

NORTH AMERICAN UNIVERSITY



ATHLEIC DEPARTMENT HANDBOOK 2021- 2022

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North American University Department of Athletics

MISSION STATEMENT

Introduction

School spirit and pride are at an all time high at North American University. The University has entered a new era of academic and athletic excellence. We provide a high quality student-athlete experience for every one of our participants and believe that athletics plays an important part in students' education and overall development.

Our athletics family represents the best qualities of North American University. We plan on doing leadership training and community service projects that will provide invaluable experiences.

North American University is currently independent but plans to be in the National Association of Intercollegiate Athletics (NAIA) in the near future.

We currently have men's basketball, soccer, and football. In the near future we plan to bring men's and women's wrestling, track, cross country, and softball/baseball. We will also be including women's volleyball and soccer.

Vision

The North American University Department of Athletics will have a transformative impact through diverse programs that inspire teamwork, leadership, wellness, and resilience. We want to offer students, staff and faculty opportunities to develop the intellect, ethics and character needed to lead meaningful lives while impacting society and harnessing the power of sports to inspire positive social changes.

Mission

Athletics are an essential part of the overall educational experience at North American University. The university endeavors to provide athletic programs that are comprehensive and varied, offering athletic opportunities to all students.

We want to develop leaders, mentor students and teach values that will inspire lives of vigor, balance and greatness.

We want to provide programs that complement the education that takes place in North American University's classrooms by cultivating learning through competition, recreation and physical activity.

We want to offer robust and diverse opportunities that build character, teach motivation and foster collaboration, while preparing our students to succeed in all facets of their lives.

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Independent/ Club Sports

Sports Club- A sports club is a club comprised of students wanting to participate in a team like environment that are enrolled in North American University. It involves physical activity and dedication to your team and sport. All Sports Clubs must meet the eligibility requirements that are stated in this packet. Sports Clubs hold practice and participate in games/tournaments against other schools. They are required to uphold all university standards as well as club conference standards. If you plan on being in a club sport please be advised that you now hold a responsibility that is not to be taken lightly. All sports clubs are inclusive to the following:

- Soccer
- Basketball
- Volleyball
- Golf
- Dance/Cheerleading
- Football
- Track
- Baseball
- Softball
- Tennis
- Wrestling

North America University currently plays against NCAA, NAIA, NJCAA, Prep, and other Independent Club team.

Current Athletic Association

-All athletic programs are currently accountable opponents for 2 conferences in the NAIA. Red River conference and Sooner Athletic Conference. We are hoping to be part of the NAIA in the near future.

-Men's varsity football is currently independent. They play against NCAA, NAIA, and Independent Jucos. JV football will play against Prep schools.

-Men's and Womens basketball is currently independent. They will play against mixed divisions. NCAA, NAIA, Juco, and Prep. They will also participate in the HCSBC league or DUB sports league in the spring.

-Men soccer is also currently independent. They will participate in the FBASA league and play other colleges or club teams as exhibition games in the Fall and spring. Exhibition games will be against NCAA and NAIA opponents. In the spring they will participate in the Southwest Indoor soccer league.

Title IX & Athletics

Title IX of the 1972 Education Act states: *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance."*

Educational programs or activities includes Intercollegiate Athletics and Title IX gives colleges and schools options for demonstrating that they provide equitable opportunities to both sexes. NAU demonstrates equitable opportunities through intercollegiate level participation opportunities for male and female students in numbers substantially proportionate to their respective enrollments.

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ACADEMIC SERVICES

Sabeeta Singh & Pete Alvarado - Athletic Success Coordinator

Phone: 832-860-9656 & 832-230-5080

E-mail: ssingh@na.edu & palvarado@na.edu

Goals and Services

Our goal is to provide equal access to all academic programs and services for students with disabilities. We work with faculty and staff to provide reasonable accommodations in a friendly and responsive learning environment and to nurture self-determination on the part of students we serve.

In addition to the required accommodations, we provide other services that benefit students. (These are available to all students, free of charge.):

- The program provides tutoring for whoever needs it, in almost all subject areas. Tutors will set up individualized schedules in order to meet each student's needs.
- NAU provides a study hall program. Athletes must complete a total of 8 hours a week and 4 hours are mandatory during the beginning of the study hall time period. So, if study hall was M-Th, from 8pm-10pm, 8pm-9pm would be the designated mandatory hour. Athletes can complete hours by coming during the day or after they completed their mandatory hour. Student-athletes can come to the coach's office, or designated classroom for hours. All incoming freshman and transfers must attend study hall. If your GPA is above a 3.0, then you can be released from the program. Once your out of the program and your GPA drops below a 3.0, you will be placed back into the program. Our goal is to put academics first.
- The program can also provide "study buddy/mentor" services if a student needs someone to help him/her develop and maintain good study habits and an adequate study schedule. Help of this sort is offered at the discretion of the Academic services program.

The athletic success coordinator is available for meetings with students who have special needs in order to assist them in whatever way she can. These meetings can include monitoring their progress through a semester, communicating with parents (upon a student's request), etc. The coordinator can also assist in establishing contact between such students and other faculty/staff members who may be better suited to give assistance.

Accommodations

NAU provides a variety of services, including but not limited to those described below, in its effort to accommodate students with disabilities. Under the Americans with Disabilities Act and other relevant legislation, reasonable accommodations may include, but are not limited to,

1. Early advisement and assistance with registration
2. Substitution of course requirements, where such substitution does not compromise the integrity of an academic plan or diminish academic standards;
3. Extended time for exams, taped or oral exams; use of a reader for an exam, being allowed to eat or rest during an exam, use of a separate exam room, alternative testing schedule, or other special testing procedures;
4. Extended time for papers and projects;
5. Substitution of similar or related work for non-essential course requirements;
6. Advance notice regarding booklists or vocabulary lists for visually impaired and some learning disabled students;
7. Classroom aids, such as note-takers and sign language interpreters; or the taping of lectures;
8. Classroom and study lab or computer lab accessibility for students with impaired mobility, including the Relocation of classes;
9. Special equipment or furniture in classrooms or study and computer labs (enlargers, amplifiers, etc.);
10. Allowing guide dogs to accompany a visually impaired student to class

Professors should be sensitive to seating arrangements and should see that the aisles and doorways are free of obstacles. They should also recognize that students who have difficulty with handwriting may do fine on computer exams and assignments. The key principle is "accommodation," not the altering of academic standards or course content. The student must make his or her abilities and limitations known and must meet the instructor's expectations regarding class participation, attendance, and performance.

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Policy of Non-Discrimination and Confidentiality

NAU does not discriminate on the basis of disability in the recruitment of students, faculty, or staff, or in the operation of any of its educational programs and activities, as required by Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Section 504 of the Rehabilitation Act of 1973 states: "No otherwise qualified person with a disability in the United States . . . shall, solely by reason of . . . disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or

activity receiving federal financial assistance." NAU is committed to full compliance with the federal laws named above.

Students who have or are regarded as having either a temporary or permanent disability are welcome at North American University under the regular admissions requirements. NAU seeks to create an environment in which all members of the community are free from harassment, discrimination, and threats of violence. Efforts are made in every department to inform students and prospective students of the rights of persons with disabilities under the law and the commitment of NAU to non-discrimination toward persons with disabilities.

It is the specific responsibility of the college administration and all faculty serving in a teaching capacity to ensure the college's full compliance with the policies and procedures described above.

NAU is committed to protecting the privacy and dignity of all students who attend this school. In compliance with the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973, no applicant, or student, or potential user of the facilities or services of NAU shall be required to disclose in writing or orally that he or she has a disability. It is the right of the student voluntarily to self-disclose; the college may request information about a student's disability only after the student has voluntarily disclosed his or her disability.

NAU will maintain the confidentiality of a student's medical and academic records, except under the following conditions and for the following purposes:

1. Supervisors, managers, residence hall assistants, faculty, and other appropriate parties, including tutors, may be informed of a student's disability for the purpose of facilitating essential aid and accommodations. Every attempt will be made to inform the student when confidential information has been passed on.
2. First aid and safety personnel may be informed where necessary, if the student requires emergency treatment.
3. Government officials investigating compliance with the Acts shall be provided with relevant information upon request.

Under no circumstances may a representative of the college make public, to individuals or to a group - such as a classroom of students - information regarding the disability of a student, except that the conveyance of such information meets the above-mentioned conditions.

ATTENDANCE AND CLASS POLICIES

Time away from campus and/or class time missed will be limited. Each student-athlete is responsible for contacting instructors prior to the missed day to make arrangements due to absence(s). Student-athletes are also responsible for meeting the attendance policies for all academic courses. It is unacceptable for student-athletes to miss classes for sports related activities (meetings, weight lifting, etc.) during the academic day unless approved by the athletic director.

COURSE CREDIT FOR SPORTS

Student-athletes may only receive 1 credit for participation in their specific sport(s) once per year. This is after the student athlete has participated in the sport for one season. If the student-athlete elects to receive credit for participation, it is up to the coach and student-athlete to determine criteria for the grade. Each sport will provide a syllabus that outlines the course criteria and evaluation process, which will be shared with the student-athlete and kept on file in the Vice President of Academic Affairs office.

DROPPED CLASSES

In addition to adhering to NAU's add/drop policy, all student-athletes anticipating dropping a course must consult their academic advisors prior to formally dropping one or more courses. In the event a student drops below full-time status, the student will be declared ineligible and unable to participate until status is re-established. This could also have an impact on your financial aid status.

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INELIGIBLE STUDENT-ATHLETES

Ineligible athletes are not representatives of North American University's Athletic Department. Therefore, ineligible student athletes are not allowed to travel with the team, miss classes due to sports-related activities, and when applicable not receive the benefits of membership on the team including sport specific equipment and attire, food, etc. Ineligible athletes are not to be on the sidelines for events, unless they are working in some capacity, coordinated through the Athletic Department.

SOCIAL MEDIA POLICY

Student-athletes should be aware of the consequences of the abuse of social media. They should always keep in mind that information posted on Social Networking (examples: Facebook, Instagram, Twitter, YouTube) is public, and is a direct representation of themselves, their families, teams and/or North American University. NAU promotes free speech but believes that students should be aware of the amount of people potentially affected by these sources of information.

As student-athletes participating in varsity or junior varsity athletics at NAU, you are a direct representative of the university. Please keep in mind the following guidelines as you participate on social networking web sites.

- Before participating in any online community, be aware that any information you post becomes public knowledge. Whether it is a photo, video and/or text, that message becomes out of your control once posted online
- You should not post information that would cause embarrassment to yourself, family, team or North American University.
- Be aware that posting specific information such as your address, birthday, phone number, etc., puts you in a situation where you could be vulnerable to predators.
- Exercise caution with who you add as a "friend" or "follower" on social networking sites. There are people looking to take advantage of student-athletes
- Coaches and administrators can and do monitor these web sites
- Student-athletes could face discipline and even dismissal for violations of team policies, athletic department policies and/or NAIA policies.

The NAU Athletic Department therefore recommends that student-athletes use caution when using social networking websites.

SPORTS INFORMATION DEPARTMENT

The Admissions & Sport Information Department (SID) at NAU connects the Athletic Department with the media, fans and other various public entities. Cooperation from coaches, student-athletes and other athletic department personnel is essential.

Under the Family Educational Rights and Privacy Act of 1974, student-athletes are asked to complete and sign a Media release Form. At the bottom of the form is a release statement, which allows the Admissions and SID office to utilize information present on the form and future information connected with NAU athletics for the purposes of public relations and press releases to the media. Student-athletes and coaches may also be asked to speak with the media and other various publics to help enhance the public relations of the department. Use of photos, videos and other mediums of information also fall under this policy.

The Sports Information Department is responsible for all official statistics in each of the Stallion sports. In addition, the SID office generates publications, event programs, etc. The office is also responsible for maintenance of all records, archive information and maintaining the NAU Athletic website.

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ALCOHOL, DRUG and TOBACCO POLICY

NAU prohibits the possession or use, processing, distributing, manufacturing, selling or being under the influence of alcohol or illegal drugs by any student, faculty, or staff person anywhere on campus or at college functions. The University believes that the use and abuse of these substances is counterproductive to the educational process and often contributes to behaviors that are disruptive to the entire campus community. In addition, health risks are associated with misuse and abuse of such substances and legal consequences for illegal drug use can be quite severe and greatly impact a person's future.

Students are responsible for their guests and for any violation of these policies including disorderly conduct or damages that are associated with the consumption of alcohol or the use of illegal drugs.

SUBSTANCE ABUSE EDUCATION and PROCEDURES

Program Overview

The athletic administration of North American University, in coordination with the Athletic Training Department, desires to ensure each student-athlete a safe, healthy, and supportive educational and athletic environment; as well, to establish necessary measures to provide for and oversee the welfare and safety of student-athletes, coaching staffs, athletic training staff, administration, and other support personnel.

Illicit substance use within the context of competitive athletics compromises the physical and mental capabilities of the participants, and is a health-safety issue for student-athletes. Substance use/abuse can be detrimental to students, affecting them in ways that are often difficult to control. It is our desire as an institution to discourage the use of illicit substances, both on and off campus, and to provide an environment that is drug-free at every level of the educational and athletic experience.

Designation as a NAU student-athlete and participation in the University's intercollegiate athletic programs is a privilege, not a right. The NAU student-athlete will act in accordance with the five core values: Respect, Responsibility, Integrity, Sportsmanship, and Servant Leadership. NAU student-athlete acknowledges that the privilege to represent NAU in intercollegiate athletic performance requires him/her to be compliant.

Signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy.

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NORTH AMERICAN UNIVERSITY STUDENT-ATHLETE CODE OF CONDUCT

The Student-Athlete Code of Conduct is a statement of behavior required of all student-athletes at North American University. All student-athletes are members of the NAU student body.

Participation in North American University athletic programs are also governed by all NAU Department of Athletics rules and procedures as set forth in the Student-Athlete Handbook, including the Department Substance Abuse Policy and Procedures.

The Department of Athletics may take action under this Code of Conduct regarding participation in the college's intercollegiate athletic programs and also regarding the awarding, renewal and modification of a scholarship. The Code of Conduct is intended to complement, not replace, conduct rules that each sport team has adopted, including consequences for violating those rules.

Student-Athlete Conduct Expectations

As a student-athlete at NAU, you agree to hold yourself to the highest of standards of integrity in the classroom, on the campus, on the training grounds, during competition and in the community. All student-athletes are continually in the public eye and must accept the responsibility of constantly representing the NAU Athletic Department. Deviations from the expectations above may result in disciplinary actions at the coaches and/or athletic director's discretion.

Discipline Policies on Misconduct

Preliminary Action: The Director of Athletics and head coach will meet with a student-athlete to discuss the violation of the Student-Athlete Code of Conduct and possible sanctions.

Disciplinary Actions: Sanctions may include, but are not limited to, the following:

- Suspension from a minimum of 10% of athletic contests
- Suspension from team activities (practices, weights, meetings)
- Community Service
- Counseling
- Immediate dismissal from the team
- Athletic Scholarship reduction
- Other actions as deemed necessary by the Director of Athletics

The following are examples of violations of the Student-Athlete Code of Conduct that may result in an immediate suspension:

- Involvement in a felony (e.g. battery, theft, homicide)
- Contributing to the delinquency of a minor
- Vandalism of college property
- Harassment, violent acts such as fighting
- Any arrest or involvement with the law (DUI, MIP, etc)

Appeal

A student-athlete may appeal any sanction that suspends participation in practice, competition, and/or services provided by the Department of Athletics pursuant to grievance procedures provided by the Student-Athlete Code of Conduct. A student-athlete may also appeal reduction or modification of athletic scholarship. Student-athletes must complete the appeals form within 48 hours of sanction notification. (Notification of Appeals Form)

Student-Athlete Code of Conduct Committee

The committee is made up of Athletic Department personnel.

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ATHLETIC FACILITIES

Scheduling of Facilities

All scheduling for the use of the Athletic Facility will be coordinated by the athletic director. Priority will be given to teams. NAU students will have access to athletic facilities as the schedule allows. The facilities are not open to the general public for usage unless permission has been given by the athletic director.

Outside field:

The field schedule for all team practices, contests, off-season workouts, intramurals and outside groups will be scheduled in coordination with the strength & conditioning coach and athletic director.

Weight Room:

All teams must schedule the use of the Weight Room with the athletic director.

WEIGHT ROOM POLICY

Open Hours

The Weight Room will have normal operating hours each day for general student usage. During this time there will be a supervisor in charge of all weight room activities. The schedule will be posted outside the Weight Room.

Team Policies

1. All Athletes are to train during their assigned team times
2. Coaches are responsible for their athletes in the weight room at all times
3. The Weight Room will only be opened by the designated coach during respective training hours.
4. Teams are responsible for leaving the weight room clean with weights racked.

Weight Room and Fitness Room Attire

1. Shirts, athletic shoes and proper athletic attire must be worn at all times.
2. Shirts must be worn over sport bras while working out.

Weight Room Rules

1. Rack all weights after usage.
2. Dumbbells should be returned to the rack in the proper order immediately after use.
3. Only bumper plates may be used on the platforms. NO Weights!
4. Weights are NOT allowed to rest on benches.
5. Absolutely NO food, drink, gum or tobacco products are allowed in the Weight Room
6. Music selection and volume will be monitored and changed by the supervisor and/or coach.
7. No chalk is allowed.
8. Please wipe down the bench and/or station when finished

Fitness Room Rules

1. Wipe down the machine after usage.
2. Machines should be turned off after usage.
3. Televisions and lights should be turned off when leaving the room.
4. Absolutely NO food, gum or tobacco products are allowed in the Fitness Room.

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ADMINISTRATOR ON DUTY RESPONSIBILITIES

Football

1. Arrive 2 ½ hours before the event to check and see if everything is ready to go
2. Confirm that officials are in locker room
3. Introduce yourself to officials
4. Ball persons meet officials
5. Make sure EMS and police are present
6. Walk area during game
7. Provide access for officials to locker room at half time and end of game
8. Take 8 waters to the press box at half time
9. Paycheck requests from officials locker room must be completed and turned into Business office
10. Make sure teams get on the field on time
11. Take water and brats to officials at half time
12. Keep watch for fan issues related to being on field and/or behaviors in the stands
13. Make sure fans leave field appropriately

Soccer

1. Arrive 1 ½ hours before the event to check and see if everything is ready to go
2. Confirm that officials are in locker room
3. Introduce yourself to officials
4. Make sure that 4 ball persons in place
5. Confirm there is an announcer and time clock person
6. Walk area during game
7. Provide access for officials to locker room at half time and end of game
8. Paycheck requests from officials locker room must be completed and turned into Business office
9. Get teams on the field on time
10. Take water to officials at half time
11. Watch for fan issues related to being on field and/or behaviors in the stands
12. Make sure fans leave field appropriately

Volleyball

1. Arrive 1 ½ hours before event to check and see if everything is ready to go
2. Give the locker room key to visiting coach
3. Confirm that officials are in locker room
4. Introduce yourself to the officials
5. Make sure the 2 ball boys and the two line judges in place
6. Confirm that the time clock and game book personnel are ready to go
7. Walk area during game
8. Provide access for officials to locker room at half time and end of game
9. Paycheck requests from officials locker room must be completed and turned into Business office
10. Watch for fan issues related to being on court and/or behaviors in the stands
11. Make sure fans leave court appropriately

Basketball

1. Arrive 1 ½ hours before event to check and see if everything is ready to go
2. Confirm that officials are in locker room
3. Introduce yourself to officials
4. Confirm that the announcer, time clock and game book personnel are ready to go
5. Walk area during game
6. Get locker room key to visiting coach
7. Make sure officials are let in at half time and end of games
8. Paycheck requests from officials locker room must be completed and turned into Business office
9. Watch for fan issues related to being on court and/or behaviors in the stands
10. Make sure fans leave court appropriately

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FUNDRAISING PROCEDURES AND PROTOCOL

Fundraising and/or Solicitations

Contact Dr. Teta Banks, Director of University Advancement and Development at 832-230-5017 or tbanks@na.edu or Kenneth Apande, Athletic Director at kapande@na.edu when you have an idea for a fundraiser. Allow two to three weeks for developing, information gathering, and mailing.

Solicitation lists, particularly for local businesses, need to be reviewed and to assure that your request does not conflict with ongoing solicitations. Where there is a potential conflict you will be notified and we will try to work out a solution.

When fundraising, encourage your donors to use online giving as this streamlines the donation process.

Requesting Mailing Lists

For lists of names requests anticipate a two week window between giving us your parameters and completion of the project, though we will make every effort to expedite your request. An additional week may be needed during Homecoming, Calendar Year End and Fiscal Year End.

When making a request please provide complete information: what names you would like, how you would like the salutation to read, etc. There are many ways that lists can and cannot be accessed. Dr Aksoy, VP of the University, will assist you in getting those questions answered. The more we know the faster your request can be processed

Fundraising Plan

At the end of each athletic season, the head coach of the sport should meet with a development representative to outline their fundraising plan for the next year.

This plan should include:

1. What kind of ask are you going to make? (letter, phone call, etc.)
2. What are you asking for?
3. Who do you want to ask? (solicitation list needs to be reviewed to assure the solicitation does not conflict with a development plan)
4. How will the gift be acknowledged?
5. Timeline

The current Director of Sports Information will coordinate the meetings and communication between the coaches and the development office.

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STUDENT-ATHLETE INSURANCE

Summary of North American University Secondary Athletic Insurance Coverage

1. Injuries sustained by NAU student-athlete during an official intercollegiate practice or competition will be assessed and evaluated by the athletic training staff of NAU. If deemed necessary, the student-athlete may then be referred to the appropriate NAU Athletics medical network provider.
2. NAU student-athletes who are injured during any properly supervised official practice, competition, or conditioning session AND APPROVED BY THE HEAD ATHLETIC TRAINER will be eligible for supplemental insurance coverage through the NAU Secondary Athletic Insurance Policy. The Secondary Athletic Insurance Policy is setup to provide financial assistance for athletic-related injuries ONLY. It will provide benefits for eligible amounts not covered by the primary insurance of the parent. The policy will only cover athletic injuries occurring as a result of an injury sustained during the abovementioned situations.
3. If the student-athlete prefers to see his or her own choice of physician (not an official NAU team physician), the entire cost of the evaluation and subsequent treatments will become the sole financial responsibility of the student-athlete or the student-athlete's parents, UNLESS PRIOR APPROVAL IS GIVEN BY THE HEAD ATHLETIC TRAINER. No NAU Secondary Athletic Insurance will be filed to assist in covering the costs unless prior approval is given.
4. NAU student-athletes MUST disclose to the North American University team physicians and athletic trainers any previous or "nagging" injuries that they arrive with at NAU. No secondary insurance coverage will be provided for athletes who fail to disclose to a pre-NAU injury at the time of his or her pre-participation physical examination.
5. In such cases that an injury occurs while participating on an official athletic road trip, the local emergency medical facilities or hosting team physician will be considered as part of the NAU approved sports medical network.
6. Second opinions and any opinion thereafter, will be eligible for payment through the secondary athletic coverage only with the prior approval of the head athletic trainer. Second opinion charges without prior approval will be the financial responsibility of the student-athlete or the student-athlete's parents.
7. The Secondary Athletic Insurance Policy DOES NOT cover the following:
 - a. Injuries sustained during an academic vacation period (i.e. summer, Christmas, Spring Break) in which no approved athletic supervision is provided, or in any activity that is not associated with a supervised intercollegiate practice, competition, or conditioning session, including those occurring during the academic calendar year.
 - b. A chronic (on going) or recurring injury sustained PRIOR to or OUTSIDE of participation in athletics at North American University.
 - c. A pre-existing athletic injury not receiving any treatment within 180 days prior to first time enrollment at NAU.
 - d. Prescription medication unless prescribed and served during an in-house hospitalization.
 - e. Illnesses

LETTER OF INTENT

Letters of intent (LOI) provide NAU and a student-athlete a written contract for participation in intercollegiate athletics at NAU. Prior to signing the agreement, coaches and student-athletes should have had open and understood conversation in the areas of eligibility, financial aid, etc. Financial aid agreements need to be approved by the Financial Aid department prior to signing the LOI.

LOIs shall be null and void at the conclusion of any school term if the student-athlete fails to comply with eligibility rules, policies, procedures, and guidelines established by NAU, its athletic department, and athletic coaches.

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PROSPECTIVE STUDENT ATHLETES

Tryouts

Prior to any prospective student “try-out” a waiver form must be completed and filed with the Athletic Department.

- Individual or group tryouts may be conducted
- Tryouts, where permitted, shall be limited to no more than two days for a specific student at a member institution.
- No part of the travel expense and lodging of prospective students making visitations to an institution shall be paid by the institution unless such practice is a part of the general institutional policy in procurement of other students
- A meal can be optional for open-house or recruiting events.

Visits

Prospective students are allowed to visit the institution as many times as needed. These visits may include formal visit days including academic, sport-specific, Presidential Scholarship, and Stallion visit days. Prospective students may also set-up individual visits. If a prospective student is staying overnight, the institution is not responsible for housing. However, if the prospective student is staying with a student host, then all community rules apply to the visitor as well.

- Visitation of prospective students shall not involve loss of school time, except where such visitation occurs as a part of the total visitation program of the institution, approved by the administration of both the host institution and the institution of the visiting prospective student.

TEAM TRAVEL

Intercollegiate Athletic Travel (IAT) is an important part of the educational experience; however, coaches should recognize that students who are taken away from campus for athletic activities may be missing classes. When possible, these IAT should be scheduled at times that will not interfere with regular sessions. It is required that coaches have approval from the athletic director before contracting/scheduling of these activities. The athletic director will oversee the implementation of the rules. It is the responsibility of the athletic director to bring the exception to IAC, as long as the travel is within the academic calendar when school is in-session.

Student-Athlete Travel Notification

The Athletic Department will communicate weekly with the faculty and staff via email for the early dismissal of student-athletes, including the date(s), time(s), and the names of students-athletes who will be involved. The coach must inform the students that it is the student's responsibility to communicate that absence(s) in advance to the instructor of record and to make appropriate arrangements for making up the material as allowed by said instructor, if applicable.

Student-Athlete Travel Release Form

Student-athletes who intend to travel with their designate program during a school sponsored trip must file a formal release with their coach and Athletic Department.

Ineligible Student-Athlete Travel

Academically ineligible student-athletes are not allowed to travel with the team.

Post-season Travel

In regards to post-season play, the official roster will only be allowed to travel. Players not on the travel roster will not be permitted to travel with the team.

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FINANCIAL AID and SCHOLARSHIPS

A student's eligibility for co-curricular awards is determined by the financial aid with consideration given to the faculty/staff evaluation. Athletic awards are renewable as long as the student is participating in the athletic activity. A student who is no longer a representative of their respective team, will not continue to receive athletic aid. As with all federal/state and institutional awards, the student must maintain satisfactory academic progress to be eligible for aid. The student needs to meet with the Financial Aid Office to be repackaged as a non-athlete.

DUAL ATHLETES POLICY

It is up to the discretion of each program on how to handle student-athletes who choose to participate in more than one sport. Student-athletes are encouraged to meet with coaches of all involved programs and create an agreement that establishes the contact arrangements for the athlete. This should not be over the 20 hour contact rule. This agreement should be copied and placed on file with the Faculty Athletic Representative and Athletic Department.

SUMMER VOLUNTARY POLICY

Coaches may conduct voluntary workouts with continuing students during the summer, provided the institution does not have rules against such activities. Continuing students are not required to be enrolled to workout with the team during the summer. Incoming freshman and transfers may only workout with an institution's team during the summer if one of the following guidelines is satisfied:

- Athlete must be enrolled full-time in summer coursework
- Athlete must be enrolled in at least 12 institutional credit hours for the upcoming fall term

A prospective athlete who does not meet either of these requirements may not workout with the institution's team

Name, Image and Likeness (NIL) Details

NAU bylaws require student-athletes to notify their AD when receiving compensation from the use of their name, image, or likeness in relation to their school or status as a student-athlete.