment of student-athletes for his/her team. The Head Coach shall communicate the academic goals, standards and expectations of the University to all prospective student-athletes. All Head Coaches and Assistant Coaches are required to follow all NCAA Bylaw 13 rules pertaining to recruiting. Coaches should refer to the ERAU Athletics Compliance Manual for specific guidance on.

- Contact Periods
- Correspondence and Telephone Calls
- Compliance Assistant Software (CAi) and Front Rush
- Official Visits
- Official Visit Host Policies
- Official Visit Procedures – Coach
- Meals during official/unofficial visits
- Prospective student-athletes are required to meet the same admission standards and follow the same admission procedures as other students.

## **Team Discipline**

- The Head Coach is responsible for enforcing the Embry-Riddle Code of Conduct, NCAA standards of ethical conduct, Embry-Riddle Athletics standards of conduct, and any specific team rules among his/her student-athletes. Although student-athletes are ultimately responsible for their own behavior, Head Coaches are expected to respond to misconduct in a consistent, fair and appropriate manner.
- The Athletic Director should be made aware of any significant student-athlete misconduct and has final approval of any athletically-related discipline such as removal from a team or loss of a scholarship.
- The conduct of teams on away trips should reflect the highest standards of Embry-Riddle Athletics, the Sunshine State Conference and the NCAA.
- Once a student-athlete has been dropped from the squad for disciplinary reasons, he/she will not be permitted to return to competition unless he/she is reinstated to the team with the approval of both the Head Coach and Director of Athletics.
- Student-athletes who violate the Embry-Riddle Code of Conduct are subject to the Embry-Riddle student judicial conduct process as outlined in the ERAU Student Handbook.
- Coaches may discipline student-athletes, within reason, for University policy infractions at their discretion and with approval of the Athletic Director.

## **Housing**

Coaches should work with the ADA for Compliance and Athletics senior staff to request and coordinate housing needs for incoming student-athletes. Student-athletes must comply with campus housing requirements and must apply for housing and submit a housing deposit in compliance with Department of Housing policies and procedures.



## **Athletic Grant-in-Aid Agreements**

It is the responsibility of the Head Coach to recommend qualified student-athletes for athletic scholarships and comply with all policies and procedures pertaining to Athletics Financial Aid contained in the ERAU Athletics Policies and Procedure Manual and the ERAU Athletics Compliance Manual. All Head Coaches must follow all regulations set forth in NCAA Bylaw 15.

## **Student Managers/Student Assistants**

It is the responsibility of the Head Coach to know and comply with NCAA Bylaw 12.02.7, 14.1.7, 17.02.1 when hiring and assigning duties to Student Managers and Student Assistants. A Student Manager Form must be filled out and submitted to the Director of Compliance.

Student Managers may only perform traditional managerial functions such as:

- Doing laundry
- Setting up, taking down, and collecting equipment
- Filling water bottles
- Running clock at practice
- Shagging balls
- Assisting with drills
- Throwing batting practice
- Signaling in plays at the direction of a coaching staff member
- Duties assigned in managers job description

It is not permissible for a manager to perform only on-court or on-field activities. A manager cannot provide instruction to student-athletes or participate in countable related activities (e.g. as a practice player) other than limited on-court or on-field activities. A student who is a partial qualifier, non-qualifier, or a transfer student completing their year in residency is not eligible to be a student manager.

A manager must be a full-time undergraduate or graduate student (except during his or her final semester of a degree program, he or she may be enrolled in less than a full-time program of studies, provided he or she is carrying, for credit, the courses necessary to complete degree requirements). Student Managers must complete all paperwork with Sports Medicine and complete a physical prior to being approved as a team manager. Student Managers are also required to attend the mandatory NCAA/Sports Med presentations at the beginning and end of the academic year.

**Student-Assistants** or student workers are hired through the University. Student Assistants are not allowed to travel with the team and assist in practice etc. Student Assistants are allowed to do the following:

- Administrative duties
- Laundry
- Equipment collection, setup and take down
- Filling water bottles
- Running clock at practice

## **Scheduling of Athletic Contests**

The scheduling of athletic contests is primarily the responsibility of the head coach, but **must be approved by the Director of Athletics**. During negotiations, it is strongly recommended to have frequent contact between the Director of Athletics and coach. Coaches **must** consult with the Facility Manager or Fields Manager to ensure availability of the facility and necessary staff. Coaches must also consult the Director of Sports Medicine to ensure the availability of an athletic trainer. Contracts are signed by the Director of Athletics prior to being sent to the opposing institution for signature.

- Schedules should be developed to minimize missed class time, avoid academic exam periods and major school and athletic functions whenever possible. Schedules should be developed well in advance, preferably six months prior to the season.
- Guarantee offers, home or away, verbal or otherwise, must be discussed with the Director of Athletics and commitments made only with the AD's approval.
- Schedules are to be arranged to keep student-athletes' class absences to a minimum. A schedule of all **in-season** games, to include departure and return times, must be made available to the faculty of all student-athlete members of the team. A memo from the Chief Academic Officer sanctioning athletic travel-related class absences should accompany this schedule. Student-athletes are required to present a copy of the travel/absence memo, along with the game schedule to their instructors at the beginning of the semester, in order to ensure that missed assignments and tests can be made up prior to departure or upon return. As stated in the Academic Policies section, faculty are encouraged, but are not required to excuse student-athletes from class due to athletic events. Any conflicts should be reported to the Faculty Athletics Representative. Note: Student-athletes are not allowed to miss class for out-of-season athletic competition, per NCAA rules.
- Anyone scheduling events at any facility outside of the standard season schedule must follow the same application procedures as any individual or group wishing to use those facilities.

## **Game Contracts**

Coaches are responsible for completing an Athletic Agreement form for each home contest. Completed contracts, including details of any game guarantees and the Embry-Riddle coach's signature, must be submitted to the Director of Athletics for approval signature. Contracts should be mailed to opponents well in advance of the season. Coaches may also choose to complete an Athletic Agreement form for away contests as they deem it necessary.

## **Game Guarantees**

The Athletic Director must be consulted on all guaranteed game contracts involving monetary or other compensation to opponents. In receiving or granting a guarantee, the following items should be considered:

- Travel (airline tickets, charter bus rental, etc.)
- Meals
- Lodging

“Home-and-home” arrangements over a one- or two-year period should be considered as an alternative to guarantees.

### **Playing and Practice Seasons**

All Head Coaches and Assistant Coaches are responsible for knowing and complying with NCAA rules pertaining to the scheduling of Playing and Practice Seasons as stated below and in the Embry-Riddle Athletics Compliance Manual.

All Head Coaches must complete a Declaration of Playing Season Form prior to the beginning of their season, traditional or non-traditional and submit to the Assistant Director of Athletics for Compliance. This information must also be placed into Front Rush.

- The Head Coach must list the first practice date and first competition date for both the spring and fall terms on this form.
- It is the Head Coach’s responsibility to notify the ADA for Compliance of any changes to the first date of competition.
- This is required so all necessary eligibility forms can be completed in a timely manner.

The Head Coach must also attach a copy of the team’s playing schedule to the Declaration of Playing Season Form. This is needed to check the number of scheduled contests to insure we are within the limits set forth by the NCAA. It is the Head Coach’s responsibility to notify and provide changes to the Director of Compliance if the playing schedule changes.

- Practice Calendar Forms will be downloaded from Front Rush at the appropriate times by the Director of Compliance.
- These calendars must include an accurate account of all athletics activities for the given time period.
- The Head Coach should record daily activities that take place for his/her team in Front Rush.
- On the day of competition, 3 hours should be recorded, regardless of how many actual hours were used.
- On the day of a scrimmage, the actual duration of the activity should be recorded.

The hours should be added up for each week. The calendars will be downloaded by the ADA for Compliance to be kept on file in the Compliance Office.

- The maximum hours of athletically related activity per week is 20 hours in-season, and a practice time must be limited to 4 hours or less per day in-season, and 2 hours or less per day out-of-season.
- No practice is permitted after competition. The calendars shall be completed, signed, and given to the Director of Compliance at the end of each practice calendar period.
- A random selection of two student-athletes from each team will review and sign the Practice Calendar Form.

Head coaches who coach multi-sport athletes must work with the multi-sport athlete's other sport coach(es) and the multi-sport athlete to ensure that the multi-sport athlete does not exceed 20 total hours of athletically related activities per week for all sports, regardless of the overlapping of sports seasons.

Countable athletically related activities (must be logged on practice calendars in Front Rush) include any meeting, activity, or instruction involving sports-related information and having an athletics purpose, held for student-athlete(s) at the direction of, or supervised by, any member of the coaching staff.

Outside of the playing season during the academic year, student-athletes are permitted participation in:

- Weight-training
- Conditioning
- Team Activity – maximum 2 hours per week

Outside of the playing season during the academic year, student-athletes may not participate in more than eight hours of countable athletically-related activities.

Outside of the playing season during an institutional vacation period (e.g., summer vacation, academic year vacation, etc.), student-athletes are not permitted participation in any countable athletically related activities.

- In-season: Each team must have one calendar day off during each week (Sunday through Saturday).
- The day off should be assigned on the calendar in Front Rush. No scheduled athletics activity can take place during the day off.

Out-of-season: Each team must have two calendar days off during each week (Sunday through Saturday). The days off should be assigned on the calendar in Front Rush. No scheduled athletics activity can take place during the day off.

## **Post Season Play**

### **Eligibility**

Teams qualifying for conference and/or national post-season competition must meet the Sunshine State Conference and/or NCAA national qualifying standards. All qualifying standards can be found in the Sunshine State Conference Handbook and are listed for each individual sport.

### **Travel Arrangements and Reimbursement**

All travel arrangements for conference travel must follow the University Travel Policy (APPM 2.3.8). See Business Operations for details.

All travel arrangements for NCAA post season play must be coordinated with the NCAA Office directly by the sport coaching staff. This includes air travel, buses, van, hotels, etc. Upon return from the trip, the Head Coach is responsible for submitting a report to the NCAA for reimbursement to ERAU.

All post season expenses are in the respective sport budget and any expenses not covered by the NCAA will have a budget transfer requested by the Assistant Athletic Director – Business Operations from the Athletic Department post season budget.

## **Facilities**

### **Security**

- No building keys are to be given to student-athletes at any time, except by approval from the Director.
- When the facilities are closed, the locking of doors and/or gates and security of the entire facility is the coaches' and staff members' responsibility.
- Any team or student-athlete using the sports facilities after normal operating hours must be accompanied by a coach or staff member.

### **Laundry Room**

The doors to the all laundry rooms must be kept locked at all times to preserve the safety of all uniforms and gear being laundered or distributed. Coaches or student assistants handling laundry duties for each team are responsible for maintaining the cleanliness of the laundry room. Routine responsibilities include:

- Sweeping floor.
- Emptying dryer lint trap after each load.
- Keeping dirty laundry in appropriately marked bins, NOT ON THE FLOOR.
- Getting clean laundry out of the laundry room immediately.
- DO NOT ABANDON PILES OF CLEAN LAUNDRY ON THE TABLE. Clean laundry should be taken to the locker rooms as soon as it comes out of the dryer.
- The Director of Sports Medicine has oversight of the laundry facilities.
- Report detergent/softener/bleach needs and equipment problems to the Manager.
- The Manager will assign weekly laundry room cleanup duties to each sport team.
- Refer to the "Laundry Room Policies and Procedures" handout for additional information.
- Head coaches are ultimately responsible for making sure that their team representative completes their cleaning assignment.

### **Locker Rooms and Storage Rooms**

- Uniforms and other equipment should be locked either in the closet(s) assigned to sports in the Athletics storage room or in the storage closet inside the team locker room.
- Locker rooms, though "home" to each team, must be kept CLEAN at all times in the event that they must be utilized for University events.

## **Team Travel**

The head coach is responsible for the team and all others traveling with the squad and will travel in the bus or van with the team.

- The coach is responsible for proper dress and conduct of their team while on trips.
- Individuals and teams are representatives of the University and should act accordingly.

Student-athletes participating on an athletic team shall be expected to leave and return with the team on out-of-town trips. A student-athlete may request an exception to this rule prior to the team's departure if:

- They plan to travel to their permanent/parent's home following the contest.
- They have an appointment that would conflict with returning on team transportation.
- Requests for an exception to this rule must be arranged prior to departure through a letter filed with the Athletic Director detailing the student-athlete's travel plans and rationale.

Only college personnel duly authorized for trips will travel on University or chartered vehicles.

- The Athletic Director's approval must be secured for non-authorized personnel to travel with the team.
- Coaches MUST complete a "Passenger Manifest" form for each vehicle being utilized on a team trip and MUST leave completed form(s) in the "Passenger Manifest" bin in the department mail center PRIOR TO DEPARTURE on team travel.

### **Game Management**

All contests, and the management of the same, should be under the control of the institution and should be consistent with the philosophy of the University. Coaches are ultimately responsible for game management, but should coordinate with facilities, ticket operations and event personnel to arrange for all facets of game operations. Internal and external public relations are of critical importance to the success of any athletic event and the entire athletic program. The welfare of the student-athletes must outweigh all other considerations. In addition, the health and welfare of the contestants and spectators should be safeguarded at all times.

### **Visiting Teams and Officials**

- All visiting teams, coaches and officials are guests of the University and should be treated as such.
- The on-site Game Manager, or other game management personnel, will be responsible for escorting teams and officials to and from the game site and locker room.
- Sports Medicine personnel are responsible for greeting visiting athletic trainers or, in the absence of a trainer, head coaches.

### **Sports Information**

- Coaches are responsible for providing the Sports Information Office with season schedule and roster information when available. That information, in turn, will be formatted by the Sports Information Department and prepared for public dissemination.
- At home events, where sports information personnel are not able to be present, coaches are responsible for contacting their assigned SID with results and pertinent statistics.
- On away trips, when sports information personnel do not accompany the team, coaches are responsible for contacting their assigned SID with results and pertinent statistics.

- Coaches are responsible for securing adequate advertising to support the cost of producing sport media guides.
- Photographs may not be removed from the SID Office or storage area without the SID's approval.
- Coaches are responsible for providing the Sports Information Office with background information concerning all signees and assistant coach hires.

### **Sports Marketing and Promotions**

- Coaches should notify the Director of Sports Marketing and Promotions prior to making any "official" proposals to potential sponsors. The Director of Sports Marketing and Promotions will maintain a database with all potential sponsors and supporters of ERAU Athletics.
- All outgoing invoices for media guide ads, signage, etc., will originate from the Athletic Director. In addition, all checks received for ads, signage, etc., should be given to the Assistant Director of Athletics – Business Operations for entry into the accounting system.
- The Director of Sports Marketing and Promotions is responsible for all pre-game, halftime, and/or post-game entertainment at all Athletic events. This includes national anthem singers, halftime performances and halftime contests.
- Coaches should contact the Director of Sports Marketing and Promotions with any ideas and/or suggestions for promotions, giveaways, contests, entertainment, etc.

### **Awards, Letters and Ceremonies**

#### **Standardized Awards**

- Athletes who have exhausted their eligibility and/or are graduating will receive a framed Chenille Varsity "ER" Letter.

#### **Special Awards**

- Any special awards (e.g. blankets, rings, etc.) must be approved by the Athletic Director and paid for by funds outside of the general athletic or sport budgets.
- Outstanding Achievement Awards
  - Each sport will determine any achievement awards to be presented (student, person, player)
  - Each sport may present a maximum of four awards.
  - Coaches may have team members vote on achievement award winners, if they so choose, or the coaching staff may select the winners.

#### **Annual Athletic Awards Banquet**

- The Athletic Awards Banquet for all sports will be held annually in the spring semester during the final week of classes.

## **Hall of Fame**

The purpose of the ERAU Athletics Hall of Fame is to honor and pay tribute to the sports traditions of this University by giving recognition to former athletic letter winners, teams, coaches and distinguished persons who have made exceptional contributions to the Athletics program of the University. The first Hall of Fame class was inducted in January 2009 and will see a new class inducted every two years.

### **Athlete Category:**

A nominee may be a former Embry-Riddle student-athlete who personifies “The Package: Student, Person, Player” philosophy of Embry-Riddle Athletics and the mission of the University. The nominee must meet the following requirements:

- Must have graduated from Embry-Riddle Aeronautical University.
- At least two years of the nominee’s intercollegiate athletic competition must have been at Embry-Riddle.
- The nominee is eligible for nomination five years after eligibility is exhausted.
- Must have been an outstanding performer in the sport that the nominee is being considered. Athletic achievements need to have been recorded and verified by the Embry-Riddle Sports Information Department. Examples could include, but are not limited to, the following:
  - Named an All-American (Scholar-Athlete or performance-based)
  - All-conference or all-region selection
  - Won an individual national championship
  - Led the conference or nation in a recognized statistical category
  - National award recipient or similar accomplishment
  - A holder of a school, conference, national or world record
- General contribution to society as evidenced by leadership in community and/or professional affairs. Examples of leadership experience could include, but are not limited to, the following:
  - Campus, team and Athletic program leadership roles while attending Embry-Riddle
  - Community leadership opportunities, both as a student at ERAU and after graduation
- Student-athletes who meet the criteria and are nominated shall remain on the list for consideration for two cycles. If not selected within two cycles, the candidate must be re-nominated.
- Up to four individuals may be inducted in this category each cycle. It is not mandatory that anyone be inducted in this category each cycle.



- Athlete nominees may be considered for induction while serving on the Selection Committee; however, the individual must abstain from voting and leave the room while the voting is taking place.
- The Selection Committee has the authority to make exceptions for extraordinary cases for those individuals not meeting the above criteria.

### **Team Category:**

A team must be a former Embry-Riddle sports team that personified the “The Package: Student, Person, Player” philosophy of Embry-Riddle Athletics and the mission of the University. A team must meet the following requirements:

- A team is eligible for nomination five (5) years after completion of its season.
- The team must have distinguished itself in the sport in which it is being nominated. Athletic achievements need to have been recorded and verified by the Embry-Riddle Sports Information Department. Examples could include, but are not limited to, the following:
  - Won a national championship
  - Won a conference or regional championship
  - A holder of a school, conference, national or world record
- The team’s academic performance will also be taken into consideration. Academic achievement must be verified by the Embry-Riddle Sports Information Department, in conjunction with the University’s Registrar’s office.
- General contribution to society as evidenced by leadership in community and/or professional affairs. Please include campus and community leadership opportunities experienced as a team during time at Embry-Riddle, as well as any distinguished individual leadership experiences that have been realized by members of the team while at Embry-Riddle or after.
- Teams who meet the criteria and are nominated shall remain on the list for consideration for two cycles. If not selected within two cycles, the team must be re-nominated.
- No more than one team may be inducted in this category each cycle. It is not mandatory that any team be inducted in this category each year.
- Teams may be considered for induction while a member of that team is serving on the Selection Committee, however, the individual must abstain from voting and leave the room while the voting is taking place.

### **Coaches Category:**

A nominee must be a former Embry-Riddle coach who has successfully distinguished him/herself by demonstrating exceptional leadership, character, coaching and administrative expertise. The individual must meet the following requirements:

- Former coaches are eligible for consideration after meeting one (1) of the following two (2) criteria: a) two years after retiring from intercollegiate coaching; or, b) five years after leaving Embry-Riddle to pursue other coaching opportunities.
- The candidate must have coached at Embry-Riddle for a minimum of five (5) years.
- Candidates for selection are recognized as an authority/leader in the sport area involved, length and quality of coaching record, program growth and the achievement of the individual after leaving active coaching at ERAU. Coaching record needs to have been recorded and verified by the Embry-Riddle Sports Information Department.
- Coaches who meet the criteria and are nominated shall remain on the list for consideration for two cycles. If not selected within two cycles, the candidate must be re-nominated.
- General contribution to society as evidenced by leadership in community and/or professional affairs. Examples of leadership experience could include, but are not limited to, the following:
  - Campus, community and Athletic program leadership roles, in addition to coaching responsibilities, while working at Embry-Riddle
  - Any community and professional leadership experiences since leaving Embry-Riddle
- No more than one individual may be inducted in this category each cycle. It is not mandatory that anyone be inducted in this category each cycle.
- Coaches may be considered for induction while serving on the Selection Committee; however, the individual must abstain from voting and leave the room while the voting is taking place.
- The Selection Committee has the authority to make exceptions for extraordinary cases for those individuals not meeting the above criteria.

### **Distinguished Member Category:**

A nominee may be a member of the faculty, staff or administration at Embry-Riddle, an alumnus, or any friend of the University, specifically the Athletics program. The nominee must meet the following requirements:

- Must have made a significant contribution to the Athletics program, a specific sport program, or a special event sponsored by the Athletics program.
- A nominee may be a former University or Athletics Department administrator who distinguished him/herself by demonstrating exceptional leadership and character. The nominee may be considered for selection after meeting one (1) of the following two (2) criteria: a) two years have passed since leaving Embry-Riddle; or, b) if the nominee ends their career with the Embry-Riddle Athletics program, the waiting period can be waived.
- General contribution to society as evidenced by leadership in community and/or professional affairs. Examples of leadership experience could include, but are not limited to, the following:

- Campus, community, professional and Athletic program leadership roles while working at ERAU and after
- Individuals who are nominated shall remain on the list for consideration for two cycles. If not selected within two cycles, the candidate must be re-nominated.
- No more than one individual may be inducted in this category each cycle. It is not mandatory that anyone be inducted in this category each cycle.
- Distinguished Member nominees may be considered for induction while serving on the Selection Committee, however, the individual must abstain from voting and leave the room while the voting is taking place.
- The Selection Committee has the authority to make exceptions for extraordinary cases for those individuals not meeting the above criteria.

### **Nomination Process**

Any individual and/or friend of the University and Athletics program (i.e. faculty, staff, administration, alumni, former student-athletes, current students, media, general public) may submit nominees to the Embry-Riddle Athletics Hall of Fame Selection Committee. Nominations must be submitted in writing with the official Hall of Fame Form completed and proper support materials and information attached.

# Business Operations

## **Accounting Practices**

It is the responsibility of the Embry-Riddle Athletic Department to conduct all financial activities of the department in accordance with University accepted accounting principles, policies and procedures (The University APPM).

## **Budget Preparation**

The Athletic Department follows a historic budget model and each year the budget must be balanced. Every fiscal year, the University Budget Office allocates the entire budget (revenue and expenses) for the Athletic Department by cost center based on the baseline from the year before. The allocated budget includes any cuts or approved funding increases from the previous year's base budget. It is the responsibility of the Assistant Athletic Director – Business Operations and staff to review the allocation of funds by the University Budget Office and submit an Expense Budget Submission Form that includes a forecasted Actual Monthly Spread of expenses for each cost center and related object code. The budget is submitted to the University Budget Office after approval by the Athletic Director.

## **Budget Monitoring**

Coaches and Administrators are responsible for staying within their respective budgets. Financial system controls are in place to prevent overspending, but individuals are required to ensure that funds are available for any expenses. No expenditures that exceed a respective budget amount will be approved unless authorized by the Director of Athletics and/or Assistant Athletic Director – Business Operations. The Athletic Business Office will make monthly budget reports available to each Head Coach each month. The Business Office includes the Assistant Athletic Director – Business Operations and the Athletic Business Manager. These reports should be reviewed for accuracy and any discrepancies must be presented to the Business Office staff for correction. Additional budget reports are available upon request.

## **Supplements to Budget**

- Any fundraising projects to supplement a sport budget for the current fiscal year or future fiscal years must be approved by the Sport Supervisor and Director of Athletic Development and communicated with the Athletic Director and Business Office before a special project is carried out.
- Donations are deposited into a sports or department Enhancement Fund account for future sport/department expenditures.
- No off-campus accounts may be maintained for use of any project money for student-athletes. All revenue and expenses must comply with ERAU Policies and Procedures.
- Any money collected from student-athletes for any reason during the year (i.e.: reimbursement for supplies/equipment/apparel) must go through the Assistant Athletic Director – Business Operations or Athletic Business Manager and be applied towards the same fiscal year as the expense or season of use.

- A coach or administrator must present a written note from the Director of Athletics to the Assistant Athletic Director – Business Operations for any program expense that will not be coming out of that particular program's budget for the current fiscal year due to an agreement made by both parties.

### **Expenses Not Incurred by Sport Budgets**

The below expenses are not charged to individual sport budgets:

- Shipping
- Postage
- Copy costs
- Phone calls
- Insurance
- Approved bus transportation

### **Deposits**

All deposits must be given to the Assistant Athletic Director – Business Operations or the Athletic Business Manager. They will complete a University Deposit form that accompanies payment (cash or check) for deposit to the University Cashier. All credit card payments must go through TouchNet Virtual Cashiering or made via a TouchNet MarketPlace uStore. Both options provide a secure and confidential avenue for acceptance of credit card information over the internet for University business. All donations/gifts must go through University Development Services. Payment must be sent to Development Services by the Business Office and accompanied by an Interoffice Memorandum form that includes the name of the donor, designated area (e.g.: scholarships, track and field, Annual Fund), account number and total amount. Development Services processes the donation/gift according to University Policy and Procedures. Forms of revenue include:

- Sponsorships
- Ticket Sales
- Entry Fees
- Apparel Sales
- Donations
- FLOCK/EAA memberships
- Fundraising
- Blue & Gold Gala Auction
- Miscellaneous

### **Purchasing**

Coaches and Administrators are responsible for ordering items through vendors off campus. They are also responsible for determining that funds in their respective budgets are available for each purchase. The purpose of the below guidelines is to provide consistent purchasing procedures used by University

personnel, maximize the purchasing value of University funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

### **Purchasing Guidelines**

- All Purchases require a purchase requisition with the exception of those purchases made using a University Purchasing Card (Pcard). Such purchases include travel related expenses, non-logoed apparel, equipment, subscriptions, professional dues, supplies, other miscellaneous purchases. However, single purchases on a University Purchasing Card are limited to \$3,000.00. The monthly limit on each Purchasing Card is \$7,500.00. Increases to Pcard limits must be requested through the University's Corporate Card Procedure (APPM 2.3.6). Any non-apparel purchases over \$5,000 may be a capital purchase and must be approved by the Assistant Athletic Director – Business Operations. If the item is a capital purchase, it must follow the University capital approval process.
  - Purchasing Cards are issued through the Embry-Riddle Procurement Department and approved by the Controller.
  - Athletics staff/coaches can request a University Pcard with proper proof of need and submit an on-line request through the Procurement Dept. The request must be done by the requestor.
  - Cardholder must review the Purchasing Card Procedure and is required to sign the "Employee Agreement" indicating that he/she understands the procedure and responsibilities of a Cardholder.
  - Personal expenses are not allowed on the University Pcard.
  - All record keeping and expense reports must follow the University's Corporate Card Procedure (APPM 2.3.6). Failure to follow the procedure can lead to loss of the use of the Pcard permanently.
- Gift cards are not to be purchased except with the approval of the Assistant Athletic Director – Business Operations. Gift cards to employees (including ERAU students) are considered taxable income by the IRS and may only be requested through the Purchasing department. Human Resources will be notified of the recipients and the gift card value will be included as taxable income on the employee's W-2. Gift cards to non-employees are taxable to the individual and will be reported to the IRS on a 1099 if the amount is \$600 or above in a calendar year (APPM 2.3.6).
- **Card Security**
  - It is the Cardholder's responsibility to safeguard the credit card and account number to the same degree that a Cardholder safeguards his/her personal credit information. The Cardholder must not allow anyone to use his/her account number. A violation of this trust will result in that Cardholder having his/her card withdrawn and possible disciplinary action.
  - If the card is lost or stolen, the Cardholder shall immediately notify the Bank using the number on the back of the PCard. Representatives are available 24 hours a day. The holder of the card will identify themselves with their employee number from their pay stub. The

Coordinator in Purchasing and the Assistant Athletic Director – Business Operations are also to be notified immediately.

- A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be destroyed.

### **Requisitioning and Purchasing Procedures**

- Items that should be submitted for a purchase requisition include, but are not limited to, official fees, logoed uniform/travel/practice apparel, bus rentals, media guides, rental facilities and equipment orders.
- A purchase requisition will not be approved if there are not adequate funds available to cover the expense.
- Once the coach or administrator has worked with an approved vendor to create an order, verify official fees or confirm facility rental agreements, a quote should be obtained from the vendor and be passed along to the Assistant Athletic Director – Business Operations or Athletic Business Manager so they can create a purchase requisition according to the University Policy and Procedures. All requests should be submitted to the Assistant Athletic Director – Business Operations or Athletic Business Manager before an order is placed and well in advance of the delivery date needed so paperwork can be processed.
  - A quote must include: the vendor's name, address, phone number and email; a complete description of the materials or services desired (i.e.: model numbers, sizes, colors); quantity of items, price per item and the total amount due. Any new vendor to the University must also have a W9 Form attached.
- Once a purchase requisition is completed and approved by the Business Office, coaches or staff must tell the Business Office when all items have been received so they may complete receipt of the requisition and the University Accounts Payable Department can pay the vendor.
- Coaches should turn in all invoices to the Director of Finance/Athletics or Athletic Business Manager. It is the responsibility of the Business Office, in conjunction with the ERAU Accounts Payable department, to make sure invoices are paid by the terms listed and applied to corresponding purchase orders if applicable. Disputes or discrepancies should be addressed immediately.

### **Office Supplies**

Office supplies may be ordered centrally from Staples through the Athletic Department's Executive Assistant.

Supplies are defined as any good that has a useful life of one year or less. Individual orders will be charged to the respective coach or administrator's budgets. The Executive Assistant controls general supplies such as paper, pens, staples, etc. These items are distributed upon request.

Letterhead and business cards must be ordered through the Athletic Department's Executive Assistant. These orders will be allocated to the Athletic Department; however, unique or additional orders will be charged to the respective budgets.

The copier and fax machine are available for use by coaches and administrators. No student-athlete may use the copy machine without approval from a coach or administrator. Large or unique print jobs are available through University Print Services (x66464). The University Print Shop is the first choice for all printing and all orders should be coordinated with the Sports Information Department for design approval. Any wall art must be approved by the Sports Information Director and the Athletic Director.

## **Equipment**

General equipment is classified as any good of with a life of longer than one year and does not exceed the capital limit of \$5,000.00. This may include portable goals, pole vaults, etc. Each coach is responsible for keeping a detailed inventory system of supplies and equipment purchased with University funds for their respective program. Office furniture (chairs, desks, file cabinets, etc.) is equipment and must be approved through the Facilities Department, then ordered via a Purchase Order prepared by the Assistant Athletic Director – Business Operations or the Athletic Business Manager. This includes all locker room, office and common area furniture

- Any department that has equipment, furniture, supplies or other items no longer needed must complete a Property Transfer Form and forward to Materials Management. Materials Management will contact the department to arrange pick up and solicit additional information on the item(s) if necessary. Items will be retained by the Materials Management department in the Central Receiving area.

## **Memberships and Subscriptions**

Individual memberships or subscriptions are the responsibility of individual coaches and administrators. Fees and payment will be charged to the respective budget.

## **Reimbursement and Payment**

All purchases must be made using University funds (purchase order, check request, Pcard). If a personal credit card or cash is used (Pcard did not work, only cash was accepted), reimbursement is done by an Expense Report.

### **Check Request/Travel Advance Payment**

- A check request may be submitted to Accounts Payable for direct vendor payments not requiring a purchase order such as for athletic medical bills, subscriptions, memberships, or officials. A Check Request Form is processed by the Assistant Athletic Director – Business Operations or the Athletic Business Manager.
- Checks are issued weekly every Monday and Thursday by the University Accounts Payable Department and one should give at least a two-week turnaround time from original request of check.
- Advances for traveling expenses are available for team travel only. A Travel Advance request may be submitted to Accounts Payable for University Travel at least two weeks prior to the team travel. Advances for employees who have purchasing cards will be issued for special circumstances only (i.e.: cash entry fees, team per diem). The minimum amount allowed is \$100.00 and written justification must be included in the Travel Advance Form found in ERNIE under ERAU Payable Forms. The completed form must be signed by an approved Budget Manager and scanned to dbapipm@erau.edu.



- A Travel Advance check will be cut directly to the individual traveling and all travel advance requests will be screened for compliance with Travel Policies and payment will be processed accordingly.
- Travel Advances and all corresponding back up related to the trip must be reconciled on an Expense Report following University policies (APPM 2.3.8).
- The University will not extend an advance to anyone who has failed to account for all previous advances in a timely manner or has not returned unused funds to Accounts Payable.

### **General Travel Guidelines**

All University travel must follow the University Travel Policy (APPM 2.3.8). "Official travel" is defined as movement on official University business from one's home or normal place of employment to another destination, including outlying University campuses, and return from there either to one's place of normal employment, or to one's home. Normal commuting between one's home and regular place of employment is not official travel. Travel includes such activities as recruiting, scouting, conferences, and professional meetings. All travel expenses must be within budget constraints and be supported by the appropriate documentation for reimbursement purposes.

"Traveler" is defined as an individual traveling on official University business. Reimbursement for personal expenses incurred while on official University travel is not permitted. "Team travel" is defined as any student group, such as a team, class or other organization directly affiliated with and sponsored by the college, traveling to an activity or event directly related to a college recognized function. For athletics, team travel includes expenses incurred by a college coach or administrator on behalf of an intercollegiate team traveling for competition purposes during preseason, regular season or postseason. For team or group travel, one or more coaches assumes responsibility for the team, payment and reporting of all expenses associated with the trip (with assistance from the Business Office). Team travel does not include unsupervised student-athletes. Only members of the official travel party are authorized to accompany the group or team. The Director of Athletics or his designee must approve all exceptions. The official travel party may include: eligible student-athletes, coaches, trainers, team managers and sports information personnel. The Embry-Riddle travel party and NCAA post-season travel party may not be the same.

When travel on University business is extended for personal reasons, the traveler will only be reimbursed the expenses during the time he/she would have been required to travel were the trip not extended for personal reasons. The traveler must submit personal leave for the personal portion of the trip and any additional costs for lodging, rental cars, airport parking, etc. shall be paid by the employee.

### **Travel Expenses**

#### **Reimbursable Expenses**

Travelers are required to submit receipts for the following expenses:

- Meals (unless reimbursed on a per diem basis)
- Lodging
- Transportation (parking, tolls, taxi/shuttle service, rental cars)
- Gasoline

- Supplies
- Mileage (at the current ERAU reimbursement rate; cannot claim mileage and fuel – must be one or the other)
- Laundry (only when necessary for team uniforms)
- Registration fees

A completed Travel Expense Report must be submitted to University Accounts Payable within 10 days of the completion of each trip according to the University Travel Policy (APPM 2.3.8).

### **Non-Reimbursable Expenses**

- Tipping for maid services
- Valet services for parking, when self-parking options are available
- Entertainment (unless approved by Senior Athletic Department Administration)
- Alcoholic beverages

### **Miscellaneous Expenses**

A miscellaneous travel expense is a necessary and reasonable expense incurred while traveling. Certain miscellaneous expenses associated with travel may be reimbursed. Such reimbursable expenses include:

- Postage expense (shipping of equipment/supplies for event)
- Over-the-counter medication for sick athletes

## **Transportation**

There are several methods of transporting a team throughout the year. This section covers the various sources available for transportation and the policies related to them.

### **Commercial Air Transportation**

- All commercial airline travel (except for NCAA post-season travel) must be booked through the official University travel agency. Odyssey Travel is the University's exclusive travel agency for the Daytona Beach Campus. Payment for air travel will be charged to the University's AMEX card on file per an arrangement between Embry-Riddle University and Odyssey Travel. All employees who use Odyssey Travel must fill out a Preferred Client Profile.
- All domestic team travel will be coach class. Reimbursement of the check baggage fee is limited to one bag, unless there is a legitimate business reason for more than one bag (such as a stay over one week, sports equipment or sports medicine kits).

### **Commercial Bus Transportation**

- All commercial bus travel (except for NCAA post-season travel) must be booked through the Athletic Business Manager. A detailed schedule of events including preferred travel times for the season must be presented at least three months before the start of team travel so buses can be booked. The Head

Coach or Asst. Coach will confirm the exact date and time of departure with a representative of the bus company approximately one week prior to travel.

- When lodging is required, Embry-Riddle Athletics is responsible for providing a single room for driver accommodations. The bus driver is personally responsible for all their meals; however, Embry-Riddle may pay for their meals if the Head Coach desires.
- A detailed itinerary must be provided to a minimum of 48 hours prior to the departure date. It is the responsibility of the coach to send the detailed itinerary to the Athletic Business Manager at least a week before the departure date. Any additional changes not included in the itinerary (additional miles or time) are subject to approval by the charter bus company and may result in additional charges to the original quote.

### **University Vehicles/Athletic Department Vans/Recruiting Car**

- University vehicles should not be used for purposes other than University business nor used in a manner which is unlawful or reflects poorly on the University.
- Use of University vehicles and equipment is limited to faculty, staff or student employees. Students may only drive a van as part of their job for the Athletic Department. Individuals with unacceptable driving records will not be authorized to drive vehicles or equipment for University business purposes.
- Every operator must be at least 18 years of age for cars, golf carts and gators and at least 21 years of age for passenger vans. They must meet all other requirements below to operate University vehicles.
  - Possess a valid operator's license (and/or certificate) of the type required by the equipment used, and this license must be issued by one of the states of the United States. International driver's licenses are not acceptable.
  - Comply with all license restrictions.
  - Obey all laws of the jurisdiction in which he/she operates the University equipment. Any citation incurred is the responsibility of the operator.
- Driver approval must be requested via the Risk Management site on ERNIE in order to become an approved driver. Confirmation will be granted by the University Director of Risk Management upon review of record. Required information includes:
  - Full name (first name, middle initial and last name)
  - Date of Birth
  - Driver's license number and state of issue
  - Department and date of hire
  - Employee or student employee status
  - Phone number
  - Email

- A University Driver shall not:
  - Allow anyone who is not a University approved driver to operate a University vehicle. More than one employee may be approved as University drivers for a particular trip; in those circumstances, only those members of the group shall drive the vehicles. The sole exception to this provision is a situation in which failure to allow a person who is not a University approved driver to drive would create an unsafe situation. For instance, a University approved driver is on a long trip and becomes ill or sleepy but is unable to immediately stop for rest. Allowing a properly licensed passenger to drive is clearly the best alternative.
  - Transport or consume alcoholic beverages or illegally possessed controlled substances, or allow passengers to transport or consume alcoholic beverages or illegally possessed controlled substances in equipment.
  - Smoke or use tobacco products, or allow passengers to smoke or use tobacco products in vehicle.
  - The use of cellular (or similar) telephones by the driver of equipment, while the equipment is in motion, is strictly prohibited due to numerous local, county and state ordinances/laws, as well as several studies that have shown that such use significantly increases the risk of accidents. Text messaging while operating vehicles and equipment is strictly prohibited.
- Vehicles are limited to a total of 10 people (1 driver and 9 passengers). Luggage or other objects should not be transported on top of passenger vehicles, nor will trailers be towed behind passenger vehicles. All occupants must wear seatbelts at all times.
- Requests for use of Athletic Department vans or recruiting car should be submitted to the Assistant Athletic Director – Business Operations. Requests will be entered in the Vehicle Schedule Log.
  - If requests conflict, the in-season sport is given priority.
  - Coaches are responsible for signing out the appropriate keys and immediately returning them after completion of travel.
- It is recommended that for trips greater than 200 miles from campus, there should be two approved drivers per vehicle.
- University vehicles are restricted to a 300-mile radius of the campus. Special exceptions may be granted after written request and written approval from the Director of Athletics.
- Every approved driver should have a Florida Commercial Auto Insurance Card on hand while operating a University vehicle in case of accident. A Florida Commercial Auto Insurance Card is located in every Athletic Department University vehicle and should be left in there at all times.
- University vans may not be parked at home for any reason.

## **Miscellaneous Transportation**

- Costs of taxi and public transportation service including tips (not to exceed 15%), are acceptable for service to and from airports, between appointments, or between hotels and places of meetings, when receipts are presented and a rental car is not in use. Travelers are required to use the most economical form of transportation available.
- Rental cars and vans are acceptable for individual or team travel when Athletic Department vehicles are not available, when traveling via commercial air transportation or if one's personal vehicle is unavailable for use. Rental cars should be obtained from companies with whom the University has discount agreements and reservations can be made through Odyssey Travel or by personally booking through the rental vehicle company. Search for competitive prices and do not purchase the optional liability or physical damage coverage offered.

## **Lodging**

- University employees are responsible for booking their own lodging accommodations and Coaches are responsible for booking their team's lodging. Coaches and Administration should ask for educational discounts at all hotels and motels, many of which charge reduced rates to those able to present a University identification card. Sales tax should not be charged on lodging accommodations in the state of Florida and many other states. To claim the exemption, the traveler must present a tax exemption certificate ahead of time when reserving the rooms. There are limits to the hotel room rates, refer to the University Travel Policy (APPM 2.3.8) before booking a room.
- University Purchasing Cards should be used to guarantee room reservations and pay for hotel rooms.
- Student-athletes should be advised that payment for all unapproved charges (i.e.: in-room movies, phone calls, etc.) is their responsibility.
- University employees may stay with family, friends or relatives in lieu of booking a hotel to save on costs, but it must be noted in the Travel Expense Report that this option was chosen.

## **Meals**

### **Individual Meals**

- Food and beverage expenses (including gratuities) are reimbursable on a per diem basis using the Federal CONUS or OCONUS rates. Employees must use the Federal GSA CONUS rates for travel within the Continental U.S. or U.S. Department of State OCONUS rates for travel outside the Continental U.S. Meals are no longer reimbursed on the receipt method for individual travel (such as for an overnight recruiting trip or professional development conference). Meals consumed by an employee while traveling locally (within 50 miles of official station) are not reimbursable unless they are incurred while conducting a meeting with a specific business purpose. Employees should report the business purpose and the meeting attendees on their expense report. Casual employee lunches are not considered legitimate business meetings.
- Per diem rate for the day of departure and return is calculated below:

DEPARTURE TIME	ALLOWABLE CONUS RATE
Before 8 a.m.	Full Per diem Rate
8 a.m. - 12 p.m.	Deduct Breakfast
12 p.m. - 5 p.m.	Deduct Breakfast and Lunch
After 5 p.m.	No Meals Reimbursed
RETURN TIME	ALLOWABLE CONUS RATE
After 5 p.m.	Full Per diem Rate
12 p.m. - 5 p.m.	Deduct Dinner
8 a.m. - 12 p.m.	Deduct Lunch and Dinner
Before 8 a.m.	No Meals Reimbursed

### **Team Meals**

- It is recommended that team meals do not exceed \$30/day. Per diem limits are as follows:
  - Breakfast - \$7
  - Lunch - \$10
  - Dinner - \$13
- If Per Diem is dispersed, each athlete and coach must sign a Per Diem Form ensuring that they received the money for the amount specified for the exact date. The Assistant Athletic Director – Business Operations or the Athletic Business Manager have the preferred form to use.
- In lieu of Per Diem, coaches and administrators may pay the actual cost of the team meal using their University Pcard. A detailed receipt must accompany all meal purchases. Tips for all meals should not exceed 20%.
- In addition to the standard allowance, coaches may purchase team snacks during travel if they are beneficial to the student-athletes based on competition demands.

### **Postseason Team Meals and Lodging**

- When a team qualifies for post-season, the coach must notify their sport supervisor and Athletic Director and work with them on approval for team meals and lodging needs, especially for needs after the end of a semester.

## **Pre-Season and Holiday Break Team Meals and Lodging**

- Team meals and lodging for pre-season or holiday breaks are the responsibility of the respective sport budget and must be arranged by the coaching staff. Pre-season and holiday break team activities must be communicated with the Sport Supervisor.

## **Recruiting**

- Recruiting travel expenses must follow University Travel Policy (APPM 2.3.8) guidelines as stated above. All recruiting expenses are covered by the respective sport program's budget and follow all NCAA rules.
- All recruiting meals purchased on campus must be paid by a voucher and not a University Pcard. Vouchers are available from the Athletic Compliance Office.
- Recruiting meal expenses may include a recruit's family.
- Alcoholic beverages cannot be purchased for any reason when involving a recruit, including their family.
- Air travel booked for a recruit that is being paid for by Embry-Riddle Athletics must go through Odyssey Travel and must be approved by the University CFO and Athletic Director.

## **Licensing Program**

The University has a licensing program and agreement in place with Collegiate Licensing Company (CLC). Products purchased for either internal or external distribution with any Embry-Riddle Aeronautical University logo or mark must go through the licensing process. You may only use a licensed vendor with CLC. Idea and design concepts must be approved by designated athletic administration staff members in coordination with the University Communications and Marketing Department. Once approved, the design can be submitted to the approved vendor for production through the proper purchasing mechanism. A purchase order (PO) needs to be completed prior to the vendor submitting artwork to CLC (note: for purchases under \$100, a purchase card may be used). The final step is for the approved vendor to submit artwork/design through CLC's system for final approval.

All paper items are exempt from the licensing process. However, the ERAU Print Shop is the first choice for all printing and will ensure proper usage of logos, marks and images on all items that will be produced for viewing by external audiences in accordance with the University Brand Standards Guide. Any event programs, brochures, banners, trophies, plaques, etc. must be approved by the Sports Information Department in coordination with the University Communications and Marketing Department.

# Appendices

## **Embry-Riddle Sports Medicine**

All policies and procedure pertaining to Embry-Riddle Sports Medicine are contained in the 2015-16 Sports Medicine Policies and Procedure Manual. This information may be obtained by contacting the Sports Medicine staff or visiting the Sports Medicine website at [www.erauathletics.com](http://www.erauathletics.com)

Policies included in the Sports Medicine Policies and Procedures Manual include, but are not limited to:

- Pre-participation physical policy
- Insurance requirement and reporting policy
- Concussion treatment and management plan
- Sickle cell trait policy and protocol
- Emergency action plans
- Drug testing policy and protocols