



DRURY UNIVERSITY

ATHLETICS

Policy Manual

2016-17

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Institutional Purpose and Athletics Philosophy



Drury University Mission Statement

Drury is an independent university, church-related, grounded in the liberal arts tradition and committed to personalized education in a community of scholars who value the arts of teaching and learning.

Education at Drury seeks:

- to cultivate spiritual sensibilities and imaginative faculties as well as ethical insight and critical thought;
- to foster the integration of theoretical and practical knowledge; and
- to liberate persons to participate responsibly in and contribute to life in a global community.

DRURY UNIVERSITY ATHLETICS MISSION STATEMENT

The mission of the Drury Athletics Department is to support the overall mission of Drury University. This is accomplished by providing a balanced, high-quality education for student-athletes and by serving the university community, alumni, and friends through success and distinction within an environment of uncompromising integrity.

The goal of the department is the same as that of Drury University: Excellence. This is demonstrated by the graduation of student-athletes through exceptional academic performance, service to the campus and Springfield community and success against the highest level of NCAA Division II competition.

Drury Athletics recognizes its role in promoting school pride and uniting students, faculty, staff and alumni through shared experiences. We will strive to be recognized as a leader in diversity and inclusion while promoting an environment of teamwork, sportsmanship, leadership and personal accountability in all endeavors. We believe this holistic approach in the development of the student-athlete will assist in their overall contribution to the global community.

DRURY UNIVERSITY PHILOSOPHY

At a time when many colleges and universities are using their athletic programs solely as an entertainment and economic tool, Drury University has a philosophy that has stood the test of time.

Drury developed an athletic philosophy in the mid nineteen sixties that has served as its cornerstone for over forty years. The motto “excellence in academics and athletics” has been adhered to by all teams and coaches. This motto put into practice determined that an emphasis is placed on the recruitment and retention of excellent students who are also outstanding athletes.

It is the goal of every athletic program to be competitive at the national level and graduate every player who finishes their eligibility at Drury University. Because of this philosophy Drury attracts young men and women who consistently have a higher grade point average than the general student body and are annually in the top five percent of all NCAA Division II schools in grade point average and national NCAA-II all sports competition. With the above philosophy Drury University has produced more than its share of professional leaders in their chosen fields.

DRURY UNIVERSITY GOALS AND OBJECTIVES

The goal of the Drury University Athletic Department is to provide student-athletes an opportunity to compete in an intercollegiate athletic program that is an integral part of their educational experiences and in consonance with Drury's Mission Statement.

- Operate a program that maintains the highest integrity and standards of conduct.
- Produce winning teams that are competitive on a National level.
- Prepare individuals for the competitive and stressful aspects of life.
- Instill positive attitudes for goal setting and achievement within each athlete.
- Maintain high graduation rates for all athletic programs.
- Maintain strong public relations through the Sports Information Office and Booster Clubs.
- Maintain a safe, healthy, drug-free athletic program.
- Provide opportunities for as many students as possible.
- Promote good sportsmanship by all members of the Drury community

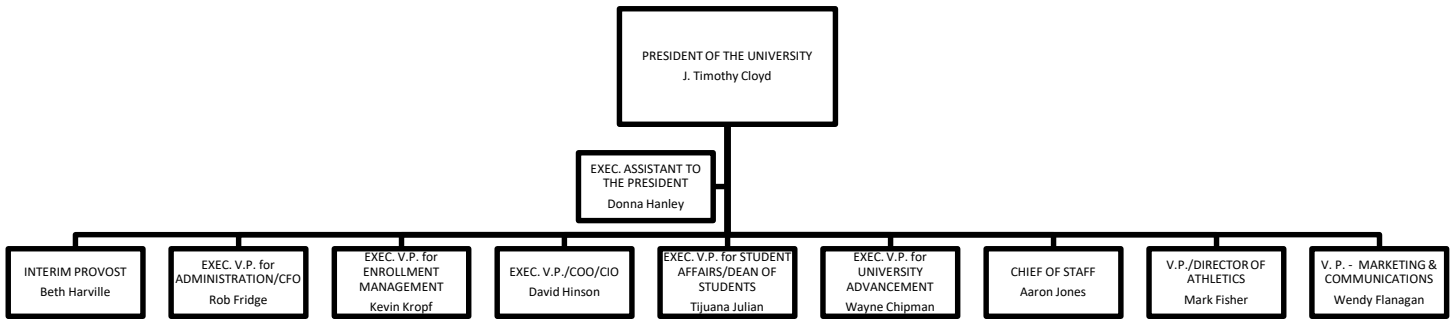
NCAA Division II Philosophy

Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational welfare of the participating student-athlete is of primary concern. Members of Division II support the following principles in the belief that these objectives assist in defining the division and the possible differences between it and other divisions of the Association. This statement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. A member of Division II:

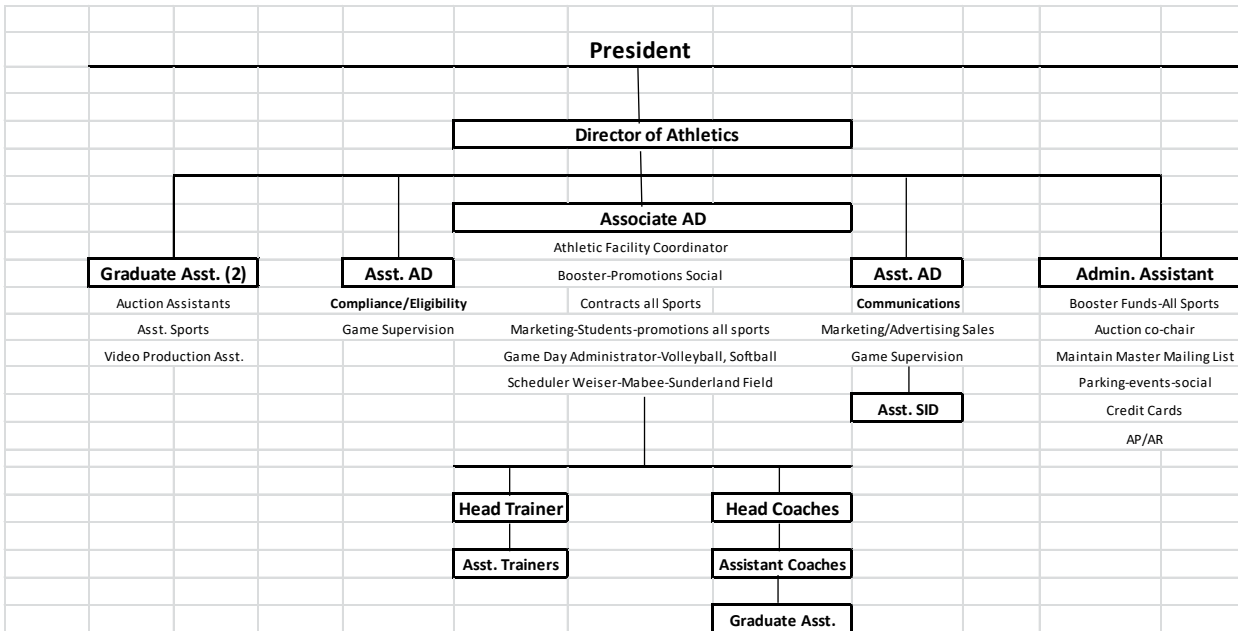
- Believes in promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
- Believes that participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;
- Believes in offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy;
- Believes in preparing student-athletes to be good citizens, leaders and contributors in their communities;
- Believes in striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors;
- Believes in scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;
- Recognizes the need to "balance" the role of the athletics program to serve both the campus (participants, student body, faculty-staff) and the general public (community, area, state);
- Believes in offering opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes;
- Believes that institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletic department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and
- Believes that all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

The Authority of the President and Personnel Matters





Drury University Athletic Organizational Chart 2016-17



Hiring Employees and Staffing

All activities involving the hiring of full-time, part-time and graduate assistant employees in the athletics department are to follow policies and procedures of the Office of Human Resources. These policies can be found at:

<http://www.drury.edu/hr/staff-handbook> .

To assist those involved with interviewing prospective employees, the Prospective Employee Interview Worksheet may be used.

In hiring candidates to a coaching or administrative position in the athletics department, the Director of Athletics or an Associate or Assistant Director of Athletics is to ask each candidate whether they have been involved in past NCAA rules violations or contact the NCAA enforcement staff to inquire about this same information.

Staff Discipline and Grievance Procedures

Drury University Athletic Department's procedures for dealing with grievances and discipline follow those of the Office of Human Resources. The Drury University Staff Policy Handbook can be found at:

<http://www.drury.edu/multinl/story.cfm?ID=4874&NLID=215>

NCAA Monitoring and Compliance



President's Quarterly Meeting

A quarterly meeting is scheduled by the President's office with the Director of Athletics and Faculty Athletics Representative to evaluate processes and procedures and to discuss items of concern in the athletics compliance program.

Weekly Meeting of the NCAA Certification of Eligibility Committee

At the beginning of each semester, a weekly meeting of the Athletics Compliance Office, Faculty Athletics Representative and the Registrar's Office is held to discuss issues regarding the certification of eligibility of student-athletes for the athletics program at Drury University. These meetings will be held until all student-athletes have been certified.

Monthly Athletics Compliance Brief

A monthly meeting is scheduled between the Director of Athletics, faculty athletics representative and the Athletics Compliance Office to discuss compliance issues including violations, interpretations, monitoring activities and compliance education.

Violations and Interpretations Logs

The Athletics Compliance Office compiles a log of all violations and interpretations that occur in the athletics program. The logs are compiled in RSRO and reviewed in the monthly compliance brief in the athletics department.

Compliance Audits

The Athletics Compliance Office is tasked with auditing the policies and procedures of Drury University and the athletics department to ensure that the remains in compliance with NCAA and GLVC rules. The Athletics Compliance Office is also responsible for communicating areas of vulnerability in policies and procedures to the director of athletics and the faculty athletics representative. The director of athletics and faculty athletics representative are responsible for communicating the areas of vulnerability to the Drury University President.

Monthly Student-Athlete Advisory Committee (SAAC) Meetings

The monthly SAAC meeting involves compliance education and reporting discussions and provides an opportunity to monitor student-athlete welfare issues.

Spot Checks

The faculty athletics representative is responsible for performing spot checks of Contact and Visit Records and countable athletically related activities. Spot checks are performed at least once a semester.

Monitoring Full-Time Enrollment

The Registrar's Office and Compliance Office both are charged with monitoring the full-time enrollment of student-athletes. If a student-athlete is found to have withdrawn or dropped a class by themselves, the Athletic Compliance Office communicates with the Head Coach, registrar and director of athletics to ensure that a student-athlete does not practice or compete while ineligible.

Athletics Programs Finances / Camps and Clinics



Athletic Department Budget

The operating budget for the athletics department will be approved and administered according to Drury University policies and procedures. The budget for the athletics department is also subject to internal and external audits for the purpose of ensuring compliance with NCAA, GLVC and Drury University rules, policies and procedures.

Responsibility for Actions of Outside Entities

The Drury University Athletic Department has a “responsibility” for the acts of an independent agencies or organizations and representatives of athletic interests as per NCAA Bylaw 6.4.

Athletic staff maintains the right to correspond, negotiate, mediate, etc. with outside organizations for financial, gift-in-kind, or endorsement support. Representatives of athletic interests are expected to contact athletic staff to initiate any outside contact.

Booster clubs are not allowed to maintain separate banking accounts with revenues generated from Drury University athletically-related activities.

The athletics department is responsible for informing those identified as boosters of the institution’s commitment to the principles of sportsmanship, ethical conduct, rules compliance and amateurism, as defined by NCAA and GLVC rules.

Operating Budget

The Associate Director of Athletics oversees and monitors fiscal activities within the department of athletics in conjunction with the Business Office. The Business Office prepares monthly and annual financial statements and related reports for the various department activities to ensure financial responsibility and integrity.

Head coaches and program administrators are responsible for operation of the sport or program within the budget amount allocated by the director of athletics and is to ensure that the administration of the sport budget adheres to Drury University policies and procedures.

Travel Expense

A. Team Travel Policies

- Your travel schedule must be submitted to the Associate Director of Athletics for scheduling of transportation. Your travel schedule is to include the date and time of departure from the main campus, destination, and date and time of return to campus.
- Head coaches and/or program administrators are given a University credit card for expenses associated with administration of the sport or program budget. Credit cards are issued by the Business Office.
- A travel itinerary must be prepared prior to leaving campus. When completed, the travel itinerary is to be submitted to the Director of Athletics.

B. Recruiting

- All coaches should use their university credit card to pay for recruiting expenses. Any use of personal funds for recruiting activities could be construed as an extra benefit by a representative of athletics interests must be reimburse by the University.

Purchases

The Director of Athletics ensures that all purchases are carried out in a manner that is consistent with NCAA and GLVC rules and Drury University policies and procedures.

Fundraising and Development

Athletics department staff members are prohibited from maintaining funds or accounts (e.g. slush funds) that are not subject to institutional control. All funds and accounts must remain in control of the Business Office.

All fundraising activities are to be approved by the Director of Athletics. The Approval of Fundraising Form must be completed and signed prior to the start of the fundraising activity if the fundraising activity does not directly involve student-athletes. All fundraising and promotional activities that involve the participation of student-athletes require the written approval of the director of athletics and the student-athletes involved prior to any activity can take place. Complete the Promotional and Fundraising Activities Form.

The Compliance Office is responsible for monitoring the fundraising activities involving athletics staff members and student-athletes. This person also must remain vigilant to situations that have an impact on compliance with NCAA, GLVC, and Drury University rules, policies and procedures. All funds raised by athletics staff members are to be submitted in a timely fashion to the Athletics Administrative Assistant for deposit into booster accounts. The Athletics Administrative Assistant prepares and provides reports detailing the source, amounts and application of funds raised to the Director of Athletics and athletics staff members.

Any fundraising activity involving or surrounding a professional sports organization or event are follow NCAA Bylaw 12.6.

Student-athletes are required to complete the Institutional and Non-Institutional Promotions Permission Form at the start of the academic year. This form is designed to assist student-athletes in gaining a full understanding of the impact that participation in a fundraising or promotional activity may have on their eligibility for practice, competition and athletics aid.

Representatives of Athletics Interests (Boosters)

A person becomes a booster or representative of athletics interests based on their involvement in the athletics program according to NCAA Bylaw 13.02.10 (see below). Once someone is identified as a booster, the person retains that identity indefinitely.

The athletics department is responsible for informing those identified as boosters of the institution's commitment to the principles of sportsmanship, ethical conduct, rules compliance and amateurism, as defined by NCAA and GLVC rules.

Also see bylaw 13.1.2.2(h) and 13.1.3.5.2 for more information on recruiting.

Camps and Clinics

Camps and clinics are covered in the Tryout and the Sports Camp and Clinic sections of Bylaw 13 (Recruiting) of the NCAA manual and must meet all conditions in these bylaws. Whether holding an institutional or non-institutional/private camp, athletics staff members must follow the bylaws mentioned above.

A. Background Information

Sports camps and clinics are offered for the purpose of providing non-credit offerings in activities related to competitive sports. The camps and clinics are organized to provide opportunities to learn skills and strategies and to provide competitive experiences to individuals with unusual or above average interest, potential and/or ability. The following sports are considered a part of the sports camp and clinic program at Drury University.

Basketball (Men & Women)	Golf (Men & Women)
Soccer (Men & Women)	Tennis (Men & Women)
Baseball (Men)	Swimming (Men & Women)
Cross Country (Men & Women)	Softball (Women)
Volleyball (Women)	Wrestling (Men)

B. Definition of Sports Camps

A Drury University sports camp or instructional clinic is any camp or clinic that is owned or operated by Drury University or an employee of the Drury University Athletic Department, either on or off its campus and in which prospective student-athletes participate. (See NCAA Bylaw 13.12.1.1.)

Purpose

A Drury University sports camp or clinic is one that (see NCAA Bylaw 13.12.1.1.1):

1. Places special emphasis on a particular sport or sports and provides specialized instruction, practice, or competition.
2. Involves activities designed to improve overall skills and general knowledge in the sport, or
3. Offers a diversified experience without emphasis on instruction, practice or competition in any particular sport.

C. Camp Schedule

Sports camp/clinic dates will be scheduled based on the availability of athletic and dormitory facilities and a realistic assessment of a particular camp's financial viability, based on past performance. The following procedure will be used when scheduling camps:

- All sports camp directors proposing a sports camp/clinic program during the upcoming year will submit their schedule requests to the Assistant Athletic Director, the Director of Housing and Student Activities and the Food Service Director by January 1 for the next summer's camps.
- All facilities, insurance, housing, and meal arrangements and rates will be submitted to the Athletic Director no less than one month prior to the camp.
- Basketball camps or clinics will only be conducted during June, July and August (see NCAA Bylaw 13.12.1.1.2).

YOU MAY -

-Conduct a developmental clinic involving prospects anytime during the calendar year under the provisions set forth in NCAA Bylaw 13.12.1.1.2.

- Develop fundamental skills in a sport rather than refine the athletic abilities of the participants.
- Open the clinic to the general public (you may set age restrictions and limit the number of participants).
- Do not give material benefits to the participants (e.g. awards, prizes, gifts).
- Do not include a recruiting presentation.
- Restrict attendance to individuals who reside in Missouri or within 100 miles of Drury University.

YOU MAY NOT—

- Schedule a “tryout session” at which one or more individuals who have started classes for the ninth grade reveal demonstrate or display their athletic abilities (see NCAA Bylaw 13.11).

D. Promotions

Each sports camp/clinic director is responsible for promoting his/her respective sports camp/clinic programs. A written promotional and marketing plan should be devised and communicated to the Director of Athletics. Brochures will be approved for format, compliance with University and NCAA printing guidelines and content specifications.

YOU MAY--

- Use the name or picture of a student-athlete employed as a counselor for camp promotion (in accordance with NCAA Bylaw 12.5.1.6).

YOU WILL—

- Place on the sports camp/clinic brochure, in the information section, the request “School grade just completed: _____”. Place on the sports camp/clinic brochure the statement, “I have/have not won an athletic letter since entering the ninth grade (circle one).”

YOU MAY NOT---

- Pay a student-athlete for using his/her name or picture to advertise the camp/clinic.
- Agree to advertise in recruiting publications without permission to review the layout plan prior to publication.

E. Fees

Fees should be set based on an assessment of the market, an assessment of the economy and a comparison of fees at other sports camps in the market area in order to provide access to a variety of youth populations and to insure that revenue is sufficient to meet all expenditures.

YOU MAY—

- Provide a free or reduced admission fee to groups registering a specified number of youth, as long as the reduced admission is available to all such groups.
- Provide a free or reduced admission to children of coaches or administrators who work in the camp, as long as the reduced admission is considered part of the coach’s compensation and such an opportunity is available to all children of coaches or administrators working the camp.
- Provide a free or reduced fee to children of staff and faculty of Drury University, as long as the rate is provided to all such faculty and staff
- Provide a free or reduced admission fee to youths who have not entered the ninth grade and/or have never been an athletics award winner.

YOU MAY NOT---

- Provide a free or reduced admission to a high school preparatory school or two-year college athletics award winner. For purposes of this guideline, a high school includes the ninth grade level, regardless of whether the ninth grade is part of a junior high school.

- Permit a representative of Drury University’s athletic interest to pay a prospect’s expenses to attend a Drury sports camp or clinic (see NCAA Bylaw 13.12.1.5.2).

F. Accounting

All camp/clinic registrations, revenues and expenditures will be submitted to the Athletic Administrative Assistant or an individual approved by the Athletic Director. This information then will be used to track the camps by completing the Drury Athletics Camp Financial Report. It is the responsibility of the camp director to submit these completed appendices to the Athletic Director no more than one week after the conclusion of camp.

Every effort will be made to pay camp employees shortly after the camp. All salaries will be approved during the camp director’s submission of camp information to the Athletic Director.

YOU MAY--

- Employ a Drury University student-athlete at a reasonable rate to operate a concession to sell items related to or associated with Drury University sports camps to campers or others in attendance.
- Employ a student-athlete to perform duties that are of a general supervisory character and any coaching or officiating assignments will represent not more than one-half of their work time.
- Employ a student-athlete at a rate commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience (NCAA Bylaw 13.12.2.1.1).
- Employ a high school prep school or two-year college coach who speaks or participates at a Drury University camp or clinic, with the understanding that you must be able to document that the fee provided to the coach is commensurate with similar fees paid to other individuals for like services (NCAA Bylaw 13.12.2.2.1).
- Pay actual travel expenses (including lodging and meals in transit) to the camp/clinic for a student-athlete as partial compensation for employment in the camp/clinic, as long as such travel expenses are paid for all employees of the camp/clinic.
- Pay in advance actual and necessary travel expenses to the camp/clinic for the student-athlete, as long as such payments are given to all employees of the camp/clinic.

YOU MAY NOT--

- Permit or arrange for a prospect or a student-athlete, at his or her own expense, to operate a concession to sell items related to or associated with the camp (NCAA Bylaw 13.12.2.3).
- Employ a student-athlete at a rate based on a value that the student-athlete may have because of the athletics reputation of fame the student-athlete has achieved (NCAA Bylaw 13.12.2.2.1)
- Compensate a high school prep school or two-year college coach based on the number of campers the coach sends to camp (NCAA Bylaw 13.12.2.4.2).
- Provide a credit card to the student-athlete to pay for actual and necessary travel expenses to the camp/clinic.
- Provide or permit to be provided free merchandise unless it is part of the camp registration fee and provided to all campers.

G. Employment

All coaches must follow the following Drury policies concerning employment of camp counselors/workers:

- Under no circumstances can you have a “contract” camp worker.

- All camp workers who are not current Drury staff/faculty or graduate assistants must now complete a background check before the beginning of the camp. This includes current students and prospective student athletes who have signed NLI's at Drury University.
- A list of all employees will need to be sent to HR prior to camp starting to ensure that everything (background check/employment paperwork) is completed.
- The camp will be charged for the background checks. They run from \$30 up to near \$200 each depending on how many places they've lived, surnames and other names used, etc. The process can take 2-5 days. No one should be made an offer for employment until they've received word from HR that the person has 1) cleared a background check and 2) completed employment paperwork.

H. Procedures

All coaches will follow the policies set forth in NCAA legislation and the Drury University Sports Camp/Clinic Program. This includes, but is not limited to:

- All sports camp directors proposing a sports camp/clinic program during the upcoming year will submit their schedule requests to the Assistant Athletic Director, the Director of Housing and Student Activities and the Food Service Director by January 1 for the next summer's camps.
- All facilities, housing and meal arrangements and rates will be finalized no less than one month prior to the camp.
- All camp/clinic registrations, revenues and expenditures will be submitted to the Athletic Administrative Assistant or an individual approved by the Athletic Director. This information then will be used to track the camps by completing:
 - a. Drury Sports Camp/Clinic Financial Report – Detail
 - b. Approval of Student-Athletes Working Camps
 - c. Sports Camp/Clinic Declaration
- It is the responsibility of the camp director to submit these completed appendices to the Athletic Director no more than one week after the conclusion of camp.
- All camp/clinic directors will train staff on medical, lost camper, and emergency procedures prior to the beginning of the camp.
- All campers must complete the Drury Sports Camp/Clinic Health Form prior to their participation.

Game Management

All employees hired on a per game basis to work in game management in the areas of statistics, line judges, ball shaggers, facility set-up, etc. will need to complete the necessary employment paperwork with Human Resources. The Associate Athletic Director will need to disclose the amount of pay and verify the work has been performed. Game officials are not included in this policy.

Team Travel



DRURY UNIVERSITY ATHLETIC TEAM TRAVEL

Team travel is a coaching responsibility requiring the utmost attention of every coach. The safety and welfare of Drury student-athletes is the number one priority on all athletic trips.

All personnel associated with the team are to travel to and from the designated sites as a unit. Players, managers, trainers, etc., are not allowed to travel in private vehicles if they are a part of the official travel unit. Drury University cannot be responsible for their welfare otherwise.

Exceptions: If a Head Coach deems it appropriate to permit travel to or from a playing site with a parent(s) or legal guardian(s) OR the student obtains the Athletic Director's permission to travel independently, then the following procedure must be followed:

- A written Statement of Permission from the parent(s), guardian(s) must be signed by the parent(s) or guardian(s), endorsed by signature from the Head Coach, and filed in the Athletic Administration office prior to departure from Drury University, regardless of whether the travel is to or from the site.
- No player, manager, trainer, etc. may ride with the parent(s)/guardian(s) or friends of another player, manager or trainer – period.

A. Method of Team Travel

- All college vans or rental vans must be driven by individuals with current licenses. Names of all such licensed drivers must be turned into the Human Resources Office.
- Coaches are responsible to ensure all transportation has been pre-approved by the Athletic Director prior to the contracting of said vehicles.

B. Method of Transportation

Those teams traveling less than 200 miles (one way) may use 15 passenger vans if they limit the occupancy to 11 or less people. Those teams traveling over 200 miles (one way) must use chartered transportation (people mover, bus, etc.) if the return trip is to take place on the same day. Teams traveling over 200 miles (one way) may use 15 passenger vans if they limit the occupancy to 11 or less people, and the return trip takes place on a following day.

C. Travel Policy Concerning 15 Passenger Vans

The National Highway Traffic Safety Administration (NHTSA) issued a study on "The Rollover Propensity of Fifteen-Passenger Vans" which concluded that the center of gravity on a fifteen-passenger van shifts rearward and upward, affecting stability of the van when it is heavily loaded. Here are some statistics from the study:

- Fifteen-passenger vans carrying ten or more occupants are **three times** more likely to roll over than those with fewer than five occupants. Fifteen-passenger vans overloaded with more than fifteen passengers have a **70 percent** chance of a rollover.

All persons driving University owned, leased or rented 15-passenger vans are required to comply with the following:

- Have a valid driver's license.
- Have a valid and clear **Motor Vehicle Report** (MVR) on file with the University. MVR forms can be obtained from Jill Holmes in the Business Office.
- Is **21 years old** or older and has at least **five years** of driving experience.
- Drive with courtesy and exercise reasonable caution to prevent accidents or property loss.

- Operate vehicles in accordance with all applicable University policies and follow all applicable local and state traffic laws. The University is not responsible for fines or citations received while driving on University business.
- Drive vehicles at lawful speeds that are appropriate to road, weather, and other hazard conditions.
- Use vans for authorized and official purposes only.
- Not transport unauthorized passengers or permit any unauthorized person to drive the vehicle.
- Not operate a van when under the influence of alcohol or drugs, including prescription medications if they cause impairment.
- Remove the **rear seat** of the van and have **no cargo stored in that space**. This will put the weight toward the front of the van and limit the potential for rollover.
- Limit the number of passengers in the van to **eleven or less**, including the driver.
- Not use a **roof rack**. Carrying luggage on the roof will raise the center of gravity and increase the likelihood of rolling over. There should be **no trailer towed**.
- Not use cell phones or text while driving.
- Not drive between the hours of 1:00-5:00 am.
- Not drive more than 8 hours in a 24-hour period. If the drive is longer than 8 hours, another approved driver must take over the wheel.
- Take a 15 minute break after driving for two hours or a 30 minute break after driving four hours.
- **Make sure that all passengers are wearing a seatbelt**. NHTSA estimates that belted occupants of fifteen-passenger vans are 75 percent less likely to die in a rollover crash than those who are not wearing a seat belt.

Practice and Competition



Determining the Playing and Practice Season

Head coaches are responsible for determining the playing and practice season according to Bylaw, Article 17 of the NCAA Manual. The Playing and Practice Season Declaration form (Exhibit 10.2) must be completed and submitted in ACS Athletics to the Director of Athletics prior to beginning of the sports season (NCAA Bylaw 17.1.3).

Scheduling Contests and Practices

All coaches will develop schedules and contest contracts for their sport in coordination with the athletic department. Below are the steps followed in scheduling competitions:

1. All fall sports schedules should be completed and submitted to the Athletic Director for approval by May 1st. (Men's Soccer, Women's Soccer, Women's Volleyball, Men's Cross Country, Women's Cross Country). These schedules should then be confirmed with all contracts accepted and in house by June 1st.
2. All winter sports schedules should be completed and submitted to the Athletic Director for approval by June 15th. (Men's Basketball, Women's Basketball, Men's Swimming and Diving, and Women's Swimming and Diving). These schedules should then be confirmed with all contracts accepted and in house by July 15th.
3. All spring sports schedules should be completed and submitted to the Athletic Director for approval by August 15th. (Men's Baseball, Women's Softball, Men's Golf, Women's Golf, Men's Tennis, and Women's Tennis, Men's and Women's Track). These schedules should then be confirmed with all contracts accepted and in house by September 15th.
4. Coaches will provide schedules to the Associate A.D. for contract preparation. These schedules will contain all information necessary to complete the Drury Contract Form. The Assistant A.D. will review schedules to avoid contest conflicts.
5. Contracts will be prepared by the Associate A.D. and returned to the head coach to check for accuracy and to sign.
6. The Athletic Director will sign contracts after they have been signed by the head coach. The contracts are then returned to the Associate A.D.
7. The Associate A.D. will maintain one copy of all contracts and he/she will also ensure the contracts are received from other colleges in a timely fashion.
8. Coaches and staff members will ensure schedules are designed to minimize the number of classes student athletes will miss.

Monitoring Countable Athletically-Related Activities

All coaches (head, assistant and graduate) will follow all rules and regulations regarding their student-athletes' playing and practice countable athletic related activities (CARA) in both their championship and non-championship seasons as defined in the NCAA manual, Bylaw 17.

Every month during the academic year each head coach, or his/her designee, is required to provide the compliance office with their monthly report of countable athletically-related activities through ACS Athletics. Student-athletes who are members of SAAC will approve the CARA reports in ACS Athletics.

Student-Athlete Participation Record

Coaches will record each student-athlete's participation against outside competition in ACS Athletics. At the conclusion of each playing season the Head Coach must submit the team's participation record in ACS Athletics. The participation record will then be verified by the Sports Information Office before the student-athlete is not charged a season of competition. The participation record must be submitted to the Compliance Coordinator within two weeks of the last date of competition. It is assumed that all student-athletes will have used a season of competition unless the participation record shows that the student-athlete did not participate and is verified by the Sports Information Office.

Financial Aid



Financial Aid

A. Determine cost of attendance

The Director of Financial Aid determines the Cost of Attendance for all students applying for financial aid including student-athletes. This figure is communicated to the athletics department in March for the upcoming academic year. The cost of tuition is the sum cost of the following:

- Tuition- Tuition is dependent on the type of student (i.e. undergraduate, graduate or graduate). The value of tuition is equal to full-time enrollment.
- Room and Board- The value of room and board is equal to a double-room and a 180 meal plan.
- Books- The value of books and supplies is equal to an average cost of purchasing books.
- Transportation- The value of transportation is equal to the cost of commuting for a non-resident student or the cost of returning home during break periods for a resident student.
- Miscellaneous- The value of miscellaneous is equal to the various items that must be purchased during the nine-month enrollment period.

B. Determine NCAA Full Grant-In-Aid

Full grant in aid is determined using the following NCAA formula. This figure is communicated to the athletics department in January for the upcoming academic year. The following is used to determine grant-in-aid:

- Tuition- This value is equal to the Tuition Block Rate at Drury University.
- Room- This value is equal to the average of all residence halls.
- Board- This value is equal to the 180 meal plan per NCAA bylaw 15.2.2.
- Books- This value is equal to \$800 per NCAA by law 15.2.3

Athletic Agreements

All coaches (head, assistant, and graduate) will follow all rules and regulations regarding financial aid as defined in the NCAA Manual, Bylaw 15.

All student-athletes are “flagged” by the Office of Financial Aid and the Drury University Business Office. This affords those offices the ability to monitor, verify and approve all financial aid packages, and the billing procedures, of all Drury student-athletes.

The Financial Aid Director is the final word in terms of all financial aid related issues. Only with the signature and approval of the Director of Financial Aid are any financial aid related issues are final. This includes, but is not limited to, the following issues:

- Initial Awards
- Renewal Awards
- Reduction of Awards
- Cancellation of Awards
- Non-renewal of Awards
- * Financial Aid Agreements
- * Appeal Procedures
- * Squad Lists / Equivalency Figures
- * Definition of Countable Aid
- * Definition of Non-Countable Aid

Outside awards will not be credited to a student-athlete’s financial aid agreement until there is on file in the Financial Aid Office a copy of the criteria for the award. Should the outside grant not be athletic-based it will be included in the student-athlete’s financial aid package.

Team and individual limits, as defined by the NCAA, will be monitored continuously by the Financial Aid Office in conjunction with the Compliance Office. Squad lists will be completed prior to the official start of the season for all athletic programs sponsored by Drury University.

All renewals, non-renewals and letters of reduction must be sent to all student-athletes who practiced and/or competed the previous academic year by June 30 following the season in which they practiced/competed. Summer aid is provided in accordance with institutional policy which includes activity grants, work/study awards and selected other types of financial assistance.

The student-athlete's award is final as of designated date of each semester's for the last day to enroll. Should individual adjustments be necessary for billing purposes for a specific student-athlete, those adjustments must be made by the last day to enroll for the fall or spring semester as published by Drury University. Drury policy does not permit athletic activity scholarships to be increased after the last day to enroll for the fall or spring semesters unless extenuating warrant an appeal to the financial aid committee. For such an appeal to be granted it must first be approved by the Athletic Director and must be permissible according to the rules and regulations of the NCAA. The appeal process regarding any financial aid matter is administered in the manner stated in the university's catalog and in the policy book of the Office of Financial Aid.

Drury policy states that institutional financial aid can be applied toward the cost of tuition, room and board (if living on campus) and fees. Institutional aid, according to Drury policy, cannot be used towards off-campus housing or books unless it is done with the knowledge of the Director of Financial Aid and approved by the Drury University Financial Aid Committee and the Director of Athletics. Book vouchers are required for all bookstore charges.

A student-athlete may receive his/her Pell grant as determined by the Director of Financial Aid and in accordance with all federal laws and institutional guidelines. The exact amount of the Pell award to be provided to a student-athlete must be approved by the Director of Athletics and the head coach of the student-athlete.

Student-athletes cannot use Drury-funded scholarship moneys to purchase debit dollars. Board packages can be provided in conjunction with a student-athlete's financial aid package but only with the approval and awareness of the Director of Financial Aid and the Director of Athletics.

All types of financial aid are defined by the NCAA as countable or non-countable. The Drury Athletic Department, with the monitoring assistance of the Financial Aid Office, is required to follow these definitions in maintaining the individual and team limits.

A. Initial Athletic Scholarships

Below are the steps to be followed for the initial offering of a Drury University Athletic Scholarship:

- Head Coach completes the Scholarship Request Form in ACS Athletics. This form must include name, home address, NCAA ID number, scholarship amount, request for letter of intent, and sport.
- The Compliance Office verifies that the sport has money available in the athletic aid budget and that the student has not exceeded the full-grant in aid.
- The Compliance Office verifies that the prospective student-athlete has been admitted or is "admittable" per Drury University admission guidelines.

- The Compliance Office verifies that the prospective student-athlete is registered in the NCAA Eligibility Center and that a copy of his/her high school transcript is on file.
- The Compliance Office prepares an Initial Athletic Aid Letter and an Athletic Award Agreement and National Letter of Intent (if applicable).
- The Athletic Award Agreement is signed and dated by the Director of Financial Aid after checking the equivalency number of the athletic team.
- The Athletic Award Agreement and NLI (if applicable) are signed by the Director of Athletics.
- If a NLI does not need to accompany the initial athletic tender, the letter and agreement are e-mailed by the Compliance Office to the student with instructions to sign and return the agreement to the athletics department.
- When the athletic award agreements are received by the athletics department, a copy is provided to the Head Coach and Financial Aid Office. If the NLI is found to be invalid, the Athletics Compliance Office must notify the prospective student athlete in writing within five (5) business days that the NLI he/she signed was invalid by sending the Invalid NLI Letter. The NLI may be re-issued if within the signing period.

B. Renewals

Below are the steps to be followed for a Drury University Athletic Scholarship Renewal:

- The Compliance Office prepares a Scholarship Renewal Form for each team. The form will indicate each returning student-athlete's athletic scholarship for the current year plus and any additional countable aid.
- The Head Coach enters the amount of the scholarship for the following year and determines whether the scholarship will be a renewal, nonrenewal, reduction or increase.
- The Director of Financial Aid Services, along with the Compliance Office, verifies that the recommended scholarships are a renewal, nonrenewal, reduction or increase.
- The Director of Financial Aid Services verifies that the sport has money available in the athletic aid budget and that the student has not exceeded the full-grant in aid.
- The Compliance Office prepares a Renewal of Athletic Aid Letter.
- The Renewal Letter is e-mailed to each student-athlete with instructions on how to accept his/her renewal athletic scholarship in My Drury.
- A copy of all letters are filed in the student's file in the Compliance Office.

C. Reductions

If the Head Coach indicates on the Scholarship Renewal Form that a reduction in athletic aid is being given, the following will occur:

- The Compliance Office will prepare a Scholarship Reduction Letter. The letter indicates that the athletic scholarship the student-athlete received in the previous academic year will be reduced in the ensuing academic year and notifies the student-athlete of the opportunity to request a hearing before the Financial Aid Committee.
- The student athlete has 14 days from the time of notification to appeal the reduction to the Financial Aid Committee.
- The letter is verified and signed by the Director of Financial Aid and the Athletic Director.
- The letter and agreement are mailed by Compliance Office to the student with instructions to sign and return the agreement to the athletics department.
- A copy of all letters and agreements are filed in the student's financial aid file.

- Once the signed Athletic Award Agreement is signed and received by Financial Aid, the athletic scholarship is changed.

D. Non-renewals

If the Head Coach indicates on the Scholarship Renewal Form that athletic aid will not be renewed for the next year, the following will occur:

- The Compliance Office will prepare a Scholarship Cancellation Letter. The letter indicates that the athletic scholarship the student-athlete received in the previous academic year will not be renewed in the ensuing academic year. Further, the letter notifies the student-athlete of the opportunity to request a hearing before the Financial Aid Committee.
- The student athlete has 14 days from the time of notification to appeal the reduction to the Financial Aid Committee.
- The letter and agreement are mailed by Compliance Office to the student with instructions to sign and return the agreement to the athletics department.
- Once the signed Athletic Award Agreement is signed and received by Financial Aid Services, the athletic scholarship is changed.

Deadlines

All recommendations for athletic scholarships must be submitted to the Compliance Office at least three weeks prior to mailing. All renewals, reductions and non-renewals of athletic scholarships must be received by the student-athlete on or before June 30.

Monitor athletic financial aid budgets

The Director of Financial Aid monitors the athletic scholarship line items for the institutional budget to ensure that each individual coach does not overspend their allotted scholarship dollars. This is done during the preparing of athletic agreements.

Process for Outside Scholarships Received by Student-Athletes

- Every student-athlete added to a team roster for a new academic year and added during the academic year will have their financial aid inspected for outside scholarships.
- If an outside scholarship is discovered, the Director of Financial Aid sends the Outside Scholarship Letter and Questionnaire to each outside agency that awards a scholarship to student-athletes.
- Upon return of the letter from the outside agency, the Director of Financial Aid determines if the scholarship is countable or non-countable aid toward athletic equivalencies.
- If the outside scholarship is determined to be countable aid, the Squad List for the sport(s) the student-athlete participates in will be adjusted accordingly.

Determination of Countable and Non-Countable aid

The Director of Financial Aid determines the countable and non-countable aid for each student athlete according to NCAA Bylaw, Article 15. This process shall be completed no later than the first day of classes of the new academic year.

1. Coaches should determine the countable or non-countable status of their prospective student-athletes at the earliest possible stage of recruiting and compute their athletic aid recommendations accordingly so as not to surpass the NCAA maximum equivalencies. Bylaw 15.5.2.1
2. Beginning with the first recommendation from a coach for athletic financial aid for an incoming PSA the Financial Aid Director, coach and compliance office begin the process of determining whether each SA is to be considered a “counter” or a “non-counter” for the upcoming academic year. Bylaw 15.02.3 and 15.5.1

3. All incoming and returning SAs who are determined to be non-counters shall be listed on the “Non-Counter Form”. This form is to be completed by the Director of Financial Aid and checked by the FAR prior to each sports first date of competition. Bylaw 15.5.1.(b)
4. When completed and signed by the Director of Financial Aid and the FAR the Non-Counter Form is to be forwarded to the athletic compliance office where it is kept on file.
5. All student-athletes are coded into the mainframe system by the Registrar’s Office according to roster reports from the Athletics Compliance Office.

Summer Athletic Financial Aid

- Each coach must apply for summer athletic financial aid for a student-athlete by completing the Summer School Athletic Scholarship Application in ACS Athletics.
- The Head Coach forwards the application to the Athletics Director for approval
- If approved, the application is forwarded to Financial Aid Services for an athletic award agreement to be completed for a summer scholarship.
- Summer athletic scholarships begin the new fiscal year. Head coaches will need to plan accordingly when budgeting for the ensuing academic year.

Fifth Year Scholarships

- Head Coaches may apply for a fifth year financial aid award for a student-athlete by completing the Fifth Year Athletic Scholarship Application in ACS Athletics.
- The Head Coach signs the student’s application and makes a recommendation for the amount of scholarship.
- The Head Coach forwards the application to the Athletics Director for approval
- If approved, the application is forwarded to Financial Aid Services for an athletic award agreement to be completed for a fifth year scholarship.
- Fifth year scholarships will be funded from the scholarship account of the awarding sport. Head coaches will need to plan accordingly when budgeting for the academic year.

Production of Squad Lists

After all financial aid information is entered into CA, a squad list is produced for each sport by the Compliance Office. The Squad List must be produced prior to the start of competition.

Enter Financial Aid information into CA

The Director of Financial enters the individual institutional financial aid that each student-athlete is receiving into CA.

Monitoring Student-Athlete Employment

Student-athletes are ultimately responsible for not earning more than their Federal Work Study award. The Human Resources Department, along with the Financial Aid Department, monitors the employment earnings of all student employees, including student-athletes, to ensure that they do not exceed their allotted award.

The Office of Financial Aid reviews each individuals FAFSA data each year and flags any major increases in employment earnings for student athletes.

Financial Aid Appeal Committee Hearing Procedures

If a student-athlete appeals the reduction or cancellation of Financial Aid, a meeting will be convened of the Financial Aid Committee. The following steps will be followed at the meeting:

1. Chair (Financial Aid Committee Chair) introduces himself/herself and indicated his/her role in conducting the hearing.
2. Announcement that the hearing is being recorded.
3. Introduction of all persons present at the hearing, including non-participants.
4. Statement of the purpose of the hearing.
5. Announce that the student-athlete previously had the option of presenting his/her statement, (1) in person (2) in person via conference call, or (3) through written documentation.
6. The student-athlete will present his/her statement first. The Financial Aid Committee may then ask questions of the student-athlete. (Note: Should the student-athlete opt to provide a written appeal in lieu of being present or via conference call, the student-athlete statement will be read by the Chair.)
7. The coach/athletics administrator will follow the student-athlete with his/her presentation. The Financial Aid Committee will then ask questions of the coach/administrator.
8. Following the presentation by the principals, the Committee will be given an opportunity for final questions. At this point the student-athlete and coach/administrator may give concluding comments.
9. Following any concluding remarks, all principals and visitors present will be asked to leave the room to allow the Committee to deliberate and render a decision. After a decision is reached, the chair will notify the parties involved within 24 hours. The decision of the committee is final.

In the event the Financial Aid Committee cannot reach a decision on the day of the hearing, the Chair will advise the principals of the progress of the deliberations and communicate the Committee's decision as soon as possible, no later than 48 hours from the conclusion of the hearing.

The chair will prepare the necessary paperwork to document the proceedings and will provide written communication to the principals of the Financial Aid Committee decision. He/she will report all appeals and their disposition (without names) to the Intercollegiate Athletics Committee at the next regularly scheduled meeting.

NCAA Education / Violations



Compliance Education

The University provides educational opportunities by expanding the compliance education calendar to incorporate the following educational opportunities:

- Intercampus e-mails
- Student-athlete handbook
- Monthly Athletic Department Meeting
- Drury University athletics website
- Game programs and media guides
- Monthly newsletter
- Department policies and procedures manual
- Attendance at conference and NCAA seminars and workshops

All athletics department staff members are required to attend compliance education meetings. In addition, athletics staff members must use a proactive approach in educating themselves prior to involvement in non-permissible activities and taking inappropriate actions. This is to be done by:

- Reading the NCAA manual that is published every year
- Visiting the NCAA web site (www.ncaa.org)
- Discussions with colleagues (coaches, compliance officer, director of athletics)

Reporting Violations

An effective compliance system necessitates the need to develop an Institutional procedure for handling possible major and secondary violations once it has been determined that a violation has occurred. This policy paper establishes the procedures for self-reporting of possible violations by staff members, administrators, student-athletes, and representatives of institutional interests (boosters)

The following steps will be followed to ensure all alleged violations are addressed, investigated, and reported as necessary.

- Information of a possible rules violation will be reported to the Compliance Coordinator.
- The Compliance Coordinator will make a preliminary inquiry to determine if a violation did occur. His/her determination will be made with the assistance of the NCAA and the conference staff when necessary.
- If a violation did not occur, a memorandum will be prepared explaining the decision and the Athletic Director will be informed.
- If a violation is confirmed, the Athletic Director and Coach (if appropriate) will be informed of the violation and of the individuals involved. The Athletic Director will inform the FAR and President that a violation has occurred.
- Compliance Coordinator will receive guidance from the Athletic Director and Coach.
- Compliance Coordinator will then initiate an investigation to determine all facts surrounding the alleged violation. Witnesses will be called, statements will be taken. Both Athletic Director and Coach are kept informed and the University Counsel is advised of the proceedings.
- Investigation is completed by the Compliance Coordinator and determination is made as to the extent of the infraction, (ie) secondary or major; if eligibility is affected; and what penalties are appropriate. (Athletic Director and Coach provide input on penalties.) Also, at this time the President and Faculty Representative are briefed on the rules infraction and investigation.
- The violation is reported in RSRO. If an eligibility issue is involved, it is sent to Eligibility Restoration, otherwise it is sent to Enforcement. Copies of the RSRO report are provided to the University President, Faculty Representative, and Athletic Director .
- Follow up with the NCAA must be constant - especially if eligibility is involved.

Should an alleged violation of NCAA rules involving staff members at other institutions occur, the following steps will be followed:

- Compliance Coordinator is informed and notifies Athletic Director.
- Compliance Coordinator contacts other institutional Compliance Coordinators to verify information or receive explanation.
- Athletic Director is informed in writing of the alleged violation. The Athletic Director will contact the other institution's Athletic Director to have the alleged violation addressed.
- Should the other institution fail to act and the Athletic Director is convinced a violation occurred, the NCAA and the conference may be informed by the Compliance Coordinator.

Recruiting



Recruiting Policies

Coaches and athletics department personnel are required to follow all policies, procedures and rules regarding the recruitment of prospective student-athletes within Drury University and NCAA guidelines. Refer to NCAA Bylaw, Article 13 for more information.

In addition, all athletics department personnel are to educate all prospective student athletes (their relatives and coaches, if possible) about NCAA, Drury University and conference recruiting rules and the penalties for violation of these rules.

Transfers

The following procedures are to be followed in recruiting prospective transfer student-athletes:

A. Permission to Contact a Student-Athlete at Another 4-Year NCAA Institution

- The coach receives contact from a student-athlete from another 4-year institution, asking for information regarding a transfer to Drury University.
- The coach makes a request to the Athletics Compliance Office to send the Transfer Release Request via ACS Athletics.
- The Athletics Compliance Office prepares the Permission to Contact Request Form and sends it to the prospective student-athlete's institution.
- When the form is received, the form is checked to ensure that it is completed and signed by the Director of Athletics or Compliance Officer.
- When the completed, signed form is received, a copy is given to the Head Coach making the request and the original is filed in the Athletics Compliance Office.
- If the prospective student-athlete's institution grants permission to contact, the Compliance Office prepares the Four Year Tracer Form and faxes it to the institution of the prospective student-athlete.
- When the form is received, the form is checked to ensure that it is completed and signed by the director of athletics or compliance officer.
- When the completed, signed form is received, a copy is given to the Head Coach making the request and the original is filed in the Athletics Compliance Office.

B. Release Request From Current Drury Student-Athlete

- Student-athlete makes a request to the Head Coach and Compliance Office to grant another institution permission to contact him/her.
- Head Coach completes the Permission to Contact Granted Form in ACS Athletics.
- Compliance Office confirms with student-athlete's Head Coach that the coach is willing to grant the permission to contact request.
- Compliance Office prepared the Permission to Contact Granted Letter and sends it to the other institution and the student-athlete.

C. Permission to Contact Requested by Another Institution

- Form is received by another institution requesting permission to contact a student-athlete regarding transfer.
- Staff member asks the Head Coach of the sport(s) if Drury University will grant the student-athlete's permission to contact.
- Head Coach consults with the Athletic Director about any concerns with granting permission to contact.
- If the coach(s) does not grant permission to contact:
 - The other institution is notified that permission is not granted.
 - The student-athlete is notified of their right for appeal to the Student-Athlete Financial Aid Committee.
- If permission to contact is granted, the form completed, signed and faxed to the other institution.

- A copy of the form is given to the Head Coach of the sport(s) and the original is filed in the student-athlete's history file in the Athletics Compliance Office.

Student-Athlete Transfer Denial

In compliance with NCAA Division II Bylaws 13.1.1.2 and 14.5.5.3.10, if the athletics department denies a student-athlete's request to permit any other institution to contact the student-athlete about transferring or the institution states in writing that it has an objection to the student being granted an exception to the transfer residence requirement, the institution shall inform the student-athlete in writing within 14 consecutive calendar days that he or she, on request, shall be provided a hearing conducted by an institutional entity or committee outside of the athletics department. The committee is composed of the faculty athletics representative, student-athletes and non-athletics faculty/staff members.

The notification of the hearing opportunity (see Exhibit 13.4 Student Athlete Hearing Letter) shall include a copy of the institution's policies and procedures for conducting the required hearing, including the deadline by which the student-athlete must request such a hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing.

The request for a hearing must be made in writing by the student and received by the Faculty Athletics Representative within 15 days of notification denial of permission to contact or objection to granting the exception to the transfer residence requirement. The appeal process is outlined below:

- The student writes a letter to the Faculty Athletics Representative requesting a hearing.
- The Faculty Athletics Representative sets up the hearing with student athletes and non-athletics faculty/staff members and notifies the student and respective coach.
- The student and coach both present their cases to the Student-Athlete Transfer Committee regarding the denial of permission to contact or objection to granting the exception to the transfer residence requirement. The student/coach may bring additional documentation, witnesses, etc., to support their case.
- Once all information is reviewed the committee will make a final decision and inform both the student and the coach within five (5) business days of the decision. The decision of the committee is final and cannot be appealed. The student will be informed in writing as to the final decision.

Representatives of Athletic Interests (Boosters)

The athletics department is responsible for informing those identified as boosters of the institution's commitment to the principles of sportsmanship, ethical conduct, rules compliance and amateurism, as defined by NCAA and GLVC rules. The Information for Boosters is to be used in athletics publications, the department website and in other communication opportunities to educate boosters on their impact in athletics compliance.

Drury University is responsible for setting policies and standards of conduct for all outside entities (agencies, organizations and representatives of athletics interests) as mandated by NCAA Bylaw 6.4. Independent agencies or organizations are defined in Bylaw 6.4.1 while representative of athletics interests is defined in Bylaws 6.4.2 and 13.01.4. Further information on representatives of athletics interests can be found in this manual.

Representatives of Drury University's athletics interests are strictly prohibited from off-campus recruiting activities involving personal contact with potential student athletes.

Also see bylaw 13.1.2.2(h) and 13.1.3.5.2 for more information on recruiting.

Coaches' Recruitment Certification Exam

All coaches that will be recruiting off-campus must pass the NCAA Coaches Certification Exam on an annual basis. The Faculty Athletics Representative (FAR) is responsible for administering the coach's recruitment certification exam. The FAR is responsible for reserving the testing facility, reporting names of certified coaches to the athletics department and scheduling coaches for the exam.

Official Visits

When inviting prospective student athletes for an official, expense-paid campus visit, the coach must complete an Official Visit Pre-Approval Form in ACS Athletics one week before the start of the visit.

Prospective student athletes that are put through a tryout per NCAA rules, must complete, sign and date the Waiver and Release for Tryout Form and a Sickle Cell Waiver Form. PSAs must also present a copy of a current physical and proof of insurance. The proof of insurance may be in the form of a photocopy of the prospect or prospect's parent's insurance card. The proof of insurance must be presented to the Compliance Office prior to conducting the tryout.

At the beginning of each academic year, all student-athletes must complete, sign and date the Student-Host Verification Form. At the conclusion of the official visit, the recruiting coach must complete an Official Visit Post Visit Form in ACS Athletics.

Unofficial Visits

Prospective student athletes that are put through a tryout per NCAA rules, must complete, sign and date the Waiver and Release for Tryout Form and the Sickle Cell Waiver Form. Additionally, PSAs must present results of a current physical examination and proof of insurance. The Waiver and Release for Tryout form must be submitted after conclusion of the unofficial visit. The proof of insurance may be in the form of a photocopy of the prospect or prospect's parent's insurance card. The proof of insurance must be presented to the athletic training staff prior to conducting the tryout. After visiting with a prospective student-athlete on an unofficial visit, coaches must complete an Unofficial Visit Form in ACS Athletics.

Eligibility



Eligibility

Drury University does not permit a student-athlete to represent it in intercollegiate athletics competition until all applicable eligibility requirements have been met and the institution has certified the student-athlete eligible.

Initial Eligibility

NCAA Division II Freshman Eligibility Standards: Bylaw 14.3

A. Qualifier Requirements: Bylaw 14.3.1.1

- Graduation from high school
- A minimum cumulative grade-point average of 2.000 (based on a maximum 4.00) in a successfully completed core curriculum of at least 14 academic courses per Bylaw 14.3.1.2.
- A minimum combined score on the SAT of 820 or a minimum sum score of 68 on the ACT.
- Certified as eligible by the NCAA Eligibility Center.

B. Partial/Non-qualifier Definitions and Restrictions: Bylaw 14.3.2

Responsibilities for the Certification of Eligibility Data

<u>Eligibility Data</u>	<u>Certifier</u>	<u>Reviewer</u>
Qualifier, Partial, Non-qualifier	Athletics Compliance Officer	FAR
Type of exception used	Athletics Compliance Officer	FAR
Year of residency served	Athletics Compliance Officer	FAR
No. of Seasons used	Athletics Compliance Officer	Head Coach
Certification of amateur status	Athletics Compliance Officer	Head Coach
Initial collegiate enrollment	Dean of Admission	Registrar
Initial enrollment at Drury	Dean of Admission	Registrar
Total full-time semesters	Dean of Admission	Registrar
Date of High School graduation	Dean of Admission	Registrar
4-year transfer, full-time terms	Dean of Admission	Registrar
2-year transfer, full-time terms	Dean of Admission	Registrar
2-year transfer, date of graduation	Dean of Admission	Registrar
No. of Transferable hours	Transfer Records Specialist	Registrar
Degree credits passed in previous semesters	Transfer Records Specialist	Registrar
12-hour average	Transfer Records Specialist	Registrar
Cumulative GPA Academic	Assistant Registrar	Registrar
Declared Major	Assistant Registrar	Registrar
Completion of 6 hours per semester	Assistant Registrar	Registrar
Academic status (Probation)	Assistant Registrar	FAR

Initial Eligibility Policies and Procedures

- The certification of eligibility process for each prospective student-athlete, (PSA) may begin as early as November during processing of the athletic award agreement for the initial signing period for the National Letter of Intent (NLI).
- Upon receipt of the signed NLI, the Compliance Office forwards these names to the Office of Admission and Office of Financial Aid to be “flagged” as a prospective student-athlete (PSA) for the upcoming academic year. Additional data is collected throughout the following months to establish the eligibility status of each PSA.
- The Athletics Compliance Office enters these names into ACS Athletics as a prospective student-athlete.
- All PSAs must be certified through the NCAA Eligibility Center. Early in the recruiting process coaches are to inform PSAs to register with the NCAA Eligibility Center.
- The Compliance Office enters and monitors the PSA’s certification on the Eligibility Center website.
- Once a PSA has applied for admission to the university, their information (high school transcripts, test scores, rank in class, FAFSA information, etc.) are continually updated according to University procedures for all prospective students.

- Projected rosters for the upcoming academic year are to be submitted by each Head Coach to the Athletics Compliance Office by May 1. These rosters should include the names and an identification number for each returning SA and PSA that is expected to participate on their team in the upcoming academic year. The Compliance Office will distribute this information to the Financial Aid Office and Office of Admissions.
- Beginning in June, the names and I.D. numbers of SAs and PSAs are placed in ACS Athletics and CA by the Athletics Compliance Office for the upcoming academic year. Rosters are circulated to members of the NCAA Certification and Eligibility Committee. Names may continue to be added and deleted throughout the summer as rosters are finalized.
- Each member of the compliance team gathers information from within their respective areas to certify all SAs and PSAs. See the section above on “Responsibilities for the Certification of Eligibility Data.”
- A final eligibility checklist is generated from CA and circulated to the Athletics Director, Coach, Faculty Athletic Representative and Registrar. These four individuals check the information, sign and date the form prior to forwarding it back to the Compliance Office.
- The Eligibility Form for each sport is to be completed prior to the team’s first date of competition. Copies are to be sent to the GLVC office by the Compliance Office prior to competition.
- If concerns exist as to the verification of the PSAs history the Athletics Director, Athletics Compliance Office and FAR will investigate the PSAs athletic history. Until all concerns have been resolved to the satisfaction of the institution the PSA will not be certified for competition.

Transfer Eligibility Policies and Procedures:

- Coach completes a Permission to Contact Request Form in ACS Athletics. The Compliance Coordinator sends Permission to Contact Request Form to original institution’s Athletics Director to obtain written permission per bylaw 13.1.1.2. If permission is not granted, no recruitment of the PSA shall take place.
- If permission is granted and the coach wants to begin recruiting the PSA the coach notifies the Compliance Coordinator requesting for a transfer eligibility information form to be sent to all the PSA’s previous attended institutions. The Compliance Coordinator sends transfer eligibility information form to previously attended institutions.
- Upon receiving the transfer eligibility information on the PSA the Compliance Coordinator forwards that information to the coach. The compliance office retains the form for further review during the PSA’s eligibility certification process.
- In order to be certified as eligible a transfer must supply Drury University with all official and final transcripts from all previously attended colleges or universities. At the beginning of the recruiting process the coach should communicate clearly with all transfer PSAs that their eligibility cannot be established without official academic documentation.
- The PSA should submit unofficial transcripts to the Admissions Office early in the recruiting process. Although unofficial documents cannot be used for certification the admission’s department will evaluate them and estimate transferable credits. This will help to determine the likelihood of the PSA being eligible for the upcoming year.
- If the PSA is transferring from a two-year college they should be encouraged to register with the NCAA Eligibility Center if they have not already done so.
- Once the name of the transfer PSA has been submitted by the coach onto the projected roster for the upcoming academic year the transfer PSAs eligibility will be determined through the initial eligibility process. (See Initial Eligibility procedures 5-9)
- When a final official transcript is received for a transfer PSA the admission’s office will evaluate the transcript and determine what courses will transfer, what the transfer GPA is and whether the PSA successfully has passed a minimum of nine transferable hours during their last full-time semester of attendance, (bylaw 14.4.3.1).
- For a two-year college transfer the eligibility requirements are stated in bylaw 14.5.4.1 and for a four-year college transfer the eligibility requirements are stated in bylaw 14.5.5.

Progress Toward Degree

All student-athletes are “flagged” by the Office of the Registrar. This enables that office to monitor and verify the academic progress of all student-athletes. All student-athletes who have held full-time status at Drury must maintain their academic eligibility by being certified by the Office of the Registrar as academically eligible for each successive season of competition after their initial season of competition. An eligibility checklist assists the Office of the Registrar in certifying continuing eligibility as well as a worksheet for certifying continuing eligibility, satisfactory progress and progress toward a degree as provided by the NCAA.

Continuing Eligibility

NCAA Division II Progress-Toward-Degree Requirements: Bylaw 14.4

- The process for re-certification of eligibility for returning student-athletes begins when final exams of the spring semester are concluded.
- Initial projected rosters for the upcoming academic year are to be submitted by each coach to the Athletics Director, Athletics Compliance office and Financial Aid Director by May 1. These rosters should include the names and I.D. numbers of returning SAs as well as PSAs that are expected to participate in the upcoming academic year.
- The Registrar’s Office notifies the Athletics Compliance Office, director of athletics and FAR of student-athletes that have been put on academic probation by the university. The Compliance Office is responsible for notifying Head Coaches of the student-athletes placed on academic probation for their sport.
- Beginning in May, the Athletics Compliance Office begins circulating rosters for the following year. These rosters are circulated to the compliance team members to begin the certification process. Names may continue to be added and deleted throughout the summer as rosters are finalized.
- The Registrar’s Office certifies that progress towards degree requirements have been met for all returning student-athletes during the last two weeks of May. Students who have not met these requirements are notified by the Registrar’s Office and potential solutions concerning summer school are discussed.
- Progress Towards Degree Reports are provided to the Compliance Office at the end of May. Forms of those student-athletes who did not meet progress towards degree are kept by the Registrar’s Office until the summer semester is completed.
- Each member of the compliance team gathers information from within their respective areas to certify all SAs and PSAs. At least two different members of the compliance team check each aspect of certification to ensure the accuracy of the information.
- The Director of Financial Aid checks that all returning SAs are rolled over to the compliance Assistant internet (CA).
- The Athletics Compliance Office compiles the information onto the official copy of the Eligibility Checklist and circulates it to the Athletics Director, Coach, Faculty Athletic Representative and Registrar. These four individuals check the information, sign and date the form prior to forwarding it back to the compliance office.
- The Eligibility Checklist for each sport is to be completed prior to the team’s first date of competition. Copies are to be sent to the GLVC office by the Athletics Compliance Office prior to competition.
- Beginning on the first day of class Student-Athletes Reports are run weekly. A credit hour check for all SAs is run on a daily basis to verify full-time enrollment. These reports are checked by the FAR and Registrar.
- If a SA is below 12 hours the Athletics Director is notified immediately. The Athletics Director immediately notifies the coach and compliance office informing them that the SA is not eligible for competition or practice.
- The coach is responsible to pull the SA from practice and competition immediately. The SA remains ineligible until the athletic compliance office confirms that they have regained full-time enrollment status.
- After grades have been posted following the fall academic term the Registrar, FAR, and Athletic Compliance Office check SAs transcripts for academic status changes.

Data on Eligibility Report**Checked by**

9 hours completed

Registrar/FAR/Compliance Office

Cumulative GPA

Registrar/FAR/Compliance Office

Academic probation status

Registrar

- If a SA is found to be ineligible or becomes eligible the Athletics Director is notified immediately. The Athletics Director immediately notifies the coach and compliance office informing them that the SA is not eligible for competition or has become eligible for competition.

Certification Process for Currently Enrolled Student-Athletes

- Student approaches a member of the coaching staff, seeking information on participation in athletics.
- The coach determines whether the student is a worthy athlete. If the coach conducts a tryout, the student-athlete must complete the “Waiver and Release for Tryout” form.
- If the coach determines the student is worthy for participation, the coach brings the student-athlete to the Compliance Office to begin the eligibility certification.
- The Compliance Office, in conjunction with the Registrar’s Office and Office of Financial Aid, perform the necessary evaluation for eligibility.
- The student-athlete may not participate in practice or competition until the coach is notified by the Compliance Office that the student-athlete has been certified, and the student-athlete has completed the necessary paperwork for the Athletic Trainers.

STUDENT-ATHLETE ISSUES



Student Athlete Advisory Committee

The student athlete advisory council members meet with the SAAC advisor on a regular basis to discuss student-athlete welfare at the university and provide input into NCAA, GLVC, and Drury policies and procedures. The group's stated purpose is as follows:

- To provide SAs with a forum for input on athletic department policies
- To provide SAs with a forum for discussion with athletic administration on relevant issues.
- To provide a forum for discussion of university policies affecting the SA.
- To provide the Athletic Department with a core group of SAs to call upon for service.

Each team has a representative serving on the council. The council elects a president who also represents the SAAC at the GLVC student athlete meetings. A representative of the GLVC attends NCAA national events. The council is active in developing events to foster camaraderie amongst the SAs as well as provide opportunities for service to both the campus and the community. They also encourage SAs to support each other's competitive experiences by attending campus athletic events.

CHAMPS/Life Skills

The mission of the NCAA is to maintain intercollegiate athletics as an integral part of the campus educational program and the student-athlete as an integral part of the student body. With this in mind, the CHAMPS/Life Skills Program was created to support the student-athlete development initiatives of NCAA member institutions and to enhance the quality of the student-athlete experience within the context of higher education. The Athletics Department is committed to provide educational experiences and services to develop well-balanced lifestyles for student-athletes. The staff is committed to helping the student-athletes achieve the highest level of accomplishment from their athletic and collegiate experience. For more information on CHAMPS/Life Skills Program, contact Alf Bilbao at (417) 873-7449 or Dan Cashel at (417) 873-7222.

Hazing

The Drury University Athletic Department has zero tolerance for hazing activities and those violating this policy will be dealt with severely.

Hazing is defined as any action or situation that recklessly or intentionally, on or off campus, endangers the mental or physical health or safety of a student, or willfully causes the destruction or removal of public or private property for the purpose of initiation or admission into, or affiliation with, or as a condition for continued membership in any organization. The term shall include, but not be limited to the following:

- Physical Punishment, contact, exercise, or sleep deprivation that causes excessive fatigue and/or physical or psychological shock;
- Forced or coerced transportation of individuals;
- Public humiliation, ridicule, indecent exposure or ordeal;
- Coercing or forcing illegal acts;
- Coercing or forcing acts that are immoral or unethical;
- Blocking an individual's academic, athletic, health or person success;
- Personal servitude;
- Mental Harassment;
- Sexual Harassment;

- Deception
- Threat of social exclusion;
- Any activity that involved the use of alcohol or any controlled substance;
- Any activity that is not in accordance with the University's established policies.

A person commits a hazing offense if the individual:

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid another in hazing activities;
- Intentionally, knowingly, or recklessly permits hazing to occur
- Has firsthand knowledge of the planning of a specific hazing incident involving a student and fails to report the plan to the athletics department to prevent the hazing;
- Has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report it to the Athletic Director or other appropriate official of the institution.

Initiation activities, even those that involve optional participation, are considered hazing as an individual may not feel empowered to refuse participation. Individuals involved in hazing will be subject to disciplinary action by the University and Athletic Department. Disciplinary action may include:

- Immediate suspension from the team;
- Withdrawal or cancellation of financial aid;
- Permanent dismissal from the team;
- Dismissal from the University.

The Department of Athletics at the Drury University supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. Drury University Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Missouri law classifies hazing as a Class A misdemeanor, unless the act creates a substantial risk to the life of the student or prospective member, in which it is a Class D Felony. As of January 1, 2017, under state law, consent is not a defense.

All Drury employees have a duty to report hazing to an university administrator or staff member when they receive a report of such conduct, witness such a conduct, or otherwise obtain information about such conduct. This includes employees who may a professional license requiring confidentiality if they are not employed by the University in that professional role. Reports should be made by employees as soon as it is reasonably possible after such information is obtained. An employee not reporting hazing incidents, or not reporting in a timely manner, as required by this policy may be disciplined accordingly, up to and including termination.

Students and any other persons who wish to report a hazing incident should contact the appropriate university administrator or staff member. Students should be aware that all employees at the University have an obligation to report hazing incidents that they become aware of or witness.

An anonymous report can be made at www.drury.edu/informationreport . The following persons have been designated to receive reports of hazing incidents on the Drury campus:

Tijuana Julian
Executive Vice President for Student Affairs / Dean of Students
Findlay Student Center – Room 201
417-873-7215
tjulian@drury.edu

Mark Fisher
Vice President for Athletics / Athletic Director
O'Reilly Family Event Center – Room 106
417-873-7294
Mfisher005@drury.edu

Andrew Goodall
Director of Residence Life and Student Conduct
Findlay Student Center – Room 110
417-873-6871
agoodall@drury.edu

Rob Neiss
Director of Greek Life and Student Activities
Findlay Student Center – Room 124
417-873-3061
rneiss@drury.edu

Athletic Training Room

The following policies and procedures have been established for the athletics training room and athletic training facilities.

A. Training Room

Office Hours: Mon-Fri: 8:00AM – 8:00PM (may vary depending on the season). Saturday and Sunday the athletic training room is available for scheduled practices and game coverage only. The Training Room is closed from 12:00-1:00PM each day.

Medical files, injury reports, and insurance information for each athlete will kept in athletic trainer's office.

Athletes will be required to sign up for rehabilitation appointments as deemed necessary by a member of the sports medicine staff in advance. They will not be allowed to seek rehabilitation during their scheduled practice time without permission from their coach.

Practice schedules are to be given to the sports medicine staff well in advance by the Head Coach of each sport. Failure to do so may result in a lack of coverage. In-season sports will be given priority treatment.

Athletic Participation

Athletes participating for Drury University will be required to have an annual physical. Physicals by Drury University team physicians at the beginning of each school year.

Athletes will also be required to submit the following forms prior to participation in Drury University practices and contests: Drury University Medical Information, Drury University Medical Consent Form, Drury University Injury and Illness Procedures.

Athletes will be allowed to return to sport following an injury with a release from one of Drury University's certified athletic trainers and/or treating physician.

Physical Exam Protocol

All athletes are required to undergo a comprehensive physical evaluation and examination on an annual basis. The physical examination must be administered by a member of Drury University's Team Physicians from Cox Health Medical Systems. These exams are administered to determine the athlete's state of health, as well as compile and review the athlete's medical history. The physical examination is held prior to the beginning of an athletic team's season or the beginning of the fall semester.

- All walk-on or tryout athletes are required to bring a copy of their physical and turn into the head athletic trainer and compliance officer.
- If a student athlete misses their physical date/time they will be ineligible to play until one is performed. The athlete may choose to pay to have one completed (at Cox Health) OR wait until the team physician is on campus.
- Drury is NOT responsible for any charges associated with the physical exam (x-rays, blood tests, EKG's..etc)

Event Coverage

- All home contests will be covered by a certified athletic trainer. An athletic trainer will be available 1.5 hrs before a game or contest for treatments and game preparations.
- Regular season away games may or may not be covered by a certified athletic trainer. Arrangements will be made with the host schools' certified athletic trainer for any special needs. A member of Drury's athletic training professional staff will issue a stocked medical kit prior to travel. The kit will consist of first aid supplies, tape, insurance forms, and a list of any special requests for the host athletic trainer.
- Post-season soccer and basketball away games may be covered so long as it does not interfere with scheduled home contests and practices.
- Physician referral: A member of the team physician's staff will make weekly visitations as needed. Any injuries needing physician referral will be determined by the athletic training staff and sent to the team physician. If the team physician is not covered by the athlete's insurance carrier, the athletic training staff will help the athlete find an alternative physician.
- A student may use their own physician so as long as the staff are notified prior to the visit. A failure to do so will result in the student assuming the full financial costs. Drury University's team physician will have final authority as to whether or not the athlete will be able to play.
- All student-athletes are required to show proof of primary insurance coverage prior to practice and competition. This information is collected by the athletic training staff.
- Non-school year activities: Staff will be available for sport camps over the summer at their discretion. Requests must be made in advance and will require a separate contract. Drury Athletic Training staff will not assume the responsibility to find medical coverage for camps.

Complimentary Admissions

A. Current Student-Athletes

Drury University will provide up to four complimentary admissions per home contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. This will be administered according to NCAA bylaw 16.2. Four complimentary admissions are available for student-athletes that are considered partial qualifiers who practice but do not compete. No complimentary admissions will be provided for students considered non-qualifiers who do not practice nor compete.

All complimentary admissions will be monitored in ACS Athletics. Each student-athlete must provide the names of the person(s) receiving the complimentary admission one day prior to start of the game. The person receiving the complimentary admissions must sign the complimentary admissions form next to the same name provided by the student-athlete.

B. Prospective Student-Athletes

Drury University will provide up to three complimentary admissions per home contest to prospective student-athletes. This will be administered according to NCAA bylaws 13.7.5.2 and 13.8.2. Complimentary admissions may be provided to prospects whether they are on an official or unofficial visit. All complimentary admissions provided to prospective student-athletes must be listed on the complimentary admissions form by the coach who is recruiting the prospect prior to start of the game. The person receiving the complimentary admissions must sign the complimentary admissions form next to the same name provided by the coach.

C. Complimentary Admission Guidelines

- After the pass list is at the table, no more additions without approval by the Director of Athletics, Associate or Assistant Director of Athletics or a head coach.
- Four (4) complimentary admissions are available per student athlete in their sport. For example, women's volleyball players may not receive four complimentary admissions to a men's volleyball contest.
- Student managers may receive only four (4) complimentary admissions in the sport in which they work.
- Proof of identification and signature (next to their name in the space provided) are required by everyone receiving a complimentary admission.
- If someone's name is not on the pass list, they must purchase a ticket to the game, match or meet.
- If a name is not printed completely (eg. John D. instead of John Doe, Grandma Sally), cross the name off the pass list.
- We do not provide a pass list to visiting teams
- All visiting high school teams, clubs and other organizations that wish to be provided a pass list must gain approval from Director of Athletics or Associate or Assistant Director of Athletics prior to the event. The pass list roster must be on the team, club or organization's letterhead. No emails will be accepted.

Fundraising and Promotional Activities

All fundraising activities are to be approved by the Director of Athletics. The Approval of Fundraising form must be completed and signed prior to the start of the fundraising activity if the fundraising activity does not directly involve student athletes. All fundraising and promotional activities that involve the participation of student-athletes require the written approval of the director of athletics and the student-athletes involved prior to any activity can take place. Additionally, all involved student-athletes must complete the Promotional and Fundraising Activities Form .

Student-athletes are required to complete the Institutional and Non-Institutional Promotions Permission Form at the start of the academic year. This form is designed to assist student-athletes in gaining a full understanding of the impact that participation in a fundraising or promotional activity may have on their eligibility for practice, competition and athletics aid.

EMERGENCY PROTOCOL



Introduction

Emergency situations may arise at anytime during athletic events. Expedient action must be taken in order to provide the best possible care to the athletes of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided.

Athletic organizations have a duty to develop an emergency plan that may be implemented immediately when necessary and to provide appropriate standards of health care to all sports participants. As athletic injuries may occur at any time and during any activity, the sports medicine team must be prepared. This preparation involves the formulation of an emergency plan, proper coverage of events, maintenance of appropriate emergency equipment and supplies, utilization of appropriate emergency medical personnel, and continuing education in the area of emergency medicine. Hopefully, through careful pre-participation physical screenings, adequate medical coverage, safe practice and training techniques and other safety avenues, some potential emergencies may be averted. However, accidents and injuries are inherent with sports participation, and proper preparation on the part of the sports medicine team will enable each emergency situation to be managed properly.

Components of the Emergency Plan

There are three basic components of this plan:

1. Emergency personnel
2. Emergency communication
3. Emergency equipment

Emergency Plan Personnel

With athletic association practice and competition, the first responder to an emergency situation is typically a member of the sports medicine staff, the certified athletic trainer. A team physician may not always be present at every organized practice or competition. The type and degree of sports medicine coverage for an athletic event may vary widely, based on such factors as the sport or activity, the setting, and the type of training or competition. The first responder in some instances may be a coach or other institutional personnel. Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.

The development of an emergency plan cannot be complete without the formation of an emergency team. The emergency team may consist of a number of healthcare providers including physicians; emergency medical technicians; certified athletic trainers; student athletic trainers; coaches; managers; and possibly, bystanders. Roles of these individuals within the emergency team may vary depending on various factors such as the number of members of the team, the athletic venue itself, or other extenuating circumstances. There are four basic roles within the emergency team. The first and most important role is immediate care of the athlete. The most qualified individual on the scene should provide acute care in an emergency situation. Individuals with lower credentials should yield to those with more appropriate training. The second role, equipment retrieval, may be done by anyone on the emergency team who is familiar with the types and location of the specific equipment needed. Student athletic trainers, managers, and coaches are good choices for this role. The third role, EMS activation, may be necessary in situations where emergency transportation is not already present at the sporting event. This should be done as soon as the situation is deemed an emergency or a life-threatening situation. Time is the most critical factor under emergency conditions. Activating the EMS system may be done by anyone on the team. However, the person chosen for this duty should be someone who is calm under pressure and who communicates well over the telephone. This person should also be familiar with the location and address of the sporting event. After EMS has been activated, the fourth role in the emergency team should be an individual who is responsible for meeting emergency medical personnel as they arrive at the site of the contest. Depending on the ease of access, this person should have keys to any locked gates or doors that may slow the arrival of medical personnel. A student athletic trainer, manager, or coach may be appropriate for this role.

Roles within the Emergency Team

1. Immediate care of the athlete
2. Emergency equipment retrieval
3. Activation of the Emergency Medical System
4. Direction of EMS to scene

Activating the EMS System

Making the Call:

- 9-1-1
- telephone numbers for local police, fire department, and ambulance service

Providing Information:

- name, address, telephone number of the caller
- number of athletes of concern
- condition of athlete(s)
- first aid treatment initiated by first responder
- specific directions as needed to locate the emergency scene
- other information as requested by dispatcher

When forming the emergency team, it is important to adapt the team to each situation or sport. It may be advantageous to have more than one individual assigned to each role. This allows the emergency team to function although certain members may not always be present.

Emergency Communication

Communication is the key to quick delivery of emergency care in athletic trauma situations. Athletic trainers and emergency medical personnel must work together to provide the best possible care to injured athletes. Communication prior to the event is a good way to establish boundaries and to build rapport between both groups of professionals. If emergency medical transportation is not available on site during a particular sporting event then direct communication with the emergency medical system at the time of injury or illness is necessary. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured. The communications system should be checked prior to each practice or competition to ensure proper working order.

Emergency Equipment

All necessary emergency equipment should be at the site and quickly accessible. Personnel should be familiar with the function and operation of each type of emergency equipment. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Emergency equipment should be checked on a regular basis and its use rehearsed by emergency personnel. The emergency equipment available should be appropriate for the level of training of the emergency medical providers.

It is important to know the proper way to care for and store equipment as well. Equipment should be stored in a clean and environmentally controlled area. It should be readily available when emergency situations arise.

AED Locations

Volleyball: On-site for games and in O'Reilly athletic training room for practice.

Baseball: on site for practice and games (both Meador and US Ball Park)

Softball: on site for games; Springfield park board has a permanent one in the press box

Soccer: on site for practices and games

Basketball: on site for games; located in O'Reilly athletic training room for practices

Swimming/Diving: Located in hallway near south entrance

Tennis: front lobby of Cooper Tennis sports complex

Barber Fitness Center: Near Entrance

Golf: located in the PRO shop

Track: located in O'Reilly athletic training room

Curry indoor facility: located in the weight room

Transportation

In the emergency evaluation, the primary survey assists the emergency care provider in identifying emergencies requiring critical intervention and in determining transport decisions. In an emergency situation, the athlete should be transported by ambulance, where the necessary staff and equipment is available to deliver appropriate care. Emergency care providers should refrain from transporting unstable athletes in inappropriate vehicles. Care must be taken to ensure the activity areas remain supervised should the emergency care provider leave the site in transporting the athlete.

EMERGENCY PERSONNEL

1. Certified athletic trainer on site for all games and practices.
2. Team physician on site or on-call for games and practices.
3. Additional sports medicine staff available from O'Reilly Athletic Training Room
4. Other personnel may also include student athletic trainers, coaches, managers, and possibly, bystanders.

EMERGENCY COMMUNICATION

1. A fixed telephone line is located within the following venues: pool and barber fitness center, all other sites will use the cellular phone to notify EMS

EMERGENCY EQUIPMENT

Supplies on the court and fields:

1. First-aid kit.
2. Splint bag.
3. Crutches.
4. Biohazard waste container.
5. AED
6. Additional emergency equipment maintained in the O'Reilly Athletic Training Room

ROLE OF FIRST RESPONDERS

1. Immediate care for the injured or ill student athlete.
2. Emergency equipment retrieval.
3. Activate emergency medical system (EMS); Call 9-1-1
 - A. Provide name, address, phone number.
 - B. Number of individuals injured.
 - C. Condition of the injured.
 - D. Care being given to the injured.

- E. Specific directions.
- F. Other information as requested.

4. Direct EMS to the scene.

- A. Open appropriate gates.
- B. Designate individual to meet EMS and direct them to the scene.
- C. Scene control: limit scene to first-aid providers and move bystanders away from area.

5. If on Drury University campus (volleyball, basketball, soccer, swimming/diving, track, barber fitness center, Curry indoor facility) Drury University Security must be notified; call 873- 7911; they will meet EMS and bring directly to your location on campus.

- A. provide name, and identify location
- B. tell them that EMS in on the way

LOCATION: O'Reilly Family Event Center (volleyball, basketball)

Pitt Court is located at 935 Summit Street on the main campus of Drury University. Campus Security will be used to assist emergency personnel to the scene. Emergency Personnel should enter through loading dock.

LOCATION: WEISER GYM (Mabee Court, Pool, Barber Fitness Center)

These areas are all located within the Weiser Building. All located on the Main Campus Of Drury University at 900 North Benton. Campus Security will be used to assist emergency personnel to the scene.

LOCATION: CURRY INDOOR FACILITY (baseball & softball)

All located on the Main Campus Of Drury University at 900 North Benton. Campus Security will be used to assist emergency personnel to the scene. Emergency entrance is on Summit Street.

LOCATION: HARRISON STADIUM (Soccer field, Track)

Located on the Main Campus Of Drury University at 900 North Benton. Campus Security will be used to assist emergency personnel to the scene. Emergency entrance is through the gates on LYNN Street.

LOCATION: MEADOR PARK (Baseball Field)

This facility is located at the corner Sunset and Freemont Street. Emergency personnel will enter from Freemont St. Someone will meet the emergency personnel at the entrance and direct them to the scene.

LOCATION: US Baseball Field (Price Cutter Park) (baseball field)

Located at 4400 N. 19th St. Ozark, Missouri. Emergency personnel will enter the field on the third base side, behind the bull pen. Because of the surface the ambulance cannot drive on the field. Someone will meet the emergency personnel in the parking lot and direct them to the scene.

LOCATION: THOMPSON FIELD (Softball Field)

Located at Meador Park on the corner of Sunset and Freemont. Emergency personnel will enter the facility through the service road on Sunset Street. Someone will meet the emergency personnel at the entrance and direct them to the scene.

LOCATION: COOPER TENNIS COMPLEX

Located at 2331 East Pythian Street Springfield, MO 65802 (417-837-5800) Emergency personnel will enter through the main doors of the building and be directed to the scene.

LOCATION: Golf Courses

Emergency personnel will be met at the club house and directed to the scene by a member of the facility.

Hickory Hills Country Club: 3909 E. Cherry St, Springfield MO 65809 (417-866-4384)

Highland Springs Country Club: 5395 S. Highland Springs BLVD, Springfield MO 65807 (417-886-0408)

Millwood Country Club: 3700 East Millwood Drive, Springfield MO 65721 (417-889-4200)

Rivercut: 2850 W. Farm Road 190, Springfield MO 65810 (417-891-1645)

Twin Oaks Country Club : 1020 E. Republic Road, Springfield MO 65807 (417-881-4744)

EMERGENCY PHONE NUMBERS

Emergency Medical System 9-1-1

Campus Security 873-7911

TRAINING/EDUCATION OF COACHES IN EMERGENCY AID

All Drury University coaches will be certified in CPR and AED every August. Coaches will be individually certified on an as-needed basis.

Appendix

Authority of President and Personnel Matters

Letter of Appointment
Interview Evaluation Form
Applicant Assessment Sheet
Staff Performance Evaluation Form

Athletic Team Finances / Camps & Clinics

Request for Check Form
Meal Money Disbursement Form
Monthly Expense Account / Worksheet
Sport Camp/Clinic Declaration
Approval of Student-Athletes Working Camps
Drury Sport Camp Financial Report
Drury Sports Camp/Clinic Free or Reduced Admission List

Travel

Drury Travel Waiver

Practice and Competition

Drury University Declaration of Playing and Practice Season
Monthly Practice Calendar
Student-Athlete Non-Participation Form
Permission for Outside Competition

Financial Aid

Initial Financial Aid Award Letter
Renewal Financial Aid Award Letter
Drury University Financial Aid Agreement
Athletic Aid Renewal Request
Financial Aid Reduction Letter
Financial Aid Cancellation Letter
Financial Aid Non-renewal Letter
Invalid NLI Letter
Outside Scholarship Letter
Request for Athletic Aid and/or NLI
Summer School Athletic Aid Scholarship Application
5th Year Athletic Scholarship Application
Bookstore Voucher
Drury University Recruited Status

NCAA Education/Violations

Monthly Drury University Compliance Newsletter
Coaches Giving Private Lessons
Information for Boosters

Recruiting

Permission to Contact Letter
Permission to Contact Request Letter
Two-Year Tracer Form
Four-Year Tracer Form
Official Visit Approval Form
Official Visit Form
Official Visit Guidelines – Prospective Student-Athlete
Host Instructions – Official Visit
Unofficial Visit Log

Eligibility

Worksheet for Certifying Satisfactory Progress and Eligibility
Addition to Team Roster Form
Addition to Team Roster Form – Dual Sport Athlete

Student-Athlete Issues

SAAC Bylaws
Complimentary Admission Form
Promotional Activity Form
Authorization of Student-Athlete Promotional Activities
Authorization of Community Engagement Activities
Approval of Fundraising Form
Institutional and Non-Institutional Promotions
Student-Athletes Giving Private Lessons
Physical Examination Form
Insurance Information Form
Drury HIPPA Form
Drury University Secondary Insurance Policy