

Allen University Athletics



Student-Athlete Handbook

Department of Intercollegiate Athletics
John Adams Hurst Gymnasium
1515 Pine Street
Columbia, SC 29204

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Welcome to the #AUHive

Welcome to Allen University and Yellow Jacket Athletics! Every day, our coaches and staff work tirelessly to provide ‘All that Can be Imagined’ where you, as student-athletes, can get a top-flight education, compete against the best in NCAA Division II and develop life skills that will allow you to become successful adults who contribute to the state of South Carolina and beyond.

Allen University sponsors 14 varsity sports that compete for championships in the Southern Intercollegiate Athletics Conference (SIAC), Conference Carolinas (CC) and National Collegiate Athletic Association (NCAA) Division II. Men’s sports include basketball, cross country, football, indoor and outdoor track & field, and wrestling. Women’s sports include basketball, cross country, soccer, softball, indoor and outdoor track & field, volleyball, and wrestling.

At Allen University, we live by five core values. They are accountability, integrity, excellence, respect and faith. These aren’t just words, but are how we approach every game, practice, class, meeting and interaction. Only YOU are responsible for your personal conduct, academic progress, eligibility, and athletic success.

Not only should you be striving to compete for championships in the athletic arena, but you should be determined for success inside the classroom and reaching your academic goal of graduation in your field of choice.

As a student-athlete, you are subject to Allen University rules and regulations that apply to all students (*many of these rules are outlined in the [AU Student Handbook](#).*) You are expected to familiarize yourselves and abide within these rules and regulations set forth by the Institution, Conference and NCAA. While enrolled at Allen University, as student-athletes you will be subject to time commitments, physical demands, and public visibility, which the general student body will not experience; as such, your responsibilities exceed those of other students.

The Student-Athlete Handbook is not intended to replace the Allen University Student Handbook but is rather an additional resource and procedural manual. Please make full use of the resources that are offered at Allen University and do not be afraid to ask for help if you need it.

We look forward to watching you develop both inside and out of the playing arena during your time at Allen University. Thank you for deciding to join the #AUHive family.

History of Allen University

Allen University was founded by the African Methodist Episcopal (AME) Church in 1870. The University has a distinguished history, rich in the tradition of promoting spiritual growth and training men and women to become productive leaders in an ever-changing society. Manifesting the dream of Daniel Alexander Payne, an apostle of black education in the United States, Allen University educated men and women for stellar leadership and service.

Under the leadership of Bishop John M. Brown on July 29, 1870, the Columbia Conference purchased 150 acres of land in historic Cokesbury, SC. At the Annual Conference, the deed for the land and buildings was presented by Reverend Simon Miller, and the Institute was named in honor of Daniel A. Payne. For its first 10 years, the school prospered in fulfilling its mission of developing an educated clergy in the face of repression and violent opposition during the Reconstruction Era in South Carolina.

At the Annual Conference meeting in Spartanburg in 1880 (Bishop William F. Dickerson), delegates agreed on the need for a more centralized location for Payne Institute and voted to move it to Columbia, SC. Concurrently, Payne Institute was renamed Allen University in honor of Bishop Richard Allen, founder of the AME Church. Under the first two presidents, J.E. Walters and J.W. Morris, who had studied law, Allen made great progress. During this period, the Theological and Law Departments were formed. Between 1884 and 1890, 14 students received a degree, and 54 graduated from the Normal Collegiate Department.

During the Depression, Allen overcame many hardships to keep its doors open. In 1930, the Department of Science was established, followed by a Department of Languages. The curriculum not only included legal courses, but theology, the arts, and courses at elementary and high school levels. It was possible for a student to enter Allen as a child in the first grade and leave prepared to teach, preach or prosecute/defend in the courts as fully trained educators, ministers and lawyers. For the 1933 school term, the University accepted only persons who had completed high school.

The decade of the 1940s saw many adjustments in response to World War II. Following the war, an influx of veterans pursued studies at Allen. In 1945, the Departments of Humanities, Philosophy, Psychology and Religion joined the existing curricula. In 1970, Allen University celebrated its Centennial, marking the close of a century and the beginning of a bright future, rededicated to the principles upon which it was founded. Responsive to changes in society, Allen revised its curricula in the 1980s and began to pursue regional accreditation.

The 1990s were a period of rededication, growth and development. The University began the decade by strengthening its operations across a broad spectrum. Hard work and commitment resulted in the first accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and successful reaffirmation six years later. During the period, the John Hurst Adams Gymnatorium was constructed.

Today, Allen University is engaged in a resurgence fueled by an enlightened system of governance brought by Bishop Samuel L. Green, Sr. Under the leadership of its 31st President Dr. Ernest McNealey, the University has moved from Level II to Level III to offer its first graduate program, the Master of Divinity degree. The newly formed Dickerson-Green Theological Seminary enrolled its first class in the fall of 2018. In the tradition of Bishop Richard Allen, the University continues to teach the mind to think, the heart to love, and the hands to work.





Allen University Athletics Values & Vision Alignment

University Vision Statement

“All That Can Be Imagined”

University Mission Statement

Allen University is an academic community which provides students an opportunity to obtain baccalaureate and graduate degrees in liberal arts and professional programs in traditional and distance education formats. The University has a strong unalterable commitment to teaching in delivery of its baccalaureate and graduate programs.

University Values

- Integrity
- Accountability
- Respect
- Excellence
- Faith

Athletics Core Values

- Sportsmanship
- Accountability
- Heritage
- Integrity
- Excellence

Our Primary Mission

The Athletic Department at Allen University aims to provide opportunities for men and women who enroll to participate in sports at levels equal to their interest and capabilities. In doing so, the AU Athletics Department will provide programs and services that facilitate physical, emotional and cognitive development. The aspirations and goals of athletics mirror and facilitate those of the University.



Alma Mater

Allen to thee, we lift our hearts and voices, Allen to thee, life's choices gifts we pray,
And ever as we leave thy dear walls and halls so steeped in glory
Guard well thy children; guard and guide us on our way.
Guard well thy children; guard and guide us on our way.

When other sons so true and daughters loyal shall to their Alma Mater shout praises free,
We, too shall ever stand at thy side, and sing aloud forever,
Allen, fair Mother, we pledge our love to thee.
Allen, fair Mother, we pledge our love to thee.

University Promise

As a member of the Allen University Community...

I promise to respect the Christian environment at Allen University.

I promise to respect the Allen University community; its property; and myself.

I promise to demonstrate a sense of responsibility.

I promise to promote order and safety on Allen University's campus.

I promise to exercise academic integrity by supporting the Allen University Legacy.

Acceptance of this promise commits each student of the Allen University community to behavior that exemplifies respect and builds character.

General Information

The Joseph Simon Flipper Library and Media Center

The Mission of the J.S. Flipper Library is to provide access to a variety of informational resources and formats that strengthen the University's curriculum and support programs to provide the assistance needed to use available resources. The library pursues this mission by providing faculty, staff, and students with access to a large collection of books, journals and periodicals, electronic databases, the Internet, and media equipment and materials. A professional staff, as well as learning resources shared with other libraries (PASCAL Consortium) is also made available to all Allen University students. Consult the college webpage for the link to the library's on-line catalog (OPAC).

Library Operating Hours: *(Check on the hours)*

Monday through Friday: 8:00 A.M. to 10:00 P.M.

Saturday: 9:00 A.M. to 6:00 P.M.

Sunday: 12:00 P.M. to 5:00 P.M.

Main Floor and Mezzanine Reading and reference rooms provide computers for academic purposes; research, reference, and writing. The second floor and mezzanine also houses stacks of circulating materials (books and older journals), current non-circulating journals and periodicals.

Professional staff provides assistance in using all the resources of the library including the databases, other computer resources, inter-library loan and consortium privileges (PASCAL). Current student IDs are required for material check-out and computer use.

The Computer Lab is open for academic work. Students are expected to read and comply with current computer policies. Access to all computers at Allen University requires a current Allen University ID and password. Misuse of passwords, excessive noise, and display of offensive graphics or attempts to tamper with administrative set-ups may result in immediate expulsion from a lab and loss of computer privileges.

Cafeteria

All persons living in the residence halls are required to have meals in the cafeteria. Exceptions may be arranged for students requiring special meals. Students in this category must obtain the University Health Services' recommendation with documentation from a family physician.

Food Service Hours: Monday – Friday

Breakfast: 7:15am - 8:45am

Continental: 8:45am - 10:00am

Lunch: 11:30am - 1:30pm

Dinner: 5:00pm - 7:00pm

Saturday & Sunday Brunch: 10:00am - 12:00pm

Dinner: 4:00pm - 5:30pm

Cafeteria hours may vary during football season.

For further information on student-athlete resources, please view the [AU Student Handbook](#).

Section 1: Intercollegiate Athletics Affiliations

National Collegiate Athletic Association

The National Collegiate Athletic Association is the organization through which the nation's colleges and universities speak and act on athletics matters at the national level. The NCAA's three divisions were created in 1973 to align like-minded campuses in the areas of philosophy, competition and opportunity. The NCAA is comprised of 1,098 institutions that has 102 athletics conferences.

Allen University is undergoing a three-year provisional membership to become a Division II member of the National Collegiate Athletics Association (NCAA).

The Association - through its member institutions, conferences and national office staff - shares a belief in and commitment to these seven core values:

- **The collegiate model of athletics** in which students participate as an avocation, balancing their academic, social and athletics experiences.
- **The highest levels of integrity and sportsmanship.**
- **The pursuit of excellence in both academics and athletics.**
- **The supporting role that intercollegiate athletics plays** in the higher education mission and in enhancing the sense of community and strengthening the identity of member institutions.
- **An inclusive culture** that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
- **Respect** for institutional autonomy and philosophical differences.
- **Presidential leadership** of intercollegiate athletics at the campus, conference and national levels.

Nearly half a million collegiate student-athletes make up the 19,886 teams that send more than 57,600 participants to compete each year in the NCAA's 90 championships in 24 sports across 3 divisions. Division II is the only division with schools in Alaska, Puerto Rico and Canada.

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.



The Southern Intercollegiate Athletic Conference: “Blending Tradition with the Future”

Mission Statement

The mission of the SIAC is to leverage intercollegiate athletics to the benefit of SIAC student-athletes, and to advance the overarching strategic interests of SIAC member institutions.

History

The Southern Intercollegiate Athletic Conference (SIAC) was founded in 1913 and today, more than 100 years later, the conference remains one of the nation's most viable forces in intercollegiate athletics. As the second oldest historically black college and university athletic conference, the SIAC has one of the most storied histories in all of the NCAA. Many of the conference's former athletes and coaches have transcended to larger-than-life characters that continue to be monumental in the world of sports. Furthermore, the chronicles of many SIAC programs have been vital to the foundation of American society.

In December 1913, representatives of the following institutions met at Morehouse College to consider the regulations of intercollegiate athletics among black colleges in the southeast: Alabama State University, Atlanta University, Clark College, Fisk University, Jackson College, Morehouse College, Morris Brown College, Talladega College and Tuskegee Institute. A permanent organization was formed (The Southeastern Intercollegiate Athletic Conference) which has had a continuous history to the present. In 1929, the name of this organization was changed to The Southern Intercollegiate Athletic Conference.

The SIAC is a member of the National Collegiate Athletic Association (NCAA) and participates on the Division II level. Annually, the SIAC sponsors eight men's championships (baseball, basketball, cross country, football, golf, outdoor track & field, tennis, and volleyball) and six women's championships (basketball, cross country, outdoor track & field, softball, tennis and volleyball). The present membership is composed of fifteen different institutions in six states (Alabama, Georgia, Kentucky, Ohio, South Carolina and Tennessee).

Contact Information

Southern Intercollegiate Athletic Conference
Peachtree Center – South Tower
225 Peachtree Street, N.E., Suite 1625
Atlanta, GA 30303
Phone: (404) 221-1041 Fax: (404) 221-1042
Website: <https://www.thesiac.com>



CONFERENCE CAROLINA (CC)

Allen University men's and women's wrestling teams are associated members of Conference Carolina (CC). The NCAA Division II athletics conference presently has member schools located in Georgia, North Carolina, South Carolina and Tennessee.



Section 2: Department of Athletics

The Allen University Athletics Department strives to create an academic community of the utmost value that facilitates physical, emotional, and cognitive growth. We believe student-athletes should have an equal opportunity to earn a quality education while participating in intercollegiate athletics.

The reputation of Allen University in an essential part of heart of Columbia and in the historically black colleges and universities (HBCU) community. We are working to enhance the athletics program through participation in highly competitive contests as we look to transition into the NCAA. As an integral part of the total educational process and the development of students, athletics fosters pride in the University among the students, faculty/staff, alumni, and friends, building support for the institution throughout the community, region, state, and country.

The Department of Athletics has policies and procedures in effect that nurtures the academic success and amateur status of the student-athlete. Allen University's staff, services, and facilities will provide an environment for the student-athlete that promotes physical, emotional, and social welfare, safety, sportsmanship, ethnic diversity, inclusion and gender equity.

We believe all student-athletes, coaches and athletics administrators have the responsibility to exhibit ethical conduct and integrity in academics, citizenship, and athletics competition. Allen University is proud of its journey and advancement from NAIA to the NCAA, and is committed to abiding by its rules and regulations. The University does not discriminate in any program or activity on the basis of race, color, religion, gender, sexual orientation, age, or national origin, or against a qualified individual with a disability, and it maintains an affirmative action program for protected minorities and women.

Athletics attempts to support the total University community by recruiting and retaining quality student-athletes. Allen University's Athletics Department objective is to foster an environment for excellence in both academics and athletics, while molding bright, young leaders and future alumni to contribute to today's ever-changing global society.

- AU Athletics strives to build and sustain competitive programs in all 14 varsity sports;
- To shape an environment that encourages gender equality, diversity and inclusion;
- To assist in maintaining the physical, emotional, and cognitive development of all Allen University student-athletes; and,
- To retain a quality support staff that upholds the principles of sportsmanship, ethical conduct, and amateurism, while at the same time provides a safe environment for our student-athletes.

Responsibilities of Coaches

Our coaching staff is a quality team of professionals who constantly strive to support the mission of Allen University, and the Department of Athletics, while providing quality mentorship to their student-athletes.

Allen University Athletics Hazing Policy

The Allen University Department of Athletics supports only those activities that constructively enhance the academic, social, spiritual, and athletic experience of its student-athletes, and that contribute to the personal growth of those student-athletes. Therefore, the Department of Athletics views hazing of any type whether committed or arranged by athletic teams or members of an athletic team as an unacceptable practice at our institution.

Furthermore, the Allen University Department of Athletics recognizes and supports the South Carolina Anti-Hazing Law. This law defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes 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 operating under the sanction of or recognized as an organization by an institution of higher

education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the emotional or physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.”

No student(s), organization(s) or athletic team(s) shall participate in any form of hazing activities on or off campus. Hazing is defined as: “Any action taken or situation created intentionally or unintentionally, with or without consent of the person being hazed, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, ridicule, or any other activities which are not consistent with academic achievement”, and the regulations and policies of Allen University. Student(s) are subject to suspension, expulsion and criminal procedures if found guilty.

Examples of hazing include but are not limited to:

- Submission of members or prospects to potentially dangerous or hazardous conditions;
- Paddling or physical harassment;
- Forced indulgence of alcohol or food;
- Forced excessive exercise;
- Deprivation of sleep, normal sleep patterns or adequate study time;
- Deprivation of normal amounts of food and water;
- Personal servitude;
- Assigning pranks, indecent stunts or dress; or,
- Forced or coerced trips such as kidnaps, displacement, and “pledge” dumps.

Allen University Sexual Misconduct Policy

No student shall participate or engage in sexual harassment or assault of another student, faculty or staff. Criminal sexual assault is any act that constitutes a sexual assault, or interpersonal violence of another person, and will not be tolerated. Sexual Harassment is unwanted or offensive sexual behavior that has the purpose or effect of creating a hostile or stressful living, learning, or working environment, or whenever toleration of such conduct or rejection of it is the basis for a personnel or academic decision affecting an individual. Examples of behavior that may constitute sexual harassment include, but are not limited to, sexual advances, any form of retaliation or threat of retaliation against an individual who rejects such advances, sexual epithets, jokes, or comments, comment or inquiry about an individual’s body or sexual experiences, unwelcome leering, whistling, brushing against the body, sexual gestures, and displaying sexually suggestive images. A single incident of sexual assault or other serious sexual misconduct may be sufficiently severe to constitute sexual harassment. Disciplinary action includes suspension or expulsion, civil and possible criminal sanctions. *(For more information on sexual misconduct, refer to your [AU Student Handbook](#).*

Student Non-Academic Grievance/Complaint Process Policy Statement

Allen University recognizes the importance of providing a prompt and efficient procedure for resolving non-academic grievances or appeals fairly and equitably. A non-academic grievance or appeal alleges discrimination by a university employee on the basis of race, color, sex, religion, national origin, age, disability; it may also involve personal behavior or university policy.

Accordingly, students are encouraged to use the non-academic grievance or appeal process without fear of reprisal for initiating the process or for participating in its resolution. A non-academic grievance or appeal is an allegation by a student concerning (1) a university employee (from among the faculty, staff, or administration), (2)

administrative policies, procedures, regulations, or requirements of the university, (3) actions impeding a campus climate of intellectual diversity; (4) student employment, or (5) a university program, service, or activity. Students shall have the right to file a grievance and/or appeal according to established procedures. *(For more information on student non-academic grievance/complaint process and procedures, refer to your [AU Student Handbook](#))*

Student-Athlete Complaint Process

Allen University Department of Athletics recognizes the importance of providing a prompt and efficient procedure for resolving complaints of student-athletes.

If a complaint refers specifically to individual and/or situation within the Department of Athletics, the student-athlete should submit that complaint in a letter or email to the assigned Sport Administrator or Director of Athletics. The Sport Administrator or Director of Athletics will review and offer an opinion or resolution of that complaint within ten (10) days. If a resolution is not reached, the complaint will be sent to the Athletics Committee for review and resolution.

If a complaint relates to gender equity and inclusion in athletics, the student-athlete should submit that complaint to the Title IX Coordinator. The Title IX Coordinator and Gender Equity and Inclusion Committee will review and offer a resolution of that complaint within ten (10) days.

Athletics Administration

Director of Athletics

The Director of Athletics at Allen University is the leader of the intercollegiate athletics program. The Director of Athletics is responsible for the direction, enforcement, interpretation and review of Allen University's intercollegiate athletic policies and programs. The Director of Athletics is also responsible for recommending improvements, supervising and annually evaluating coaches, and maintaining effective relations with governing boards, associations, conferences, committees, alumni, students, faculty and staff.

The Director of Athletics ensures that the athletics program complies with all applicable laws, policies, rules and regulations of Allen University, SIAC, CC and the NCAA. The Director of Athletics acknowledges that the mission of Allen University is education, ensuring our coaches recruit qualified student-athletes and that each coach uses their best efforts to contribute to the academic welfare of all students under the coach's coaching or administration.

Faculty Athletics Representative

The Faculty Athletics Representative (FAR) is appointed by and reports directly to the President of the University, and serves as the liaison between faculty, administration, and the Department of Athletics. The FAR is authorized to contact staff at NCAA Academic and Membership Affairs, and has the following compliance responsibilities:

- Reporting of suspected rules violations to the President
- Coordination of information obtained regarding suspected rules violations
- Review of procedures for determining and monitoring eligibility and satisfactory academic progress
- Review of recruiting policies
- Collaborate on all compliance issues with the Associate Athletics Director for Compliance/SWA and the Director of Athletics

Senior Woman Administrator (SWA)

The Senior Woman Administrator (SWA) by definition is a member of the institution's senior athletics management team, with substantive responsibilities for the conduct and administration of an institution's overall athletics program. The SWA at Allen University has job responsibilities in accordance with the standards given by the NCAA. The Senior Woman Administrator represents the Athletics Department at various meetings/committees including SIAC meetings and other meetings at the discretion of the Director of Athletics.

The SWA also assists with the university's gender-equity plans and attends conference meetings as needed. The SWA may be assigned additional duties by the Director of Athletics.

Associate Athletics Director for Compliance/SWA

The Associate Athletics Director for Compliance/SWA is charged with the implementation of the compliance program and serves on the Compliance Committee, which also comprises the Registrar (Chair), the Office of Admissions, and the Office of Financial Aid. Final squad lists are approved by the Head Coach, Director of Athletics, Associate Athletics Director for Compliance/SWA and the FAR each year.

Athletics Chain of Command

- Sports Information Director, Athletic Training, Strength & Conditioning Coach, Sport Head Coaches and Support Staff
- Associate Athletics Director for Compliance/ Senior Woman Administrator
- Faculty Athletics Representative
- Director of Athletics
- President

Allen University Athletics Committee

The Allen University Athletics Committee, appointed by the President, is required by the NCAA. The committee reports directly to the President and monitors athletic schedules, budgets, facilities, and travel of athletic teams. It also oversees the academics, admissions, and financial aid policies pertaining to student-athletes and advises the President on these matters.

The Athletics Committee is comprised of the Director of Athletics (ex-officio), Faculty Athletics Representative (chair), three faculty members, two staff, who serve a 2-year term, all of which are President appointed, as well as a representative of both SGA and SAAC.

Allen University Student-Athlete Advisory Committee

The student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations, and policies that affect student-athletes' lives on NCAA member institution campuses.

Purpose of Allen University SAAC

The purpose of Allen University's Student-Athlete Advisory Committee is as follows:

- To streamline and promote efficient communication between the athletic department administration and the student-athlete population and to provide suggestions on programs designed to serve the needs of student-athletes;
- To actively encourage more involvement of student-athletes on campus and community outreach projects; and,
- To design and implement programs which will encourage academic achievement, health promotion, social responsibility, and general life skills awareness.

Eligible Members

SAAC shall consist of eligible student-athletes that are academically eligible and in good standing on the team. Each team must have a minimum of two representatives on the committee, who will be selected by their teammates at the beginning of the school year. SAAC representatives will be expected to relay information between the committee and their teams.

SAAC Executive Board Members

It is the responsibility of all officers to report directly to the advisor for SAAC.

President: Presides over meetings and is responsible for providing the agenda for the meetings. Serves as the spokesperson for the committee and works directly with the SAAC Advisor.

Vice President: Will aid the president in committee business. In the event the president cannot attend a meeting or function, the vice president will stand in.

Secretary: Will record minutes for all meetings and take attendance. Minutes and attendance will be turned into the SAAC Advisor within 24 hours of the meeting.

Social Media Representative: Responsible for promoting SAAC events and Allen University Sports. All postings must be appropriate and positively promoting the brand of #AUHive.

Make-A-Wish Representative: Organizes and reports over all events and fundraising related to Make-A-Wish. Serves as the spokesperson for the committee and works directly with the SAAC Advisor.

Election of SAAC Executive Board Members

Board members will be nominated and voted upon at the last meeting of the spring semester for the upcoming academic year. A simple majority vote by secret ballot will determine the winner.

Board members must have been members of SAAC for at least one year prior to being elected.

SAAC Meetings

The Student-Athlete Advisory Committee will meet at least once a month. Meeting times will be determined by SAAC Executive Board Members and the Student-Athlete Advisory Committee Advisor. The president or SWA may call special meetings.

SAAC members are expected to attend meetings and participate in special functions and fundraisers. Excessive absences will result in removal from the committee. All SAAC members have a voice in the committee. Active participation and communication by all members are encouraged.

Section 3: General Information

By joining the #AUHive athletics family at Allen University, you are not only representing yourself, but now represent your team and the entire University. At Allen University we have high expectations about the choices you make. Any student-athlete whose conduct **on or off campus** becomes unsatisfactory and is determined to have a detrimental impact on the mission of the AU Athletics Program or the University will be subject to appropriate team or University sanctions. Student-athletes will be expected to abide by the same guidelines as the general student population as outlined in the [Allen University Student Handbook](#).

Drug/Alcohol Policy

The choice to use drugs, alcohol and tobacco are not condoned by the Allen University Athletics Department. Student-athletes may be subject to Institutional Drug Testing, NCAA Drug Testing and/or both throughout the academic year. Each sport may have more stringent regulations and student-athletes are expected to comply with both university and team rules and regulations.

- No student should possess, manufacture, sell, distribute, or use narcotics, barbiturates, amphetamines, LSD, or other hallucinogens or any other drugs classified as illegal, dangerous or controlled substances by local, state or federal statutes and regulations, unless prescribed for that student by a medical doctor. Subjective to expulsion and criminal procedures. Expulsion will not be subject to a committee hearing or deliberation; therefore, appeals are not granted.
- No student should possess, consume or be in the presence of any alcoholic beverage while on campus or while representing the University off-campus. No student shall entertain any guest who possesses any alcoholic beverage on campus; nor shall alcoholic beverage containers be used for decoration in the residence hall. Subjective to social probation or suspension.

(Click the hyperlink for more information located within the [AU Student Handbook](#)).

Student-Athlete Interviews

Head coaches will conduct end of year meetings with all team members prior to the end of the academic year. The Department of Athletics conducts an annual exit interview strategy with team members to receive feedback on all facets of the athletics program and support services. The FAR will conduct senior exit interviews with all graduating student-athletes.

Questions Regarding Statistics

Questions regarding statistical accuracy or statistical changes will be handled directly between the coaching staffs and Sports Information Director (SID). Student-athletes should not address statistical concerns. The coaching staffs will work with the SID to address any corrections during home contests.

Website Updates

Any changes to the website are made through the SID. If you would like to see something changed or added, please contact the SID office via e-mail, phone or in person. Any ideas or suggestions on how to use the website more effectively are always encouraged.

Social Media Platforms

Take pride in who you are and what you represent. In addition to representing yourself, you represent Allen University, your coaches and teammates. You also represent your family, your hometown and your church. Social media accounts are how you build your 'brand' and how you market yourself to others. Many different people will see your posts, including fans, alumni, youth, other student-athletes, parents, staff, professors, coaches, the Director of Athletics and President. All of them are active on social media. Keep these items in mind as you are building your brand:

- Remember that the internet is permanent. Even if you delete something, it is still out there in the online world. Anyone can take a screenshot and Google has a very long memory.
- Avoid topics that are controversial or inflammatory like politics and religion.
- Don't post when you are angry, upset or your judgment is impaired in any way.
- Allen University and your coaches support your rights to free speech; freedom of speech does not mean freedom from its consequences.
- What happens in the locker room, stays there. Things that are said in private team settings should never find their way on social media.
- One of the people following you on social media may be in a position to hire you later.

Profile and cover pictures are important; these are people's first impression of you. Don't use your social media as an outlet to complain about how rough your life is. You are getting a college education, representing a University and getting to travel to interesting places.

If a fan Tweets at you congratulating you or to tell how much they enjoy watching you play, retweet them and add a "thanks" in the comment, you could make someone's day. Retweeting profanity is no different than using it in your own original tweets. If you wouldn't say something in a media interview, don't post it on social media. We have several reporters in the area that have a big interest in Allen University Athletics.

Finally, there are nearly over 225 student-athletes that wear the Blue & Gold. Take the time to give them a shout out on Twitter when they do big things. Ultimately, you all play for the same team.

Section 4: Academics

Student-Athlete Academic Success Best Practices

1. Just as you have to work to reach your athletic goals, you have to work to achieve academically. Below are a few guidelines to help you reach academic success:
2. Don't miss class unless it is for University business, or you are ill/injured in which case a doctor's note is required.
3. Be on time for classes, sit near the front, and do not leave class early.
4. Make arrangements to get class notes or assignments missed from the professor.
5. If you know you are going to miss an assignment/exam due to a contest, communicate with your professor and make arrangements in advance to complete the missed assignment/exam at his/her convenience.
6. Get to know your professor. Talk to him/her if you are confused about class material, doing poorly on assignments, or are interested in your status in the class.
7. At the beginning of the semester, make a calendar including dates of quizzes, exams, assignments, practices, games, and travel information. Use this calendar to plan ahead.
8. Purchase needed class books and materials at the beginning of the semester.
9. Take part in class discussions. Do not take part in discussions about unrelated material with teammates and friends during class.
10. Listen carefully to your professor and take good notes. If you do not understand the material, ask questions; you are probably not the only one with questions.
11. Take advantage of the available labs, tutoring sessions, and the writing center.
12. Communicate with your coach and find a tutor if you are having problems in a class. Ask for help when you need it. We are willing to help, but you have to ask. Ask for help when you begin having a problem, not when it is too late.
13. If you are in a required study hall, use the time to study.
14. Take advantage of extra credit work if available.
15. Study every day; form study groups with classmates to study for tests. Find a good place to study that is free from distractions. Do not wait until the night before a test or assignment to begin studying. Just as you do not wait until the night before a game to begin practicing, you practice every day, do the same with academics.

Ultimately, you are responsible for communicating with your professors that you are a student-athlete and your travel dates for competition, including any classes you may miss.

Progress Towards Degree Requirements

You as student-athletes must meet various academic thresholds each academic semester and academic year. These academic thresholds verify that a student-athlete is making progress towards his/her degree and remains on track to graduate. The progress toward degree information reported is vital to the institution's compliance with NCAA rules and regulations.

The Registrar Office is responsible for reviewing student transcripts at the end of each semester and determining what classes are and are not degree applicable.

Each student-athlete needs to earn at least nine credit hours in the previous full-time term to meet NCAA Progress Toward Degree requirements, otherwise you will not be eligible for competition the following semester.

Your head coach will be notified by the Associate Athletics Director for Compliance/SWA in writing, if you as a student-athlete with eligibility remaining, do not meet satisfactory progress requirements of his/her status after each semester.

What the Associate Athletics Director for Compliance/SWA, Registrar, and FAR Look For:

- If the student-athlete has earned a minimum of 24-degree applicable hours during the academic year, the Associate Athletics Director for Compliance/SWA checks to determine that at least 18 of the hours were earned during the fall and spring semesters.
- If at least 18 of the degree applicable hours were earned during the fall and spring semesters, the student-athlete fulfills the credit hour requirements of the previous two semesters. If only 18-credit hours were earned during the fall and spring semesters, the remainder of the 24-hour credit obligation can be earned during the summer term.
- A maximum of six completed credits hours that apply toward an officially declared optional minor may be used each semester to meet progress towards degree requirements.
- A maximum of 6 hours of credit can be counted as progress towards degree during the summer. If a student-athlete elects to attend summer school at another institution, the student-athlete must complete a transient form with the registrars office in order for the credit to be counted towards progress towards degree.
- Annually, after determining if the student-athlete has fulfilled the credit hour requirement, the Associate Athletics Director for Compliance/SWA determines if the student-athlete meets the GPA requirement of cumulative 2.0 or better.
- If the student-athlete does not fulfill the GPA requirement for his/her season of competition, the student-athlete is ineligible for competition unless he/she qualifies for an Exception or Waiver of Satisfactory Progress Rules.

Credits earned prior to initial full-time enrolment at Allen University may not be used to meet NCAA PTD requirements.

Academic Advisors

Each student-athlete is assigned an Academic Advisor to assist you in planning your academic schedule, explaining degree requirements, discussing career options in your major, clarifying the reasons for general education requirements or other required courses. Your coach may supplement this advisement, not replace it.

Ultimately, it is your responsibility to ensure that the courses you are taking apply toward your degree. It is a good idea for you to keep track of your progress toward your degree by keeping a copy of your program of study.

Academic Warning, Probation and Suspension

You are here to get an education and are a student first; Allen University is proud of the overall academic performance of our student-athletes.

The NCAA has a higher GPA standard than the University; if your GPA falls below a 2.0 GPA you will be academically ineligible to compete. The Athletics Department encourages all student-athletes to take advantage of campus resources, to ensure that you continue to make progress toward your degree, and do not fall into the University's warning, probation and suspension levels. For the university policy on academic warning, probation and suspension, refer to the [AU Student Handbook](#) (page 18-19).

Declaring and Changing Majors

By the beginning of your third year of enrollment, or fifth full-time semester of collegiate enrollment, you must officially declare a major which leads to a baccalaureate degree at Allen University. Beginning with your fifth full-time semester of collegiate enrollment, NCAA Progress-Toward Degree requirements are based on classes

that apply toward your officially declared major. Should you wish to change your major, you must notify the Associate Athletics Director for Compliance/SWA and the Registrar's Office.

This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed a year in residence or utilized a season of eligibility in a sport at the certifying institution.

If your major has several areas of concentration, you must also officially declare your area of concentration. Your progress toward your degree and NCAA Eligibility will be based on this area of concentration.

Students who want assistance in determining which major and/or career can suit their interests and abilities should make an appointment with their Academic Advisor.

Class Schedule Changes & Full-Time Enrollment Impacts

Student-athletes are permitted to make class changes until registration closes. However, student-athletes may NOT drop below full-time status and remain eligible to participate in team activities. Student-athletes should discuss ANY changes with their coach, FAR and/or Associate Athletics Director for Compliance/SWA BEFORE dropping, adding and making any schedule changes to ensure they will not affect their continuing eligibility.

Dropping a Course

To drop a course, you should discuss this action with your Academic Advisor to make sure it does not impact your progress toward graduation, and with your coach. The FAR and Associate Athletics Director for Compliance/SWA to discuss any issues it may present with to meeting NCAA Progress-Toward-Degree requirements.

If you plan to drop below 12 hours, you would then not be eligible to participate in any countable athletically related activities with your team until you are back enrolled full-time.

If you drop a course, you need to remember that it is your responsibility to make sure you are enrolled in courses that will allow you to remain in good academic standing at Allen University and meet NCAA Progress-Toward-Degree requirements.

Full-Time Enrollment

You must be enrolled full-time (*at least 12 credit hours for undergraduates/9 credit hours for graduates*) each semester in order to be eligible for practice and competition. Continuing education classes and concurrent enrollment at other colleges are not considered in determining full-time enrollment.

If you are in your final semester before graduation, you may be eligible while enrolled in less than full-time as long as you complete the Final Semester Verification Form with the Associate Athletics Director for Compliance/SWA. This form requires you to list the necessary credits you need to take and have your Academic Advisor and Registrar's Office sign off, certifying in writing to the Department of Athletics that the courses you are enrolled in are the only courses necessary for graduation.

Missed Class Time for Athletic Activities

In keeping with NCAA and institutional policies, class attendance is mandatory for our student-athletes. No class time shall be missed at any time (*i.e. regular academic term, summer term*) for practice activities except when a team is traveling to an away-from-home contest and the practice is in combination with the contest.

The NCAA championship practice exemption only allows student-athletes from the team representing the host institution at a conference or NCAA championship to be allowed to miss class time to attend practice activities in conjunction with the championship event.

The NCAA mandates a seven-day break from all countable athletic-related activities in December.

Calendar Year	Winter Break Period	When Benefits May Be Provided to Student-Athletes Following Winter Break
2024	December 23-29	12:01 am on December 30
2025	December 22-28	12:01 am on December 29
2026	December 21-27	12:01 am on December 28
2027	December 20-26	12:01 am on December 27
2028	December 20-26	12:01 am on December 27
2029	December 20-26	12:01 am on December 27
2030	December 23-29	12:01 am on December 30
2031	December 22-28	12:01 am on December 29
2032	December 20-26	12:01 am on December 27

Summer School Procedures

Financial Aid

Athletics scholarship aid is for fall and spring term only.

Summer School at Another Institution

All student-athletes should meet with your Academic Advisor and the Registrar's Office PRIOR to attending summer school at another institution to ensure the class is transferrable. The student-athlete must complete a transient form with the registrars office in order for the credit to be counted towards progress towards degree.

Allen University athletics financial aid or athletics scholarships are not transferable to any other institutions.

Section 5: NCAA Compliance

NCAA Compliance Forms

To ensure compliance with NCAA rules, the NCAA Student-Athlete Statement, Drug Testing Consent Form and HIPAA/Buckley Statement will be administered to your MyAllen email account via the compliance software, Front Rush. These forms **MUST** be completed prior to starting any participation in countable athletically related activities. The Associate Athletics Director for Compliance/SWA meets with each team, on a team-by-team basis, at the beginning of each academic year prior to the start of any countable activities and will notify the coaching staff of those student-athletes who have not completed the NCAA forms. Student-athletes who join a team during the semester, or at the beginning of the spring semester, must complete all applicable NCAA forms prior to practicing or playing.

NCAA Initial Eligibility

Your initial eligibility, including amateurism and participation in organized competition, must be certified by the NCAA Eligibility Center annually.

To be a qualifier, and eligible for athletic financial aid practice and competition, as a freshman you must have:

- Have a minimum cumulative grade point average of 2.200 in 16 core courses; and
- Graduated from high school.

If you do not meet the minimum 2.200 GPA and core course requirements, you are a partial qualifier. If you are a partial qualifier, you may receive athletic financial aid, and practice, but may not compete in games during your first year of enrollment.

Two Year College Transfer Requirements

Qualifier with no four-year attendance and ONLY one full-time semester/quarter at two-year institution	All other qualifiers, partial qualifiers and non-qualifiers	All other qualifiers, partial qualifiers and non-qualifiers
ONLY one full-time semester/quarter	<input type="checkbox"/> A minimum of two full-time semesters/three full-time quarters <input type="checkbox"/>	A minimum of two full-time semesters/three full-time quarters
12 semester hours of transferable degree credit	12-semester of transferable degree credit per full-term of attendance: 6 semester hours of transferable English; 3 semester hours of transferable math; 3 semester hours of transferable science	Graduate with a degree in an academic area (minimum of 25% of credit hours used to fulfill the degree are earned at the 2-year college awarding the degree)
Limit of two physical education activity credits for credit requirements and GPA	Limit of two physical education activity credits for credit requirements and GPA	

Qualifier with no four-year attendance and ONLY one full-time semester/quarter at two-year institution	All other qualifiers, partial qualifiers and non-qualifiers	All other qualifiers, partial qualifiers and non-qualifiers
Transferable GPA of 2.200	Transferable GPA of 2.200* .	
Nine transferable semester hours previous full-time academic term	Nine transferable semester hours previous full-time academic term	Nine transferable semester hours previous full-time academic term

If you were a qualifier out of high school, and are transferring from a two-year college, and meet all the requirements stated in an exception to the two-year college transfer regulations, you may use one of these exceptions in order to be eligible for competition.

If you are transferring from a four-year college, you are ineligible for competition during your first year at Allen University unless you meet one of the exceptions to the four-year college transfer regulations. Whether you are a 2 or 4-year transfer, you must have satisfactorily completed nine hours of transferable academic credit during the preceding regular academic term in which you have been enrolled full time at any collegiate institution in order to be eligible for competition.

If you have not previously attended an NCAA Division I, or II, institution, you must have your amateurism, including participation in organized competition, certified by the NCAA Eligibility Center.

Eligibility Information

Agents

If you ever agreed, orally or in writing, to be represented by an agent, to market your athletic ability or reputation in a sport, now or in the future, you will lose your eligibility for intercollegiate sports. If you, your relatives, or your friends receive any benefit from an agent, you will lose your eligibility for intercollegiate sports.

Amateurism

You will lose your amateur status, and be rendered immediately ineligible, if after full-time enrollment at a collegiate institution you:

- Use your athletic skills (directly or indirectly) for pay, in any form,
- Accept or accepts the promise of pay, in any form, even if such pay is to be received after the completion of your intercollegiate athletic eligibility,
- Sign a contract or commitment of any kind to participate on a professional athletic team,
- Receive any form of financial assistance, or reimbursement of expenses, from a professional sports team/organization,
- Compete on any professional athletics team,
- Enter a professional draft, or
- Enter into an agreement, either verbally or in writing, with an agent.

Forms of pay include but are not limited to: salary, educational expenses, payment based on performance, awards, reimbursement of expenses, etc.

You may also lose your amateur status if you receive compensation above the going rate for such employment, or are compensated for work you did not perform.

There are some exceptions to these amateurism regulations. It is important you discuss any possible amateurism issues with the Associate Athletics Director for Compliance/SWA prior to any action which could lead you to losing your amateur status.

Sports Wagering

NCAA rules prohibit participation in sports wagering activities and from providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the well-being of student-athletes and the intercollegiate athletics community.

- If you risk something, it's a bet;
- Solicit bets on any intercollegiate team;
- Accept bets on any team representing Allen University; or,
- Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value.

If you are found to have gambled in any form on college or professional athletics (*i.e. betting on games or points shaving*) you will lose your eligibility and be subject to legal action.

Countable Athletically Related Activities- Outside the Playing Season

- Out-of-season limits: 8 hours per week;
- Maximum of 4 hours per week for team activities and/or skill instruction. It is permissible for more than one group of student-athletes from the same team to participate in skill instruction in the same facilities at the same time as long as a different coach is conducting each group;
- Weight training and conditioning activities held at the direction of or supervised by a certified strength and conditioning coach;
- Other countable athletically related activities (*i.e. team meetings, film review, and disciplinary punishment*);
- Student-athletes are required to have two off days per week; and,
- All countable athletically related activities outside the playing season are prohibited one week prior to the beginning of the institution's final examination period through the conclusion of the institution's final examinations.

Daily and Weekly Time Limitations- Playing Season (Championship and Non-Championship Segments)

- Student-athletes' participation in countable athletically related activities shall be limited to four hours per day, 20 hours per week;
- Student-athletes are required to have one day off during the playing season. A team travel day may be considered as a day off, provided no countable athletically related activities occur during that day;
- All competition counts as 3 hours, regardless of actual duration.
- Hourly and weekly limitations do not go into effect until the first day of classes or the first date of competition, whichever occurs first;
- After the championship season is completed (last game of the season), no countable athletically related activities may take place for 14 consecutive days; and,
- For all sports, except basketball and wrestling, the non-championship segment of your season will be a 45-day period (60-day period for golf) during which you may have engage in 15 hours of countable athletically related activities per week, with at least two days off per week.

Employment at a Camp or Clinic

A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- The student-athlete must perform duties that are of a general supervisory character to any coaching or officiating assignments;
- Compensation provided to the student-athlete shall be equal with the going rate for camp/clinic counselors of similar teaching abilities and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletic reputation or fame the student-athlete has achieved; and,
- A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic unless he/she has a Name, Image, and Likeness (NIL) agreement.

Financial Aid Agreements

You as the student-athlete must be registered with the NCAA Eligibility Center and on the Allen University's team roster to qualify for any athletics financial aid consideration. All incoming student-athletes must be fully admitted at the University and have an NCAA final academic and amateurism certification prior to be awarded any athletics financial aid.

Division II athletics scholarships are offered on a year-by-year basis; a Grant-in-Aid must be on file for each year you receive any athletics aid.

The amount of athletics financial aid may be immediately reduced or canceled during the period of award if:

- You become ineligible for intercollegiate competition (*i.e. dropping below full-time enrollment, earning less than 9 credit hours the previous term, etc.*);
- You give false information on the application for admission or financial aid, or institutional financial aid agreement;
- You engage in serious misconduct (for example, sexual violence) that brings disciplinary action from this institution; or,
- You voluntarily withdraw from your sport for personal reasons at any time.

The amount of athletics financial aid will be immediately reduced or canceled during the term of the award if:

- You sign a professional sports contract or retain the services of an agent for this sport;
- You accept money or other compensation prohibited by NCAA, CC or SIAC rules; or,
- You receive other financial aid that causes you to exceed the NCAA or Allen University limit.

Voluntarily Withdrawing from your Sport

If you voluntarily withdraw from your sport, a Voluntarily Statement of Withdrawal Form needs to be signed, which is available via your coach or the Associate Athletics Director for Compliance/SWA. Please know, if you voluntarily withdraw from a sport your athletic aid may be reduced or cancelled and a letter will be issued with the appeals procedure.

Athletic Scholarships

At the Division II level, scholarship aid is a 1-year award. Returning student-athletes who have received previously received athletics aid, and still have eligibility remaining in their sport, will be notified by June 1st, but no later than June 30th by the head coach of the relevant sport if your athletics aid will be renewed, reduced or cancelled for the following year. Any reductions or cancellations may be appealed through the Admissions Committee, a standing governance committee.

Allen University Policy on Financial Aid Athletics Appeals

Purpose

Any student-athlete who has his/her athletic aid reduced, canceled, or not renewed is permitted a hearing opportunity per NCAA Bylaw 15.5.2.4. According to NCAA regulations, the hearing cannot be the

responsibility of the Athletic Department or the Faculty Athletics Committee. Any student-athlete who wishes to appeal his/her reduction, cancellation, or nonrenewal in athletic aid should send their written appeal to the Office of Financial Aid.

Procedure

The Head Coach submits a Cancellation, Nonrenewal, or Reduction to the Director of Athletics and Associate Athletics Director for Compliance/SWA. The Associate Athletics Director for Compliance/SWA approves and submits a compiled report to the Office of Enrollment Management.

The Coach of Record notifies the student-athlete of the cancellation, reduction, or nonrenewal of aid, and informs the student-athlete that he/she is entitled to an appeals hearing.

The student-athlete requests an appeals hearing in writing within 14 days after receiving the notification of cancellation, reduction, or nonrenewal along with the reasons he/she believes the reduction, cancellation, or nonrenewal was unjustified and any relevant documents and information.

The chair of the Appeals Committee notifies the student-athlete of the date of his/her appeals hearing. (This date should be as soon as possible after the student-athlete requests the hearing).

The student-athlete has the opportunity to appear before the committee to discuss why he/she thinks the reduction, cancellation, or nonrenewal was unjustified and to submit any relevant documents and information.

The student-athlete's 'agents, legal guardians, other relatives, teammates, or friends may not appear before the committee, unless they are requested to do so by the committee.

The head coach, or a representative from the Athletic Department, also has the opportunity to appear before the committee to present his/her reasons for the cancellation, reduction, or nonrenewal. The committee may request that the coach or Athletic Department Representative present his/her reasons for the cancellation, reduction, or nonrenewal at a different time to prevent any possible confrontation between the student-athlete and coach.

After the hearing is complete, the committee discusses the case, asking for additional information if needed. After all relevant information has been reviewed, those members present at the hearing vote to deny or approve the appeal. A simple majority of those members' present is necessary to deny or approve the appeal.

If the committee finds the cancellation, reduction, or nonrenewal does not violate Allen University and/or NCAA rules and regulations and no extenuating circumstances exist, the appeal is denied immediately.

If the committee finds that the cancellation, reduction, or nonrenewal violates Allen University and/or NCAA rules and regulations, or if extenuating circumstances exist which make the reduction or cancellation unjustified the appeal is approved, and the student-athlete has his/her aid restored as soon as possible.

The chair of the committee notifies the head coach and the student-athlete of the decision in writing as soon as possible after the decision is reached.

The decision of the committee is final.

Transfer Procedures

Per NCAA rules, you may not speak to another four-year institution about the possibility of a transfer without first obtaining permission to contact from Allen University. A student-athlete who wishes to obtain permission to contact in order to speak with another four-year institution about the possibility of a transfer should request the release from their head coach or speak with the Associate Athletics Director for Compliance/SWA .

The transfer request process is as follows:

1. A student-athlete must first contact the head coach if he/she desires to transfer to another Institution.
2. The student-athlete must then contact the Associate Athletics Director for Compliance/SWA to facilitate getting entered into the Transfer Portal.

3. The student-athlete will then complete a Notification of Transfer form and completion of the educational module to be entered into the Transfer Portal within seven-consecutive days of receipt. If needed, the Associate Athletics Director for Compliance/SWA will provide a permission to contact statement for the student-athlete. A copy of the statement is kept on file in the Associate Athletics Director for Compliance/SWA .

Rules Violations

Allen University expects compliance with all rules and regulations of the NCAA and SIAC, CC and its policies and procedures. The University expects its Athletics Department to be monitored to ensure compliance. All individuals involved with the Athletics Department have a duty to report possible violations of NCAA, CC, SIAC or institutional policies. Compliance is everyone's obligation and loyalty to the University and the commitment to comply with NCAA, Conference, and institutional policies and rules must be a priority.

Allen University's compliance goals are to educate coaches, staff and student-athletes in their responsibilities under the rules, to develop efficient and responsible operating procedures within the Athletics Department and Allen University which guide staff in their efforts to work within the rules, and to respond to each rule violation so that the circumstances which led to the violation can be corrected.

The institutional compliance and monitoring program at Allen University is created and designed to establish procedures for conducting internal inquiries. These procedures assign individual responsibility for each person involved in the process. Conducting inquiries based on the procedure outlined will not only assist in the decision making process, but will also guarantee a consistent institutional response.

Types of Violations

Violation, Secondary. A secondary violation is a violation that is isolated or inadvertent in nature; provides or is intended to provide only a minimal recruiting, competitive or other advantage; and does not include any significant impermissible benefit (including, but not limited to, an extra benefit, recruiting inducement, preferential treatment, financial aid). Multiple secondary violations by a member institution may be collectively considered as a major violation.

Violations, Major. All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage.

Any individual (athletics staff member or coach, student-athlete, University employee, or member of the community) may report an alleged, rumored, or suspected violation.

Procedure for Reporting Violations

Any alleged or self-discovered possible violations of NCAA or Conference rules or institutional policy are to be reported, verbally or in writing, to the Director for Athletic Compliance/SWA with all relevant information known at the time of the allegation or self-discovery.

The Director for Athletic Compliance/SWA shall immediately share all preliminary information, including the written statement, with the Director of Athletics and the Faculty Athletics Representative (FAR).

After receiving the initial information, the Director for Athletic Compliance/SWA, Director of Athletics, and FAR shall conduct a preliminary review of the matter and determine what further investigative action is warranted and what additional University personnel should be informed (i.e. President, Athletics Committee).

Initial investigative work will be conducted by the Director for Athletic Compliance/SWA and findings will be reported to the Director of Athletics and FAR. The Director for Athletic Compliance/SWA will maintain a written record of all documents, chronology, and interviews concerning the alleged violation. The written record, to be included in the investigation report, will consist of the following:

- Date the alleged violation was reported and by whom the violation was reported;
- Detailed summary of the nature of the alleged violation, including the names of all persons involved in the allegation, especially the name(s) of any coach(es) and/or student-athlete(s) involved; and,

- Chronology of all actions taken by the Director for Athletic Compliance/SWA in the investigation of the alleged violation. This should include dates of interviews, documents and calls for possible rules interpretations to the SIAC, CC and NCAA Offices.

When the investigation has been completed, the University will submit a detailed report to the SIAC or CC and the NCAA, which shall include, where appropriate, self-imposed penalties. Should staff education be determined to be appropriate, the University will undertake timely and meaningful action.

Any student-athlete(s) found involved in a secondary violation will be immediately declared ineligible. After consulting with the SIAC or CC Office and assessing its own penalty upon the ineligible student-athlete, the University may or may not initiate a request for restoration of the student-athlete's athletics eligibility.

Any student-athlete(s) found to have been knowingly involved in a major NCAA rules infraction will be immediately declared ineligible and no appeal will be made by the University for restoration of such eligibility.

The Director for Athletic Compliance/SWA and Director of Athletics will assure the implementation of any sanctions imposed on any University staff members, representatives of the University's athletic interests, or student-athletes.

The Director for Athletic Compliance/SWA will keep a record of all NCAA, CC and SIAC violations.

Section 6: Name, Image, Likeness (NIL)

Purpose

To define the institutional guidelines and limitations for Allen University student-athletes entering into Name, Image, and Likeness (NIL) agreements.

Policy

An NIL activity is any business activity in which student-athletes are compensated in any way (financial, services, goods) for use of the student-athlete's name, image, or likeness. Student-athletes may earn compensation for NIL activities that are permissible under NCAA and AU regulations and comply with South Carolina state law.

Student-athletes must disclose all name, image, and likeness contracts to the Associate Athletics Director for Compliance/SWA for review. Any modifications made to an existing NIL agreement must be reported immediately to the Associate Athletics Director for Compliance/SWA. The following NIL activity information must be disclosed at the agreement initiation or modification:

1. Contact information for all parties involved.
2. Compensation arrangements.
3. Details of relationship with involved parties.
4. In the case of a modified NIL agreement, all information listed above, and all agreement modifications must be submitted to the Associate Athletics Director for Compliance/SWA for approval.
5. All agreements will be monitored and managed through Icon Source NIL Collective where all student-athletes will be encouraged to register for an account.

Allen University Icon Source NIL Collective allows a student-athlete to sign up for endorsement deals, allows brands and agencies who are representing clients a sign up form, and for alumni and boosters who are wanting to support their alma mater can all sign up with Allen and [Icon Source's NIL Collective](#).

Restrictions on Types of Businesses or Activities

Student-athletes may not enter a contract for compensation of name, image, and likeness if the contract or company falls under the following:

- Any tobacco company or brand, including alternative nicotine products.
- Any alcoholic beverage company or brand.
- Any seller or distributor of a controlled substance, including and not limited to, marijuana.
- Any seller or distributor of an NCAA banned substance.
- Any adult entertainment business.
- Any casino or companies that sponsor/promote gambling.
- Firearms or other weapons.
- Political purposes or causes.

Impermissible Recruitment or Benefits

NIL Activities may not be used by AU or any of its representatives to recruit prospective student-athletes to AU or for the purpose of compensating AU student-athletes for their athletic performance. Among other things, this means, for example:

- Compensation for NIL activities must be commensurate with the going "Market Value" for similar services in the relevant market.
- AU staff members, including active outside consultants, may not assist student-athletes in the development, operation, or promotion of NIL activities.
- AU staff members may not provide apparel or gear to student-athletes for purposes of NIL activities.

- Student-athletes are not permitted to miss class for opportunities related to name, image, and likeness compensation. Student-athletes are not permitted to engage in NIL activities during required AU sponsored team activities including during travel to AU Athletic events.
- Student-athletes may not use AU intellectual property, trademarks, logos, or facilities while engaging in any NIL related activities including: student-athletes may not host camps, clinics, and/or fee-for-lesson at any AU facilities.

Professional Representation

Student-athletes are permitted to obtain an agent or attorney for name, image, and likeness purposes.

Section 7: Health, Safety and Welfare

Any athletic event has risks of potential emergency situations. Adequate preparation needs to be taken in order to provide the first-class care for you as a student-athlete or spectators involved in an emergency situation and/or life threatening situation. Through the use of pre-participation physical examinations, scheduling of medical coverage, and ensuring safe practice and training techniques; potential emergency situations can be avoided. However, accidents and injuries are inherent in athletics participation.

The number one priority of the Athletic Training Program is to provide AU student-athletes with the best medical care available using our sports medicine team. This team consists of licensed/certified athletic trainers, physicians, specialists and athletic training students. Our goal is to expedite the diagnosis following an injury or illness using our team of medical professionals and immediate diagnostic testing. These components will assist in an expedited return to sport. In addition, our athletic training staff utilizes a hands-on philosophy and current rehabilitation techniques to accomplish this goal.

Athletic Training Room

The training room facilities are primarily for use by the student-athletes participating in the intercollegiate athletics programs and by Allen University Athletic Training staff for the evaluation and treatment of injuries to student-athletes. The medical facilities are also available to visiting teams on a reciprocal courtesy basis.

HOURS OF OPERATION

The training room hours of operation are 9am to 5pm every day, or open until the last athletics event is completed in the evening. Treatments and other medical care outside practice or game times can be scheduled with the athletic training staff on a case by-case basis. When the training room is not in use, the facility will be locked at all times. These facilities are under the direct supervision of the head athletic trainer and staff; no unsupervised student-athletes are allowed to use this facility without the knowledge and approval of the Head Athletic Trainer.

All therapeutic modalities are operated by the athletic training staff due to their potential danger. There is always a supervising athletic trainer in the training room if student-athletes are using the Hydrotherapy Pools or other instruments.

All student-athletes must complete a comprehensive medical history questionnaire accurately and truthfully, and pass a pre-participation physical exam provided by the Allen University Athletic Training Staff prior to participation in any team activity. This also includes a cardiovascular screen, sickle cell testing and concussion reporting form. Any further diagnostic testing may be deemed necessary by the AU Training Staff in order to clear the student-athlete for participation.

Athletic Training Room Rules

The Athletic Training Room is a medical facility and should be treated as such. Please adhere to the below facility rules and regulations:

- No food or drink;
- The use of cell phones is strictly prohibited, including pictures;
- Use restrooms to change before/after pool workouts or treatment sessions;
- No shoes are allowed on the training tables;
- Use of profanity or inappropriate language is strictly prohibited;
- Use respect for staff members and athletic training students at all times; and,
- The athletic training room is a medical facility. No lounging is permitted.

Sickle Cell Trait Testing

Allen University requires ALL (new/returning) student-athletes to provide documentation of the results of their sickle-cell trait test which must be completed by your physician.

There are two options to obtain this documentation:

- 1) Have the sickle-cell trait testing completed by your physician prior to arriving on campus. You as student-athletes will be responsible for any expenses incurred due to the testing. This is the preferred method to provide adequate documentation; or,
- 2) Provide documentation of your test results if you were tested at birth. Contact your respective state Health Department (birth state) or pediatrician to obtain this documentation.

This documentation is mandatory and implemented as part of your required paperwork before participation in intercollegiate athletic activities. You will NOT be medically cleared until the documentation is provided regarding this medical condition.

Concussion Education

The Athletic Training Staff is here to ensure the safety and well-being of all Allen University student-athletes. It is our goal to properly educate all parties on recognizing and understanding concussions, so early evaluation and diagnosis take place.

The NCAA has provided specific guidelines to implement with this protocol. This protocol will include various baseline testing that will be used to ensure appropriate healing and to assist with return-to-play decisions. All student-athletes will need to complete this testing prior to the start of participation.

If you sustain a concussion or experience concussion-like symptoms, please contact your athletic trainer for further evaluation to determine the injury. Following a concussion, there will be a specific protocol that will be followed to ensure appropriate healing and a safe return to sport.

As a student-athlete you may become injured due to your participation in intercollegiate athletics, and it is your responsibility to report any and ALL injuries to your respective athletic trainer in a timely manner. These injuries include but are not limited to the following: sprains, strains, concussions, general medical issues, non-athletic injuries, and etc.

Eating Disorders

All college-aged students may be susceptible to developing a type of disordered eating due to the increased stressors in their lives. These stressors are multi-factorial in nature and may include biological, social, and psychological issues. However, these stressors maybe more visible in you as student-athletes as you try to balance your academics, athletics, and social life-styles. Your coaches and team members are critical to identifying potential problems as these individuals are around you and the team on a daily basis.

“Staph”/MRSA

“Staph” infections, including MRSA, have been traditionally associated with outbreaks in health-care facilities, but they are becoming increasingly common in student-athletes participating in close contact sports (e.g. football, wrestling, etc.), although anyone, including coaches and staff who come into contact with colonized individuals, can contract the infection. “Staph” and MRSA are spread either by direct physical contact or indirect touching of contaminated objects. This includes touching, using, and/or sharing sheets, towels, clothes, equipment, dressings, personal items, bar soap, etc. which have been used by someone who has “staph” and/or MRSA, along with poor hygiene habits (*i.e. hand washing, showering, etc.*). If you or anyone you know has what appears to be what looks like “staph” and/or MRSA, please contact the Allen University Athletic Training staff ASAP for evaluation of the skin condition.

Mental Health

Mental health illness is a prevalent occurrence amongst our society; many suffering from a mental illness tend to be younger adults, generally college aged. A student-athlete’s mental health is key in order for the

athlete to function at optimal levels during sport. While mental health illnesses can range from mild to severe, all cases should be addressed on an individual basis and treated with the utmost discretion.

The Allen University Athletics department respects and treats all mental health illnesses seriously. It is our hope as a department that these illnesses will no longer go unnoticed and our student-athletes will have access to the best care possible.

Should you suffer from or develop a mental health issue, the Athletic Training, Strength and Conditioning, Coach or Administrative Staff will assist in referring you to the Counseling Center on campus or finding the appropriate healthcare professional. A member of the athletic training staff will continue to check-in with the student-athlete throughout the process but will only intervene if they feel that the student-athlete poses potential harm to himself/herself or others.

Resources

Allen University Counseling Services: 803.376.5738

[National Suicide Prevention Lifeline](https://www.suicideline.com/): 1.800.273.8255

Strength & Conditioning

Any individual designated as a strength and conditioning coach by Allen University must be certified through a nationally recognized strength and conditioning program. All countable athletically required activities (CARA) must be reviewed by the Director of Strength and Conditioning; once approved, CARA is kept on file by the Associate Athletics Director for Compliance/SWA, per NCAA bylaws. This helps to prevent any negligent and/or abusive practices that could be detrimental to the student-athlete.

Hours of Operation

Weight training facilities are strictly for use by Allen University's student-athletes/athletic staff only.

- 9am to 5pm Monday through Friday during the academic year; or,
- During designated team workouts, in which a certified strength and conditioning coach is physically present, with approval from the Director of Strength and Conditioning.

If the strength and conditioning staff are not available in the office, the weight room will be closed.

Use of Weight Training Facilities Outside Typical Hours

A certified strength and conditioning coach may open weight-training facilities; however, a certified strength and conditioning coach must be physically present during the student-athlete's workout for safety purpose. Once the certified strength and conditioning coach leaves, the weight room is closed.

Use of Weight Training Facilities

At the beginning of each academic year, all varsity sports will be responsible for participating in an orientation to the weight training facilities, along with all rules and regulations governing the facilities.

Prior to Participation

A medical examination and doctor's approval must be on file with the athletic training staff. Participants must be adequately oriented to the Strength and Conditioning Department's policies, rules and regulations.

Rules of Conduct

All student-athletes and staff members who use the strength and conditioning facilities are required to comply with the rules of operation regarding conduct and equipment use. Violators of established rules are subject to discipline and possible suspension of their privileges.

Respective head coaches are notified of all disciplinary actions. Rules have been established to ensure a safe environment for all facilities. The following shall serve as the rules of conduct and operation in the strength and conditioning facilities:

- Facilities are locked at all times unless a trained and authorized supervisor is present;
- Student-athletes are to lift only when their sport is scheduled, or during open-lifting periods when a certified strength and conditioning coach is present;
- Respect the weight room equipment, teammates, other student-athletes and coaches;
- Clean all benches with disinfectant after each use and return to proper location;
- Rack/return plates and dumbbells to the original marked place on the rack after use;
- Soft drinks, food, gum and chewing tobacco are not allowed (bottled water is okay);
- No cellphones, iPods or headphones are allowed in weight room during training sessions;
- Bags and sporting equipment, including but not limited to, bats, sticks, balls and helmets are not permitted in strength and conditioning facilities;
- Athletic apparel only (no sandals, hats, jean shorts or loose hanging jewelry);
- Shirts must be worn at all times;
- No equipment is to leave the facility for any reason unless a certified strength and conditioning coach has given prior clearance;
- Return all vests, belts, bands, medicine balls, etc. to their original place;
- Spotters are strongly encouraged and recommended when lifting near maximal weights;
- Be courteous to others and respectful of the facility (i.e. defacing of walls or equipment is prohibited). Failure to do so will result in disciplinary action;
- Immediately report injuries of any type;
- Department of Athletics personnel, with approval from Director of Strength and Conditioning, may use the facilities for personal workouts provided they do not interfere with the needs of the student-athletes using the facilities; and,
- Only the Strength and Conditioning Staff control/approve use of the sound system and music; music is subject to volume or content change.

Injuries and Rehabilitation

- Any injuries that inhibit any portion of a workout must be seen by the athletic training staff;
- Any facility-related injuries must be reported to the supervisor on duty; and,
- An athletic training staff member must supervise all rehabilitation.

Disciplinary Action

Disciplinary action will be based on the severity of the rules infraction. The Director of Strength and Conditioning will consult with the student-athlete's head coach when discipline is deemed appropriate.

Allen University Substance Education and Testing Procedures

Some of the drugs outlined by the National Collegiate Athletic Association (NCAA) are illegal while others may be obtained by medical prescription. The NCAA offers the following Nutritional/Dietary Supplements Warning, 'Be advised that products sold in health food stores as "natural" products are not under the regulation of the Federal Drug Administration and manufacturers are under no obligation to specify every ingredient.

- Dietary supplements are not regulated and may cause a non-negative test result;
- Student-athletes have tested positive and lost their eligibility using dietary supplements;
- Many dietary supplements are contaminated with banned drugs not listed on the label; and,
- Any product containing a dietary supplement ingredients is taken at your own risk.

Ignorance that you are taking a banned substance will not be an excuse for a non-negative test. Student-athletes are responsible for substances in their system. Click on the [NCAA Banned Substances](#) for a more detailed listing. Any medical exemptions for the use of ADHD medication or other banned prescriptions, prescribed by a physician, must be included in the medical records on file with your Athletic Trainer.

Use of Tobacco Products

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition. In addition, Allen University is a smoke free campus. You are prohibited from using tobacco (smoking or smokeless) in any campus building. All Allen University owned buildings, official meeting spaces (*including outdoor/athletic facilities*) and areas within 100 feet of all buildings are smoke free. Additionally, smoking is prohibited in all University owned vehicles (*including all golf carts, gators, etc.*).

Drug Testing Screening Program

Prior to participation, student-athletes are educated and sign a form, at the start of the year, consenting to the testing policy. By agreeing to participate in this program, a student-athlete agrees to submit to any tests scheduled by Allen University or NCAA to reveal the use of any of the drugs banned by the NCAA. No such test will be administered unless the affected person first has signed an individual notification form which expressly identifies the specific test that he or she will be asked to undergo. The basic test to be used for drug screening is a urinalysis. However, other types of tests from time to time may be utilized to determine the presence of banned substances.

Unannounced Random Testing

All student-athletes may be subject to periodic unannounced random testing, which includes NCAA-mandated testing and institutional testing. Each intercollegiate athletic team will be subjected to this testing throughout the school year, including the summer months. The selection of individuals will be made through a random, computer-generated, drawing. The drug-testing notification shall include the time and location of the test.

Individualized Reasonable Suspicion

A student-athlete may be subject to testing at any time when, in the judgment of the Director of Athletics, head coach, and Head Athletic Trainer, there is reasonable cause to suspect the student-athlete is engaged in the use of any of the drugs prohibited by this policy. Upon receipt of such information, the Director of Athletics shall confer with the President and medical representatives in determining whether there is reasonable cause to suspect that the student-athlete is engaged in prohibited drug use.

If individualized reasonable suspicion is found to exist, the Director of Athletics, or his/her designee, will meet with the student-athlete. At that meeting, the Director of Athletics, or his/her designee, will provide written notice for student-athlete to provide a signature on acknowledgement of suspicion, unless the student provides an explanation for his/her behavior which is satisfactory to the Director of Athletics or his/her designee. The suspected individual will be placed on the list for next in-house cohort. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the Director of Athletics, including but not limited to:

- Observed possession or use of substances that reasonably appear to be drugs of the type prohibited;
- Arrest or conviction for a criminal offense related to the possession, use or trafficking of drugs of the type prohibited; or,
- Observed abnormal appearance, conduct, or behavior, including unusual patterns of absence from training or competition, reasonably interpretable as being caused by the use of prohibited drugs.

The testing will be conducted in accordance with the procedures established by Allen University. The suspected individual will be placed on the list for the next in-house cohort of testing. The suspected will have to provide two consecutive negative random drug test results in order to be removed from the list.

In the event the individual is unable to complete two consecutive negative tests, the individual will be subject to additional drug testing per the policy.

Consequences of Failure to Participate In or Cooperate with Testing

If the student-athlete declines to execute the required individual notification form, eligibility to participate in intercollegiate athletics will be canceled for the remainder of the academic year.

If the student-athlete fails to appear at the designated time and place for testing without verified excuse acceptable to the drug-testing coordinator, eligibility to participate in intercollegiate athletics will be canceled for the remainder of the academic year.

If the student-athlete tampers with the drug-testing sample in any way, as determined by the collectors or the laboratory, he/she will be considered to have tested positive and will be subject to the sanctions associated with a non-negative test.

If the student-athlete is unable to produce any sample within the designated time it will be considered a non-negative test

If the student-athlete produces a diluted sample, they will have the remainder of the designated time to produce a concentrated sample. In the event that the individual is unable to produce a concentrated sample: The student-athlete will be required to stay at the testing site until a valid urine sample is given. If the student-athlete leaves the testing site without authorization of the Head Athletic Trainer and a signature of departure before providing a specimen, it will be considered a non-negative test.

Administration Procedures and Confirmation of the Drug-Testing Program

- Student-athletes are notified by their respective coaches the evening prior to the testing.
- The student-athlete will report to the designated testing facility at the time specified with valid photo ID.
- The student-athlete will sign the notification and complete the chain of custody forms prior to providing a urine sample and confirm that the information is accurate and correct.
- The student-athlete will select a sealed drug-testing kit; which is assigned a specific number for each individual test.
- The certified drug-testing collector from Aegis will take the chain of custody form and drug-testing kit into the designated testing facility where the student-athlete will provide a urine sample; the student-athlete will have a maximum of 3 hours from their first documented attempt of trying to produce a sample.
 - Student-athletes have to make their first attempt within the hour of the mandatory arrival time.
- The designated testing facility will be secured and the certified drug-testing collector will be the only other individual present at the time of collection to witness and ensure tampering does not occur.
- The student-athlete will produce an appropriate sample and remain in the testing facility until provided (specific amount required for testing and valid specific gravity).
- The temperature and specific gravity will be assessed following the completion of the collection of each sample. This testing will be completed in view of the student-athlete. An additional sample may be required at the discretion of the certified drug-testing collector. All samples will be screened for banned drugs.
- The urine specimen bottle is sealed by the drug-testing collector per the laboratory testing protocol.
- The drug-testing collector validates the number of the specimen bottle and chain of custody forms; which the student-athlete then confirms.
- The sealed urine specimen bottle is placed in a plastic bag that is sealed in view of the student-athlete.
- The student-athlete is provided with a copy of the chain of custody form and the drug-testing coordinator is also given a copy to identify the individual with the drug-testing results.
- Non-negative tests are screened for any banned drugs (*street*) and confirmation is obtained by gas chromatography and mass spectrometry according to the drug thresholds.

Notification of Results

The results will be correlated using the chain of custody forms to the respective student-athlete. The campus drug-testing coordinator will communicate non-negative results to the following individuals as needed:

- President
- Director of Athletics
- Respective team Athletic Trainer
- Head Coach

- Allen University Counseling Services
- Parent(s) or guardian(s) of student-athlete.

Consequences of a Non-Negative Test Result

When a student-athlete produces a non-negative test result, the following institutional provisions will apply:

First Occasion

Upon notification of a non-negative test result, the student-athlete will be suspended from team participation until a confidential meeting is scheduled. The student-athlete will be required to meet privately with the Director of Athletics, head coach, and drug-testing coordinator to ascertain the facts about the nature, extent, and history of the problem. In eliciting information from the student-athlete, responses are to be oral, and are to be revealed only to University officials, persons authorized by the student, and the parents of the student-athlete.

The departmental sanctions associated with a non-negative test are the following:

- Minimum 10% suspension for athletic contests during championship season,
- Complete four required counseling sessions (*the first of which must be complete prior to returning to participation – including practice*), and,
- Be subject to additional unannounced drug testing throughout athletic career.
- Individual team and program rules may dictate stricter penalties.

In the case of a student-athlete identified as a red shirt, the individual will carry out the counseling following the non-negative test, but will serve their 10% suspension the first competition season back to participation.

The drug-testing coordinator, in conjunction with the Director of Athletics, will communicate known facts and the conditions for the student-athlete by the institution in response to those facts. Parent(s) or guardian(s) will be informed, regardless of legal age, of facts related to the testing using written notice.

At the conclusion of the confidential meeting, the student-athlete will sign a letter to be sent to the parents outlining the counseling, rehabilitation and other provisions that must be met in order for the student-athlete to be reinstated. At a minimum, the student-athlete will be required to complete the first counseling session within two weeks of the initial meeting between the student-athlete, Director of Athletics, head coach, and drug-testing coordinator. The subsequent three sessions are to be completed within three months of that same initial meeting.

Even with respect to a first known occasion, the student will be suspended from athletic participation in accordance with NCAA legislation, and the institution may permanently cancel his or her eligibility. If eligibility is canceled, a student-athlete will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancellation. The parents of will be notified of any such cancellation of eligibility.

Second Occasion

The student-athlete will be suspended from participation in team activities for a minimum of the remainder of the academic semester and the subsequent fall/spring term (*i.e. A February non-negative test would result in suspension for the remainder of spring semester and all fall semester*).

For team standing to be restored, the student-athlete must satisfactorily complete all terms of the original contract and any additional amendments deemed necessary by the Director of Athletics, head coach and drug-testing coordinator. Counseling and follow-up testing will be required of the student-athlete for the duration of any period of suspension, and thereafter for as long as the Director of Athletics, head coach and drug-testing coordinator deem appropriate.

Upon completion of this contract and follow-up testing, the student-athlete can petition for a hearing with the Director of Athletics and head coach to have eligibility restored for the following season. If a student-athlete chooses not to complete the contract prior to the last day of class during the academic year in which the second occasion takes place, he or she will be suspended indefinitely and eligibility for renewal of athletic scholarship will be voided and an existing scholarship may be subject to cancellation.

The drug testing coordinator, in conjunction with Director of Athletics, will communicate known facts and the conditions for the student-athlete by institution in response to those facts. Parent(s) or guardian(s) will be informed, regardless of legal age, of facts related to the testing using written notice.

A student-athlete whose eligibility has been canceled may seek assistance from established University counseling and medical resources otherwise available to students concurrent to their enrollment at Allen University. Such services will not be initiated or supervised by the Athletic Department, since the student-athlete's affiliation with the athletic programs of the institution will have ended.

Third Occasion

The athletic eligibility of the student-athlete will be canceled permanently; the student-athlete will not be eligible for renewal of any athletic scholarship, and an existing scholarship may be subject to cancellation.

The drug testing coordinator, in conjunction with Director of Athletics, will communicate known facts and the conditions for the student-athlete by institution in response to those facts. Parent(s) or guardian(s) will be informed, regardless of legal age, of facts related to the testing using written notice.

NCAA Administered Drug Testing Sanctions

If a student-athlete produces a non-negative test for a NCAA drug test, the sanctions are dictated by the NCAA and include penalties up to removal from participation for up to a year.

Appeals and Hearings

A student-athlete may obtain a hearing by addressing a request in writing to the Director of Athletics within three (3) calendar days.

If an affected student-athlete requests a hearing, the hearing shall be presided over by a committee consisting of three (3) individuals not directly reporting to athletics (*i.e. Faculty Athletics Representative, athletic trainer, campus safety or counseling*).

The hearing shall be convened within five (5) days after it is requested. The hearing shall be conducted in private, attended only by the members of the committee, the affected student- athlete and a person of his or her choice, and any witnesses who are present to give testimony. The drug testing coordinator shall present evidence in support of the proposed suspension or cancellation. The affected student-athlete, accompanied by a person of his or her choice, may be present to hear and review all evidence presented in support of the proposed sanction, to challenge such evidence, and to present other evidence in his or her own defense. The burden shall be on the Athletics department to prove, by preponderance of the evidence that violations of the program occurred. After hearing all such evidence as it deems relevant, the committee shall deliberate in private for the purpose of making findings of fact. The findings and conclusions shall be based exclusively on information supplied in the hearing. Within three (3) days after it concludes its inquiry, the committee shall report its conclusions to the Director of Athletics, who shall communicate the findings to the athlete.

Confidentiality of Information

Any information concerning a student-athlete's alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this program, shall be restricted to institutional personnel and to parents of student-athletes. No other release of such information will be made without the student-athlete's written consent, unless in response to appropriate judicial process.

The institution cannot guarantee that law enforcement or prosecutorial authorities will not gain access to information in the possession of the institution, since valid subpoena or other enabling court order might be issued to compel disclosure.

Section 8: Recruiting and Student-Athlete Guidelines

Student-Athlete Hosting Guidelines

You play an important role in the official and unofficial visit process. As you know, this responsibility is important to the success of our teams. During this visit, you have the opportunity to present the prospect with the experience of a typical day in the life of a student-athlete. Not only are you representing your team, but also Allen University and the NCAA. Your conduct should reflect and represent appropriate behavior and ethical standards. It is your responsibility to review and follow the guidelines listed below as mandated by the NCAA. Should you be asked by your coaching staff to serve as a student-athlete host, you will be expected to adhere to some key guidelines outlined below.

- Prospects may engage in recreational or workout activities as long as the following conditions exist:
 - The activity is not initiated, arranged, or observed by the coach,
 - It is not designed to test the athletic abilities of the prospect, and,
 - You must not be asked to report back to your coach on the abilities of the prospect.
- Prospects must use their own equipment and apparel, therefore you may not loan these items to them. An exception to this is their one (1) tryout allowed by NCAA rules.
- Do not take photos that include the prospect and post those on social media sites. The NCAA does not allow the institution to publicize a prospect's visit to campus.
- A maximum of \$30 per day may be provided to you to cover the entertainment expenses of both you and the prospect.
- Host money may not be given to the prospect or anyone else connected with that prospect at any time and may not be used to pay for the expenses of other team members.
- Host money may not be used to purchase souvenirs such as t-shirts or other institutional mementos for the prospect.
- You and the prospect can receive complimentary admissions to athletics events that are issued through a pass list.
- You or a member of the coaching staff must accompany the prospect at all times.
- All entertainment with the prospect and individuals accompanying them must occur within a 30 mile radius of campus.
- You must use your own vehicle during the visit. An institutional staff member or booster may not arrange or provide you with a vehicle.
- Do not allow recruiting conversations to occur on- or off-campus between the prospect and a booster of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is permissible.
- You and the prospect are prohibited from consuming alcoholic beverages and using illegal drugs during the official visit, even if you and/or the student host are of legal age.

Failure to abide by the student-athlete host guidelines may result in NCAA, Conference and/or institutional violations and possible penalties and/or disciplinary action against you and/or the prospect.

Extra-Curricular Activities

The Department of Athletics does not prohibit any specific extracurricular activities, rather encourages participation in other campus engagement activities as long as it does not interfere with official team activities. Student-athletes on athletics scholarship should discuss opportunities for other campus engagement activities with their head coach.

Distribution of Equipment

Equipment owned by the varsity athletic teams will be issued and distributed by the Director of Operations. Equipment (*i.e. bags, balls, bats, catcher equipment, gloves, helmets, knee pads, shin guards, shoes, etc.*) will be handed out to each student-athlete per the head coach's request. It is the Head Coach's and budget manager's discretion as to whether a student-athlete may retain athletics apparel items (*not*

equipment) at the end of the individual's collegiate participation.

Missing Equipment

If a student-athlete is missing a piece of equipment or uniform piece; the head coach should be notified immediately. Simultaneously, if the student-athlete voluntarily withdraws from the sport or is cut from the team and not all equipment issued to the student-athlete is not return, the student-athlete will have an account receivable hold placed on their record.

The student-athlete will not be permitted to register for the following semester until the hold is released. To release the hold, the student-athlete must either return the missing item(s) or pay the replacement cost.

NCAA Complimentary Admissions

The AU Athletic Department, within the guidelines of the NCAA, CC and SIAC Conference, have established the following policy concerning complimentary admissions:

Student-athletes, in the sport they participate, shall receive up to four complimentary per home contests in which admission is charged. Away contests shall be no more than two but is dictated by contractual agreement of the home team or Conference guidelines.

Student-Athlete Team Travel

Student-athletes are required to travel to and from competitions through official team travel unless otherwise approved in writing by the head coach and Associate Athletics Director for Compliance/SWA . The use of tobacco products, illegal drugs, and alcoholic products are not allowed on vans or buses under any circumstances. All vehicles should be cleaned of trash at conclusion of each trip.

For those approved to travel separately, a travel waiver for student-athlete form is available in the Office of Compliance. This approval also requires a waiver of liability from both the student-athlete and the parents (or legal guardian) regardless of the age of the student-athlete.

Voluntary and Summer Workout Guidelines

All summer workouts must be voluntary. In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

- (a) The student-athlete must not be required to report back to a coach or other athletics department staff member (*i.e. strength coach, trainer, manager*) any information related to the activity. In addition, no athletics department staff member who observes the activity (*i.e. strength coach, trainer, manager*) may report back to the student-athlete's coach any information related to the activity;
- (b) The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (*i.e. times when the strength and conditioning coach will be on duty in the weight room or on the track*). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
- (c) The student-athlete's attendance and participation in the activity (*or lack thereof*) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- (d) The student-athlete may not be subjected to penalty if he/she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives to a student-athlete based on his or her attendance or performance in the activity.

Incoming student-athletes may use Allen University facilities during the summer, provided the following guidelines have been met:

- The student-athlete has been admitted into Allen University for the upcoming academic year; and,
- The student-athlete has proof of a physical, sickle cell test and cleared for physical activities through the head trainer.

Important Resources

Allen University Homepage: <http://www.allenuniversity.edu>

Allen University Athletics Department Homepage: <https://auyellowjackets.com>

Allen University Directory for Athletics: <http://www.auyellowjackets.com/staff.php>

[Allen University Student Handbook](#)

Southern Intercollegiate Athletics Conference: <https://thesiac.com/>

Conference Carolinas: <https://conferencecarolinas.com/>

NCAA: <http://www.ncaa.org/>

NCAA Championships: <https://www.ncaa.com/>

NCAA Mental Health Best Practices: ncaa.org/mentalhealthresources

NCAA Eligibility Center: <https://web3.ncaa.org/ecwr3/>

National Letter of Intent: <http://www.nationalletter.org/>

Drug Free Sport Resource Exchange Center: <http://www.drugfreesport.com/rec>

Organization: NCAA Division II Password: ncaa2

Free Application for Federal Student Aid (*FAFSA*): <http://www.fafsa.ed.gov>



Allen University Athletics Student-Athlete Acknowledgement

I certify that I received a copy or access to the Allen University Student-Athlete Handbook and that I will keep this handbook in my possession to review any and all necessary NCAA, SIAC, CC and/or Allen University rules and regulations that pertain to me as a student-athlete.

Print Name

Date

Signature

Sport(s)



Allen University Athletics Student-Athlete Media Release

I, _____, hereby give my consent to all photographs, audio recordings, and/or video recordings taken of me by the staff or designee of Allen University. I understand that all such material (photographs, audio recordings, and/or video recordings) become the property of the Allen University and can be used by the school or athletics department for educational, instructional, and promotional purposes. Such media may be used in Allen University and/or Allen University Athletics printed materials, in broadcasts, and electronic media formats in current or future media.

Print Name

Date

Signature

Sport(s)



Allen University Athletics Travel Waiver for Student-Athlete

I, _____, acknowledge that Allen University has provided proper transportation for me to and from the athletic contest in which I was scheduled to compete. I have decided not to use the transportation provided by the University and release the University from all responsibility for my safety as a result of this decision. I have decided not to use the transportation supplied by Allen University: **(Check the appropriate space)**

_____ Going to the Contest

_____ Coming from the Contest

_____ Both going to and from the Contest

Print Name

Date

Signature

Phone Number

Sport

Opponent(s)

Name of Person Supplying Alternative
Transportation

Signature of Person Supplying Alternative
Transportation

Relationship to Student-Athlete

Date