2019-2020
Scholar-Athlete Handbook
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LETTER FROM THE ATHLETIC DIRECTOR

Dear Scholar-Athlete,

I am pleased to welcome you to Prescott, Arizona and the Embry-Riddle Campus. We are excited that you have decided to join our intercollegiate athletics program, one that has a great tradition of excellence in the classroom and in the competitive arena. The Embry-Riddle athletics department and University are committed to providing our scholar-athletes with the best possible environment for athletic, academic, and personal growth.

Like yourself, we are as concerned with your academic success as we are with your athletic success. We are pleased to offer you one of the best higher educations available in the world. We are sure that the friendly, caring environment of the Prescott Campus will prove a tremendous asset in assisting you, meeting your needs and providing you with the support necessary to achieve your academic and athletic goals.

We are especially proud of the accomplishments, national achievements and recognition our scholar-athletes have accomplished. With motivation, hard work, team unity, and tenacity, you have the potential to join the ranks of our celebrated scholar-athletes whose names appear on the banners in the Activity Center.

The Scholar-Athlete Handbook provides you and the Intercollegiate Athletic Staff members with guidelines to follow as we all undertake this journey of excellence together. Please take the time to familiarize yourself with the guidelines so you are able to comply. This will be an essential element to our collective success as an athletics family and to your success as a scholar-athlete.

GO EAGLES!

Jaime Long
Director of Intercollegiate Athletics
Our Commitment to Excellence

- NAIA Individual National Champions 9
- Cal Pac Conference titles 29
- NAIA All-Americans 70
- NAIA Scholar-Athletes 221
- Conference Coaches of the Year 20

Highlights from 2018 - 2019

- 2019 Cal Pac Commissioner’s Cup Winners (five peat)
- Jordan Bramblett NAIA Marathon National Champion
- Women’s Golf Cal Pac Champions
- Jessica Williams Cal Pac Player of the Year Women’s Golf
- Coach Kim Haddow 7 time Coach of the Year Women’s Golf
- Women’s Soccer Cal Pac Champions, Ranked as high as No. 7 in NAIA (18-3-0)
- Riley Martinson Cal Pac Player of the Year, Women’s Soccer
- Todd Poitras Cal Pac Coach of the Year, Women’s Soccer
- Cascade Collegiate Conference Wrestling Champions, Ranked as high as No. 5 in NAIA
- Four NAIA Wrestling All-Americans
- Coach KC Rock CCC Coach of the Year, Wrestling
- Women’s Volleyball Cal Pac Champions (28-9)
- Caylee Robalin Cal Pac Volleyball Player of the Year
- Jill Blaszczyk Cal Pac Coach of the Year
- Women’s Cross Country Cal Pac Champions, (4-peat), No. 7 at NAIA National Championships
- Men’s Cross Country Cal Pac Champions (5-peat), No. 6 @ NAIA National Championships
- Coach Chris Bray Coach of the Year Men’s Cross Country (6-time)
- Coach Chris Bray Coach of the Year Men’s Cross Country (6-time)
- Women’s Basketball Cal Pac Tournament Runner Ups
- Danae Ruiz Cal Pac Player of the Year, Women’s Basketball
- Coach Michael Trujillo Coach of the Year Women’s Basketball
- Men’s Basketball Cal Pac Tournament Runner Ups
- Coach Eric Fundalewicz Coach of the Year Men’s Basketball
- Men’s Soccer Cal Pac Tournament Runner Ups
- 3.48 Overall Athletic GPA, all 13 teams NAIA All Scholar Teams
# Athletic Department Staff Directory

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<th>Office</th>
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<tbody>
<tr>
<td><strong>Administration</strong></td>
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</tr>
<tr>
<td>Jaime Long</td>
<td>Athletic Director</td>
<td>3737</td>
<td>B80-113</td>
<td>(602)617-0406</td>
</tr>
<tr>
<td>Phil Hess</td>
<td>Assistant Athletic Director/Facilities</td>
<td>3833</td>
<td>B80-102</td>
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<tr>
<td>Aaron Siple</td>
<td>Sports Information Director</td>
<td>6710</td>
<td>B80-202</td>
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<tr>
<td>John Jenkins</td>
<td>Faculty Athletics Representative</td>
<td>6691</td>
<td>B74-223</td>
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<tr>
<td>Elizabeth Fawley</td>
<td>Athletic Administrative Assistant</td>
<td>3777</td>
<td>B80-100</td>
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<tr>
<td><strong>Athletic Training</strong></td>
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<tr>
<td>Stan Johnston</td>
<td>Head Athletic Trainer</td>
<td>6930</td>
<td>B90</td>
<td>(323)697-6901</td>
</tr>
<tr>
<td>Monica Surguine</td>
<td>Assistant Athletic Trainer</td>
<td>6930</td>
<td>B90</td>
<td>(928)210-6212</td>
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<tr>
<td>Tiffany Feisler</td>
<td>Assistant Athletic Trainer</td>
<td>6930</td>
<td>B90</td>
<td>(520)305-0494</td>
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<tr>
<td>Steven Moorman</td>
<td>Head Strength &amp; Conditioning Coach/Fitness Center</td>
<td>6930</td>
<td>B90</td>
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<td><strong>Men’s Baseball</strong></td>
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<tr>
<td>Geoff Fox</td>
<td>Head Men’s Baseball Coach</td>
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<tr>
<td>Eric Fundalewicz</td>
<td>Head Men’s Basketball Coach</td>
<td>3980</td>
<td>B80-102</td>
<td>(928)925-8337</td>
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<tr>
<td>Doug Belfiuss</td>
<td>Assistant Men’s Basketball Coach</td>
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<tr>
<td>Chris Bray</td>
<td>Head Men’s &amp; Women’s Cross Country Coach</td>
<td>6760</td>
<td>B80-110</td>
<td>(928)499-5735</td>
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<tr>
<td>Cylinda Bray</td>
<td>Assistant Men’s &amp; Women’s Cross Country Coach</td>
<td>7670</td>
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<td><strong>Men’s &amp; Women’s Golf</strong></td>
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<tr>
<td>Kim Haddow</td>
<td>Head Men’s Golf Coach</td>
<td>3755</td>
<td>B80-112</td>
<td>(928)710-9647</td>
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<tr>
<td>Mike Haddow</td>
<td>Assistant Men’s Golf Coach</td>
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<tr>
<td>Dan Balaguero</td>
<td>Head Men’s Soccer Coach</td>
<td>3778</td>
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<tr>
<td>Phil Reid</td>
<td>Assistant Men’s Soccer Coach</td>
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<td><strong>Softball</strong></td>
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<tr>
<td>Christie Ambrosi</td>
<td>Head Women’s Softball Coach</td>
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<td><strong>Volleyball</strong></td>
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<tr>
<td>Jill Blasczyk</td>
<td>Head Women’s Volleyball Coach</td>
<td>6654</td>
<td>B80-106</td>
<td>(928)499-4900</td>
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<td><strong>Women’s Basketball</strong></td>
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<tr>
<td>Mike Trujillo</td>
<td>Head Women’s Basketball Coach</td>
<td>6743</td>
<td>B80-114</td>
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<tr>
<td><strong>Women’s Soccer</strong></td>
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<tr>
<td>Todd Poitras</td>
<td>Head Women’s Soccer Coach</td>
<td>3799</td>
<td>B80-104</td>
<td>(928)333-8211</td>
</tr>
<tr>
<td>Liz Theriault</td>
<td>Assistant Women’s Soccer Coach</td>
<td>3799</td>
<td>B80-104</td>
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<tr>
<td><strong>Wrestling</strong></td>
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</tr>
<tr>
<td>KC Rock</td>
<td>Head Men’s Wrestling Coach</td>
<td>3853</td>
<td>B80-203</td>
<td>(801)960-7462</td>
</tr>
<tr>
<td>Kameron Jackson</td>
<td>Assistant Men’s Wrestling Coach</td>
<td>3853</td>
<td>B80-203</td>
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</table>
**Vision**

The Embry-Riddle Aeronautical University Athletic Department develops champions in the competitive arena, scholars in the classroom, and leaders in the community.

**Mission**

Embry-Riddle provides opportunities for scholar-athletes to compete for national championships. We recruit, develop, and graduate individuals who model the values of respect, responsibility, integrity, sportsmanship and servant leadership. Athletics contributes to the University through athletic and academic achievement, generates visibility, promotes institutional pride, enhances campus life, and serves as a connection to alumni, fans, and community.

**Goals**

- Win Championships
- Engage Campus & Community
- Provide a world class Scholar-Athlete Experience

We Value
The NAIA “Champions of Character” initiative is designed to assist those influenced by sports programs to know the right thing, do the right thing and value the right thing inside of and outside of the sports setting.

**CORE CHARACTER VALUES**

**RESPECT:** Respect for self, opponents, all other associated with the game, and for the game.

**RESPONSIBILITY:** Accountable for your actions in all areas of life.

**INTEGRITY:** Keep commitments and stand by your word.

**SERVANT LEADERSHIP:** Serve others while you strive to be a personal and team leader.

**SPORTSMANSHIP:** Hold yourself to the highest standard of fair-play
The California Pacific Conference is one of the most diverse Division II leagues in the National Association of Intercollegiate Athletics (NAIA). The conference has expanded that diversity to two new regions in the Southwest, with a total membership of twelve schools.

Conference members come from the California State and University of California systems, various religious affiliations, and liberal arts colleges. The conference spans from the Oregon border, to the Bay Area, to Central California, Southern California, and Arizona. And the Cal Pac has proven itself as a birthplace for NAIA growth, with more brand new Association members on the horizon. A Five-Star Conference of Character, the Cal Pac is committed to the Champions of Character program, focusing on student-athlete experience.

The Cal Pac offers 11 championships in 6 women’s sports (basketball, cross country, golf, soccer, softball and volleyball) and 5 men’s sports (baseball, basketball, cross country, golf, and soccer). The league has direct qualification into the NAIA national championships in each of those sports, with softball and golf partnering with the Golden State Athletic Conference. The conference was chartered in May 24, 1995, by seven Bay Area institutions: Bethany, Cal Maritime, Dominican College, Holy Names, Pacific Union, Patten College and Simpson.

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<thead>
<tr>
<th>School</th>
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<tr>
<td>Benedictine University</td>
<td>Mesa, AZ</td>
<td>Redhawks</td>
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<tr>
<td>Cal State University-Maritime</td>
<td>Vallejo, CA</td>
<td>Keelhaulers</td>
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<tr>
<td>Embry-Riddle Aeronautical University</td>
<td>Prescott, AZ</td>
<td>Eagles</td>
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<tr>
<td>La Sierra</td>
<td>Riverside, CA</td>
<td>Golden Eagles</td>
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<td>Marymount California University</td>
<td>Rancho Palos Verdes, CA</td>
<td>Mariners</td>
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<td>Pacific Union University</td>
<td>Angwin, CA</td>
<td>Pioneers</td>
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<td>Providence Christian University</td>
<td>Pasadena, CA</td>
<td>Sea Beggars</td>
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<td>Sierra Nevada University</td>
<td>Incline Village, CA</td>
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<td>Simpson University</td>
<td>Redding, CA</td>
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<td>Soka University</td>
<td>Aliso Viejo, CA</td>
<td>Lions</td>
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<td>St. Katherine’s University</td>
<td>San Marcos, CA</td>
<td>Firebirds</td>
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<tr>
<td>University of Antelope Valley</td>
<td>Lancaster, CA</td>
<td>Pioneers</td>
</tr>
<tr>
<td>University of California-Merced</td>
<td>Merced, CA</td>
<td>Bobcats</td>
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</table>

We Value Leadership
NAIA Eligibility Requirements

The requirements below are NOT designed to be a comprehensive listing of all rules and regulations of the NAIA. They are to assist the scholar-athlete, coaches, administrators, and institutional representatives with a general overview. All NAIA eligibility regulations are published in the official NAIA Handbook. Please refer to www.NAIA.org.

General Requirements

As a member of the NAIA and Cal Pac Athletic Conference, to be eligible to represent Embry-Riddle Aeronautical University Arizona in any intercollegiate game, match, or scrimmage, you must meet the following guidelines:

- YOU MUST be making normal progress toward a recognized baccalaureate degree and maintain the grade point average required to remain a student in good standing (2.0).
- YOU MUST be enrolled in 12 institutionally approved degree or required credit hours at the time of participation. Should participation take place between terms, you must have been enrolled and in attendance the term immediately preceding the date of participation.
- YOU MUST have accumulated a minimum total of 24 degree or required credit hours the two terms of attendance immediately prior to participation. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24 credit hour rule provided such credit is earned AFTER one of the two immediately prior terms of attendance.
- YOU MUST, if a second term freshman has accumulated 9 degree or required credit hours before identification for the second term of attendance and have a grade point average of 2.0.
- YOU MUST be within your first 10 semesters, 12 trimesters, or 15 quarters of attendance of a regularly enrolled student. A term of attendance is any semester, trimester, or quarter in which you initially enrolled for 12 or more of institutional credit hours and attended class. (Summer sessions are not included, but night school, extension, or correspondence courses are applicable to this ruling.)
- YOU MUST have a cumulative grade point average of at least 2.00 on a 4.00 scale as certified by the Registrar.
- YOU MUST, to participate the second season in a sport, accumulate at least 24 semester/36 quarter institutional credit hours (effective for all new students enrolling fall 1989 or later).
- YOU MUST, to participate the third season in a sport, accumulate at least 48 semester/72 quarter institutional credit hours (effective for all new students enrolling fall 1989 or later).
- YOU MUST, to participate the fourth season in a sport, accumulate at least 72 semester/108 quarter institutional credit hours. These hours must include at least 48 semester/72 quarter hours in general education and/or your major field of study.
NAIA Eligibility Requirements

- **YOU MAY NOT** participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether a freshman, junior varsity, or varsity participant, or in any other athletic competition in which the institution as such is represented during a sport season.

- **YOU MUST** be an amateur, as defined by the NAIA, in the sport(s) in which you participate. See the Athletic Director or Faculty Athletics Representative for all amateur regulations as printed in the NAIA Bylaws.

- **YOU MUST** be registered in PLAY NAIA located at www.playnaia.org prior to any participation. This is the scholar-athletes responsibility to register, send the proper paperwork, and complete the registration process in a timely manner. Each athlete must receive a decision from PLAY NAIA before they can be declared eligible.

- **POST SEASON** participation is a privilege. The Athletic Department will conduct academic progress reports prior to National Championship play that will include but not be limited to grade check, attendance check, and possible grade outcome in a course. Embry-Riddle Aeronautical University Arizona reserves the right to determine postseason rosters.

  a. If after a progress report has been completed and the athletic department determines a student-athlete is not going to make satisfactory progress, the Head Coach and scholar-athlete will be notified. The scholar-athlete will then have 48 hours to complete an appeal.

  b. This appeal will be heard by the Academic Council and a final ruling will be completed within 48 hours. This will be the FINAL determination.

It is IMPORTANT to remember scholar-athletes, coaches, administrators, as well as member institutions, are responsible for knowing and abiding by the rules and regulations of the applicable national governing body (NAIA). Violations of any eligibility regulations by you as a scholar-athlete can jeopardize your eligibility and could result in disallowance of any honors or consideration of such honors awarded by the applicable national governing body and could cause the institution to forfeit contests in which you participated.
OFFICE OF FINANCIAL AID

Embry-Riddle Aeronautical University Prescott participates in many excellent programs of financial aid. To find a list of the various sources of aid, see financial aid section of the General Catalog and/or website http://prescott.erau.edu/financial-aid/. Financial aid can be a very complex matter and every family’s financial situation is different. For information regarding ERAU’s financial aid programs, the application process, submission of forms, determination of need, eligibility requirements, award process, and rights and responsibilities of recipients contact:

Office of Financial Aid
Located at the Visitor’s Center.
Phone: 928-777-3765
Toll-free: 800-888-3728
Fax: 928-777-3893
Email: prfinaid@erau.edu

PLEASE NOTE: Pursuant to federal law, all student records, evaluations, transcripts, letters and descriptions of individual students are open to review by the student to whom they pertain. Student records are the property of the University. Officers of the federal and state government and representatives of accreditation agencies have legal access to these files, as well as Embry-Riddle officials who are required to perform duties, which necessitate having access to these files. No official is permitted to make any use of the information contained in personal files other than what is required by that official’s normal duties.

Federal Financial Aid Requirements

- Students must maintain minimum 2.0 cumulative grade point average (GPA).
- Students must make measurable progress toward degree completion.
- Students must complete their educational objective within a given time frame that is established by student’s degree program.

Financial Aid Warning Status

A student will be placed on financial aid “warning status” when one of the following occurs:

- A student’s cumulative GPA is below a 2.0 for 1 semester.
- A student has not completed at least 66% of the cumulative hours attempted after 1 semester.
- A student has not complete at least 66% of the cumulative hours attempted after 1 semester.
- Campus-based awards (Federal Perkins and Federal SEOG) for the next academic year will not be made.

Financial Aid Termination Status

A student will be placed on financial aid “termination status” when one of the following occurs:

- A student’s cumulative GPA falls below a 2.0 for 2 consecutive semesters;
- A student’s cumulative GPA falls below a 1.0;
- A student has not completed at least 50% of the cumulative hours attempted after two consecutive semesters;
- A student reaches the maximum number of credit hours of eligibility for their degree program, usually 150% of the total.
Athletic Grant-In-Aid Award/Letter of Intent (LOI)

The Athletic Grant-In-Aid Award and Letter of Intent are contractual agreements between the University and the scholar-athlete. They are binding contracts for a specific semester or academic year. The University offers the scholar-athlete the opportunity conducive to learning in an academic and athletic environment. The University will provide training, support, travel opportunities, and instruction to assist every scholar-athlete in their maturation process. It is the hope you will become a more talented athlete, respected professional, and a more responsible citizen through the experiences and lessons learned during your college experience.

The University expects all scholar-athletes to attend all classes, team functions, and act in a manner consistent with the Code of Conduct. Scholar-athletes are highly visible on the campus and in the community. Your actions should always represent the University in a positive manner.

While the Grant-In-Aid Award is awarded on a yearly basis, it is the intention of the University to support each scholar-athlete to graduation. As the Head-Coach and scholar-athlete review their yearly award, factors to be considered include: class attendance, academic performance, attendance at team functions, effort put forth at practice, and disciplinary concerns. Injuries will not affect Grant-In-Aid Award.

**Athletic Grant-In-Aid Award**

1. The Head Coach of each sport recommends the amount of the award to the Athletic Director.

2. Upon the recommendation of the Head Coach, the Athletic Grant-In-Aid may be renewed each year for up to four years if the student-athlete has met the conditions of the Athletic Grant-In-Aid each year.

3. An Athletic Grant-In-Aid offer may be refused by the scholar-athlete. The scholar-athlete should notify the Head Coach that he/she does not intend to participate prior to the end of the academic year. This action will result in the termination of the Athletic Grant-In-Aid for the upcoming term.

4. The Head Coach can recommend an Athletic Grant-In-Aid be reduced for the following academic year.

5. The Head Coach can recommend an Athletic Grant-In-Aid not be renewed at the end of the academic year.

6. The Head Coach can recommend an Athletic Grant-In-Aid be terminated during the academic year the agreement applies.

7. A scholar-athlete receiving Athletic Grant-In-Aid is required to make every effort to improve as a student, a scholar-athlete and be a responsible and positive team member as outlined in the EMBRY-RIDDLE AERONAUTICAL UNIVERSITY SCHOLAR-ATHLETE HANDBOOK. Failure to do so may result in reduction, non-renewal, or termination of the Athletic Grant-In-Aid.

8. The Athletic Grant-In-Aid and other Financial Aid will be awarded by the Embry-Riddle Aeronautical University Financial Aid Office. The office will award in compliance of all federal, and state regulations, and institutional policies.

*We Value Pride*
Non-Renewal of a Athletic Grant-In-Aid Award (LOI)

Non-renewal of a Athletic Grant-In-Aid Award (LOI) occurs when the agreement expires at the end of the academic year.

The Head Coach will inform the scholar-athlete either in person and/or in writing of their decision NOT to renew the scholar-athlete’s Athletic Grant-In-Aid Award (LOI)

Termination of a Athletic Award (LOI)

Terminating a Athletic Grant-In-Aid Award (LOI) refers to the immediate cancellation of an award during the academic year the agreement applies.

1. The Head Coach will inform the Athletic Director in writing of the recommendation to terminate the scholar-athlete’s Athletic Grant-In-Aid Award (LOI). This correspondence should include the reasons for this action and all documentation supporting the termination of the Athletic Grant-In-Aid Award (LOI).

2. The Head Coach will schedule a meeting with the scholar-athlete and at this time inform the scholar-athlete in writing of the recommendation to immediately terminate the scholar-athlete’s Athletic Grant-In-Aid Award (LOI). The notification must include the reasons for this action.

3. An official letter notifying the student-athlete of such action will be delivered via e-mail, permanent address or pick up/delivery.

5th Year Grant-in-Aid

5th year Grant-in-Aid is not guaranteed. Aid will be provided if available and at the discretion of the head coach.

Appeal of Termination of an Athletic Grant-In-Aid Award (LOI)

Please see appeal policy page 26
Athletic Award Policy

Eligible Student-Athletes

Must be a current member of an Embry-Riddle athletic program as an eligible participant or red-shirt athlete enrolled at Embry-Riddle.

Non-enrolled students – Not enrolled in a degree seeking program

Standard is we do not offer IFS to students in a non-degree seeking program

This is specific to ERLI. ERLI students practice with the team but do not compete for 1 year, Red Shirtsed. Currently an ERLI student can get a scholarship for tuition and room and board (they must live on campus). This is a limited occurrence on campus and would be a money subtracted from the Athletic Aid budget for that year.

There can be an exception for ERLI regarding athletic aid if it is subtracted from the budget. There can be other non-degree seeking students who would not be eligible for IFS.

High School in escrow is excluded

ERLI aid is counted in the 10 semesters of granted aid.

Non-recruited student (Walk-On’s)

No athletic aid for walk-ons for 1st semester of participation

Grant-in-aid

Embry-Riddle Prescott will follow the NAIA Handbook

A member institution shall award no more financial aid to a student-athlete than the actual cost of:

Tuition;

Mandatory fees (for the students’ degree program), books, and supplies required for courses in which the student-athlete is enrolled.

Parking fees, flight fees, and transcripts are not considered mandatory fees.

Board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.

All students receiving athletic aid must have a grant in aid on file

Grant-in-aid renewals must be signed prior to July 1st

Grant-in-aid awards are carried from semester to semester unless there is a violation of grant-in-aid award

Eligibility & Aid Limits

A student may participate four seasons in one sport in 10 semesters, 12 trimesters or 15 quarters of attendance if otherwise eligible. The 10 semesters need not be consecutive. During the ninth or tenth semester, or equivalent, the student may participate in any sport in which the student has not already used four seasons of competition.

Aid will be granted for a cumulative of 10 semesters. This will include any time at other college campuses, i.e. any semesters at another college/university will count towards the 10 semesters.

If a student receives external scholarships (ROTC etc.) that exceed the total amount of financial aid a student-athlete can receive per Embry-Riddle’s cost of attendance those funds may replace athletic and institutional IFS.

This does not include Pell Grants
Aid Reduction or Cancellation

A student must be in violation of the Athletic Policy for aid reduction/cancellation.

Three (3) no show, no call or unexcused absences that are non-academic in a semester is cause to terminate

Engaged in serious misconduct that brings disciplinary action

Student becomes ineligible for intercollegiate competition (for example, by carrying less than 12 applicable semester hours or not meeting NAIA eligibility standards, including GPA)

Fraudulently misrepresent yourself by giving false information or omitting information on your application, letter of intent, medical history, NAIA eligibility information, or financial aid agreement (this may include, but is not limited to, team, department, and/or University policy);

Injury & Athletic Ability

If a student is injured and unable to participate in practice or competition aid remains in place for up to a maximum of 10 semesters, including any semesters already accrued prior to the injury.

Financial aid will not be reduced, or canceled during the period of the award on the basis of athletic ability, performance or contribution their team’s success; because of an injury or illness that prevents them from participating in athletics; or for any other athletic reason.

Voluntarily withdraw from the team

If a student is no longer participating in a sport the aid stops. It will continue through the current semester only and will stop at the start of the next semester with no replacement for that athletic aid with institutional aid

Withdraw from the institution during the period of the award

A coach can’t terminate financial aid from a student without the review and approval of the Athletic Director

Aid Increase

Athletic award increases may occur prior to March 15th

Increases can be a one-time increase in which an addendum must be added to the grant-in-aid and is based on the coaches’ discretion with Athletic Director permission

Increase may not exceed NAIA limits

Increase may not exceed cost of attendance if student is receiving additional external scholarships

If not identified as a one-time increase, the increase will be considered an increase on the grant-in-aid and rolled into the next grant-in-aid period

5th year students

Freshmen students

10 semesters of IFS is provided with the intent of the student graduating by the 5th year.

The student must remain in good academic standing.

In the 5th year, athletic aid can be swapped for other institutional aid for the 5th year only.

Transfer students

Aid will be granted for a cumulative of 10 semesters. This will include any time at other college campuses, i.e. any semesters at another college/university will count towards the 10 semesters.

In the 5th year, athletic aid can be swapped for other institutional aid for the 5th year only.

Student will not receive athletic aid past 10 cumulative semesters
Student may appeal by semester to review funding past 10 semesters

**Summer Scholarship Policy**
- There is no institutional aid for Summer classes.
- Remaining funds of all athletic teams will be pooled at end of Spring enrollment into a separate cost center for Summer aid. Scholarships will be awarded based on:
  - Individual financial need
  - Academic GPA
- Funds can only be used towards tuition and fees (not housing or boarding)
- Summer scholarship applications due by March 15th
What it means to be an Eagle

Scholar-athletes are afforded the privilege of participating in the intercollegiate athletics program at Embry-Riddle Aeronautical University. With this privilege comes the responsibility to abide by the policies of the Athletic Department, the direction of the coaching staff and to contribute to an atmosphere of respect and mutual support.

As an Embry-Riddle athlete you are first and foremost a student. As a scholar-athlete, you are expected to fulfill certain expectations:

- Earning a degree is your primary goal.
- Regular class attendance is expected.
- You must comply with NAIA rules.
- You are expected to make a commitment to academic integrity.

Scholar-athletes will conduct themselves both on and off the field in a manner which brings credit to the University, the Intercollegiate Athletic program, their team, coaches and families.

Scholar-athletes will abide by the letter as well as the spirit of the University, Intercollegiate Athletics, and NAIA rules and regulations.

Scholar-athletes will treat all officials, opponents, coaches, and spectators with respect and courtesy at all times.

Scholar-athletes who desire to participate in sanctioned or non-sanctioned events such as intramural/club teams, travel ball and AAU teams, must obtain the permission of the Head Coach prior to participation.

The use of social media (Twitter, Facebook, Instagram, YouTube, Vine, etc.) represents the scholar-athlete, and Embry-Riddle and the Athletics Department. Scholar-athletes are expected to practice good habits and judgment when using social media. The scholar-athlete will be held responsible for the content and behavior on social media and general online activity (See Social Networking Policy, p. 16).

Scholar-athletes are required to attend all team and/or Athletic Department functions and meetings as requested by the University administration and/or coaching staff.

Each scholar-athlete will positively contribute to the efforts of the team. Scholar-athletes will avoid undue criticism of their teammates or coaches. They will respect differing points of view. Questions or concerns regarding directions or decisions should be addressed to the coaching staff in private.

Scholar-athletes will abide by the training and conditioning program that is established for them to achieve their full potential. Scholar-athletes may be required to train in non-championship season.

Scholar-athletes will strive for excellence together and personal improvement on and off the court or playing field.

Scholar-athletes will exhibit dignity in manner and dress, when representing ERAU.

Scholar-athletes will assist the Athletic Department with special events and fundraising for their team/program.
Playing and competing for Embry-Riddle Aeronautical University Arizona is a privilege. Scholar-athletes at ERAU are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your University and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally, and are used by the majority of scholar-athletes here at ERAU in one form or another.

Scholar-athletes should be aware that third parties, including the media, faculty, future employers and NAIA officials, could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the scholar-athlete, the athletic department and the University. This can also be detrimental to a scholar-athlete’s future employment options, whether in professional sports or in other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posts showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a scholar-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
Social Media Policy & Guidelines for Scholar Athletes

If a scholar-athlete’s profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written warning

2. A meeting with Director of Athletics and Head Coach

3. Penalties as determined by the athletic department, including but not limited to possible suspension from his/her athletic team.

4. Potential referral to the Dean of Students Office

For your own safety, please keep the following recommendations in mind as you participate in social media websites: Set your security settings so that only your friends can view your profile. You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc. Be aware of who you add as a friend to your site – many people are looking to take advantage of scholar-athletes. Consider how the above behaviors can be reflected in all Facebook applications. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the ERAU Athletic Department’s and the University’s. Remember, always present a positive image and don’t do anything to embarrass yourself, the team, your family or the University.
Scholar-Athlete Code of Conduct Policies

All undergraduate and graduate students in the Embry-Riddle Aeronautical University Intercollegiate Athletic Department are subject to jurisdiction of the Scholar-Athlete Handbook. This includes managers, athletic training students, graduate assistants, scholarship athletes, non-scholarship athletes, and red-shirt athletes.

Scholar-athletes are afforded the privilege of participating in the Intercollegiate Athletics program at ERAU. This privilege comes with higher expectations, greater responsibilities and more requirements than students who are not members of the Athletics program. Violation of student-athlete code of conduct policy may result in sanctions up to and including suspension or removal from team, reduction or loss of athletic grant-in-aid, and/or expulsion from the University. The following section outlines expectations and requirements that are specific to ERAU scholar-athletes:

Embry-Riddle Aeronautical University acknowledges the escalation of substance abuse in our society. The use of alcohol products is potentially hazardous to one’s health and the abuse of alcohol does not reflect the mission of the Embry-Riddle Athletics’ Department. It is expected that scholar-athletes refrain from the use of alcohol during the competitive season of their sport.

It is in keeping with the mission of Embry-Riddle that we provide the following guidelines on this topic and offer programs designed for educational awareness and prevention. The statement of the University includes:

Alcohol

- The Arizona state legal age for consumption of alcohol is 21.
- Only beer (malt beverages) and wine are permitted on campus.
- The possession of alcohol on University owned or operated property (excluding exempted locations such as residence hall rooms with approved alcohol permit or preapproved events).
- Being under the influence of alcohol may be viewed as possession; having knowledge of, or being in the presence when an alcohol violation occurs, may constitute equal responsibility and involvement in the incident.
- Purchasing for or providing alcohol to anyone under the age of 21.
- Participating or being present during the occurrence of any drinking games.
- Using or possessing common sources of alcohol or paraphernalia that promotes excessive drinking including, but not limited to, kegs, party balls, punch bowls, funnels, etc.
- The possession of or use of powdered/vapor alcohol or vaportinis or similar devices on University owned or operated property is not permissible and are a violation of Arizona state law.
- Showing physical or mental impairment following or resulting from alcohol use.
- Head Coaches may set team policy regarding alcohol products and sanctions resulting from violations of that policy.

We Value Academics
Scholar-Athlete Code of Conduct Policies

Drugs

The sale, manufacture, distribution, possession and use of illegal drugs on or off campus is prohibited. This includes but is not limited to: misuse of over-the-counter drugs; misuse or sharing of prescription drugs; possessing, using, being under the influence of, distributing, or manufacturing any form of illegal drug; possessing paraphernalia (i.e., rolling papers, pipes, bongs, etc.) for intended or implied use of any form of illegal drug; Possessing paraphernalia that contains or appears to contain illegal drug residue; purchasing or passing illegal drugs from one person to another and using mail services to purchase, pass, or distribute illegal drugs. Illegal drugs include but are not limited to: recreational drugs, non-medical marijuana, synthetic/novelty powders and any substance designed/used to alter a person’s state of mind (such as Spice, K-2, Salvia and Bath Salts), cocaine, methamphetamines, heroin, or materials to create an illegal drug.

Drug paraphernalia or other paraphernalia used to facilitate illegal use of a legal substance, stimulants, hallucinogens, or other similar non-prescribed agents known to be harmful or habit forming drugs or chemicals (such as those used in huffing), and attempting to manufacture or sell counterfeit drugs.

Medicinal Marijuana is not permitted on campus or at university sponsored events. This includes but is not limited to the possession of the substance in any form (edibles or other forms) as well as paraphernalia including pipes with or without residue, rolling papers, bongs, etc.

This includes nutritional/dietary supplements that are not approved by ERAU Athletic Training Staff. Scholar-athletes are required to keep the athletic training staff and/or team physicians aware of any prescribed medication or dietary supplements that he/she may be taking.

Scholar-athletes are subject to random and mandatory drug testing (see Drug Testing, policy).

Tobacco

Effective August 1, 2013, ERAU has instituted comprehensive tobacco-free policy for all campuses, including the Prescott campus.

The use of tobacco products, whether in form of cigarettes, cigars, pipes, dipping/snuff, smokeless cigarettes (e-cigarettes) or chewing tobacco is prohibited anywhere on University owned or lease property, which includes the entire Prescott Campus, all buildings, parking lots, personal vehicles, etc. Coaches may set team policy regarding tobacco products and sanctions resulting from violations of that policy.
Scholar-Athlete Code of Conduct Policies

Sexual Misconduct

Sexual Assault, Sexual Harassment & Sexual Misconduct – Unfavorable, unwelcomed treatment, or sexual contact without consent that is severe or pervasive by a man or a woman towards a man or a woman. Additional information pertaining to ERAU’s Sexual Assault, Sexual Harassment and Sexual Misconduct Policy can be found on page 83 of the student handbook. The ERAU intercollegiate athletic program will forward all complaints and concerns of misconduct to the Dean of Students office and Title IX coordinator for further investigation. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to the following examples:

- Sexual Assault
- Sexual Exploitation
- Stalking
- Sexual Harassment
- Intimate Partner Violence
- Retaliation
- Coercion
- Incapacitation

Hazing

Is defined as any action taken or situation created intentionally by an individual, club, or organization, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment or ridicule; these acts are actually or perceived to be connected with an initiation into, an affiliation with or the maintenance of membership in any organization. Such activities may include but are not limited to: · Use of alcohol · Paddling in any form · Creation of excessive fatigue · Physical or psychological shocks · Quests · Road trips or any other such activities carried out on or off campus · Wearing of public apparel which is conspicuous and not normally in good taste · Engaging in public stunts of buffoonery, morally degrading or humiliating games or activities · Other activities which are not consistent with academic achievement, University policy, or are in violation of local, State or Federal laws. Exceptions will be made for University-approved positive team-building and leadership activities.

All scholar-athlete code of conduct including positive drug test violations will concurrently be referred to the Dean of Students office.

We Value Honesty
Scholar-Athlete Code of Conduct Policies

Class Attendance Policy

Student-athletes are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Permissible/excused absences include championship season competitions and related travel.

Study Hall/Tutoring

The Intercollegiate Athletic Department at Embry-Riddle Aeronautical University provides student-athletes the opportunity for scholarly development. Each sport/program may require its scholar-athletes to participate in a study hall and/or tutoring for the entire length of the academic year. Failure to attend these study hall/tutoring sessions may result in suspension or loss of Athletic Grant-In-Aid.

Progress Reports

Two progress reports will be mandatory through the athletic department on the following mid-semester dates:
October 12, 2015
March 14, 2016
Additional grade checks may be issued at the Head Coach’s discretion.

Practice

- All scholar-athletes are expected at all regularly scheduled practices.
- All scholar-athletes are expected to be on time and ready to participate at the beginning of practice.
- All scholar-athletes will report to the Head Coach in advance if they expect to be late or absent from practice.
- Taping should be done in the athletic training room prior to the beginning of practice. It is the scholar-athlete’s responsibility to report to the athletic training room so all treatment is completed before practice.
- The NAIA allows 24 weeks of practice per sport per year. The definition of practice is an activity organized and/or directed by an identified member of the coaching staff of that sport in which appropriate equipment is used or instruction and/or evaluation of the athlete takes place.
- Use of the weight room outside of the designated 24 weeks does not count as practice.
- Illness needs to be reported to Head Coach and athlete must go to athletic training room for referral.

Day Off

- Athletes shall have one day off every calendar week from required team physical activity, (i.e. weightlifting/conditioning/practice/games)
- No athletically related activities, other than those related to competition, during a continuous eight-hour period between 9 p.m. and 6 a.m.
- No athletically related activities after an athlete is released from team obligations after a home game that ends after 9 p.m. or upon a return to campus after 9 p.m. from an away or neutral-site game during a continuous eight-hour period.
Scholar-Athlete Code of Conduct Policies

Games

- All scholar-athletes will meet at the game site established by the coaching staff.
- All scholar-athletes will behave courteously toward visiting teams, fans, and officials.
- All scholar-athletes will wear appropriate clothing to the game and change into uniforms in the dressing room unless approved by the coach prior to the contest.
- All scholar-athletes will eat with the team at times arranged by the coaching staff.
- Occasionally, scholar-athlete’s may be forced to miss class due to game and/or travel schedules. Prior to missing class it is the responsibility of the student to do the following:
  1. Notify the instructor personally regarding his/her absence and arrange for the make-up of assigned work
  2. Complete an “Absence from Class” (Appendix B) forms to be signed by the Head Coach and the Athletic Director.

Travel

- Travel rosters will be based on Head Coach’s discretion.
- Travel by teams to selected away contests shall be in University owned transportation or properly licensed vehicles with certified drivers. Traveling in personal vehicles (except in contests located in Prescott area) or asking a scholar-athlete to use his/her vehicle for team travel is prohibited.
- No team shall travel out of town unless a member of the University staff accompanies them on the trip, unless approved by Athletic Director.
- Courteous behavior is expected in all public places.
- Dress code will be decided by the Head Coach
- Curfew may be set on overnight trips and all team members are expected to follow team policies.
- If any scholar-athletes will be missing class to travel, a list of those scholar-athletes must be sent to the Athletics Office 48 hours in advance of travel. The Assistant Athletic Director will notify the professors of the absence, however this does not relieve the scholar-athlete from their duty to inform their professor themselves and obtain instructions for any missed class work.
- Arrangements to ride home with parents, legal guardians, or spouses from contests must be approved in advance by the coach. It is up to the Head Coach’s discretion as to whether the player may leave with his/her parents. Players must receive approval in advance through the Athletic Department in order to travel with anyone other than his/her immediate family members.
Scholar-Athlete Code of Conduct Policies

Playing Time

The Head Coach determines who is playing and how much. There are a lot of factors that determine how much, when, and where an athlete plays. An athlete must understand that the Head Coach is making decisions, in his/her best professional judgment, where an athlete should be playing and in what position and when in the event. Playing time is at the discretion of the head coach. An athletic Grant-In-Aid does not guarantee playing time or travel, it guarantees Grant-In-Aid. If there are concerns regarding playing time or travel they must be discussed with your head coach and will not be entertained by athletic or university administration.

Equipment

The proper care of equipment, especially which belongs to the Intercollegiate Athletic Department, is an important aspect of the athletic program. It is necessary that each person involved be responsible and use good judgment in handling and utilizing equipment:

1. Student-athletes are NOT allowed in the athletic storage area unless accompanied or designated by a member of the athletic staff.

2. Each student-athlete is responsible for the University-owned equipment and uniforms assigned to them while in their possession. The student-athlete maintains responsibility for his/her uniform until it is submitted for laundering. All uniform components must be properly checked and accounted for at the time of laundering.

3. Student-athletes who lose university-owned equipment or uniforms, or who do not return assigned items at the end of the season, will be charged for the cost to replace any item(s).

Suspension, Dismissals From a Team

A coach is responsible for the management of his/her team. With this in mind, a coach may deem it necessary to suspend or dismiss an athlete from a team. An athlete may file a grievance, but a coach has the right to suspend an athlete from an event or practice effective before the athlete files a grievance. Participation in athletics is not a right – the coach must make decisions that are best for the team and that may mean that certain potential athletes will not be invited to be part of the team. If an athlete is dismissed from the team, they will still be entitled to their Grant-In-Aid for that academic year unless there was a violation in the code of conduct.

We Value Intelligence
Interim Sanctions for Violation of The Athletic Department Code of Conduct

If, in the judgment of the Head Coach and/or the Athletic Director and/or his/her designee, the health, the safety and/or the welfare of the intercollegiate athletic department and/or the University community and/or the preservation of the athletic integrity and/or the academic integrity requires action prior to the final determination of sanctions, the Head Coach and/or the Athletic Director and/or his/her designee, may impose an interim sanction. This may include, but not limited to: suspension from the intercollegiate athletic department, suspension from practice, suspension from contests, reduction of scholarship, termination of scholarship, non-renewal of scholarship, dismissal from the team or the imposition of specific conditions and/or restrictions on the scholar-athlete. If such sanctions are imposed prior to his/her having received notification of the complaint, the student-athlete will be given the opportunity to respond to the complaint within one day. The continuation, modification and/or rescission of an interim sanction will rest in the discretion of the Athletic Director. The scholar-athlete may appeal the interim sanction imposed by the Athletic Director (See Appeals).

Investigation Process

Scholar-athletes will enter into the University Student Conduct Process. Incident reports involving drugs, alcohol and tobacco will be investigated. Incidents may be reported by team members, coaches, the Office of Housing and Residence Life and Dean of Students Office, or others. Violations will be reported to the Dean of Students Office immediately. The process will begin with an email from the Assistant Athletic Director contacting involved scholar-athlete. The e-mail will outline an initial meeting between Assistant Athletic Director and scholar-athlete (coach is welcome to be present) to review the Student Athlete Handbook Policy. This meeting will take place prior to scholar-athlete meeting with a student conduct officer. This does not prevent a Head Coach from initiating team disciplinary actions. If an investigation by the Student Conduct Officer finds the student(s) responsible, corrective sanctions will be given. The intercollegiate athletic department may, in cooperation with the Dean of Students Office institute additional sanctions. All intercollegiate athletic sanctions will be monitored by the Assistant Athletic Director.

Additional sanctions may include, but is not limited to: a verbal warning, written warning, written reprimand, meeting with parents, formal drug or alcohol assessment at the student’s expense, regular or random drug tests, suspension from games, reduction of scholarship, termination of scholarship, non-renewal of scholarship and dismissal from the team. Given unique circumstances which may surround a particular case/investigation, the intercollegiate athletic department in collaboration with the Dean of Students Office, Dean of Enrollment and Chancellor reserves the right to either invoke additional restrictive sanctions or fewer restrictive sanctions. Individual intercollegiate athletic teams may choose to set more restrictive team policies that have been approved by athletic administration regarding use of alcohol, drugs and tobacco products and harsher sanctions resulting from violations of that policy which are more restrictive than University or intercollegiate athletic department policy.
Appeals of Decisions Made by the Director of Athletics or His/Her Designee

The following procedures have been established to guide the scholar-athlete through the appeal process regarding decisions made by the Athletic Director and/or the Intercollegiate Athletic Department based on the following:

1. The scholar-athlete has five (5) business days to appeal the written decision made by the Athletic Director and/or the Intercollegiate Athletic Department. All appeals must be submitted in writing and addressed to the Dean of Students Office.

2. The written appeal must state on what basis the appeal is being made and contain specific information with a preponderance of evidence.

3. At the discretion of the Athletic Director or Dean of Students Office, it will be determined if the appeal will be handled administratively or referred to an Appeal Committee and provide a decision regarding the appeal procedure within five (5) business days to the scholar-athlete. The Appeal Committee is composed of one faculty member, one staff member (outside of athletics), one athletic department member, and one scholar-athlete at large, the Faculty Athletics Representative, the Dean of Students and the Dean of Enrollment.

4. The scholar-athlete may be requested to appear before the administrator hearing the appeal or the Appeal Committee. If the student-athlete fails to appear for the hearing, the hearing will be conducted in their absence and a decision rendered.

5. The administrator or the Appeal Committee will review the appeal made by the scholar-athlete and render a decision relative to the allegations based. Appeals will be reviewed on the following basis:

   - Whether the decision made was contrary to existing department policy;
   - Whether information used to reach a decision was inaccurate or incomplete;
   - Whether the scholar-athlete was given sufficient opportunity to present his/her point of view;
   - Whether the process defined herein was abridged.

The decision of the administrator or the Appeal Committee is final and will be delivered within five (5) business days to all parties in writing, via e-mail, permanent address or pick up/delivery from the time the appeal was received.
Training Room Rules

The Sports Medicine Department must clear all athletes prior to participation. In order for athletes to be cleared to participate in athletic events all paperwork must be completed and turned in to the Sports Medicine Department.

Hours of operation: (hours could change depending on schedules):

- Monday, Wednesday, Thursday, Friday 11:00am- approximately 7:00pm
- Tuesday will open at 12:00pm due to a staff meeting
- Saturday – Sunday, coverage of in-season sports
- The athletic training room is typically open earlier and later than the times listed due to teams practicing, please work with the sports medicine staff to confirm other options of times if needed
- No items should be taken from the athletic training room unless it is cleared through sports medicine staff.
- Athletes must wear shorts, T-shirt, etc. to receive treatment.
- Athletes must be showered prior to receiving treatments and enter the training room with shoes.
- Towels are for treatments and are not to be taken from the training room.
- No food, cleats, or swearing, in the training room.
- Athletes must allow 30 minutes for treatments.
- Be respectful of others.
- No bags in the training room.
Sports Medicine Procedures

Pre-Participation Physicals

Any student-athlete that wishes to participate in practice or competition must complete all needed paperwork and testing and must be cleared by the ERAU team physicians. Until all of the necessary paperwork and testing is complete, the student-athlete is not allowed to participate in any activities.

The Sports Medicine Department will work with each coach on scheduling dates for their team to receive physicals. We ask that coaches make their best effort to have each player at the physical date and time. Planned physical dates cannot be changed last minute. Sports medicine will work with each head coach to schedule a team meeting at least one day prior to the team’s physical date. At this meeting sports medicine paperwork will be completed, policies will be discussed, and any information pertaining to sports medicine will be given and or answered.

ERAU Physical paperwork can be found online at ERAU Sports Medicine Page. This paperwork must be completed and turned in to ERAU sports medicine by the given date. If this paperwork is not received in time, or if the student-athlete misses the designated physical date, he/she will have to wait until the next available appointment. While waiting they will not be allowed to participate with the team.

On the day of the physical, all athletes must wear proper attire (shorts & t-shirt for males; shorts, t-shirt, and sports bra for females). If an athlete does not show up or is not cleared by ERAU team physician they will not be able to participate in ANY team activities. Tryout release forms cannot be used in place of a physical. Any athlete listed on the team roster will NOT be considered a ‘tryout’, no exceptions.

Any new student-athlete who has sustained an injury or has a medical condition that was evaluated by a physician within the past two years will need to bring a letter from his/her doctor on signed letterhead stating that he/she is cleared to participate in sports. Returning athletes who were injured over the summer and were evaluated by a physician will also need to bring a letter from his/her doctor on signed letterhead stating that they are cleared to participate in sports. If the student-athlete does not bring this clearance letter they will not be able to participate in any athletic activities until the Sports Medicine Department receives the letter.

Any new student-athlete who has sustained an injury or has a medical condition that was evaluated by a physician within the past two years will need to bring a letter from his/her doctor on signed letterhead stating that he/she is cleared to participate in sports. Returning athletes who were injured over the summer and were evaluated by a physician will also need to bring a letter from his/her doctor on signed letterhead stating that they are cleared to participate in sports. If the student-athlete does not bring this clearance letter they will not be able to participate in any athletic activities until the Sports Medicine Department receives the letter.
Team Physicians

The Sports Medicine Department works closely with a few local physicians to help provide the best care to the ERAU student-athletes.

The doctor’s offices work with the Sports Medicine Department to get our athletes taken care of as soon as possible when an injury occurs. Not all injuries are an immediate emergency and can be seen by a doctor in a couple of days. This will not change the athlete’s return to play status. The doctors also cover some home events to help evaluate injuries if necessary. The Sports Medicine Staff is responsible for referring athletes to the appropriate doctor when needed. The following are doctors in the area that the ERAU Sports Medicine Staff works with:

- Dr. Daniel Burchfield (Orthopedics)
- Dr. Judah Pifer (Orthopedics)
- Dr. Kara Johnson (General Practitioner)
- Dr. Ellen Bunch (General Practitioner)
- Dr. Peter Powers (General Practitioner)

Reporting Injuries

Injuries must be reported immediately to the sports medicine staff. When an injury occurs during practice or game, the sports medicine staff will attend to the injured athlete. If an athletic trainer is not present when the injury occurs, the coach must use his/her best judgement.

All ERAU coaches must be CPR/First Aid Certified. In an emergency situation, the coach should contact 911; in the result of any other injury the Sports Medicine Staff should be contacted (see below). The earlier the injury is reported, the quicker the injury is treated, and the faster the athlete can resume participation.

Minor injuries may be reported after practice. If an athlete has been examined or treated for an injury received during practice or competition and is permitted to return to participation, the athlete must report to the athletic training room after practice or competition for a re-evaluation.

- Stan Johnston, Head ATC office: 928-777-6930 cell: 323-697-6901
- Monica Surguine, Assistant ATC office: 928-777-6974 cell: 928-210-6212
Sports Medicine Procedures

When an Injury Occurs

The following section outlines the sequence of actions that need to take place when an injury occurs. It is important to note that not all injuries will be in direct supervision of the sports medicine staff due to limited personnel.

Injury Occurs

- Athletic trainer, intern, or coach covering the event surveys the injury and assesses the severity of the injury.

- If the injury involves unconsciousness, obvious deformity, sever bleeding, or any other life threatening situation, promptly call 911 followed by the sports medicine staff and campus safety. (DO NOT MOVE THE ATHLETE UNLESS IT IS ABSOLUTELY NECESSARY TO PERFORM CPR, RESCUE BREATHING OR OTHER LIFE SAVING TASKS)

- The athletic trainer, if present, is directly in charge of administering first aid and stabilizing the injured athlete however coaches may be necessary in aiding the athletic trainer.

- The athlete should never be moved if there is a possibility of a neck injury unless necessary for CPR or Rescue breathing. (Note: If the athlete needs these tasks a modified jaw thrust and proper log rolling techniques should be used.)

- All other non-emergency injuries must be assessed by an athletic trainer before returning to play.

Reporting for Treatment

Injured athletes are to report for rehabilitation and treatment between the hours of 11:00am - 4:00pm. It is the athlete’s responsibility to report for rehabilitation and treatment. Your coach will help enforce this. If the athlete does not show up for rehabilitation or treatment the sports medicine staff will assume that the athlete is in good health and is ready for full participation in athletics. If an athlete cannot make treatment times then he/she needs to contact the sports medicine staff immediately to make other arrangements for treatment and rehabilitation times. Athletes must be consistent with rehabilitation and treatment in order to return to play. Your coach will receive a daily injury and treatment log that indicates individuals' injuries and treatments.

Non-Sports Related Injury & Sickness

The Sports Medicine Staff may be contacted, but the athlete is responsible for their health care regarding that injury. The sports medicine staff can help the athlete with any decisions regarding the injury. Most minor injuries and sickness will be referred to the Wellness Center. An email will be sent to Wellness Center and the head coach will be cc’d. This correspondence will allow communication between the Sports Medicine Department and Student Wellness Center any limitations the athlete may have to activity. The Sports Medicine Department will be able to treat the injury if recommended by the Wellness Center.
Return to Play Decisions

The team physician and/or designee are the final authority for medical clearance. The Sports Medicine Staff in conjunction with the team physicians will collaborate in the care of athletic injuries, including holding and athlete out of practice and/or competition. This is done to provide the best possible care for that athlete. Coaches will be notified and must follow the directions of the Sports Medicine Staff in this situation. This protocol is in place to protect the coaches from legal liability and athletes from risk of further injury.

Insurance Coverage

Comprehensive Intercollegiate Athletic Insurance is provided by the college for the benefit of our scholar-athletes. This coverage is for all injuries resulting from a specific accident occurring during regular season practice, play or travel of the student’s particular sport.

Coverage is provided on an EXCESS basis. That means that should an injury occurs which requires medical attention outside our Athletic Training Facility, any claims for reimbursement of medical expenses incurred by the athlete must first be submitted to your primary insurance. If a balance remains after your primary insurance company has processed the bill, or the claim is denied, please send a copy of ALL itemized bills and the Explanation of Benefits (EOB) paid statement from your insurance company (or a copy of the denial letter) to the Sports Medicine Staff. The Sports Medicine Staff will assist you in submitting the claim to the insurance company for processing. Prompt submission is your responsibility.

This accident insurance does not cover (1) injuries sustained prior to the athlete attending the college (2) medical expenses incurred due to sickness or illness (3) Injury not directly related to official practice play, or travel for the sport.

Every student athlete must have physical examination by a physician designated by the, Embry-Riddle Aeronautical University Sports Medicine Staff, before they may participate in any NAIA sport at Embry-Riddle Aeronautical University. Athletes must check with the Sports Medicine Staff as to the date and times of exams. ALL ATHLETIC PHYSICALS WILL BE UPDATED ANNUALLY. At this time the athlete must report any irregularities or recent surgery to the physician and Athletic Trainer. This would include any disabilities such as vision, hearing and oral defects. FAILURE TO REPORT THESE DISABILITIES WILL RESULT IN THE STUDENT-ATHLETE ASSUMING FULL RESPONSIBILITY FOR ANY INJURIES INCURRED DUE TO PRIOR DISABILITIES.

The student athlete is responsible to report ALL injuries to the Athletic Training Staff as soon as possible. In order to maximize the probability of insurance coverage, the athlete will at NO time seek outside medical attention for an athletic related injury without prior consultation from the Sports Medicine Staff except in the case of an emergency. In the case of HMO policies, every effort will be made to follow the specific referral procedures for the scholar-athlete. This may require the student athlete to return home for an appointment with HMO participating physicians.
Sports Medicine Procedures

Failure of any injured athlete to keep treatment and/or rehabilitation appointments will be interpreted as the athlete's unwillingness to cooperate with the Sports Medicine Staff for the earliest possible return to the competition. The Head Coach will be informed of an athlete who fails to cooperate. The Sports Medicine Staff receives their direction and supervision from the treating physicians and the Director of Athletics. ALL ATHLETES are required to adhere to the Athletic Training Room rules and procedures. Decisions on the availability of an athlete for practice or game competition shall be the responsibility of the Sports Medicine Staff.

HOW TO FILE A CLAIM

1. Report your injury the Athletic Trainer.
2. Submit all outside services to your insurance carrier first and will follow normal co-pay requirements.
3. Submit all remaining bills and explanation of benefits (EOB) from your insurance company to the Athletic Training Staff. The Athletic Trainer will assist you in submitting these bills to the insurance company. The student athlete is responsible to secure all bills and payment receipts for submission.
4. Submit only those bills incurred within 24 months of date of the accident.

Any questions about a claim should be referred to the Sports Medicine Staff without delay.

So that the Sports Medicine Staff can organize and understand your benefits, please complete the enclosed Insurance Information Form. Athletes will not be permitted to practice or play if all of the online forms are not returned to the Athletic Training Facility. Please submit all documents by July 15th of the academic year.

Participation in intercollegiate athletic activities can be hazardous. It is extremely important for athletes to maintain appropriate conditioning and follow all instructions from their coaching staff.
Grievance Procedure

The following procedures have been established to help guide the scholar-athlete through a grievance with a staff member of the Intercollegiate Athletic Department or other scholar-athlete (with exception to cases that deal with gender/sexual discrimination or disability discrimination which will be investigated by the Dean of Students Office):

- The scholar-athlete must schedule a meeting with the Assistant Athletic Director and the staff member/scholar-athlete with whom he/she has a grievance and during this meeting inform the staff member of a potential grievance. During this meeting every effort will be made to resolve the situation through direct communication.

- If the situation is unable to be resolved to the satisfaction of the scholar-athlete, during this meeting and at this time the scholar-athlete will inform the Assistant Athletic Director they wish to continue the grievance procedure.

- The scholar-athlete must write a detailed statement describing the grievance and submit this statement to the Athletic Director within five (5) business days of his/her meeting with the Assistant Athletic Director and staff member.

- The Athletic Director will set an appointment with the scholar-athlete and Assistant Athletic Director within five (5) business days.

- Following the initial meeting between the scholar-athlete and Assistant Athletic Director, at the discretion of the Athletic Director a second meeting may be called to include the scholar-athlete, the individual against whom the grievance has been filed, the Assistant Athletic Director and the Athletic Director.

- Following this meeting, the Athletic Director will make a decision on the grievance and present it to both parties in writing within five (5) business days.

Unfounded Accusations and Lack of Supported Evidence in a Grievance

Embry-Riddle encourages open communication and supports the reporting of acts of discrimination or improper/unprofessional behavior by staff. When a grievance is brought forth and evidence or accusations are deemed to be uncorroborated, unsubstantiated or simply untrue, the individual who filed the grievance is at risk of dismissal from the team and loss of Grant-in-Aid. False accusations are a very serious matter and can have adverse effects such as dampening morale, exertion of emotional stress on victims and hindering future employment prospects for victims. False accusation is a form of defamation that results in an injury to the reputation of someone’s character.
ERAU Mental Health Counseling Services

Mental health counseling services are available to all ERAU students by a trained counseling professional. ERAU Counseling Services can provide a safe and confidential place to discuss concerns or problems that are interfering with personal growth and/or academic achievement. A trained counseling professional will assist by using a brief solution focused model that includes; active and empathetic listening and reflection, guided self-exploration, and structured exercises, to work toward improved functioning within the areas of concern.

Making an Appointment

Students may schedule a counseling appointment by calling or stopping by the Wellness Center. You will need to arrive 15 minutes prior to your appointment time to complete necessary paperwork. During your first appointment, you and your counselor will explore your concerns, and discuss what additional services may be helpful for you.

Crisis Appointments

When a situation is identified as an emergency or crisis and a student needs to be seen as soon as possible, every effort will made to accommodate that request.

Confidentiality

Confidentiality is extremely important to our staff and to the success of our services. The counseling staff will not release any information about your attendance or about what is discussed without your written permission. In certain cases of emergency intervention; suspected child abuse or neglect, treatment to minors, dangerousness to self or others, or court ordered testimony, state laws and professional ethics may mandate that we release specific information. Information will not be released to parents if students are over the age of 18, unless the student signs a release of information.

Services Offered

The function of ERAU Counseling Services is to provide the university community with mental health services aimed at maximizing the personal growth and development, emotional well-being and learning potential of ERAU’s diverse student population. ERAU’s Counseling Services offers a wide range of mental health, educational, career and consultative services to all students of ERAU. ERAU Counseling Services includes the following: short-term individual counseling, couples counseling, group counseling, consultation, outreach, and crisis intervention.
ERAU Mental Health Counseling Services

Individual Counseling

The number and frequency of individual counseling sessions will be agreed upon by you and your counselor. Concerns such as adjustment/transition to college life, grief resolution, relationships, family issues, substance abuse, eating disorders, self-esteem issues, lack of assertiveness, anxiety, and depression are some of the common concerns seen in individual counseling.

Crisis Intervention

A counseling professional is available 24 hours a day for emergency intervention and consultation. These emergencies typically involve student safety and well being, including suicidal thoughts or attempts, threats to others, sexual assault, severe depression, and anxiety.

Consultation

A counseling professional will talk with you about your concerns, offer you a professional view of the situation, and make appropriate recommendations when needed. This service is available to students, faculty, academic staff and university administrators who are concerned about an unusual, problematic or potentially harmful behavior.

Referral to a Community Agency

At ERAU Counseling Services we offer short-term brief solution focused counseling, and will provide referral information when appropriate, to community agencies for students whose needs are beyond the scope of Counseling Services.
REQUEST FOR APPROVAL OF ABSENCE FROM CLASS

STUDENT’S NAME (print) ____________________________________________

DATE: _______________________________________________________________________________________

I, ____________________________________________, understand that, upon approval of this request, it is my responsibility to make arrangements with individual instructors to make up any missed work.

SPONSOR NAME / DEPARTMENT (print name & department):

REASON FOR REQUEST:

DATE(S) OF ABSENCE(S): Actual times of departure are indicated on travel manifest.

CLASSES and INSTRUCTOR(S) AFFECTED:

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Sponsor’s Signature _______________________________ Date _________________

APPROVED _______________ DISAPPROVED _______________

AUTHORIZED UNIVERSITY OFFICIAL ______________________________________

DATE: _______________________________________________________________________________________

Officials (one signature only) include: Exec. Vice-President, Dean/Associate Dean of Students, Dean/Associate Dean of Academics, Dean of Colleges, Director of Wellness Center, and Athletics Director.

Revised 8/22/12 Class Attendance and Excused Absence PA3-13