2015-16
Division II

ATHLETIC DEPARTMENT
OPERATIONS &
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**Academic Calendar**

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The purpose of this Operations & Compliance Manual is to assist employees of the Department of Athletics at Mississippi College in the understanding and use of policies and procedures necessary to perform day-to-day operations and the guidelines for following NCAA rules. All employees will be expected to review and become proficient in the knowledge and use of these procedures throughout the academic year. By following the policies and procedures outlined in this handbook, the organization, productivity and consistency of the Department of Athletics should create a model for success.

Our goal is to create a positive working environment in which all employees will feel confident to handle the daily responsibilities placed upon them by the administration and other associated departments.

The Operations & Compliance Manual will not only serve as a means to unify the department in regards to procedures, it will also enhance communication both within the athletic department as well as across the campus as a whole.

Many of the policies and procedures found in this handbook are consistent with the Mississippi College Policies & Procedures Manual that is approved by the President of the College and confirmed by the Board of Trustees.

The Director of Athletics and the Assistant Athletic Director for Compliance/ Senior Woman Administrator reserve the right to make any changes to the existing policies that directly affect the Department of Athletics in an attempt to be compliant with changing NCAA and GSC rules.
The philosophy of intercollegiate athletics at Mississippi College is inherent to, and compatible with, the mission statement of Mississippi College. Particularly relevant to intercollegiate athletics at Mississippi College is the part of the mission statement which reads: “The mission of the College is to provide an opportunity for its students to realize personal values, achieve social competence, and prepare for a life of useful service. This mission is expressed as the College provides courses, activities, and an environment which stimulate the intellectual, spiritual, social, emotional, and physical development of its students.”

It is in keeping with the mission of Mississippi College that the Board of Trustees voted in 2012 for the university to seek to return as a member of Division II of the National Collegiate Athletic Association in the fall of 2013. Mississippi College is committed to the following NCAA Division II principles:

(a) Promoting the academic success of our student-athletes.
(b) Participating in intercollegiate athletics to benefit the educational experience of our student-athletes and the entire campus community.
(c) Preparing student-athletes to be good citizens, leaders and contributors in their communities.
(d) Holding prospective and enrolled student-athletes and themselves (including Institutional staff members, the president and athletics personnel) to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at large.
(e) Offering an opportunity to participate in intercollegiate athletics by awarding athletically related financial aid to its student-athletes.
(f) Balancing the role of the athletics program to serve both the institution and the general public.
(g) Maintaining institutional control as a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. Therefore, all funds supporting athletics will be controlled by the institution, and will operate within the institutionally approved budget.

Mississippi College, as well as the 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 and that the educational well-being and academic success of the participating student-athlete is of primary concern.

The intercollegiate athletics programs at Mississippi College are committed to adhering to the rules and regulations as well as the expectation of self-enforcement of the National Collegiate Athletic Association (NCAA) and the Gulf South Conference (GSC).

**Mississippi College Mission Statement**

Mississippi College, governed by a Board of Trustees elected by the Mississippi Baptist Convention, is a private, co-educational, comprehensive university of liberal arts and sciences and professional studies dedicated to the pursuit of academic excellence. Founded in 1826, Mississippi College is the oldest institution of higher learning and the largest private university in the state of Mississippi. As a Christian institution, Mississippi College values the integration of faith and learning throughout the educational process.
Consistent with its Baptist heritage and relationship to the Convention, Mississippi College provides a quality Christian education for its student population. Students select the university because of the quality of its academic programs, Christian environment, and location. The university strives to recruit students who demonstrate excellence in scholarship, leadership, and church/community involvement. The majority of students come from Mississippi and other southeastern states.

Mississippi College stimulates the intellectual development of its students through the liberal arts and sciences and concentrated study in specialized fields, including pre-professional and professional programs. Furthermore, the university environment promotes the spiritual, social, emotional, and physical development of its students and encourages them to utilize their skills, talents, and abilities as they pursue meaningful careers, life-long learning, and service to God and others. The university emphasizes those undergraduate, graduate, and professional programs which offer opportunities for service. Additionally, the university reflects its responsibility of service to the community through a variety of learning opportunities and numerous cultural enrichment experiences.

Mississippi College is committed to excellence and innovation in teaching and learning. The university seeks to employ and retain faculty who are dedicated to teaching/learning and advising students, who support and engage in scholarship and creative activities that advance knowledge, and who seek to continue their own professional development. The university also seeks to employ and retain staff and administrators who are equally dedicated to supporting these efforts. Furthermore, the university seeks employees who reflect Christian values and a commitment to service. Mississippi College is an equal opportunity employer in accordance with Title VII and applicable exemptions.

**Our Vision**

Mississippi College seeks to be known as a university recognized for academic excellence and commitment to the cause of Christ. By embracing the Mission and Vision of Mississippi College the members of the university community are striving to practice and promote:

- **Fidelity** - We commit ourselves to the life and teachings of Christ Jesus.
- **Integrity** - We strive daily to exhibit Christ-like character.
- **Inquiry and Knowledge** - We pursue knowledge and truth.
- **Service** - We use our gifts, talents, and abilities to advance the genuine well-being of our community and promote Christian values.
- **Respect** - We commit to building a community that challenges, inspires, liberates, and ultimately transforms.
- **Excellence** - We utilize our God-given gifts to the best of our abilities in order to produce the highest quality of work.
- **Stewardship** - We carefully shepherd our resources.

**Athletics Department Mission Statement**

The purpose of the Department of Intercollegiate Athletics at Mississippi College is to enhance the educational experiences of our student-athletes and to benefit the entire campus community. Our mission is to promote the spiritual, social, emotional and physical development of our student-athletes while embracing the Division II model for a balanced program of learning and development. Our primary focus is to provide a supportive environment for our student-athletes and a work environment for our coaches and staff that provides equal opportunity and is free from illegal discrimination. The Department is committed to providing an educational environment which will encourage student-athletes to successfully complete all academic requirements for their particular field of study and to provide opportunities that will allow them to utilize their skills, talents and abilities to become good citizens, leaders and contributors in their communities.
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 and that the educational well-being and academic success of the participating student-athlete is of primary concern. Members of Division II support the following principles. A member of Division II:

- Believes in promoting the academic success of its student-athletes, measured in part by an institution’s student-athletes graduating at least at the same rate as the institution’s student body;
- Believes that participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;
- Offers opportunities for intercollegiate athletics participation consistent with the institution’s mission and philosophy;
- Believes that championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions;
- Believes in preparing student-athletes to be good citizens, leaders and contributors in their communities;
- Believes in striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors;
- Believes that institutional staff members, including presidents and athletics personnel, shall hold prospective and enrolled student-athletes and themselves to the highest standards of personal conduct at all times, including exemplary behavior that reflects respect for the rights and dignity of opponents, teammates, officials, other students and the community at-large;
- Believes in scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;
- Recognizes the need to “balance” the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state);
- Offers an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes;
- Believes that institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership.
The National Collegiate Athletic Association (NCAA) is the primary association that governs and controls Intercollegiate Athletics on the national level.

The NCAA Division II transition process for Mississippi College is:

- **Provisional Year One:** August 2013 – June 2014
- **Provisional Year Two:** July 2014 – June 2015
- **Provisional Year Three:** July 2015 – June 2016
- **Active Division II membership:** July 2016

Mississippi College is a member of the Gulf South Conference and will play a Gulf South Conference schedule beginning in the fall of 2014. Gulf South Conference member institutions include:

- University of Alabama-Huntsville
- Christian Brothers University
- Delta State University
- Lee University
- University of North Alabama
- Shorter University
- Union University
- Valdosta State University
- University of West Alabama
- University of West Florida
- University of West Georgia

*Florida Institute of Technology (affiliate member in Football)
*Spring Hill College (affiliate member in Men’s Soccer)

Mississippi College is also a member of the National Christian College Athletics Association (NCCAA) and will participate for NCCAA National Championships in sports qualifying during the regular season. Individual sports may qualify based on regional requirements for the particular sport.
INSTITUTION CONTACTS

President
Lee G. Royce

Faculty Athletic Representative
Tom Williams

Athletic Director
Mike Jones

Assistant Athletic Director for Compliance/Senior Woman Administrator/Deputy Title IX Coordinator for Athletics
Susan Musselwhite

Chair of the Intercollegiate Athletic Committee
Gerald Hasselman

Chair of the Compliance Committee
Susan Musselwhite

Registrar
Dr. Ginger Robbins

Director of Financial Aid
Karon McMillan

Title IX Coordinator
Dr. Debbie Norris
ATHLETIC OVERSIGHT COMMITTEES

INTERCOLLEGIATE ATHLETIC COMMITTEE

Responsibilities: The Intercollegiate Athletic Committee (IAC) acts in an advisory capacity to the President of the University pertaining to matters involving the Department of Intercollegiate Athletics. This committee will have the responsibility to review any and all facets of the Athletic Department including student-athlete well-being issues, the EADA report, graduation rates of student-athletes, student-athlete reinstatement cases, violation report summary and a periodic review of the compliance program to ensure the Institution is meeting the requirements of NCAA rules and regulations governing student-athletes. The Chair of the IAC should meet annually with the President of the University and discuss any areas of concern.

Selection of Members: Non-faculty members are appointed by the President of the University. Faculty members are selected by the President of the University in cooperation with the Vice President for Academic Affairs and the Executive Committee of the Faculty Council.

Current Members:

- Gerald Hasselman, Chair Associate Professor of Teacher Education
- Glenn Antizzo Associate Professor of History & Political Science
- Teresa Floyd Professor of Math
- Mike Jones Athletic Director
- Don Locke Dean of the School of Education
- Eddie Mahaffey Professor of Christian Studies
- Suzanne McDonough Faculty Council President
- Karon McMillan Director of Financial Aid
- Susan Musselwhite Assistant Athletic Director for Compliance/SWA
- Ginger Robbins Registrar
- Lloyd Roberts Professor of Business
- Steve Stanford Vice President for Governmental Relations/Facilities
- Tom Williams Faculty Athletic Representative
- Merle Ziegler Professor of Communications

COMPLIANCE COMMITTEE

Responsibilities: The Compliance Committee will serve as a sub-committee and will report directly to the Intercollegiate Athletic Committee with the sole purpose of periodically reviewing the compliance policies and procedures. Recommendations from the committee will be communicated to the Intercollegiate Athletic Committee, as well as to the Athletic Director and/or President. The committee will meet minimally each semester. However, with a transition to NCAA Division II the committee will initially meet on a more frequent schedule which can include monthly or weekly meetings as needed.

Selection of Members: All members of this committee will be selected based on the Administrative position that they hold on campus.
**Current Members:**

- Susan Musselwhite, *Chair*  
  Assistant Athletic Director for Compliance
- Mike Jones  
  Athletic Director
- Tom Williams  
  Faculty Athletic Representative
- Karon McMillan  
  Financial Aid Director
- Dr. Ginger Robbins  
  Registrar
- Dr. Mark Hughes  
  Dean of Enrollment Services
- Mei Chi Piletz  
  Executive Director of the Office of Global Education
- Becky Scott  
  CFO/Business Office Representative

**TITLE IX – GENDER EQUITY COMMITTEE**

**Responsibilities:** The Title IX – Gender Equity Committee will serve as a sub-committee and will report directly to the Intercollegiate Athletic Committee.

**Selection of Members:** All members of this committee will be selected due to the Administrative position that they hold on campus.

**Current Members:**

- Dr. Debbie Norris, Chair  
  Institution’s Title IX Coordinator
- Bill Townsend  
  University Legal Counsel
- Susan Musselwhite  
  Assistant Athletic Director/SWA/Deputy Title IX Coordinator for Athletics
- Mike Jones  
  Athletic Director
- Tom Williams  
  Faculty Athletics Representative
OVERVIEW

Compliance with Title IX in Athletics requires MC to effectively accommodate the underrepresented sex in three broad areas: participation, athletic scholarships, and a “laundry list” of services affecting the treatment of the underrepresented sex.

Three-Prong Test
An institution’s Title IX compliance is demonstrated by satisfying one of three prongs in the three-part test. A brief description of each prong is provided for reference.

- **Prong One**: Intercollegiate level participation opportunities for male and female students are "substantially proportionate" to their respective full-time undergraduate enrollments.
- **Prong Two**: The institution has a "history and continuing practice of program expansion" for the underrepresented sex.
- **Prong Three**: The institution is "fully and effectively" accommodating the interests and abilities of the underrepresented sex.

In 2010 the Office of Civil Rights (OCR) issued guidance for third-prong compliance. That letter details the OCR expectations for efforts to evaluate interests and ability to compete in sports. Those efforts are expected to include the examination of multiple data sources. The use of a survey of admitted and enrolled students is not sufficient alone to demonstrate compliance. The letter provides clear suggestions for development and implementation of surveys as one of many evaluative tools.

I. Athletic Participation that is equitable - Non-Discriminatory

MC seeks to comply with the Title IX requirement for non-discriminatory athletic participation through Prong Three of the Three-Part Test for Equitable Participation. Prong Three assesses the "interests and abilities" of the underrepresented sex at MC.

Responsibility

It shall be the responsibility of the Title IX/Gender Equity in Athletics Committee to gather information, develop and propose University policies and actions necessary to effectively accommodate the interests and abilities of the underrepresented sex with respect to participation in intercollegiate athletics.

The Title IX/Gender Equity in Athletics Committee will make recommendations to the President, consistent with Title IX, with respect to varsity intercollegiate athletics. The Legal Counsel to the President will provide advice and counsel to the Title IX/Gender Equity in Athletics Committee on an as-needed basis.

The President shall be the final authority for all decisions related to the discontinuation or upgrading of varsity intercollegiate athletic opportunities.

Reporting Requirements

The Title IX/Gender Equity in Athletics Committee will make a report to the President, the Legal Counsel to the President, and the Title IX Coordinator by July 1 of each reporting year. The data will be a combination of annual data and surveys from odd numbered years. The report will include appropriate recommendations and address specific issues related to compliance with the interests and abilities of the underrepresented sex for varsity athletics participation. Each October, the institution will submit the EADA report to the federal government.
II. Assessment of Interest and Abilities (Prong Three of the Three Part Test)

There are three areas to review to assess “interest and abilities”

1. Whether there is unmet interest in a particular sport.
2. Whether there is sufficient ability to sustain a team in the sport.
3. Whether there is a reasonable expectation of competition for the team.

1. MC uses multiple non-discriminatory assessments and indicators to measure unmet athletic interest among the underrepresented sex. Among the assessments and indicators are the following items:
   (1) Survey of all undergraduate students on odd numbered years.
   (2) An open forum during odd numbered years for any interested student to express interest in participation in a varsity sport or an intramural or club sport. The forum will be held in conjunction with the Office of Intramural Sports.
   (3) Input from students and admitted students submitted to the Title IX/Gender Equity in Athletics Committee.
   (4) A review during odd numbered years of participation by the underrepresented sex in intramural and club sports. Information will be submitted to the Title IX/Gender Equity in Athletics Committee by persons overseeing intramural and club sports every two years.
   (5) Annual surveys of varsity coaches, athletic administrators and others regarding equitable treatment in varsity sports and interest in particular sports.
   (6) Surveys of varsity athletes during odd numbered years. Topics include the equitable treatment of men and women in varsity sports and additional sports.
   (7) Statistics during odd numbered years about participation in high school sports, amateur athletic associations, and community sports leagues that operate in areas from which MC draws its students.

2. MC uses multiple indicators to assess whether there is sufficient ability among interested students of the underrepresented sex to sustain a team in a sport where interest is indicated. Indicators reviewed are as follows:
   (1) The athletic experience and accomplishments – in interscholastic, club or intramural sports of the interested students and admitted students.
   (2) The opinions of coaches, administrators, and athletes at the institution regarding whether interested students and admitted students have the potential to sustain an intercollegiate team.
   (3) If the team has previously competed at the club or intramural level, whether the competitive experience of the team indicates that it has the potential to sustain an intercollegiate team. In addition, measurement may be made for sustainable roster sizes in comparison to average roster size of other NCAA institutions.
   (4) Participation in other sports, intercollegiate, interscholastic or otherwise, that may demonstrate skills or abilities that are fundamental to the particular sport considered.
   (5) Tryouts or other direct observations of participation in the particular sport in which there is interest.

3. MC evaluates whether there is a reasonable expectation of intercollegiate competition for the proposed team in the institution’s normal competitive regions. Factors include:
   (1) Whether there are sufficient competitive opportunities offered by other schools against which MC competes.
   (2) Whether there are sufficient competitive opportunities offered by other schools in the geographic area, against which MC does not presently compete.
   (3) Whether there are sufficient competitive opportunities to meet NCAA or other applicable association requirements for the minimum number of contests per year.

III. Equitable Awarding of Athletic Scholarships

Overview
Athletics scholarship dollars are to be awarded to women and men at the same proportion as their respective rate of participation in the intercollegiate athletics program. Athletics financial aid spent (as opposed to budgeted) should be within 1 percent of student-athlete participation percentages (not undergraduate enrollment rates).

**Responsibility**

It shall be the responsibility of the Title IX / Gender Equity in Athletics Committee to annually review the awarding of athletic scholarships in comparison to student-athlete participation.

**Reporting**

The Title IX / Gender Equity in Athletics Committee shall annually prepare a report by July 1, for the previous academic year. The Report shall review Title IX compliance and make recommendations to the President for any steps necessary to fulfill the requirements for compliance with federal law while in alignment with NCAA rules and regulations.

**IV. Equitable Treatment – The “Laundry List” of Services**

The overall treatment of men and women on the intercollegiate level is expected to be equitable in the following areas, which is commonly referred to as the “Laundry List.”

The test for equity in treatment does not involve a sport-to-sport comparison but rather a comparison of treatment in the aggregate, i.e., are the men’s and women’s programs overall treated equitably in light of the unique nature of individual sports in each of these areas?

1. **Equipment and Supplies.** Quality, amount, suitability, maintenance and replacement; availability of equipment, apparel, adequate storage and supplies.

2. **Scheduling of Contests and Practice Time.** Equitable number of contests; number, length and time of day of practices; time of day of contests; preseason and postseason opportunities, including foreign tours.

3. **Per Diem and Travel.** Travel allowance, modes of transportation, housing furnished during travel, length of stay before and after competitive events, dining arrangements and per diem for institutional competition and other competitive opportunities (for example, under Bylaw 16).

4. **Academic Support Services.** Availability of, and equitable access to, academic support services that meet the needs of student-athletes based on individual student-athlete academic profiles and/or performance, and equitable criteria for obtaining assistance.

5. **Coaches.** Availability – full time, part time, assistant and graduate assistants. Assignment – training, experience, professional standing and other professional qualifications. Compensation – total rate of compensation package, duration of contracts, conditions relating to contract renewal, experience, nature of coaching duties, working conditions, and other terms and conditions of employment. Title VII and the Equal Pay Act have additional requirements in the area of compensation of staff and coaches.

6. **Locker Rooms, Practice and Competitive Facilities.** Quality, availability and exclusivity of practice and competitive facilities; quality and availability of locker rooms; maintenance and preparation of practice and competitive facilities.

7. **Medical and Training Facilities and Services.** Availability of medical personnel; availability and quality of weight training and conditioning facilities; availability and qualifications of athletics trainers; health, accident and injury insurance coverage; provision of medical and training expenses.

8. **Housing and Dining Facilities and Services.** Housing provided; special services as part of housing; dining arrangements.

9. **Publicity and Awards.** Availability and quality of sports information personnel; access to other publicity resources; quantity and quality of publications and other promotional devices; availability and quality of
institutional awards; opportunity for application and/or nomination for other outside awards (for example, NCAA, national or conference awards).

10. **Support Services.** Administrative, secretarial, clerical support and office space

11. **Recruitment of Student-Athletes.** Equitable opportunities for professional personnel to recruit; availability of financial and other resources for recruitment; equivalent benefits, opportunities and treatment of prospective athletes.

**Responsibility**
It shall be the responsibility of the Title IX/Gender Equity in Athletics Committee to regularly assess the “laundry list of services.” No single assessment instrument is satisfactory to analyze compliance in all the required areas. The Title IX/Gender Equity in Athletics Committee shall develop instruments and protocols sufficient to adequately review each of the required areas at a minimum of every four years.

**Reporting**
The Title IX/Gender Equity in Athletics Committee shall prepare a report for the President by July 1 each year reviewing the equitable treatment of student athletes using the “laundry list of services” as a guide. Recommendations will be based on surveys with coaches and athletes as well as surveys of the varsity student athlete population.
From its beginnings, Mississippi College has had a strong commitment to diversity. In December 1831, Mississippi College made history as the first coeducational college in the nation to grant a degree to a woman. This honorable heritage has been the foundation for the college’s continuing commitment to diversity. Today, Mississippi College is proud that its undergraduate population comes from various racial and ethnic minority groups. The Athletic Department has continued to meet or exceed the college’s undergraduate minority population. Mississippi College’s commitment to diversity is much more than initiatives taken by the Athletic Department. It has been a part of our campus culture from the very beginning.

Athletic Department Diversity Statement:
Mississippi College is a proud member of the National Collegiate Athletic Association and the Gulf South Conference. As such, Mississippi College is committed to abiding by all applicable rules and regulations. It is the mission of the Department of Athletics to promote the spiritual, social emotional and physical development of our student-athletes while embracing the Division II model for a balanced program of learning and development.

The Department is committed to providing an educational environment for our student-athletes and a work environment for our coaches and staff that provides equal opportunity and is free from illegal discrimination.

The University’s non-discrimination statement more fully expresses the position of Mississippi College. The University does not engage in prohibited discrimination on the basis of race, color, national or ethnic origin, sex, age, genetic information, veteran status, disability of the provision of services. Based upon the religious exemption of Title VII of the Civil Rights Act of 1964, Mississippi College has the right to discriminate on religious grounds in employment of faculty and staff to the extent that applicable law respects its right to act in furtherance of its religious objectives and mission. Pursuant to this exemption, Mississippi College does not discriminate on the basis of sexual orientation per se, but does discriminate on the basis of sexual misconduct, including, but not limited to non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior in conflict with the Christian and Baptist identity or faith mission of Mississippi College.

Athletic Department Diversity Plan

1. Program Area: Institutional and Athletic Department Commitment
   The Athletic Department has developed a Strategic Diversity Plan for Athletics and will continue working to ensure compliance with its commitment to diversity and increase awareness of the plan and its goals.

   Objective 1: Continue to ensure the Athletic Department’s commitment to and increase awareness of its diversity policies and procedures, programs, and projects as well as take distinct steps to promote and affirm diversity in athletics.
   - Publicize this plan on http://www.gochoctaws.com/.
   - Properly publish in athletics related publications.
   - Distribute to and educate staff and student-athletes.
   - Engage the Intercollegiate Athletics Committee to provide leadership and advocacy for this plan.

   Objective 2: Develop a diversity statement for the Athletic Department to be incorporated into the Athletic Department Mission Statement.
• Engage Intercollegiate Athletics Committee to write a diversity statement consistent with Mississippi College’s anti-discrimination statement.
• Modify the Athletic Department Mission Statement to include the new statement on diversity.
• Include the modified mission statement in the Student-Athlete Handbook, the Strategic Diversity Plan, and website.

2. **Program Area: Enrollment & Assessment**
The Athletic Department will continue to pursue the recruitment of diverse student-athletes and work with the Office of Institutional Research to assess athletics related diversity data to ensure our continual commitment to diversity.

**Objective 1:** Monitor the Athletic Department’s activities related to its commitment to diversity.
• Address issues that arise in athletics diversity and develop strategies to address deficiencies.

**Objective 2:** Maintain the percentage of minority student athletes at or above the percentage of minorities in the general student body population.
• Continue the recruitment of minority student athletes

3. **Program Area: Organization and Structure**
The Athletic Department will continue to observe and evaluate its organization and structure annually with an emphasis on encouraging and ensuring diversity.

**Objective 1:** Maintain, and improve as needed, educational efforts on diversity for all Athletic Department staff and student athletes.
• Incorporate commitment to the diversity statement in new athletic department employee appointment letters.
• Incorporate commitment to the diversity statement in all student athlete recruitment materials.

4. **Program Area: Participation in Governance and Decision-Making**
Continue to maintain and increase involvement of staff and student athletes from diverse groups in decision making and leadership roles.

**Objective 1:** Continue to increase involvement in decision making and leadership roles within the athletic department and campus community.
• Encourage diverse participation in the Student Athlete Advisory Committee.
• Recommend diverse candidates to represent the Athletic Department in University Committees.

5. **Program Area: Employment Opportunities**
Maintain the number of diverse Athletic Department staff and make new hiring decisions with the Athletic Department’s commitment to diversity in mind.

**Objective 1:** Continue to seek diverse candidates for positions within the Athletic Department.
• Encourage all staff involved in the hiring process to practice the Athletic Department’s commitment to diversity in the hiring process.
• Provide employment and/or volunteer opportunities for recent student athlete graduates from diverse populations within the department after graduation.
6. **Program Area: Programs & Activities**
Maintain and strengthen support for student athletes from diverse populations.

**Objective 1:** Provide a support system for student athletes from diverse populations to increase retention and success in these populations.
- Implement a Study Hall Policy that requires all student athletes to have designated study times.
- Host a required Student Athlete Orientation that includes presentations from Office of Student Success, Student Counseling Services Center, the Writing Center, and Career Services that educate student athletes about the academic resources available to them.
- Require student athletes who have been identified by their professors as “at risk” to meet weekly/bi-weekly with the Academic Advisor for Athletics.
- Provide academic scheduling tips by sport at Freshmen and Transfer Orientation sessions and by request to encourage academic success.
### 2015-16 Calendar & Red Letter Day Events

#### 2015-16 Athletic Department Staff Meeting Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1</td>
<td></td>
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<tr>
<td>October 5</td>
<td></td>
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<tr>
<td>November 2</td>
<td></td>
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<td>December 7</td>
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<td>February 1</td>
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<td>March 7</td>
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<tr>
<td>April 4</td>
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<tr>
<td>May 2</td>
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#### Fall 2015

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty/Staff Convocation</td>
<td>August 21</td>
</tr>
<tr>
<td>Student Convocation</td>
<td>August 22</td>
</tr>
<tr>
<td>Classes Start</td>
<td>(Night) August 24– (Day) August 26</td>
</tr>
<tr>
<td>Labor Day Holiday – Offices Closed</td>
<td>September 7</td>
</tr>
<tr>
<td>Preview Day</td>
<td>TBA</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 12-13</td>
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<tr>
<td>Homecoming</td>
<td>October 24</td>
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<tr>
<td>Athletic Fundraising Dinner</td>
<td>October 29</td>
</tr>
<tr>
<td>Preview Day</td>
<td>TBA</td>
</tr>
<tr>
<td>MAIS Football Championship</td>
<td>November 19-20</td>
</tr>
<tr>
<td>Thanksgiving Break</td>
<td>November 24-29</td>
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<tr>
<td>Final Exams</td>
<td>December 11-16</td>
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<tr>
<td>Staff Christmas Party</td>
<td>December 16</td>
</tr>
<tr>
<td>Graduation – <strong>Winter &amp; Spring Sport Coaches</strong></td>
<td>December 18</td>
</tr>
<tr>
<td>Christmas Holidays – Offices Closed</td>
<td>December 23 – January 3</td>
</tr>
</tbody>
</table>

#### Spring 2016

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Classes Start</td>
<td>January 11</td>
</tr>
<tr>
<td>Martin Luther King Holiday – Offices Closed</td>
<td>January 18</td>
</tr>
<tr>
<td>MAIS Basketball Tournament (tentative)</td>
<td>February 22-26</td>
</tr>
<tr>
<td>Region 23 Basketball Tournament</td>
<td>March 2-5</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 4-13</td>
</tr>
<tr>
<td>Easter Holiday – Offices Closed</td>
<td>March 28</td>
</tr>
<tr>
<td>Preview Day</td>
<td>TBA</td>
</tr>
<tr>
<td>Graduation – <strong>All Coaches</strong></td>
<td>May 6-7</td>
</tr>
<tr>
<td>Athletic Department Golf Tournament</td>
<td>May 27</td>
</tr>
</tbody>
</table>

#### Summer

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Freshmen Orientation I</td>
<td>June 1-2</td>
</tr>
<tr>
<td>Freshmen Orientation II</td>
<td>June 4-5</td>
</tr>
<tr>
<td>Transfer Orientation I</td>
<td>June 9</td>
</tr>
<tr>
<td>Independence Day Holiday – Offices Closed</td>
<td>July 4</td>
</tr>
<tr>
<td>Annual Staff Orientation Meeting</td>
<td>July 5</td>
</tr>
<tr>
<td>Transfer Orientation II</td>
<td>July 6</td>
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<tr>
<td>Freshmen Orientation III</td>
<td>July 7-8</td>
</tr>
</tbody>
</table>

#### August 2016

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Graduation – <strong>Fall Sport Coaches</strong></td>
<td>August 6</td>
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</tbody>
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**Note:** TBA indicates a tentative date.
Employee Expectations – Coaches Code of Conduct

- Coaches are expected to stay away from “student populated” social places.
- Coaches should avoid the use of profane and/or vulgar language. You should be conscious of what you say, who you say it to and who you say it in front of.
- Under Mississippi College and NCAA rules, tobacco products should not be used by the athletic department staff or by student-athletes at any time while representing the University or while on campus.
- Coaches should strive to be a positive Christian role model. Lead by example!
- Coaches should encourage student-athletes to complete the requirements for their particular degree in a reasonable amount of time.
- Coaches should encourage their athletes to be active members on all committees in which they participate.
- Coaches are expected to cooperate with and respect other departments and personnel on campus.
- Coaches are expected to follow and obey all parking regulations on campus and respect any special designated spaces. (Ex: handicap zones, fire zones, no parking zones, reserved spaces, etc.)

NCAA rules do not allow athletes to be transported by coaches for personal reasons or allow an athlete to use of a coach’s vehicle at any time. The only exception is to transport athletes to practice or competition site.

Graduate assistant coaches are considered members of the coaching staff and are expected to abide by all rules and regulations as such.

Coaches (including Graduate Assistants) are NOT permitted to play on the same team with currently enrolled student-athletes at any time during the year. This includes intramurals of the sport you currently coach!

Graduate Assistants will be required to work any special events at the request of the Head Coach and/or Athletic Director.
EMPLOYEE INFORMATION

Office Hours
Athletic Administrative Staff - Office hours are 8:00am – 4:30pm. (Includes the Athletic Director, Administrative Assistant, Secretary, Assistant Athletic Director for Compliance/ SWA, Assistant Athletic Director for Athletic Communications & Sports Information, Assistant Athletic Director for Athletic Development, Assistant Athletic Director for Sports Medicine, Assistant Athletic Director for Sports Performance, Academic Advisor for Athletics & Assistant Compliance, Equipment Manager, and the Director of Transportation & Special Events)

Coaching Staff - Athletic Department Office hours are 8:00am – 4:30pm. In an effort to support a life in the balance during non-competitive seasons coaches are expected to maintain regular office hours unless recruiting, but during competitive seasons, the daily schedule can be flexible as long as it is not unreasonable. Coaches will be expected to check phone messages and emails on a daily basis.

Office Areas
All employees are expected to keep office areas in a neat, orderly and professional fashion. Although it will be assigned to you it remains Mississippi College property. Be careful not to deface the walls when hanging items. Contact the Physical Plant for assistance hanging heavy objects.

"Go Green" Initiative
All employees are expected to support the University’s “Going Green” initiative through the following:
1. Energy Conservation – Power down (Turn Off) all computers, monitors, speakers, TVs, radios, coffee makers, fans/heaters, etc. in your office areas and turn off any office lights, closets, hallway and/or building lights before you leave for the day.
2. Recycle – The “Blue” trash cans in the office areas are to be used to recycle paper and plastics.

Tobacco-Free Campus
As of August 1, 2015, Mississippi College will become a “tobacco-free” campus. All employees and student-athletes are to refrain from using tobacco products while on campus. This includes office areas as well as other athletic department facilities or vehicles. Additionally, NCAA rules expressly prohibit the use of tobacco during all practice and competitions. (Bylaw 11.1.5)

Keys
Security is the responsibility of all employees. It is important that buildings, rooms, closets, cabinets, and equipment be locked and University property protected. Keys should NEVER be duplicated for any reason (unless approved by the Athletic Director) nor should they be given to student-athletes. Lost keys should be reported immediately to the Athletic Director.

To request keys contact the Administrative Assistant. Include the key number or door/gate you need to access, the number of keys you need, and with the account number via email.

Upon termination of employment, keys will be returned to the Athletic Director and checked in via the Departmental Separation Clearance checklist.

Mailbox
Athletic Department employees will be assigned a mailbox in the Administrative Assistant’s area where incoming and outgoing mail will be distributed. Employees are encouraged to check this mailbox daily.
and place any faxes, originals or copies left on the machines in the appropriate coach’s mailbox instead of leaving on the machine for confidentiality purposes.

**Staff Meetings**  
All athletic department employees are expected to attend staff meetings. The campus staff meeting with the President always falls on the *Tuesday after the first Monday of every month* unless otherwise noted. Athletic Department Staff Meetings will fall on the first Monday of each month (that offices are open) unless notified otherwise. *See the Red Letter Days Calendar for specific dates.*

**Red Letter Days**  
All coaches will be responsible for helping out with many activities throughout the year as assigned by the Athletic Director. Some of these activities are, but not limited to: Graduations, Preview Days, Orientations, Game Management for other sports, concessions, golf tournament, etc. *See the Red Letter Days Calendar in this manual for specific dates and other assignments.*

Red Letter Days, specifically Preview Days & Orientations, will require office hours for coaches. Office hours will be posted by the Athletic Director prior to the event. *(Vacations and recruiting visits are not exceptions to your attendance at these events.)*

**Dead Period for Events**  
“Dead period” means team events are not to be scheduled during special events that will prevent a student-athlete from being able to attend. This policy is in reference to student convocation, preview days, orientation days or required “Welcome Week” activities. Regularly scheduled season contests are exceptions to this policy.

**Additional Responsibilities**  
All coaches will be required to serve as Game Day Administrators when they are not in their traditional seasons of their sport. Schedules will be posted at the beginning of the semester and any changes must be coordinated among staff members and the Athletic Director notified of the change.

Coaches will also be expected to assist the Faculty Athletic Representative (FAR) in coordinating times and encouraging attendance for all graduating seniors and/or those that have exhausted eligibility to meet with the FAR and complete the exit interview survey. Interview times will be determined by the FAR.

**Community Service/Engagement**  
All coaches will be expected to perform community service projects with their respective teams throughout the year. Each sport should also look for opportunities to engage the community with our campus activities. NCAA Division II strongly supports the Make-A-Wish Foundation; therefore, consideration should be given for contributions and programming to this effort.

**Chain of Command**  
All coaches should discuss any department or sport specific issue with the Athletic Director or Senior Woman Administrator prior to involving any other member of the administration. The President of Mississippi College expects the proper chain of command to be followed in these situations. It is also a professional courtesy.
Contracts
Per Mississippi College policy, Athletic Department personnel may not enter into OR sign a contract on behalf of the institution or your program. All contracts must be signed by one of the President’s designees. (Exception – the Athletic Director can sign all bus and game contracts.)

Bonus Incentives
Bonus incentives apply to teams that win a Gulf South Conference Championship outright. Since Mississippi College has both male and female teams, bonus incentives will be rewarded per team that wins an overall championship. In addition, bonus incentives will also be rewarded for teams (not individuals) that qualify to advance to NCAA post season playoffs. The bonus incentive structure is as follows:

- **Gulf South Conference Championship:**
  - Head Coach: $1,000 bonus
  - Asst. Coach / Athletic Trainer / Sports Information / Equipment / Strength Coach: $500 bonus
  - Part-time / Graduate Assistants / Volunteers: $300 bonus

- **NCAA Qualifying Post Season Playoffs:**
  - Head Coach: $1,200 bonus per round
  - Asst. Coach / Athletic Trainer / Sports Information / Equipment / Strength Coach: $750 bonus per round
  - Part-time / Graduate Assistants / Volunteers: $600 bonus per round

- **NCAA National Championship:**
  - Head Coach: $5,000 bonus + each round
  - Asst. Coach / Athletic Trainer / Sports Information / Equipment / Strength Coach: $2,500 bonus + each round
  - Part-time / Graduate Assistants / Volunteers: $1,000 bonus + each round

**NOTE:** Athletic Trainers / Sports Information / Equipment / Strength & Conditioning will only qualify for the bonus one time per academic calendar year.

Championship Ring Policy
Teams that win a Gulf South Conference Championship will be allowed to fundraise to purchase championship rings per NCAA Division II Bylaw 16 guidelines.
SOCIAL MEDIA GUIDELINES
As an employee at Mississippi College, you have a responsibility to represent the University in a manner consistent with our mission. In addition, your words and actions are a reflection of the Athletic Department, your team, and your family.

This includes your participation in the world of social networking. Mississippi College supports your right to participate in online social networking sites (Myspace, Facebook, Twitter, etc.), and will not place any restrictions on the use of these sites. Please keep the following guidelines in mind as your participate on social networking web sites.

Coaches should refer to the NCAA Manual for specifics regarding the use of social media

- Use social media to help get the word out about MC and represent our school in a fashion that you would want to represent your family.

- Use it to be encouraging! Use more positive than negative comments.

- We encourage you to use #Go Choctaws when you are talking about your team or MC Athletics in general. This will give Sports Information the opportunity to use your twitter handle, which in turn will promote the school and your program even more.

- Social media, especially Twitter is one of many mediums through which you can build your “personal brand.” When people decide to follow you, they are investing in your brand because they believe you can add value to their timeline. Don’t craft useless tweets! Quality not Quantity!

- After composing a tweet, a post or putting a picture on Instagram, but before you send it, ask yourself: “Would I be comfortable saying this in front of my boss, or my pastor?” If the answer is no, discard it! Once you hit send, it’s there for the world to see.

- Remember to tweet/post things that are worthwhile and appropriate to share publicly. Do not use these media outlets to air dirty laundry. Things said in private meetings or issues within the department should not find their way on to public forums/sites.

- It is fine to display a sense of humor but don’t tweet/post at the expense of others.

- Re-tweeting or re-posting profanity is no different than using it. Keep information family friendly.

- Don’t tweet or post things after a tough day or a tough loss. Before posting things on emotion, sleep on it. Your followers will still be there tomorrow.

- Occasionally, give a shout-out to other teams on campus. Remember, in the end, we are ALL on the same team!

- If you feel like these guidelines prevent you from “keeping it real,” then this should be your cue to re-evaluate your definition of “keeping it real.” The Administrative Staff has your long term best interest in mind!

Employees can face discipline and even dismissal from their team for violation of the philosophies and mission of Mississippi College through inappropriate postings on web sites.
**Athletic Department Event Music Policy**

All music that is to be played at Mississippi College athletic events must be approved by the Athletic Department (*Head Coach and/or Assistant Athletic Director for Athletic Communications & Sports Information*). Head Coaches have the responsibility to listen to and approve any warm up music before the CD or iPod selections can be publicly played.

**Music Selection Considerations:**

- How do the music selections impact children and families in attendance?
- Is the music dishonoring to God? Every selection does not have to be a Christian song. But because of the lyrics or implied message of the song, will the selection possibly offend any in attendance?
- Please consider supplying a selection of music that features a variety of styles that will be enjoyable to both players and fans.
- Upbeat music that helps provide energy and a positive environment is encouraged.

**Rules and Regulations:**

- No music can be played that has been altered in any manner (bleeped, edited).
- No profanity.
- Music cannot promote the use of drugs, alcohol, violence or criminal activity.
- The selections cannot demean any specific group of people (race, gender, religious).
- The music cannot encourage or celebrate sex outside the context of marriage.

**Other Considerations:**

- Live music (i.e. MC Pep band) takes precedence over recorded music.
Mississippi College is an equal opportunity employer and is committed to making employment decisions on the basis of merit, in order to have the best available person in every job. The University prohibits discrimination on the basis of race, color, age, national origin, sex, physical or mental disability, or any other basis protected by applicable federal, state, or local laws. As a religious institution, MC retains the right to exercise religious preference in employing faculty and staff who agree with and support the religious mission of the University.

All Athletic Department personnel will be hired upon the recommendation of the Athletic Director and the final approval of the President of the University, as well as the Board of Trustees. As of August 1, 2014, all prospective coaches will be required to undergo a background check to verify a history of compliance with the NCAA Enforcement Staff and/or previous employers before final notification of hire may be granted.

**Contracts**
Contracts are kept on file with Human Resources. However, employment with MC is at-will, meaning that you may resign at any time with or without cause or notice, and MC may terminate your employment at any time with or without cause or notice. There is no promise that employment will continue for a set period of time, nor is there any promise that your employment will be terminated only under certain circumstances. The at-will nature of employment may only be changed in writing, and signed by you and the President of MC.

Athletic Department Staff contracts (including full time, part time, and graduate assistants) will include but not be limited to: disclosing outside income, conduct of athletic personnel, and required certifications, as well as the responsibility for the knowledge and compliance of all NCAA and Gulf South Conference rules and regulations and potential disciplinary actions for failure to comply.

**Payroll**
All employees at Mississippi College are paid bi-weekly, every other Friday (26 times a year). Employees are requested to complete a direct deposit form and receive their pay through direct deposit to their bank. Employees can have their check deposited into more than one bank account. Notification of direct deposit is sent via email on Thursday prior to Friday paydays. Attached to the email is the employee’s direct deposit advice. A password is required to open the attachment and the password can be obtained from the employee’s supervisor or the Human Resource or Payroll Office. Employees that do not have access to email receive their direct deposit advice in campus mail on Friday paydays.

**Identification**
All Mississippi College employees are assigned a Mississippi College Identification Number (MCID). The Office of Public Safety (in Alumni Hall) issues all employees a picture Identification Card and Name Badge with their MCID number upon employment, free of charge. Name Badges are to be worn as official identification while at work or during special events.

**Parking**
Mississippi College employees will be required to register any vehicles parking on campus through the Office of Public Safety. A parking decal will be issued and should be applied to your vehicle in the appropriate location. Employees are expected to park in designated areas for Faculty/Staff. Campus parking maps may be picked up in the Office of Public Safety or viewed on the website at www.mc.edu.
**Drug Testing**
Mississippi College is a drug-free workplace and drug use/abuse will not be tolerated. Employees will be tested prior to their employment and are subject to random samples at any time. *(Refer to Drug & Alcohol Policy in this manual and/or Policy 3.21 in the Procedures Manual for all Mississippi College Employees.)*

**Disciplinary Procedures**
Any violation of University, Gulf South Conference or NCAA policies and/or rules and regulations, or other improper behavior may warrant corrective discipline or termination. Although employment may be terminated at will by the employee or MC without following any system of corrective discipline, MC may, in its sole discretion, utilize corrective discipline if deemed appropriate under the circumstances. Such corrective discipline may involve, for example, verbal warnings, written warnings, and/or suspension prior to termination of employment. However, exceptions or deviations from this procedure may occur whenever, in MC’s opinion, circumstances warrant it.

**Termination/Resignation/Retirement**
Employees that are terminated/resign or retire from their position at Mississippi College must leave or return all equipment that is the property of Mississippi College. It is the property of Mississippi College if it can be tracked through a purchase order or pay order as being purchased from a Mississippi College account. *(Coaching apparel is not included.)*

**Annual Evaluation**
All employees will be subject to yearly evaluations to be conducted by their department supervisor and forwarded to the President. Performance based raises will be determined by the President and Department Supervisor and will be based on how well the employee meets the expectations related to job responsibilities within the department. Athletic Department employees will be evaluated considering the following areas:

- Commitment to compliance of MC, Gulf South Conference and NCAA Rules
- Commitment to Ethical Conduct
- Commitment to Student-Athlete Academic Performance
- Commitment to Student-Athlete Well-Being
- Quality and/or progress of your program including competitive success
- Attendance at Staff meetings and “Red Letter Days”
- Participation in fundraising for the Athletic Dinner
- Participation in fundraising for the Golf Tournament
- Cooperation within the department and the campus community

**Holiday/Vacation Guidelines**
Mississippi College observes the following holidays each year: Labor Day, Thanksgiving Break (Nov 25-30), Christmas Break (Dec 23 - Jan1), New Year’s Day, Martin Luther King Day, Monday After Easter Sunday, Memorial Day and Independence Day.

Other vacation time may be used during the months of June and July with the approval of the Athletic Director. Vacation time should be planned around the “Red Letter Day” Events. If you will be away from campus for an extended period of time, you must notify the Administrative Assistant as to how long you will be gone and when you will return.
Benefits
Full-time personnel will receive the same benefits package as all full-time employees of the University. This includes Health, Dental, Vision, Life, Long Term Disability & Retirement plans. For more information, refer to the Mississippi College Benefits Summary document posted under Human Resources on the campus M:drive or contact the HR office.

Procedures for Hiring Full-time / Part-time Employees:

1. The Hiring Supervisor will complete a Request to Recruit Form, obtain signatures of Managers/Department Chair and Vice President and forward to Director of Human Resources. The following documents must be attached to the Request form:
   a. Updated job description of the position
   b. If this is not a request for a new position, attach a copy of the resignation letter of the employee leaving the position.

2. The Director of Human Resources will review the Request to Recruit to verify information and forward to CFO and President for approval. The Director of Human Resources sends a copy of the approved Request to Recruit to the Hiring Supervisor.

3. If indicated on the Request to Recruit form the Director of Human Resources will post the position on the Mississippi College website. Applicants are instructed to email or mail application documents to the Office of Human Resources. Human Resources will electronically forward these documents to the Hiring Supervisor. Applicants are instructed to send the following documents:
   a. Cover Letter
   b. Resume
   c. Completed and signed copy of Mississippi College Staff Application

4. After the interview process and a candidate is selected, the Hiring Supervisor will complete the Staff Employment Recommendation, obtain signatures of Managers/Department Chair and Vice President and forward to Director of Human Resources. The Director of Human Resources will review the Employment Recommendation to verify information and forward to CFO and President for approval. No offer of employment may be made before approval by the President. The following documents must be attached to the Recommendation form:
   a. A copy of the approved Request to Recruit
   b. Candidate’s MC Employment Application

5. The Director of Human Resources will notify the hiring supervisor when the Staff Employment Recommendation Form is approved and the position can be offered. The Hiring Supervisor is responsible for communicating to the candidate that the offer is contingent on successful drug screening and a background check. If the applicant is a coach, the background check will include verification from a previous school and/or the NCAA Infractions Office to ensure a history of compliance.

6. The Director of Human Resources will prepare an Employment Letter, signed by the President, setting forth the terms of the appointment. Any understanding, promise, term, condition or representation not included in the employment letter is of no effect.
7. The Hiring Supervisor is responsible for writing a letter to all candidates interviewed and not selected for the position.

8. The Human Resources Office will notify the hiring supervisor when FINAL approval is given. At this time the Administrative Assistant may order business cards, issue keys, and order nameplates for the employee’s office door.

**Graduate Athletic Assistants: (GAAs)**

Each sport will be allowed to have at least one graduate assistant each year. Coaches must screen applicants and select those that can responsibly handle the position and meet the mission of the University on and off the playing field. Coaches are expected to allow the Athletic Director to interview all Graduate Assistants prior to being hired.

- Graduate Assistantships are paid salary positions as “Staff” employees without benefits. *(No tuition remission will be credited on accounts.)*

- Graduate Assistant required working hours may be adjusted by the Athletic Director to match skills and duties, but may not average less than 10 hours or more than 20 hours per week.

- GAs must be admitted and enrolled in at least 6 hours of a Graduate-degree seeking program to qualify for an assistantship. If a GA drops below the 6 hour requirement during a semester, the assistantship is terminated.

- Payments for Graduate Assistantships will be made through the University’s bi-weekly payroll.

- GAs are expected to pay for all tuition, fees and books in a timely manner. Allowances for extra time to pay student accounts will be granted by the Business Office as long as the GA is making regular payments on his/her account; however, ALL balances must be paid in full by the end of the last day of exams.

- All Assistantships are taxable. However, since the student is enrolled in class, the income is NOT subject to FICA taxes. The income is subject to federal and state income tax, and each student should consider his/her specific tax situation and submit tax withholding forms accordingly.

*International Graduate Assistants can choose to receive either the International scholarship or the graduate assistant scholarship, but cannot receive both.*

**Procedures for hiring a NEW Graduate Assistant:**

1. Student completes entire Graduate Assistant Application Packet.

2. Completed Graduate Assistant applications are to be returned to the Head Coach for a signature and then forwarded to the Athletic Director for final approval.

3. The Athletic Director will initiate the recommendation by completing the Departmental Recommendation form.

4. Departmental Recommendation and completed GA Application Packet are sent to Graduate Office by the recommending department.

5. Graduate Office approves recommendation.
6. Graduate Office sends approved recommendations to CFO for approval.

7. CFO forwards on to Human Resources for hiring.

8. Graduate Assistant is hired as a **staff employee**, not faculty – no contract/letter from Academic Affairs.

**Procedure for hiring a RETURNING Graduate Assistant:**
1. Department initiates the recommendation.

2. Departmental Recommendation form must be completed each year.  
   *The GA Application packet does NOT have to be completed for a returning GA.*

3. Departmental Recommendation is sent to Graduate Office.

4. Graduate Office approves recommendation.

5. Graduate Office sends approved recommendation to CFO for approval.

6. CFO forwards on to Human Resources for continued employment.

7. Graduate Assistant is notified of rehire by Human Resources.

**Work Study – Student Employees –**

**Procedure for hiring a Work Study-Student Employee:**

1. Coaches should send a list of potential work study candidates to the Administrative Assistant. The Athletic Department will allow 8 hours of work study per week. Hours will be distributed on the basis of hiring approval. *(Therefore, coaches should not make promises to student athletes.)*

2. The Administrative Assistant will verify with the Financial Aid Office those students that qualify for work study. *Because of limited financial resources, federally qualified students are preferred for work study in the athletic department. Exceptions will be handled by the Athletic Director on an individual basis.*

3. The Administrative Assistant will notify the supervisor of which students are approved for work study.

4. The student will then go to [www.mc.edu/career](http://www.mc.edu/career) and create an account.

5. The student will be required to upload a resume for Career Services to approve. Once approved, the student may apply for available positions online.

6. When the student applies for a position the supervisor will be notified via email. The supervisor will be responsible for screening the applicants and selecting dependable candidates.
7. The students selected will then be offered the position via email and they will have to accept the position online to continue the process.

8. Once the student accepts the position they will be sent an email with the necessary paperwork to complete and return to the Administrative Assistant. The paperwork will include the following:

- **Student Employment Form**
- **Career Services Document Attachment**
- **I-9 Form completed by the employee**
- **I-9 Form completed by the hiring department/office**
- **I-9 Verification documents attached (Passport / Driver’s License / Social Security Card)**
- **Drug Free / Family Education Rights and Privacy Act (FERPA) Form**
- **ACA Marketplace**
- **W4**
- **State tax form**
- **Direct Deposit**

9. The Administrative Assistant will then send the completed paperwork to the Financial Aid Office.

10. Once approved, Financial Aid will forward the forms to the Payroll Office for e-verification.

11. The Payroll Office will then notify the Administrative Assistant as to the final approval and when the student can begin work.

12. The Administrative Assistant will notify the supervisor of the approved start date and work may begin.

13. Student employees are accountable to the area assigned as agreed upon with the Athletic Director and under direct supervision of the staff member in charge.

14. The supervisor is responsible for submitting a time sheet for each student approved for work study. Time sheets must be signed by the student and the supervisor and are due every other Thursday by 12:00 p.m. to the Administrative Assistant. *Failure to turn in a time sheet signed by the student and the supervisor will result in the student not receiving a paycheck for that pay period.*

15. The student’s education is their first responsibility; however, if the student is unable to perform the assigned duties jointly agreed upon by the student, and his/her supervisor, the student’s employment will be terminated.

**Educational Benefits**
Mississippi College supports the continuing education of all employees per the following:

- **Educational Assistance for Employees**: Full-time non-faculty employees that have been employed at least six months are eligible for educational assistance for coursework taken Mississippi College. An annual amount of educational assistance up to the IRS limit ($5,250) is available to qualified employees. “Annual” is defined as a calendar year. The employee pays the miscellaneous fees related to the course and is responsible for required books. No courses may
be taken during normal working hours without approval of the appropriate vice president; and in the event such an exception is made, assurance must be given that the employee’s work station will be appropriately covered and that his/her work day is rescheduled to provide a normal work week. For more information regarding the Tuition Scholarship benefit, see Mississippi College Policies and Procedures 3.23.

• **Tuition Scholarships for Employee Dependents and Spouses**: The University offers full-time tuition remission to dependents (spouses and children) of full-time faculty and staff. This benefit is for **tuition only** and applies only to work taken for credit toward a baccalaureate degree at Mississippi College. Fees for laboratories, materials, special instruction (such as Applied Music), student activities, and health fees are borne by the student or employee parent. In return for this scholarship the employee parent will pay a fee of $40 each regular session and $25 for each summer session in addition to the fees mentioned above. Students receiving reduced-fee tuition must have and maintain a cumulative quality point ratio of at least 2.0 for the scholarship to continue.

• **One-half Graduate Tuition Scholarship for dependent Children through age 25 and spouses of full-time employees** is available and applies to work taken for credit toward a graduate degree at Mississippi College. This provision does not include tuition for those enrolled in the School of Law or the Physician’s Assistants Program.

For more information regarding the Tuition Scholarship benefit, see Mississippi College Policies and Procedures 3.23 and 3.24.

**Procedures for Employment Separation**

1. The hiring supervisor should request a **Letter of Resignation** from the employee if the separation is voluntary or have management approval and documentation if the separation is involuntary.

2. The hiring supervisor will meet with the employee and issue an **Exit Interview Survey** and coordinate a date and time to meet with the outgoing employee.

3. On the designated date, the hiring supervisor will review the items on the **Departmental Separation Clearance** and have the outgoing employee sign the form to verify all information regarding email accounts, insurance and retirement benefits has been discussed.

4. The hiring supervisor will be responsible for collecting all items to be returned to the University including, but not limited to:
   - Keys
   - Credit cards
   - ID cards
   - Manuals

5. The hiring supervisor will discuss and collect the **Exit Interview Survey**.

6. The hiring supervisor will sign the **Departmental Separation Clearance** verifying all items have been returned and then submit these forms to the Human Resources Office.

7. The Human Resources Office will then notify all affected offices of the separation.
Mississippi College places a high priority on acceptance of individual responsibility to act in a manner that is consistent with the principles of the university as expressed in the policies, rules, and procedures. It is important to provide formal mechanisms to review employee concerns that rights provided for them under university policies have been impaired. At the same time, the university expects that faculty and staff employees will present their concerns in a timely manner that will facilitate the prompt resolution of their complaints and that will minimize the disruption of the educational and administrative tasks of the institution. Grievance procedures are in place for current Mississippi College employees and are not applicable to termination or non-renewal of contract decisions.

- Confidentiality: Grievance records will be maintained as confidential apart from Human Resources files, and all meetings and conferences will be held in a confidential setting.

- Time Limitations: When any action which is required to be taken within a specified time period is not taken in time, the following will apply:

  If the grievant fails to act within the time limits provided herein, the university will have no obligation to process the grievance and it will be deemed withdrawn.

  In the case where the university administration fails to act in time, the grievant may proceed to the next review level, in which case any subsequently issued decision on the matter at the bypassed level will be void.

- Frivolous and False Charges: This policy shall not be used to bring frivolous or malicious charges against the institution or its employees. Grievances made in bad faith will result in disciplinary actions against the person making the false charges.

- Non-Retaliation: Grievant filing claims in good faith shall not be subject to retaliation for making or pursuing such claims. Likewise, faculty or staff providing evidence in the grievance process on behalf of or against another’s claim shall not be subject to retaliation for their participation in the grievance process.

- Assistance with the Grievance Procedures: Any employee wishing assistance in officially addressing a grievance through the stated procedures may request such assistance from the Human Resources Director. In consultation with other administrators, the Human Resources Director will either choose to assist directly or to recommend an individual to the grievant who will assist in communicating the relevant issues involved to the individuals outlined in the stated procedures. If agreed upon by the grievant, this individual will assist the grievant through the procedures as long as requested. However, this assistance does not reduce the involvement of the grievant, which includes signing all statements and communications submitted on his or her behalf, being present as requested during each step of the process, or answering questions directly in the course of an inquiry. Moreover, acquiring assistance does not alleviate any responsibilities of the grievant from adhering to the procedures as outlined.

- Maintenance of Grievance Records: All grievance records shall be retained by the University for a minimum of three years following final disposition of the grievance.
Procedures for filing a grievance are as follows:

Non-Faculty Employees

1. A non-faculty employee of the university who feels he/she has been aggrieved by a decision, action, or non-action of his/her supervisor or the university may file a written statement of the grievance with his/her immediate supervisor within ten (10) working days of the alleged decision, action or non-action. The statement must include a detailed description of the alleged grievance and the specific remedy desired.

2. The supervisor must analyze the facts and provide a written response to the employee, with appropriate reasoning for the decision, within fifteen (15) working days following receipt of the grievance.

3. If the employee is dissatisfied with the supervisor’s response or fails to receive a response within the time limits, the employee has five (5) working days to proceed to the vice president who supervises the area. In the event that the employee’s supervisor is a vice president, the employee may appeal to the President.

4. If an appeal is pursued to the vice president, the appeal should include copies of the original grievance and the supervisor’s response. The vice president will investigate the matter either personally or through an appointed designee or panel. A written decision will be delivered, with appropriate reasoning for the decision, within twenty (20) working days of the date the grievance was received in the vice president’s office.

5. If the employee is dissatisfied with the vice president’s response or fails to receive a response within the time limits, the employee has five (5) working days to proceed to the President of the university.

If an appeal is pursued to the President, the appeal should include copies of the original grievance and the responses received in intermediate steps preceding the appeal to the President. The President may base his/her findings on the record or may, at his/her discretion, conduct an investigation. The President’s written decision will be delivered, with appropriate reasoning for the decision, within twenty (20) working days, and the decision of the President is final.

For those employees who answer directly to the President, an aggrieved employee may file his/her grievance with the Chairman of the Board of Trustees who may handle the matter personally or who may appoint another Board member to handle the grievance. The decision of the Chairman of the Board shall be considered final.
Sexual Harassment / Sexual Assault
Mississippi College is committed to maintaining an environment that is free from sexual harassment. In keeping with this commitment, we do not tolerate sexual harassment by anyone, including students, faculty, staff or vendors of the University. The Office of Civil Rights of the U.S. Department of Education defines sexual harassment under Title IX of the Education Amendments of 1972 as consisting of “verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX.”

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct based on sex when: (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment or education; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment. Sexual harassment encompasses any sexual attention that is unwanted and can take many forms, but most sexual harassment falls into three categories: verbal, visual, and physical.

Sexual harassment is especially serious when it threatens relationships between teacher and student, or a supervisor and subordinate. In such situations, sexual harassment exploits unfairly the power inherent in a faculty member’s or supervisor’s position. Through grades, wage increases, recommendations for graduate study, promotion, and the like, a teacher or supervisor can have a decisive influence on a student’s, staff members, or faculty member’s career at the University and beyond. While sexual harassment most often takes place in situations involving a power differential between persons, Mississippi College also recognizes that sexual harassment may occur between persons of the same status within the University. Mississippi College will not tolerate behavior between or among members of the University community that creates an unacceptable work or educational environment.

If an employee or a student has experienced or witnessed sexual harassment in any University context, either from an employee of the University, from a student peer, from a faculty member, from a staff member or from a student volunteer or intern at an off-campus site follow the procedures below.

Procedures for dealing with sexual harassment are as follows:

1. Inform the harasser that the conduct is unwelcome and must stop.

2. If the employee/student does not wish to confront the harasser, or, if confrontation has not been effective, the student should report the incident to the University Title IX & Sexual Harassment Officer.
3. The Mississippi College Title IX & Sexual Harassment Officer is the Vice President for Planning & Assessment and Dean of the Graduate School, Dr. Debbie Norris, available in office 202, second floor of Nelson Hall, or at 601-925-3260.

4. The University will investigate all such complaints thoroughly, impartially, and promptly. The University will keep all complaints, and the terms of their resolutions, as confidential as reasonably possible. If an investigation confirms that harassment has occurred, the University will take corrective action, up to and including expulsion or termination.

*Procedures for dealing with sexual assault are as follows:*

1. The employee or student should contact the Office of Public Safety.

2. The Office of Public Safety will file a campus incident report and notify the Clinton Police Department if the victim desires to press charges.

3. The University will keep all complaints, and the terms of their resolutions, as confidential as reasonably possible. If an investigation confirms that assault has occurred, the University will take corrective action, up to and including expulsion or termination.

**Hazing**

Mississippi College opposes any situation intended to produce mental or physical discomfort, embarrassment, harassment, or ridicule. The University interprets hazing as any act, whether physical, mental, emotional or psychological, that subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may in any fashion compromise an individual’s inherent dignity as a person.

In addition, any requirements by a staff member or student which compels another staff member or student to participate in any activity that is against University policy, state or federal law, will be defined as hazing. It is the right of every student on this campus to be free from the humiliation and danger of hazing.

*Procedures for dealing with hazing are as follows:*

1. If actual or perceived hazing is discovered, players should immediately notify their Head Coach. If a coach from their respective sport is involved, the player should notify the Office of Public Safety, the Athletic Director, Senior Woman Administrator or the Faculty Athletics Representative.

2. Coaches should immediately stop the activity and/or notify the Athletic Director, Senior Woman Administrator, or the Faculty Athletics Representative.

3. The University will investigate all such complaints thoroughly, impartially, and promptly. If an investigation confirms that hazing has occurred, the University will take corrective action, up to and including expulsion or termination.
Student-Athlete & Parent Conflict:

Procedures for dealing with conflict are as follows:

1. Any time a Coach has a problem with a student-athlete, or parent, it is recommended that the Head Coach document any dates, names and specific details about any discussion or actions that have occurred or copies of any correspondence (text or emails) or voice messages that may serve as evidence of the issue.

2. The Coach should discuss the issue with the Athletic Director and/or Senior Woman Administrator to determine a plan of action.

3. If the incident involves sexual harassment, the incident must be reported to the campus Title IX and Sexual Harassment Officer, Dr. Debbie Norris.

4. If a meeting with the player, or a parent, is arranged the Athletic Director should be present for the duration of the meeting.
Budget Planning
The Purchasing/Accounts Payable Office is responsible for control over the purchasing of goods and services for Mississippi College based on the budgetary limits established by the Chief Financial Officer (CFO) and annually approved by the Board of Trustees. The Athletic Director, Purchasing Director and/or the Chief Financial Officer have the right to deny any purchase being made with University funds.

All Mississippi College expenditures must come from funds that are under the direct control of the Chief Financial Officer. Mississippi College employees are explicitly prohibited from establishing any off campus or outside accounts for which the CFO does not have final approval for the use of such funds.

Employees are prohibited from establishing vendor accounts in the University’s name. New vendors may only be set up by the Purchasing Office. Invoices must reference an assigned Purchase Order (or Pay Order) number in order to be processed for payment.

Mississippi College is exempt from paying sales tax. Vendors should be informed of the sales tax exemption on the front end of the transaction by the employee making the purchase. The University Federal Tax Identification # is 64-0303086.

Mississippi College’s tax exempt status prohibits employees from purchasing personal items through the University in order to avoid paying sales tax. In addition, sales tax will not be reimbursed to an employee that purchases goods/services directly.

Purchasing Procedures
The following are guidelines for the proper procedure to make a purchase through the Athletic Department:

1. Request a “bid list” from vendor(s) for each item to be purchased or estimate cost as accurately as possible for each item requested.

2. Complete a Purchase Requisition form. Give complete and accurate specifications for every item requested.

3. Include appropriate budget account number.

4. Assistant Coaches should have their respective Head Coaches initial for approval before submitting to the Athletic Director.

5. Send the purchase requisition to the Athletic Director for signature approval.

6. Once approved the Athletic Director will forward to the Administrative Assistant who in turn creates a purchase order in Banner.
7. The Administrative Assistant will forward the requisition to the Purchasing Agent (Business Office).

8. Upon approval of the Purchasing Agent (or Controller), the Purchasing Agent will assign the Purchase Order number and fax or email the P.O. to the desired vendor. The Purchase Order may be returned to the employee to place the order upon request.

9. A green copy of the Purchase Order will then be returned to the Administrative Assistant. The green copy confirms the purchase request has been approved and the employee may proceed with the purchase.

10. A Purchase Ratification form will be required for any unauthorized expenditures. This form will require explanation of the purchase and require approval of the Athletic Director and the Chief Financial Officer if the purchase exceeds $1,000.

11. When unauthorized expenditures have been made, a coach may be required to personally reimburse the budget. Repeated expenditures may result in disciplinary action including termination.

12. Coaches must notify the Administrative Assistant upon receiving goods or services.

If a vendor does not accept purchase orders, the employee should complete a Pay Order form and should attach the “bid sheet” from the vendor for payment. Once all the necessary approval signatures have been obtained, the Purchasing Office will cut a check directly to the vendor for payment.

The Athletic Department also has access to a department purchase card for any purchases that need to be made with a credit card. University purchasing credit cards may ONLY be used for university business.

*The following guidelines are procedures for credit card purchases.*

1. Follow the purchasing steps above, except “visa request” should be written on the Purchase Requisition to prevent a purchase order number from being generated.

2. Once approved the Athletic Director will forward to the Administrative Assistant who in turn enters the purchase information in Banner.

3. A green copy of the Purchase Order will then be returned to the Administrative Assistant. The green copy confirms the purchase request has been approved and the employee may proceed with the purchase.

4. The Administrative Assistant will issue the department purchase card so the purchase may be complete.
5. All receipts must be submitted to the Administrative Assistant with the appropriate account number written across the top so the monthly purchase card statement can be reconciled.

**Receiving Procedures**
The following are guidelines for the proper receiving procedure for purchases made through the Athletic Department:

1. Orders should be shipped directly to the Physical Plant, 200 South Capitol Street, Clinton, MS 39058.

2. When received, the Physical Plant will deliver the merchandise to the appropriate building.

3. Invoices included with the delivery should be immediately forwarded to the Administrative Assistant.

4. The Administrative Assistant will confirm all merchandise has been received, attach any invoices to the *green copy* and send to the Athletic Director for final approval.

5. Once the Athletic Director’s signature is obtained, the signed *green copy* along with the invoice is forwarded to the Purchasing Office.

6. The Purchasing Office will issue payment under the terms of the invoice.

Checks needed for purposes other than purchases (such as entry fees or direct payment) require the use of the *Pay Order form*. Requests along with some form of a receipt/invoice should be submitted to the Administrative Assistant at least one week before the check is needed. The Accounts Payable Office cuts checks on Mondays and Thursdays of each week. Manual checks may be cut in emergency situations but should be avoided if at all possible.

**Reimbursement Procedures**
Reimbursement for expenses paid with personal funds can be requested using a *Pay Order Form*. These forms are available in the Athletic Office and/or on the Athletic Department shared H: drive. Once completed should be turned into the Administrative Assistant with the original receipt and a *Financial Report* (when applicable).

*Employees that are paid for an off campus speaking engagement, camp or clinic may NOT request travel reimbursement expenses.*
• **Use of a Personal Vehicle**
Mileage reimbursement for a personal vehicle can be received only for using your personal vehicle for official university business. Mileage will not be reimbursed for driving to and from the University for Daily Employee Purposes.

Mileage expenses may be reimbursed for business trips up to 300 round trip miles using the .30 cents per mile formula. Any trip greater than 300 round trip miles will only be reimbursed gas expenses when taken in a personal vehicle. Employees may choose to receive either mileage or gas reimbursement for a trip, but not both.

• **Use of a Rental Vehicle**
Any time a rental vehicle is used for university business, the rental expense and the gas expense may be reimbursed. Mileage will not be reimbursed when using a rental vehicle.

• **Meals**
Meal receipts submitted for recruiting trips less than 50 miles “one way” from campus will NOT be reimbursed.

All receipts must be submitted along with the *Financial Report* for the trip. If the receipt for the meal reflects more than one person on the receipt, the Coach should write the name of the recipients on the top of the receipt. Only Mississippi College employees’ meal expense may be reimbursed. *It is NOT permissible to provide a prospective student athlete, their coach or relatives a meal at any time while off campus.*

• **Prospective Student-Athlete on an Official Visit**
All receipts must be submitted along with an *Official Visit Financial Report* and *a Pay Order* for any expense to be reimbursed to a PSA. If mileage is being reimbursed, the Coach may use a printed copy of the mileage estimation from mapquest.com and submit a Pay Order prior to the visit. This will ensure that the check will be available to the PSA upon the arrival to campus. Checks are **NOT** to be mailed prior to the visit!

**University Insurance**
Employees must be added to the university insurance policy if they plan to operate a university owned or university insured vehicle or rent a vehicle for university business. Furthermore, only school employees that have been properly added to the university’s insurance may drive school owned or insured vehicles.

In addition, Mississippi College owned 37-passenger bus operators must have a valid “Class B or C” license with an “S” endorsement. *(The fees associated with obtaining this license will be reimbursed by Mississippi College.)*
Procedure to be added to the university insurance policy:

1. The Driver must provide a copy of a valid driver’s license to the Director of Transportation.

2. The Driver will be instructed to go to the Office of Public Safety and request the test packet for the driver’s safety orientation.

3. The Driver will take the test packet to the Learning Resource Center (LRC) and request the “Defensive Driving” video.

4. Upon completion of the video, the Driver will take the applicable written test.

5. At the conclusion of the test, an LRC representative must sign the paperwork and the paperwork must be returned to the Office of Public Safety.

6. A copy of the Driver’s valid driver’s license will then be forwarded to the Campus Coordinator of Liability Insurance; at that point the Driver will be entered on the List of Approved Drivers.

If the Driver will only drive golf carts on campus (ex: work study, managers), the “Defensive Driving” video will not be necessary. However, a copy of a valid driver’s license will still be required.

Rental van usage will require the employee to obtain proof of liability insurance from the rental company prior to the trip and send to the Campus Coordinator of Liability Insurance.

General Travel Policies

All employees and Student-Athletes alike must remember that they are representing Mississippi College as well as themselves on away trips. Conduct and actions should always reflect the mission of the University and its athletic program.

All travel whether it is for team travel, recruiting travel or professional travel, must be prior approved through the institutional approval procedures. Employees who travel regularly as part of their normal job duties will be issued a University Travel card. The travel card is not to be confused with the Purchasing Card and is to be used EXCLUSIVELY for travel costs. Appropriate travel expenditures include: hotel fare, car rentals, gasoline, airline tickets, parking, shuttles, and taxi fare and food purchases when a per diem is not being claimed for the trip. In emergency situations medicine or medical equipment (crutches, etc.) can be purchased but reimbursement may be requested by the Chief Financial Officer. ALL receipts must be turned in along with a complete and accurate Athletic Travel Expense Report form within three (3) business days upon return from the trip.

Required attendance at Red Letter Day events and missed class time should be kept to a minimum. This should be taken into consideration when planning a trip and/or when agreeing to game times in the scheduling process. When possible, schedule departure times after class times. The distance of the trip must be considered and departure times should be approved by the Athletic Director.
Mississippi College employees or Student-Athletes should NOT park their vehicles on the ramp outside the coliseum when traveling out of town or leaving campus for an extended period of time. Coaches are expected to remind their players where to park for all away games. For example, Student-Athletes should NOT park in Faculty-Staff designated spots!

- **Meal Policies**

  This policy applies to all teams and/or employees for team, recruiting and/or professional travel. Only meals missed by required meetings, competition and/or travel are to be reimbursed or provided. Coaches are expected be organized and plan accordingly for meals. Negotiating the possibility of a discounted rate in advance (for team meals) will be expected. The same is true for Holiday Periods (Pre-Season, Thanksgiving, Christmas and Spring Break) when Campus Dining is closed. Effort should be exhausted to provide reasonable meals while being fiscally responsible with university budget money.

The policies listed below are an effort to help in planning.

1. **Per Diem maximums for all sports are as follows:** Breakfast - $5, Lunch - $10, Dinner - $15.

2. **Documentation must be in the form of actual receipts from restaurants/businesses, or by obtaining signatures on the **Signature of Recipient** expense form in exchange for cash distributed.

   *NCAA rules do not allow a student-athlete to sign for meal money and then be provided a meal through another source (ex: complimentary breakfast, relative of a player or coach providing the meal, etc.)

3. **Departure and arrival times impact the number of meals that will be missed and should be considered in the trip planning process. Use the following meal hours as a guide to schedule departure times and arrival around and to determine if a meal will be missed:**
   - Breakfast served: 6:30 a.m. – 9:00 a.m.
   - Lunch served: 11:00 a.m. – 1:00 p.m.
   - Dinner served: 4:30 p.m. – 6:30 p.m.

4. **For team per diem/meals, you are allowed to use your university issued travel credit card or cash advances or a combination of both.**

5. **ALL receipts must be turned in along with a complete and accurate **Athletic Travel Expense Report** within three (3) business days upon return from the trip.**

6. **Failure to submit a **Financial Report** for the trip within three (3) business days may result in not being approved to leave on the next trip until the report is submitted.**
**Lodging Policies**

Male coaches that travel with female teams (or vice versa) should not conduct private meetings in a room with a player behind a closed door without another Mississippi College employee or parent present. It is encouraged that these meetings take place in the lobby of the hotel. This policy also applies to the student-athletes of men and women’s teams that travel together.

**Team Travel**

Coaches and Student-Athletes should understand that the University, the Athletic Department, and each team’s coach are responsible for their well-being, safety and conduct during official school business travel. To successfully do this, each coach must follow institutional and NCAA guidelines and rules that pertain to travel. Student-Athletes are responsible for helping in this process by observing the following travel policies:

1. Only eligible student-athletes and associated staff are permitted to travel with the team. Occasional exceptions to this rule would include a spouse traveling with the team (*when room on the bus allows and this would not prevent another athlete from traveling*), and in some instances the children (*when traveling with the guest spouse*) of the coach may accompany the team on the bus. All parties must be included on the travel list. Any other exceptions must be approved in writing from the Athletic Director.

2. Friends or relatives of student-athletes or coaches may not receive travel benefits at the University’s expense. (*Ex: Paying for meals, private lodging, etc.*)

3. No team shall travel out of town unless a member of the university staff accompanies them on the trip. The staff will be expected to travel with the team to the contest and return to campus with the team.

4. Team travel shall be in university owned transportation with properly certified drivers. *See University Insurance Section for properly certified drivers.* Traveling in personal vehicles or asking a student-athlete to use his/her vehicle for team travel is prohibited. *Since Cross Country and Golf have a normal practice facility that is located off campus, these student-athletes will be required to submit a Practice Travel Waiver Authorization form at the beginning of each academic year in order to drive personal vehicles to practice.*

5. Student-Athletes must travel to and from the practice and/or competition site with the official team traveling party. The only exception would be that a student-athlete can ride with his/her parent(s) or legal guardian(s).

6. A Travel Waiver Authorization form will be required **BEFORE** allowing any student-athlete to use alternate transportation to travel to or return from a practice or competition site. The Travel Waiver Authorization form must be signed by the student-athlete’s parent or legal guardian granting such approval each time the student-athlete wants to use alternate travel and
must be approved by the Athletic Director prior to the trip. Alternate travel examples are riding with someone other than a parent/legal guardian or riding with another student-athlete.

7. University and department substance abuse programs remain in effect while representing Mississippi College.

8. Long distance telephone calls or room service cannot be charged to rooms and paid for by the University.

9. Any entertainment expenses on road trips (i.e. team movies, etc.) must come out of your restricted budget (“booster account”) and must be approved by the Athletic Director prior to occurring. Student-Athletes can pay for anything on their own with no approval.

10. When traveling, a booster or alumni cannot purchase a team meal or entertainment. They can host your team for a meal at their house, but you must receive prior approval from Compliance and complete the necessary paperwork.

11. For all trips that a driver is provided, the following policies apply:
   - Food: Bus driver’s should be provided $30 per Diem per day for missed meals (breakfast $5, lunch $10, dinner $15) unless group is eating at a sit down restaurant or cafeteria. In such case, driver is to be included. Plan ahead for this and provide instructions in writing and money at the beginning of the trip.
   - Lodging: Bus drivers must be provided his/her own room unless sharing with co-driver. The official trip coordinator should make arrangements in advance.

**Team Travel Size Limits**

The Gulf South Conference does not limit “Travel Squads,” which are defined as “the number of student-athletes who may travel at the institution’s expense”. However, the NCAA does have rules regarding travel. **Ineligible student-athletes may NOT travel at the institution’s expense, regardless of the reason.**

The Gulf South Conference does limit the “Dress Out” rosters for all league contests between GSC teams. “Dress out rosters” are defined as “the number of student-athletes who may be in uniform and participate in a league contest.” Other team members may travel and sit on the bench but must wear street clothes and may not participate in pre-event warm ups. These limits should be taken into consideration when determining your travel party.
<table>
<thead>
<tr>
<th>Sports</th>
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<th>Away Games</th>
<th>Notes</th>
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<td>Volleyball</td>
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**Procedures for Requesting Travel Clearance**

1. An *Advance Travel Clearance* (*ATC*) form must be completed for each trip in which the University will be reimbursing or paying expenditures.

2. The following should be attached to the ATC:
   - A *Purchase Requisition* for the purchase of hotel rooms, charter bus, etc.
   - A *Pay Order* to request any cash money for a trip advance or entry fee.

3. The ATC, *Purchase Requisition and Pay Order* should be sent to the Administrative Assistant. The Administrative Assistant will assign a trip number so expenditures may be tracked for a particular trip and then forwarded to the Athletic Director and the University’s Controller for final approval.

4. Any changes to the submitted and approved ATC will require follow up approval from the Athletic Director and the University Controller. In some instances a new ATC may be requested.

5. A *Travel Itinerary* should be submitted to the Administrative Assistant and/or the Athletic Director before leaving campus. The itinerary should include: departure dates and times and arrival dates and time(s), and the name and phone number of the hotel where you are staying. A complete list of the travel party should be attached. A rooming list can serve as the travel party list as long as each person is listed on the rooming list. The itinerary may be submitted via email.
6. **An Excused Absence** list should be submitted to the Administrative Assistant via at least five (5) business days prior to the trip. Only students that will be missing a class should be listed and the coach should be very specific about the time they need to be excused. Be sure to include any and all managers and student assistant coaches, etc.

7. Upon approval from the Athletic Director, the Administrative Assistant will forward the Excused Absence list to the Vice President of Academic Affairs for distribution to the Faculty and Academic Departments.

**Requesting Use of a Vehicle for Team Travel**

1. The Director of Transportation should be provided with a road game schedule as soon as it is approved by the Athletic Director and Assistant Athletic Director for Compliance.

2. Trips will be scheduled by the Director of Transportation utilizing a combination of the following vehicles. Travel party sizes and demand will be considered to ensure equality of transportation among teams.
   - **15 passenger vans**
   - **37 passenger mid-size bus** – (Requires a Mississippi class C license)
   - **47-54 passenger charter bus** – Contracted through The Express Shuttle Service
   - **Local Rental Car Company**

3. If travel arrangements will require the use of a commercial airline, it will be the responsibility of the coach to coordinate transportation reservations for the duration of the trip.

4. When each trip has been scheduled, the Director of Transportation will forward the schedule to all Head Coaches along with any bus contracts for trips reserved with the Express Shuttle Service or Enterprise Rental (if necessary).

5. The Head Coach will be responsible for submitting a Purchase Requisition to the Administrative Assistant along with the required **Advance Travel Clearance** paperwork and sending a travel itinerary to the charter company.

6. Departure times for travel should be based on missing minimal amount of class time.

7. When traveling a substantial distance, you will be allowed to leave no earlier than one day prior than your required attendance at an event unless given prior approval. NCAA rules prohibit departure prior to 48 hours before the start of the event.

For any questions regarding the above information, please call the Director of Transportation.
**Recruiting Travel Policies**

Coaches will be expected to follow the same policies in recruiting as posted under the “General Policies” section of this manual in regards to a meal per diem and travel times for determining missed meals.

1. The Coach will submit an *Advance Travel Authorization for Recruiting* form to the Athletic Director for approval.

2. Once approved the Athletic Director will forward the *ATR for Recruiting* to the Administrative Assistant. The Administrative Assistant will assign an ATR number for the trip.

3. Coaches should communicate with the Director of Transportation to reserve a school vehicle to use for recruiting travel.

4. Before reserving a rental car, coaches must pick up a *Frequently Asked Questions Regarding MC’s Insurance Policy* form that will include an *Insurance Identification Card*. This may be requested from the Administrative Assistant.

5. After returning from the trip, the coach must submit a *Travel Expense Report for Recruiting* form along with all receipts from the trip. If receipts are missing a *Missing Receipt* form will be required in the place of the missing receipt. If reimbursement is requested, a *Pay Order* for the requested amount should be attached to the expense report for processing.

6. The Administrative Assistant will reconcile the report, attach all receipts and forward to the Athletic Director for signature and the Controller for processing.

**Professional Travel**

Coaches will be expected to follow the same policies for professional travel for recruiting travel. Professional travel includes any Gulf South Conference Coaches Meetings, National Conventions or other Professional Development opportunities.

1. The Coach will submit an *Advance Clearance for Reimbursement for Travel to Professional Meetings* form to the Athletic Director for approval.

2. Once approved the Athletic Director will forward the *ATC for Professional Travel* to the Administrative Assistant. The Administrative Assistant will assign an ATP number for the trip.

3. Before reserving a rental car, coaches must pick up a *Frequently Asked Questions Regarding MC’s Insurance Policy* form that will include an *Insurance Identification Card*. This may be requested from the Administrative Assistant.

4. After returning from the trip, the coach must submit an *Athletic Travel Expense Report* form along with all receipts from the trip. If receipts are missing a *Missing Receipt* form should be submitted in the place of the missing receipt.
5. If reimbursement is requested, a *Pay Order* for the requested amount should be attached to the expense report for processing.

6. The Administrative Assistant will reconcile the report, attach all receipts and forward to the Athletic Director for signature and the Controller for processing.

**Emergency Accident Procedures**

In the event that an employee or a student-athlete is involved in an accident during professional travel or team travel to practice or competition sites, the following procedures should be followed:

- **Employees**
  1. Immediately care to the injured and call 911 (if necessary).
  2. Notify the Director of Transportation or the Athletic Director. *(The Office of Public Safety or the Coordinator of Campus Liability Insurance [Tracy May] may be contacted in the event the Director of Transportation cannot be reached.)*
  3. The employee (if able) should complete a *Mississippi College Accident Report* form. In Mississippi College vehicles, these forms along with insurance cards are located above the visors. In addition, a *Police Report* is MANDATORY for any accident.
  4. Remember to return the insurance card to the visor after use!
  5. Upon returning to campus, the *Mississippi College Accident Report* form or a copy of the *Police Report* should be submitted to the Director of Transportation immediately.

- **Student-Athletes**
  1. Immediately care to the injured and call 911 (if necessary).
  2. Notify the Head Coach and the student-athlete’s parent(s).
  3. The Head Coach should notify the Athletic Director.
  4. The student-athlete should wait for the police to complete an accident report.

**Scheduling Policy**

Travel costs and missed class time must be considered when scheduling contests. Coaches have the responsibility to stay within their travel budget and to set game times at a time that will allow travel after class, when possible.

The institution’s class attendance policy is as follows:
Any student whose absences, whether excused or unexcused, exceed 25% of the class meetings will receive a grade of F in the course. Therefore, a student receives a grade of F in any course immediately upon accumulating the following number of absences in that class:

12 in semester classes meeting 3 times per week
8 in semester classes meeting 2 times per week
4 in semester classes meeting 1 time per week
4 in eight-week ADP classes
6 in summer day classes

- **Conference Scheduling**
  Conference schedules are dictated by the conference office. Any changes to the conference schedule must be approved by both institutions’ Athletic Directors and the Conference Commissioner.

- **Non-Conference and Non-Championship Season Scheduling**
  Non-Conference scheduling must follow NCAA maximum allowable totals for the numbers of contests. Non-Championship Season scheduling must also fall under rules set forth in the NCAA manual (Bylaw 17) and class may **NOT** be missed for contests during the non-championship segment for team sports

**Contest Scheduling Procedures:**

1. The Head Coach must submit a **Requested Schedule** form to the Athletic Director.

2. The Athletic Director must give approval for all conference and non-conference games in advance before finalized.

3. Once approved, the Athletic Director will forward the schedule to the Assistant Athletic Director for Compliance for review.

4. The deadlines for schedules to be submitted to the Athletic Director:
   
   - Fall sports – May 1
   - Winter sports – June 1
   - Spring sports – July 1

5. GSC rules require that copies of ALL sport schedules for the upcoming year must be received by the GSC Office no later than July 25th. *(See GSC Sport Bylaws for earlier submission dates.)*

6. Following schedule approval, the Assistant Athletic Director for Compliance will disseminate the schedule to the following persons via email:
   - Office of the President
   - Assistant Athletic Director of Athletic Communications & Sports Information
   - Head Athletic Trainer
   - Director of Transportation & Special Events
   - Administrative Assistant
   - Game Management Supervisor
   - Office of Public Safety
   - Physical Plant
7. The Assistant Athletic Director for Athletic Communications & Sports Information will then post the schedule on the athletics website and forward to the GSC Office.

**Changes in Contest Schedule**
Before a contest may be re-scheduled the Head Coach should consult with the Athletic Director for budget or missed class approval, the Athletic Trainer and Assistant Athletic Director of Athletic Communications & Sports Information assigned to the sport to ensure event coverage and the Director of Transportation for transportation availability purposes. Once the change has been approved, a new *Requested Schedule* form with the change highlighted should be re-submitted to the Assistant Athletic Director for Compliance. The Assistant Athletic Director for Compliance will then send a change notification to the following people:

- Athletic Director
- Director of Transportation
- *Assistant Athletic Director of Athletic Communications & Sports Information*
- Head Athletic Trainer
- Administrative Assistant

*Cancellations that will not be re-scheduled may be handled via an email to the Athletic Director, Assistant Athletic Director for Compliance, the Assistant Athletic Director of Athletic Communications & Sports Information and the Director of Transportation.*

*The Assistant Athletic Director of Athletic Communications & Sports Information will be responsible for reporting any changes in the previously submitted schedule to the GSC Office immediately.*

**Practices**
Practice times must be scheduled in collaboration and consideration for support staff (*athletic trainers*). Any and all changes to the practice schedule must be submitted to the Head Athletic Trainer for approval to ensure coverage availability. When a facility is shared by multiple sports, the team that is in their championship season will receive priority when scheduling the facility. In the event that multiple sports are in their championship season and a scheduling conflict arises, the following procedure will be followed:

1. The coaches will be given an opportunity to create a schedule by mutual agreement.

2. If an agreement cannot be met, the Athletic Director will assign practice times in the facility to create an equitable opportunity in the schedule.

**Sunday “Non-Conference” Competition Policy**
In keeping with current and past practices, there will be occasion for an athletic team to compete on a Sunday. This will only happen under special circumstances and will be viewed as an exception. If a Sunday competition is sought, then it must occur after Sunday morning church services in the afternoon and evening segments. It will also need both Athletic Director and President of Mississippi College approval.
Fall Training Camps /Holiday Breaks/Spring Post Season Practices
When practice is necessary before the fall semester begins or at the conclusion of the spring semester, coaches must:

- Coordinate any residence hall needs with the Office of Residential Life and/or Campus Dining at least three (3) weeks prior to the date needed including the following:
  1. Coaches should send a roster with 700#’s for all those needing dorm access
  2. An itinerary for the team for the break while the dorms are closed. The itinerary should include specific dates and times players will need access to or be in the buildings.

- Understand the coach is responsible for their Student-Athletes ALL DAY during this time, as Resident Directors and Residents Assistants are potentially not working.

- Comply with any and all NCAA rules (see Bylaw 17) during these segments.

Study Hall Policy
Student-athletes will be required to attend study hall hours based upon their classification and cumulative GPA. If a student-athlete is determined to be “at risk” additional hours may be required either by the Head Coach or the Academic Advisor for Athletics. It will be permissible for a student-athlete to schedule one-on-one tutoring or time in the writing center during study hall hours as long as this is approved by the supervising coach and documentation is returned from the tutoring/writing center area verifying attendance. Study hall will be required for the following:

- Freshmen – 2 hours per week for one year. Unless they earn a 3.85 or better after one semester
- Transfers – 2 hours per week for one semester
- 2.49 GPA or Below = 2 hours per week for one year
- 2.2 GPA or Below = 3 hours per week for one year

*Coaches may have team rules that are more stringent but may not be less than the department study hall requirements.

Concession Stand Policies
1. The concession stands will be under the supervision of the Head Coach of the program’s facility and the Director of Transportation & Special Events.

2. Any funds earned will be maintained through the regular financial channels and procedures of the University. The University employee may use these funds to provide areas not normally covered in the routine budget.

3. The use of the Athletic Department concessions equipment must be approved by the Director of Transportation & Special Events prior to use and should be cleaned and returned to the storage location immediately after the event.
4. Concession stands should be properly cleaned after each use. It is the coach’s responsibility to call the Physical Plant and arrange for any trash pickup.

5. All monies from concession stands should be placed in the safe immediately upon closing, or at latest, first thing the following morning.

6. Inventory from the concession stand should be reconciled at end of the event and an Event Profit/Loss Statement should be prepared to reflect all income minus all expenditures to arrive at a total profit. This form should be submitted to the Athletic Director and the Controller within 5 days of the conclusion of the event.

7. The money from the concession stand should be counted, recorded on a Cash Deposit slip and prepared for deposit by the Coach or Administrative Assistant as well as returning any petty cash money to the safe that may have been used for starting change. Following late night events, this procedure may be done the following morning.

Post-Season Participation
Qualifications to participate in post-season events vary within different organizations and from sport to sport. Regional and National championships currently sponsored by NCAA are goals of Mississippi College teams. To be eligible for these regional and national events, a team or individual must meet the criteria currently in effect for their sport. Mississippi College teams will not be eligible for NCAA post-season until successful completion of our NCAA DII transition in July 2016.

Mississippi College will be eligible to participate in the NCCAA National Championship for qualified teams in 2014-15 and 2015-16.

Post-Season Award Banquets
Post-season team banquets are encouraged. These events may be budgeted in your sport budget or may be absorbed by restricted account funds (booster account). Head Coaches can decide how and where this event is conducted. Any parents (or other guest of the student-athlete) that are invited must pay to attend and eat per NCAA rules.

The Athletic Department will not provide or be purchasing plaques for team banquets. Teams may purchase awards on their own; however, this expense will be absorbed from the team budget (or restricted account). In addition, ANY participation award/gift to your student-athletes must be approved by the Assistant Athletic Director for Compliance and meet the financial maximums allowable per NCAA Figure 16-1. Also see page 162 for other Student-Athlete Award compliance information. Per NCAA guidelines, it is permissible for a Prospective Student-Athlete to attend an end of the year banquet as long as it is on campus and the PSA’s attendance is not announced or recognized while in attendance.

Procedure for Award Banquets

1. The Head Coach (or designee) should complete a Meal Approval form and submit to the Athletic Director for approval.
2. Once approved the Head Coach may proceed with making arrangements or reservations for the banquet. *(See purchasing section for purchasing procedures.)*

3. Request for awards may be submitted to Assistant Athletic Director for Compliance via the *Letterman Award Request* form.

4. Once approved the Letterman Award Request will be forwarded to the Equipment Manager.

5. Once an estimated expense has been calculated the Equipment Manager will create a *Purchase Requisition* form and return to the coach for approval. Normal purchasing procedures should be followed from this point to secure the purchase.

**Athletic Department Facility Use**

- **Fields & Court Use**
  Athletic Department fields and courts are available for use solely to meet the needs of our Mississippi College Student-Athletes. Exceptions for other groups or individuals may be considered; however, varsity teams and in season sports ALWAYS take priority.

  Procedures for using the athletic facilities by someone other than a Mississippi College Athletic team are as follows:

  1. The Head Coach (or designee) should complete a *Facility Use* form and submit to the Athletic Director for prior approval.

  2. The requesting individual or group must provide a copy of a *Certificate of Liability Insurance* to Mississippi College.

  3. Upon approval, the Athletic Director will communicate a decision with the coach. The coach will communicate the approval with the group or individual and work out any other logistics.

  4. If dressing rooms are requested, the Head Coach (or designee) should contact the Director of Special Events immediately to coordinate availability.

  5. The Head Coach (or designee) must make sure that a Mississippi College coach or employee is on site supervising the requested event for the duration of the event.

- **Laundry Rooms**
  Athletic Department laundry rooms are to be used for Athletic Department laundry needs. Student-Athletes are prohibited from using the laundry rooms for personal use.

  *Guidelines for using the laundry room:*
  - Coaches are responsible for training all assistant coaches and managers how to properly use the equipment before washing team apparel. See the Equipment Manager for specific instructions.
- Users must clean the lint tray before using the dryer to prevent a fire.

- Users should be courteous about removing other sports clothes from the machines. Do not dry uniforms unless specifically told to do so. If baskets are available, place clothes in the basket.

**Office Equipment (fax, copiers, phones, hole punch, shredder, laminator)**

Mississippi College office equipment is to be used by Mississippi College employees for Mississippi College business. Student-Athletes are prohibited from using office equipment for personal use.

*Guidelines for using the equipment:*

- If you use the equipment, clean up after yourself. Place scrap paper and hole punches in the trash.

- If you have moved the equipment from its original location please return it immediately after use.

- Notify the Administrative Assistant regarding any service needs or paper re-order needs.
Fundraising Policy

Mississippi College athletic teams are allowed to raise monies to supplement their operational budgets. These monies will go into a restricted account (booster account) and can be used to enhance the program’s recruiting budget, travel, team gear, and other “approved” areas.

The following guidelines are to be followed for any fundraising activities:

- Student-Athletes cannot miss class for any fundraising activity.
- All written materials (letters, brochures, flyers, etc.) along with a list of all Student-Athletes participating must be approved by the Assistant Athletic Director for Compliance.
- Gifts-in-kind must be managed through the Office of Institutional Advancement.
- Any money raised cannot be used specifically for a Student-Athlete. All monies raised will be deposited into a University controlled account and directed to the sport program.

The following procedures are to be followed to gain approval for fundraising activities:

1. Any fundraising idea/plan must be approved before the campaign begins by submitting a Fundraising Request form to the Assistant Athletic Director for Compliance.
2. The Assistant Athletic Director for Compliance will approve and forward to the Director of Development Services.
3. Once all approval signatures have been received the Assistant Athletic Director for Compliance will return a copy of the signed Fundraising Request form back to the Head Coach to signify he/she may proceed with the fundraising project.

The following procedures are to be followed for collecting money for fundraising activities:

1. The Head Coach should communicate when all fundraising monies should be submitted.
2. The Student-Athlete should collect all monies and return to the coach with proper documentation the name, address and the amount given by each donor.
3. The Coach should place all money collected along with proper donor documentation in an envelope with an account number for deposit and submit to the Administrative Assistant within one week of the conclusion of the event. Coaches should NOT leave money in their office. If additional time is needed before making the deposit, place the money in an envelope with your name on it and bring to the Administrative Assistant to place in the safe overnight.
4. The Office of Institutional Advancement will make deposits and send gift receipts to all donors when necessary. Gift receipts mailed will include a brochure designating the donor as a “Representative of Athletic Interests” and what is permissible per NCAA guidelines.
**Direction on how to set up your personal Expressions voice mail:**

#1 Dial 3860

#2 Press #
   - if calling from your phone
   - or enter your extension if calling from another number.

#3 Enter password 123456 (*Default password*)

#4 Press #
   - And then you will be asked to change your password (*password must be at least 6 digits*)
   - It cannot be numbers that are consecutive (ex: 56789) for security purposes.

#5 Enter your new password and press #
   - If you would like to change your password in the future, from the main menu dial 9 3

#6 Next it will ask you to record your spoken name (*first and last name*)
   - When finished press * to stop and # when complete.
   - If you want to change your spoken name you can do so by pressing 8 4 1 and when finished press * to stop and # when complete.

#7 Next you will record your personal greeting.  Press 8 1 3 1 1
   - This sequence will turn on the personal greeting and allow you to record an alternate greeting.
   - When you finish press * to stop and # when finished. Then hang up!
   - If you recorded incorrectly, you may press * at any time to stop. Press 6 to delete, then press 1 to re-record.
   - To listen to your greeting after recording, press * to stop. Press 7 and 3.
   - If you are comfortable with the message, press # and hang up!

**Sample Greeting**
*This is (your name) with (Mississippi College –“your program”). I am currently unable to take your call. Please leave a detailed message at the tone and I will return your call as soon as possible. Thank you and have a great day.*

**Expressions Access Numbers:**

<table>
<thead>
<tr>
<th>Direct Access Number</th>
<th>3860 (from on campus)</th>
</tr>
</thead>
<tbody>
<tr>
<td>To access your mailbox</td>
<td>601-925-3860 (from off campus)</td>
</tr>
</tbody>
</table>
Directions on how to input grades into Banner Web:

1. Banner Web Icon
2. Click again on the Banner Web icon
3. Click enter secure area
4. Log onto Banner Web
   SS#
   Pin# = D.O.B
5. Change your D.O.B to new 6 digit pin #
6. Re-enter D.O.B
   Enter new pin #
   Re-enter new pin #
7. Enter security question and answer – press Submit
8. Click continue
9. From Main menu – Click Faculty / Advisor
10. Select Term selection
11. Select term for grade entry – Click Submit
12. Slick on CRN selection
13. Select course from drop down window to grade and click submit
14. Click final grades
15. Click drop down box for each student’s name and enter grade then submit
16. Click submit to finalize grades
Directions on how to request announcements for the Marquee

Where to send: Laura Ann Hoffman
How to send: email: LHoffman@mc.edu

All announcements must be:

1. Typed and sent via email
2. Be received two weeks prior to date the announcement is to begin

All announcements must include the following information:

1. Name of contact person and department
2. Phone number of contact person/department
3. Name of the event
4. Dates and times of the event
5. Location of the event
6. Dates you would like the announcement to be displayed
7. Other pertinent information concerning the event.

***Due to space restraints, please keep all information brief and succinct. The final message may be edited as needed.
The Director of Athletic Communications and Sports Information will be responsible for generating publicity for the University through the athletic program and specific sports. These efforts will include the following:

- Publication of the website
- Electronic publication of media guides for the website
- Social Media for Athletics
- Recruiting brochures
- Schedule cards
- Reporting of all event results to the Gulf South Conference, the NCAA or the NCCAA
- Pre and post event news releases
- Special interest news releases

**Sports Publicity**

In order for the Director of Athletic Communications and Sports Information to perform the duties above in an efficient manner, cooperation from the Head Coach of each sport is a must. Coaches will be asked to submit a schedule, a roster, and a season outlook sheet to be available to the Director of Athletic Communications. Head Coaches will also have the responsibility of having all participating student-athletes complete the necessary profile sheets. These deadlines will be in conjunction with the Assistant Athletic Director for Compliance deadlines. Any changes to the schedule due to inclement weather should be communicated directly and immediately so the proper website and social media information can be released regarding the change.

**Sports Information Staff Coverage – Home Events**

**Baseball, Basketball, Football** - We will provide staff for statistics, video and audio broadcasts and social media. Prior to the game, game notes, rosters and statistics will be provided to any member of the media, as well as to visiting athletics staff that request it. Following the game, statistics will be available, and we will post a post-game recap at GoChoctaws.com, as well as send out to any media that request the information. We will have a photographer at as many home events as possible. Photo galleries will also be posted at GoChoctaws.com.

**Soccer, Softball, Volleyball** - We will provide staff for statistics and someone for social media. Prior to the game, rosters and statistics will be provided to any member of the media, as well as to visiting athletics staff that request it. Following the game, statistics will be available, and we will post a post-game recap at GoChoctaws.com, as well as send out to any media that request the information. We will have a photographer at as many home events as possible. Photo galleries will also be posted at GoChoctaws.com.

**Cross Country, Golf, Tennis, Track & Field** - Prior to the game, rosters and statistics will be provided to any member of the media, as well as to visiting athletics staff that request it. Following the game, statistics will be available, and we will post a post-game recap at GoChoctaws.com, as well as send out
to any media that request the information. We will have a photographer at as many home events as possible. Photo galleries will also be posted at GoChoctaws.com.

**Sports Information Staff Coverage – Away Events**

**Baseball, Basketball, Football** - We will provide staff for audio broadcasts and someone for social media. Prior to the game, game notes, rosters and statistics will be provided to any member of the media, as well as to home athletics staff. The host Athletic Communications department will provide statistics. Following the game, statistics will be available, and we will post a post-game recap at GoChoctaws.com, as well as send out to any media that request the information. We will have a photographer at as many away events as possible. Photo galleries will also be posted at GoChoctaws.com.

**Soccer, Softball, Volleyball** - The host Athletic Communications department will provide statistics and media coverage of the game. Following the game, statistics will be available, and we will post a post-game recap at GoChoctaws.com, as well as send out to any media that request the information.

**Cross Country, Golf, Tennis, Track & Field** - The host Athletic Communications department will provide statistics and media coverage of the game. Following the game, statistics will be available, and we will post a post-game recap at GoChoctaws.com, as well as, sending out to any media that request the information. We may request a member of the staff to keep the Athletic Communications posted on results as they happen.

**Media Policies on Game Day**

- Game Day Coverage & Press Passes – Credentials are available for any media member, but we ask for a 24-hour notice. The Office of Athletic Communications will provide rosters, updated statistics and media guides prior to games and statistical information immediately following.

- Technology – The media will have access to wireless internet use as well as phone and fax lines for most of the athletic venues. Photocopiers will be available upon request.

- Radio – Visiting radio broadcasts must reserve their seating request the week of the scheduled contest.

- Photographers – The Office of Athletic Communications will photograph home games. These photographs are intended solely for the use by media as well as for future publications for the Choctaws. Photographers must apply for credentials and are asked to stay at least 10 feet away from the playing surface and shoot from standard shooting positions.

**Press Interviews**

All media requests for coaches and/or student-athletes must be approved by and facilitated by the Assistant Athletic Director for Media Relations & Sports Information. Coaches are NOT allowed to approve any media request made involving prospective or current student-athletes. Other guidelines for interviews are:

- Preparation is the key to a successful interview
- Contact the Athletic Communications Staff for help in preparing for the interview
- Dress appropriately for all in person interviews
- Coaches are encouraged NOT to accept phone interviews unless they are set up by a member of the Athletic Communication Staff
Media Release Regarding Signings of Recruits

The Office of Sports Information will be responsible for releasing to the public the names of recruits that have signed a Letters of Intent/Grants-in-Aid for each sport based on the following procedure:

1. The Assistant Athletic Director for Compliance will forward the Mississippi College Player Profile Signee form to the Assistant Athletic Director for Athletic Communications & Sports Information once the PSA has return a signed copy of their Grant-In-Aid and it has been signed and dated in all the appropriate spaces.

2. The Assistant Athletic Director for Athletic Communications & Sports Information will then release the story to local media outlets.

Media Release of Emergency Information

The Mississippi College Office of Public Relations will be responsible for releasing any public information regarding emergency situations. In the event, the situation directly involves the Athletic Department the Assistant Athletic Director for Athletic Communications will collaborate with the Office of Public Relations to address the information to be released and the appropriate time to release it. The following chain of command should be followed in emergency situations:

1. The Athletic Director should be immediately notified of the emergency situation.

2. The Athletic Director will notify the President and (if applicable) the Vice President for Student Affairs as well as the Office of Public Safety if necessary.

3. The President or the Vice President for Student Affairs will contact the Office of Public Relations, discuss the situation and prepare a statement for media release. The Athletic Director and the Assistant Athletic Director for Athletic Communications may be included for athletic department matters.

4. The Assistant Athletic Director for Athletic Communications in conjunction with the Office of Public Relations will release the university’s statement to the desired media outlets.

Use of Mississippi College Logos

The Mississippi College Athletic Department will have their own set of logos that will be used to brand and market our teams on uniforms and practice gear, in the gym and athletic fields, and on the athletic website.

Use of the Mississippi College name or other MC trademarks with an organization name implies association with the University. Therefore, only official campus departments and Registered Student Organizations are allowed to use Mississippi College trademarks. All groups are required to obtain prior approval to use the trademarks of the University in any commercial or non-commercial venture.

While these marks are the exclusive property of the Mississippi College Athletic Department, they are available for use to the rest of the campus, with permissions. Approval can be obtained through the Athletic Director or Assistant Athletic Director for Athletic Communications & Sports Information.
The Athletic Department’s official colors are navy blue (Hex code #012245 / Pantone #282C) and gold (Hex code #FFC82E / Pantone #123C).

**Use of Gulf South Conference Logo**

All groups are required to obtain prior approval from the Gulf South Conference Office prior to using the trademark of the GSC in any commercial or non-commercial venture. *Procedures for Approving a Mississippi College or Gulf South Conference logo are as follows:*

1. Request can be made by sending a copy of the design along with a description of how it will be used or a sample of the correspondence to be used to the Assistant Athletic Director for Athletic Communications & Sports Information.

2. The Assistant Athletic Director for Athletic Communications & Sports Information will approve the logo or forward the request to the Gulf South Conference Office for approval.

3. Once approved either by Assistant Athletic Director for Athletic Communications & Sports Information or by the GSC Office, the Head Coach will receive confirmation that the use of the logo has been approved.
STRENGTH & CONDITIONING

Mission Statement:
The mission of the strength and conditioning staff is to develop the most physically and mentally prepared athletic teams as possible. The program will use multiple progression training techniques. The program will be based on scientific physiological principles, sport specific focus, experimentally proven methods, safe and productive physical training by means of periodized progressive overload. Our primary emphasis will be to maximize the physical and mental toughness potential of every student-athlete. Our goal is to provide the student-athletes with the best motivational and “hands on” strength and conditioning program in the country. In all areas of strength and conditioning, we are committed to the principles of character, ethical conduct, integrity and excellence.

Program Philosophy:
As a strength and conditioning coach I want to provide quality teaching in all aspects of strength and conditioning. Allowing the student-athletes ample opportunity to strive to their full potential as an athlete is the primary achievement. Striving for excellence in every sport in the athletic department is my goal. As a department we will have the toughest teams in our conference. The training sessions will challenge all the athletes both mentally as well as physically. The programs will be designed and planned out for each sport using the newest and safest training techniques for all sports teams. I will give the athletes a competitive, motivating, SAFE, and challenging environment in every workout session. I am a coach because I want to make athletes the best possible athlete they can be. However, the ultimate goal is to instill values in the athletes that they will take with them forever. Values such as; Honesty, Integrity, Teamwork, Respect, and Character.

Program Goals:
- Provide every athlete the equipment and instruction that will allow our athletes to excel in their sport or sports.
- Provide SAFE, intense, and sport specific training for all sport teams.
- Use the safest and newest training techniques.
- Develop a highly distinguished, respectable strength and conditioning staff and department.
- GIVE 110% TO EVERY WORKOUT SESSION, EVERY DAY
- Workout sessions will be designed to reach our ultimate goal of being CONFERENCE CHAMPS!!!

Program Objectives:
1) Develop sound programs based on physiological principles as applied to each individual sport depending on the needs for each sport.
2) Develop a training system that will increase strength, speed, power, agility, flexibility, and conditioning for each athlete of each team.
3) Develop a training system that will keep the athletes healthy and competition ready through the duration of their respective seasons.
4) Develop well rounded, knowledgeable and experienced strength and conditioning coaches.
**Strength Staff Objectives:**

1) Coaches must be certified (SCCC).

2) Coaches must be CPR certified.

3) Coaches must attend at least 1 strength/conditioning clinic or conference annually.

4) Coaches must attend weekly staff meetings.

5) Coaches must check with athletic training staff weekly to ensure the health status of their athletes.

6) Coaches must be at least 30 minutes early for every workout for any last minute planning or any initial equipment set-up.

7) Coaches must be familiar with the exercises prescription and coaching cues before the workouts begin.

8) Coaches must keep the intensity level high and create an ENTHUSIASTIC, EXCITING, and POSITIVE workout environment.

9) Coaches must hold the athletes accountable for their actions.

10) Always, always, always make SAFETY #1 priority.

**Weight Room Policies:**

1) No student other than the student-athletes will be allowed to lift weights in the weight room.

2) All athletes must have turned in the proper paperwork (physical, academic, etc.) before use of the weight room facility will be allowed.

3) Proper, school-issued attire must be worn during training sessions.
   - No student-athlete will be allowed to wear baggy pants or baggy shorts at any time while in the weight room. EVER!
   - No hats and no sandals
   - No tank tops
   - Shirts must be worn over sports bras

4) No abusive language or abusive actions to anyone or any piece of equipment.

5) No horse play, socializing, fighting or any other distracting activity.

6) No food or beverage allowed during training session.
7) Neither Mississippi College nor the Strength/Conditioning staff will be held responsible for personal valuables.

8) Athletes not in a team workout are to be supervised by a member of the strength/conditioning staff and/or check with their respective staff strength coach.

9) Any student-athlete that continues to be disruptive to the facility or orientation of the facility will be removed and no longer allowed to use the weight room.

10) No smoking, chewing tobacco, snuff, etc. will be allowed in the weight room at any time.

11) Return all equipment back to its proper place after use.

12) All weights must be picked up after each training session.

13) Strip weights off of bars after training session.

14) The weight room is for hard work only; anything less will not be tolerated.

15) Use collars or clips on free weight bars during use.

16) Any Mississippi College alumni must sign waiver before working out, and must not workout when there are other workout groups present.

17) No staff members will be allowed to use facilities while there are teams lifting. Please check the weight room schedule before beginning your own personal workout.

*If you want to be a CHAMPION, you must prepare like a CHAMPION!!!
The objective for the Athletic Training Staff is to provide the highest levels of service to the intercollegiate Student-Athletes at Mississippi College. This includes the prevention, care and rehabilitation of athletic injuries as well as helping to direct the nutritional, physiological and psychological needs of the Student-Athlete.

**General Guidelines:**

- The Athletic Training Room is for the exclusive use of Mississippi College Student-Athletes. It is not for the use of the general student body, alumni, family or friends. Non-athletes should not be brought into the training room for injury evaluations or treatments.

- In order to have an efficiently operated athletic training room, cooperation is of utmost importance.

- Mississippi College athletic training rooms are coeducational; as such, appropriate attire is expected at all times.

- All staff, student athletic trainers, and student athletes should be treated with respect at all times. Profanity, inappropriate jokes, pranks, horseplay or behavior that may be offensive to others will not be tolerated. It is against department policy to participate in or condone such behavior.

- Priority for taping and treatment will be given to those student athletes whose sport is in season.

- There is no reason for anyone to be late to practice because of care needed in the athletic training room. The athletic training room will not be tolerated as an excuse to be late to team meetings or practices.

- Cleats are not allowed in the athletic training room.

- Nothing is to be taken from the athletic training room without permission from an athletic training staff member.

- No horseplay or rough housing.

- Shoes are not allowed on the treatment tables.

- Shorts or one piece bathing suits are to be worn when receiving whirlpool treatment.

- **NO FOOD OR DRINK IS ALLOWED IN THE ATHLETIC TRAINING ROOM.**

- **THERE WILL NOT BE UNDER ANY CIRCUMSTANCE ANY USAGE OF THE ATHLETIC TRAINING ROOM COMPUTERS BY STUDENT ATHLETES.**
Coordination of Treatment for Athletic Squads

1. Student athletes are expected to report all of their injuries promptly to the staff certified athletic trainers no later than 9:00 AM in order to be placed on the daily coach’s injury report.

2. Directions of the Mississippi College Athletic Training Department, physicians, and medical specialists must be implemented without alteration.

3. Coaches will neither require nor permit a sick or injured student athlete to practice or participate in a contest without approval of the Mississippi College Athletic Training Department, physicians, or medical specialists.

4. All student athletes at Mississippi College will receive equal treatment regardless of race, color, creed, sex or athletic ability.

5. All illnesses or injuries requiring attention during the school year (fall and spring semesters) must be reported to the Mississippi College Athletic Training Department in accordance with the times listed in #1 above.

Coordination of Coverage for Athletic Squads

Every formal intercollegiate athletic practice or event should have some level of medical staff coverage. Every attempt is made to provide on-site coverage. Staff size relative to the number of scheduled practices or events dictates what coverage the Athletic Training Staff is able to provide. Coverage is defined as having Athletic Training Staff assigned who are responsible for carrying out the Injury Management Plan or the Emergency Medical Plan.

Proper notification of team scheduling and consideration of staffing and time limitations of the Athletic Training Staff will insure that a scheduled activity does not go uncovered. It is required that any practice or event changes be immediately communicated to the Athletic Training Staff per the prior change of schedule procedures.

All home intercollegiate athletic contests will be covered on site by a member of the Athletic Training Staff. Away contests will be covered by an Athletic Training Staff member when possible.

Teams that regularly practice off campus will not be covered off campus by an Athletic Training Staff member but will have access to their assigned staff member by phone.

Off-season practices will be covered on site based on scheduling and staff availability. Injuries resulting from such practices can be treated during normal Athletic Training Room hours of operation. If a life threatening injury occurs during practice, EMS should be notified then an on-campus Athletic Training Staff member should be notified immediately.

Confidentiality

Athletic Training is an Allied Health Care profession. Therefore, whenever student-athlete medical records are retained or initiated, confidentiality must be maintained according to the Health Insurance Portability and Accountability Act of 1996 (HIPPA).
Medical records will not be left unattended, removed from the athletic training room, or copied without the Student-Athlete’s written permission. At no time should there be a discussion about an injury or injured Student-Athlete with anyone other than the medical staff. This includes parents, roommates, professors, the press, other coaches, and community members. All Athletic Training Staff must always be aware of their surroundings and other persons present before discussing any confidential information.

The Athletic Training Department has adopted the following policy in order to protect the Student-Athlete while also providing appropriate communication between University officials, medical providers and others to protect the health and safety of each Student-Athlete.

1. The Athletic Training Staff will have access to Student-Athlete health records and will communicate amongst each other on a need to know basis for the purpose of protecting the health and safety of the Student-Athlete. When a Student-Athlete sustains an injury the athletic training staff may be approached by a member of Mississippi College sports information department and/or outside media agencies. Student-Athletes are given the opportunity to approve and/or decline the release of medical information to such persons at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete. If authorized by the Student-Athlete, information released to the media will be limited to the nature of the injury, the anticipated period of time before the athlete is able to compete again, and, if hospitalized, condition of the athlete as designated by the hospital (e.g., good, fair, stable, critical).

2. It will frequently be necessary for the Mississippi College Athletic Training Staff to communicate with a team physician or other medical providers concerning the medical history or medical care of a Student-Athlete. Student-Athletes sign an information release form at the beginning of each school year. Approval to release medical information to parties outside the University may be revoked at any time by the Student-Athlete; however the revocation of authority to release Student-Athlete medical information to outside medical providers will impair the medical staff’s ability to protect the health and safety of the Student-Athlete. Failure to allow the Mississippi College Athletic Training Staff to communicate with outside medical providers can jeopardize the Student-Athlete’s ability to continue to participate in intercollegiate athletics at Mississippi College.

3. When a Student-Athlete sustains an injury the Athletic Training Staff may be contacted by or may need to contact the Student-Athlete’s insurance carrier or medical providers. Student-Athletes are given the opportunity to approve or decline the release of medical information to such persons at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete; however, revocation of authority to provide information to an insurance company may result in the athlete’s personal financial responsibility for any medical care received.

4. When a Student-Athlete sustains an injury, the athlete’s parents may request information about the injury from the Athletic Training Staff. Student-Athletes are given the opportunity to approve or decline the release of medical information to parents at the beginning of the school year. Approval can be revoked at any time by the Student-Athlete.
Medical Expenses
All student-athletes are required to provide proof of medical insurance coverage in the form of an insurance card to the Mississippi College Athletic Training Department in order to participate in athletics at Mississippi College. All student-athletes must keep this insurance coverage for the entire calendar year. This insurance must cover intercollegiate athletics and have a deductible no higher than $2,500.

All medical and drug expenses for ATHLETICALLY RELATED injuries and illnesses in excess of the student athlete’s primary insurance coverage will be considered for payment by the Mississippi College Athletics Department.

If said expenses are approved for payment the Mississippi College Athletics Department will cover only the first $3500 per incident that is not covered by the student athlete’s primary insurance. The $3500 per incident cap includes deductibles, co-pays, and percentages not covered by primary insurance. All expenses in excess of this $3500 per incident cap will be the responsibility of the student athlete.

Athletically related injuries and illnesses are those which occur while a student athlete is participating in MANDATORY coach directed team practices and competitions.

All medical and drug expenses for injuries and illness that occur while participating in VOLUNTARY workouts and weight room sessions will be the responsibility of the student athlete.

All medical and drug expenses for injuries and illnesses which are deemed pre-existing or occur from a direct result of a pre-existing injury or illness will be the responsibility of the student athlete.

All medical and drug expenses for injuries and illnesses which are deemed non-athletically related will be the responsibility of the student athlete. The student athlete should report these injuries and illnesses to the Mississippi College Athletic Training Department within one working day.

All medical and drug expenses from providers other than the Mississippi College physicians and medical specialists will be the responsibility of the student athlete. The only exception will be if the student athlete is referred to an outside provider by the Mississippi College Athletic Department, physicians, or medical specialists.

All medical and drug expenses incurred, including student health services, without prior consent and knowledge of the Mississippi College Athletic Training Department will be the responsibility of the student athlete.

In the event of a lapse in coverage (i.e. failure to pay premium, change of employment of parent, student-athlete being dropped from the policy) all medical and drug expenses incurred during this time will be the responsibility of the student-athlete.

The student athlete’s medical insurance will be considered “primary,” for all athletically related injuries and illnesses meaning that all medical and drug expenses must first be submitted to the student athlete’s insurance provider for payment.

If a medical bill is received by a student athlete or his/her parents, they should forward this bill to the Mississippi College Athletic Training Department for processing.

If a student athlete is covered by a PPO or HMO the Mississippi College Athletic Training Department will seek medical treatment for said student athlete from within the network system of the student athlete’s
primary insurance company. Exceptions to this would have to be approved by the Mississippi College Athletic Director. In the event an exception is made, the Mississippi College Athletic Department may elect to consider for payment diagnostic testing and initial doctor’s visits outside of the student athlete’s network system in order to obtain diagnosis. If after the diagnosis is made it is found that the illness or injury will require surgical intervention or prolonged treatment the Mississippi College Athletic Department would then seek said treatment from within the student athlete’s network system.

Off campus summer ongoing injury coverage and treatment for athletically related injuries or illnesses must be prearranged with the Mississippi College Athletic Training Department. The Mississippi College Athletic Department will cover the first $1,000 of expenses for off campus ongoing injury coverage and treatment which could be completed by the Mississippi College Athletic Training Department or the Mississippi College physicians and medical specialists during the summer. Any expenses over $1,000 will be the responsibility of the student athlete. Costs of the off-campus ongoing injury coverage and treatment that occurs without the knowledge and consent of the Mississippi College Athletic Training Department will be the student athlete’s responsibility.

**Team Physicians and Medical Specialists**
The team physicians and medical specialists for the Mississippi College Athletic Department are as follows:

1. Family Practice-Baptist Health-Plex Family Practice Medical Center
2. Orthopedic Surgeons-Mississippi Sports Medicine and Orthopedic Clinic

The team physicians, orthopedic surgeons, etc. are available to examine any student athlete who receives an injury during a practice session or athletic contest.

If the services of the team physicians, orthopedic surgeons, or other outside specialists are needed, the athlete will be referred to them by the Mississippi College Athletic Training Department.

No coach or student athlete will call the team physicians, orthopedic surgeons, etc. to make an appointment for an athlete without prior knowledge and consent of the athletic training staff.

**Second Opinions**
The athlete may elect to seek a second opinion in all matters of health and injury. However, should the athlete elect to seek a second opinion on his/her own, the Mississippi College Athletic Department will **NOT** be responsible for payment for the cost of any unauthorized second opinions. The only exception would be a referral from the Mississippi College Athletic Training Department, physicians, or medical specialists. Should the student athlete elect not to follow the advice of the Mississippi College Athletic Training Department, physicians, or medical specialists, they have effectively checked themselves out of the Mississippi College Athletic Department healthcare management system. In order to return to participation, the student athlete must receive clearances to participate from their attending physician and the Mississippi College Athletic Training Department, physicians, or medical specialists. It is the student athlete’s responsibility to obtain such clearances as well as any documents needed for rehabilitation or care. These documents must be brought to the Mississippi College Athletic Training Department. Furthermore, the Mississippi College Athletic Department, Mississippi College Athletic Training Department, physicians, and medical specialists are not bound by said second opinions. This is especially true when considering a play vs. non-play decision.
In the event a student athlete opts to get a second opinion outside of the Mississippi College Athletic Department Healthcare Management System, and receives services by the outside providers, all expenses incurred will be the student athlete’s responsibility.

**Injuries and Illnesses Procedures**

1. If injured during a practice or game, the student athlete must follow the instructions of the Mississippi College Athletic Training Department, physicians, or medical specialists as applicable.

2. All student athletes who are injured or ill and cannot compete will be placed on the coach’s daily injury report. A copy of this report will be given to the student athletes’ respective coaches.

3. If ill or injured, the final decision as to whether or not the student athlete may participate is left up to the Mississippi College Athletic Training Department, physicians, or medical specialists as applicable.

4. If you are injured or ill, you must still report to all designated times for practices, treatments, and meetings unless specifically excused by your coach or confined to bed by the Mississippi College Athletic Training Department, physicians, or medical specialists.

5. The student athlete must follow all instructions of the Mississippi College Athletic Training Department, physicians, or medical specialists as applicable.

6. Mississippi College Athletic Training Department, physicians, or medical specialists will decide upon changes of initiative care, treatment, or rehabilitation programs.

7. The student athlete will be returned to the active list only upon the direct advice or consent of the Mississippi College Athletic Training Department, physicians, or medical specialists.

**Physical Examinations**

The NCAA and the Mississippi College Athletic Department require an initial complete physical examination. All first time student athletes must have this examination before participation or practicing. These pre-participation physical exams will be provided by Mississippi College.

Returning student athletes must complete an interim physical examination each year. No student athlete will be allowed to practice or participate in an intercollegiate sport until a Mississippi College team physician or medical specialist has completed the proper physical examination. This includes the use of weight room facilities, mandatory and voluntary workouts. Only physical exams completed by the Mississippi College Athletic Department physicians will be accepted.

Mississippi College, its physicians and medical specialists reserve the right to refuse payment for any diagnostic testing required to determine a student athlete’s eligibility for participation in intercollegiate athletics due to any pre-existing medical condition. In addition, Mississippi College may have the student athlete and his/her parents sign a waiver releasing Mississippi College of its obligations for pre-existing conditions.

Based on the physical exam and medical history, Mississippi College and its physicians and specialists reserve the right to disqualify a student athlete from athletic participation at Mississippi College.
Medications
1. All prescriptions needed for an athletic injury/illness will be dispensed by an MD with a written prescription.

2. No prescriptions will be dispensed by the Mississippi College Athletic Training Department, but may be administered per a doctor’s order.

3. It is mandatory that all student athletes advise the Mississippi College Athletic Training Department of all prescriptions they are presently taking.

4. The Mississippi College Athletic Department will only cover the cost of medications prescribed by physicians for athletically related injuries.

Dental Care
1. The student athlete is responsible for reporting any injury to his/her teeth. It must be reported immediately after it occurs.

2. In sports that require mouth protection for all participants, the Mississippi College Athletic Department will provide mouth guards. It is the student athlete’s responsibility to make sure they maintain and wear such mouth guards during both practice and competition. If the student athlete sustains any injury (to head/mouth) and is ordered to wear a mouth guard by the team dentists and/or physicians, and later sustains a re-occurrence injury without wearing the prescribed mouth guard, expenses for all treatment will be the student athlete’s responsibility.

3. The Mississippi College Athletic Department is not responsible for routine dental care such as having cavities repaired or dental problems not related to athletic injury.

4. If a student athlete receives an injury to his/her teeth during an athletic function, the Mississippi College Athletic Department’s team dentist will determine the type of extent and repair.

Return to Play Policy
A Mississippi College Physician or his/her designee, in consultation with a Mississippi College certified athletic trainer, has the final authority in deciding if and when an injured student-athlete may return to practice and/or competition.

A student-athlete’s private physician does not have any jurisdiction as to the participation status of the student-athlete. Any student-athlete seen by any physician other than the Mississippi College Team Physician or by a physician on the recommendation of a Mississippi College Team Physician, he/she must return to the athletic training room for follow-up and final clearance prior to active participation status. If a student-athlete is under the care of a private physician for an injury or illness and the physician’s treatment precludes or alters activity in intercollegiate athletics, the student-athlete must secure, in writing, a release to reinstate the student-athlete to full participation.

If the student-athlete is not fully released, then they must have in writing from the student-athlete’s private physician the specific instructions in writing as to the level of participation, what the patient may/may not do in athletics and what treatments (if any) are allowed by MC’s athletic training staff. If these instructions are not received, then it is the athlete’s responsibility to receive clarification of those instructions in writing from the athlete’s private physician. However until those clarifications are made, the athlete will be barred from all athletic participation including conditioning, practice and games.
No student-athlete will be allowed to return to participation until the Mississippi College Sports Medicine Unit has received a release (as described above) from the private physician and the student-athlete is examined by a Mississippi College Team Physician and cleared for participation.

**Concussion Management**

MC will require student-athletes to sign a statement in which student-athletes accept the responsibility for reporting their injuries and illnesses to the sports medicine staff, including signs and symptoms of concussions. During the review and signing process student-athletes will watch a NCAA video on concussions and be provided with educational material on concussions.

MC will have on file and annually update an emergency action plan for each athletics venue to respond to student-athlete catastrophic injuries and illnesses, including but not limited to concussions, heat illness, spine injury, cardiac arrest, respiratory distress (e.g. asthma), and sickle cell trait collapses. All athletics healthcare providers and coaches shall review the plan annually.

MC sports medicine staff members shall be empowered to determine management and return-to-play of any ill or injured student-athlete, as he or she deems appropriate.

MC shall have on file a written team physician–directed concussion management plan that specifically outlines the roles of athletics healthcare staff (e.g., physician, certified athletic trainer, nurse practitioner, physician assistant, neuropsychologist). In addition, the following components have been specifically identified for the collegiate environment:

A. MC coaches will receive a copy of the concussion management plan, a fact sheet on concussions in sport, and view a video on concussions annually.

B. MC sports medicine staff members and other athletics healthcare providers will practice within the standards as established for their professional practice (e.g., team physician, certified athletic trainer, physical therapist, nurse practitioner, physician assistant, neurologist, neuro-psychologist).

C. MC shall record a baseline assessment for each student-athlete in the sports of baseball, basketball, football, pole vaulting, soccer, and softball, at a minimum. In addition, a baseline assessment will be recorded for student-athletes with a known history of concussion. The same baseline assessment tools should be used post-injury at appropriate time intervals. The baseline assessment should consist of the use of: 1) symptoms checklist and 2) neuropsychological testing. Neuropsychological testing has been shown to be effective in the evaluation and management of concussion. Post injury neuropsychological test data will be interpreted by a physician prior to return to play. Neuropsychological testing has proven to be an effective tool in assessing neurocognitive changes following concussion and can serve as an important component of an institution’s concussion management plan. However, neuropsychological tests should not be used as a standalone measure to diagnose the presence or absence of a concussion, and MC uses a comprehensive assessment by its sports medicine staff.

D. When a student-athlete shows any signs, symptoms or behaviors consistent with a concussion, the athlete will be removed from practice or competition, by either a member of the coaching staff or sports medicine staff. If removed by a coaching staff member, the coach will refer the student-athlete for evaluation by a member of the sports medicine staff. During competitions, on the field of play injuries will be under the purview of the official and
playing rules of the sport. MC staff will follow such rules and attend to medical situations as they arise. Visiting sport team members evaluated by MC sports medicine staff will be managed in the same manner as MC student-athletes.

E. A student-athlete diagnosed with a concussion will be withheld from the competition or practice and not return to activity for the remainder of that day. Student-athletes that sustain a concussion outside of their sport will be managed in the same manner as those sustained during sport activity.

F. The student-athlete will receive serial monitoring for deterioration. Athletes will be provided with written home instructions upon discharge, preferably with a roommate, guardian, or someone that can follow the instructions.

G. The student-athlete will be monitored for recurrence of symptoms both from physical exertion and also mental exertion, such as reading, phone texting, computer games, watching film, athletic meetings, working on a computer, classroom work, or taking a test. Academic advisors and professors will be notified of student-athlete’s concussion, with permission for release of information from the student-athlete.

H. The student-athlete will be evaluated by a team physician as outlined within the concussion management plan. Once asymptomatic and post-exertion assessments are within normal baseline limits, return to play shall follow a medically supervised stepwise process.

I. Final authority for Return-to-Play shall reside with the team physician or the physician’s designee as noted in the concussion management flowchart.

MC will document the incident, evaluation, continued management, and clearance of the student-athlete with a concussion. Aggregate concussion numbers per sport will be reported to the Director of Athletics annually.

Athletics staff, student-athletes and officials will continue to emphasize that purposeful or flagrant head or neck contact in any sport should not be permitted.

**Sickle Cell Trait Notification**

In compliance with NCAA Bylaw 17.1.5.1, Mississippi College’s Athletic Department requires all Student-Athletes to have one of the following as part of his/her pre-participation physical examination:

1. Results from a previous sickle cell trait solubility test (SST). The student-athlete will be responsible for all costs associated with this test.

2. A signed waiver from the student-athlete whereby he/she refuses the right to have their sickle cell status determined. *(Student-Athletes that sign a release waiver will undergo additional education regarding the risks, impact and precautions associated with sickle cell trait status.)*

It is required that Prospective Student-Athletes (PSAs) participating in tryout activities have this documentation prior to participation. **Documentation must be present BEFORE the Student-Athlete is permitted to participate in any athletically related activities, including, but not limited to practices, strength and conditioning sessions, and/or competitions.**
**Introduction**
Emergency situations may arise at any time during athletic events. Expedient action must be taken in order to provide the best possible care to the sport participant of emergency and/or life threatening conditions. The development and implementation of an emergency plan will help ensure that the best care will be provided. Venue specific EAPs will be reviewed annually with members of the Mississippi College Athletic Department Staff and posted at each venue.

**Components of the Emergency Plan**
1. emergency personnel
2. duties of the emergency personnel
3. credentials
4. emergency equipment
5. emergency communication
6. transportation
7. documentation
8. roles of first responder for specific injuries
9. venue specific EAPs

**Emergency Plan Personnel**
*Certification in cardiopulmonary resuscitation (CPR), first aid, prevention of disease transmission, and emergency plan review is required for all athletics personnel associated with practices, competitions, skills instruction, and strength and conditioning.*

The emergency team consists of:

- Athletic Training Staff
- Coaches (Including Full-time, Part-time, GAs and volunteers)
- Sport Officials
- Game Management and Athletic Facilities Staff
- Public Safety Officers
- Emergency Medical Personnel (EMTs, Firefighters, Paramedics)
- Athletic Administrators

**Duties of Emergency Personnel**
Responsibilities of these individuals within the emergency team may vary depending on the athletic venue itself, or the preference of the head athletic trainer.

- **Athletic Training Staff Members (ATC)** – ATCs working the event are responsible for activating the EMS and the EAP and providing care to the injured athlete until emergency personnel arrive. This care includes but is not limited to:
  - First aid, CPR, injury assessment, implementation of the EAP, decision to move or not move an athlete, and AED use.
  - Maintaining cervical stabilization in the event of a possible C-spine/head injury.
✓ Spine boarding an injured athlete at the site of injury in order to prepare the athlete for immediate transport once the emergency vehicle arrives, and splinting a suspected fracture or dislocation.

- **Emergency Medical Personnel** – Emergency Medical Personnel are responsible for the care and transport of the Student-Athlete. Upon arrival, the EMTs or Paramedics will assume responsibility of care for the athlete.
  - If at any time the EMT or Paramedic takes action that the ATC believes will cause harm to the athlete, the ATC has the right to resume care of the Student-Athlete.
  - At no time will any other school official, bystander, parent or guardian assume control over the care of the injured Student-Athlete unless allowed by the supervising ATC.

- **Coaches** – Coaches are responsible for crowd control pertaining specifically to the athletes of each team and can be asked to talk with the parents of the injured athlete.

- **Sport Officials** – Officials or Umpires are also responsible for crowd control issues.

- **Game Management or Athletic Facility Staff** – Game Management or Facility Staff are responsible for making sure emergency vehicles can access the site and can also help with crowd control if necessary.

- **Public Safety Officers** – Public Safety Officers can help with crowd control and can help with any first aid or CPR as needed (to be decided by the ATC).

- **Athletic Administrators** – Athletic Administrators are responsible for follow up communication with the parents and/or guardians. In a catastrophic event, administrators are also responsible for making sure the parents are escorted to the hospital.

**Credentials of Emergency Personnel**
All ATCs must hold a current certification by the National Athletic Trainers Association Board of Certification. In addition to the National Certification, ATCs must also be certified in CPR/AED for the health care professional and first aid.

All coaches (including full time, part time, graduate assistants or volunteers) that will have responsibilities of supervising or conducting any type of practice, competition, skill instruction or strength and conditioning activity must hold a current CPR/AED and First Aid certification.

**Emergency Equipment**
1. **Availability:**
   - Three portable AEDs are located in the Athletic Training Room.
   - An AED must be brought to an athletic event if any Student-Athlete has been diagnosed with any cardiac diseases.
   - Splints and first aid supplies will be located at the sporting venue.
2. **Maintenance**
   - AEDs are tested monthly by the MC Athletic Training Staff.
   - Splints, first aid supplies and mobility devices will be inspected before each athletic event.
Emergency Communication

- In the event of an emergency the primary means of communication will be cellular phone and the secondary means of communication will be land line.

- Venue specific EAPs will be available at all venues.

- In the event of an athletic injury that requires a visit to the hospital, urgent care, or the emergency room, the parents of the athlete must be contacted by the supervising ATC. However, before communicating with the athlete’s parent(s) the ATC must make sure that the athlete consents to you contacting their parents.

Medical Emergency Transportation

Access: the athletic facilities manager on duty will make sure access to the field or the gymnasium is available in the event of an emergency.

Either the Athletic Trainer or a coach must accompany the athlete to the hospital.

- This can be done by following the ambulance or riding in the ambulance.

- The ATC can only leave the sporting event if there is another ATC available to cover the event.

Non-life-threatening injuries: In the case of a non-life threatening injury that still requires a hospital or urgent care visit transportation can be provided by the Athletic Trainer, Coach, or teammate.

Documentation

The responding ATC is responsible for documenting the events of the incident.

The Head Athletic Trainer is responsible for documenting the following:

- Follow-up evaluation of the EAP response
- Annual rehearsal
- Annual personnel training
- Equipment maintenance

The Athletic Administrator is responsible for documenting any legal actions taken and any further communication with parents or other third parties about the handling of the incident.

Role of the First Responder for Specific Injuries

- Equipment removal:
  - When an injury to the head or neck is suspected the ATC or any other responding party will not remove helmets or any other equipment on the head. Only exception to this is where the equipment (i.e., face mask) blocks access to the airway: the face mask may be removed either by removal of the screws or cutting of the brackets.

  - Clothing and other equipment may be damaged in the event of a medical emergency. MC is not responsible for the damages.
• **Seizures:**
  • In the case of an athlete that goes into a grand mal seizure due to injury it is the policy of the athletic training staff to not restrain the athlete.
  
  • All provisions should be made to protect the athlete’s head but no restraining may be used.

• **Combative athlete:** In the event of an athlete becoming combative due to injury or any other reason the following actions should be taken:
  • Call public safety 601-925-3204 if calling from a cellular phone or x3204 if calling from a line on campus.
  
  • The Student-Athlete’s coach is responsible for attempting to control the Student-Athlete.
  
  • The ATC or ATS should not attempt to use force to control the Student-Athlete.
  
  • The ATC or ATS should only use self-defense techniques in the event that this is necessary.

**General Guidelines for ATC/ATS in Medical Emergency Situations**

ATC should conduct the primary survey, determine the level of care necessary, and if transport will be needed. If there is not a senior staff member at the site, contact the ATR immediately via phone.

ATS or ATC should activate the EMS if needed. After calling 911 the ATS should obtain emergency info for athlete.

Next, ATS should notify Public Safety of the situation and what transportation or support personnel will be used (arrival of fire dept, paramedic, etc).

ATC should perform required first-aid/CPR.

ATC should perform the secondary survey once patient’s vital signs stabilize.

Athletic facilities staff, public safety and coaches should control the crowd and make sure the emergency vehicle will be able to access the site.

If the ATS is not needed to provide patient care they should wait at the entrance to the venue and meet the EMS personnel.

Discontinue patient care only on the direct order of the EMS personnel but remain present to assist as needed.

The ATS or ATC should have the athlete's emergency info immediately on hand.

Find out the exact hospital where the patient will be transported. Arrange to accompany the patient on approval of the senior staff member. Take the athlete’s emergency card to the hospital. If the athlete’s parent is present, they will accompany the athlete to the hospital. An assistant coach may also be used to accompany the athlete to hospital.
Team ATC will contact the Head Athletic Trainer to inform him/her of the incident and arrange notification of patient’s family.

Team ATC will make initial contact with parents, grandparents or spouse after diagnosis is made.

At the hospital be available to provide/assist with information for the medical staff. Make every effort to be with the athlete at all times.

**LIGHTNING PROTOCOL**

In the event of inclement weather the Mississippi College athletic training staff is responsible for determining whether conditions are safe for practice or competition. It is solely their decision regarding secession of activity as well as return to activity excluding golf, in which the head coach is responsible.

**CEASING ACTIVITY**

The MC athletic training staff will utilize the *Televent* weather subscription service. A text message will be sent to the athletic trainer on duty when lightning has struck first within a 30 mile radius of the MC campus and then again when lightning has struck within an 8/6 mile radius of the MC campus. (Depending on where teams are practicing either 8 or 6 miles will be used). When the text for the 8/6 mile radius is received the athletic trainer on duty will alert the game/match official and call for the practice and/or competition fields to be cleared and for all coaches and athletes to go to their primary or secondary shelter. It will be the responsibility of the assigned game manager to clear all spectators from the venue and direct them to go to their vehicles or other predetermined area.

**PRIMARY/SECONDARY SHELTERS FOR MC ATHLETES/COACHES**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Locker Room in A.E. Wood Coliseum</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Cross Country</td>
<td>NA</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Football</td>
<td>Moody Adams Field House</td>
<td>NA</td>
</tr>
<tr>
<td>Golf</td>
<td>Club House</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Soccer</td>
<td>Soccer Field House</td>
<td>NA</td>
</tr>
<tr>
<td>Softball</td>
<td>Press Box/Shed in Dugout</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Tennis</td>
<td>Club House</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Track</td>
<td>Charles and Aline Williams</td>
<td>NA</td>
</tr>
<tr>
<td></td>
<td>Strength Center</td>
<td></td>
</tr>
</tbody>
</table>

**PRIMARY/SECONDARY SHELTERS FOR VISITING ATHLETES/COACHES**

<table>
<thead>
<tr>
<th>Sport</th>
<th>Primary</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Charles and Aline Williams</td>
<td>Team Bus</td>
</tr>
<tr>
<td>Cross Country</td>
<td>NA</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Football</td>
<td>A.E. Wood Coliseum</td>
<td>NA</td>
</tr>
<tr>
<td>Golf</td>
<td>Club House</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Soccer</td>
<td>Soccer Field House</td>
<td>Team Bus</td>
</tr>
<tr>
<td>Softball</td>
<td>Press Box/Concession Stand</td>
<td>Team Bus</td>
</tr>
<tr>
<td>Tennis</td>
<td>Club House</td>
<td>Vehicles</td>
</tr>
<tr>
<td>Track</td>
<td>A.E. Wood Coliseum</td>
<td>NA</td>
</tr>
</tbody>
</table>

**RETURN TO ACTIVITY**

The athletic trainer on duty will receive a text message when it has been 30 minutes since the last lightning strike within the 8/6 mile radius. At this time all outdoor activities may resume.
Emergency Action Plan - Frierson Field Baseball Stadium

Emergency Personnel: Certified Athletic Trainer will be on site for all baseball games and practices.

Emergency Communication: Cellular Phone of Certified Athletic Trainer. Fixed phone line in the press box.

Emergency Equipment: All medical emergency equipment will be located in the third base dugout.

Roles of the First Responder:
1. Immediate care of the injured or ill student athlete.
2. Activate EMS
3. Emergency Equipment Retrieval
4. Direction of EMS to Scene
   a. Open any appropriate gates
   b. Designate person to greet EMS and direct to scene (Game Manager if present)
   c. Scene Control: limit scene and control bystanders (Head Coach if present)

Venue Directions: Frierson Field is located on the north side of US Highway 80, 1/2 of a mile west of the US 80/Springridge Road intersection. The parking lot is directly off of Highway 80 and there is direct access to the field from the parking lot.
Emergency Action Plan - A.E. Wood Coliseum-Basketball & Volleyball

Emergency Personnel: Certified Athletic Trainers or Student Athletic Trainers on site for all basketball and volleyball practices. Certified Athletic Trainer and Student Athletic Trainers on site for all basketball and volleyball games.

Emergency Communication: Cellular Phone of Certified Athletic Trainer. Fixed phone line in the Athletic Department offices upstairs.

Emergency Equipment: All medical emergency equipment is located in the Athletic Training Room on the NW corner of the playing court.

Roles of the First Responder:

1. Immediate care of the injured or ill student athlete.
2. Activate EMS.
3. Emergency Equipment Retrieval
4. Direction of EMS to Scene.
   a. Open appropriate doors.
   b. Designate person to greet EMS and direct to scene. (This will be Game Manager if present)
   c. Scene Control: limit scene and control bystanders. (This will be Head Coach if present)

Venue Directions: The coliseum is located on Hitt Drive just off Capital Street on campus. A.E. Wood Coliseum is accessible by taking U.S. Hwy 80 west from Springridge Road to Capital Street. Take a right on Capital and then a left onto Hitt Drive at the top of the hill. The Coliseum will be on your left. Proceed to the front entrance, which faces south towards US Hwy 80, through any of the double doors and onto the court.
Emergency Action Plan - Choctaw Trails Cross Country Course

Emergency Personnel: Either a Certified Athletic Trainer or a Student Athletic Trainer will be on site for all cross-country meets. A Certified Athletic Trainer will be on call for all cross-country practices.

Emergency Communication: Cellular phone of either the Athletic Trainer or Cross-Country coach.

Emergency Equipment: First Aid supplies will be in the custody of the Cross-Country coach in a limited supply. Medical emergency equipment will be carried by the member of the Athletic Training Staff covering the event.

Roles of the First Responder:

1. Immediate care of the injured or ill student athlete.
2. Activate EMS
3. Emergency Equipment Retrieval
4. Direction of EMS to Scene
   a. Open any appropriate gates
   b. Designate person to greet EMS and direct to scene (Game Manager)
   c. Scene Control: limit scene and control bystanders (Head Coach)

Venue Directions: Take Springridge Road south to the intersection of Springridge and McRaven Road. Turn left onto McRaven Road and proceed 1.6 miles where the Choctaw Trails entrance gate is on the left (there is a sign). Take the road straight through to the event site.

6013 North McRaven Road, Jackson, MS 39212
Emergency Action Plan - Robinson-Hale Stadium/Football & Track

Emergency Personnel: Certified Athletic Trainer, Student Athletic Trainers, & Team Physician on site for all games. EMTs are on site and located at the NE corner of the stadium for all games.

Emergency Communication: Cellular Phone of Certified Athletic Trainer. Fixed phone lines in the press box and MC Athletic Training Room.

Emergency Equipment: All medical emergency equipment is located on the Home Team sideline.

Roles of the First Responder: 1. Immediate care of the injured or ill student athlete.

2. Activate EMS.

3. Emergency Equipment retrieval

4. Direction of EMS to scene
   a. Signal EMTs (Game Manager)
   b. Scene control: limit scene and control bystanders (ALL Coaches)

Venue Directions: The main vehicle access to the stadium is located on the NE corner. Take Clinton Parkway north to College Street, then take College Street west 4/10 of a mile to the stadium parking lot. Turn left into the parking lot and then take an immediate right into the stadium.
Emergency Action Plan - Football Practice Field

Emergency Personnel: Certified Athletic Trainers, Graduate Assistant Athletic Trainers, & Student Athletic Trainers on site for all practices.

Emergency Communication: Cellular Phone of Certified Athletic Trainer.

Emergency Equipment: All medical emergency equipment is located at the practice field storage building.

Roles of the First Responder: 1. Immediate care of the injured or ill student athlete.

2. Activate EMS (911). Give all pertinent information such as the condition of the athlete, treatment given so far, directions, etc.

3. Emergency Equipment retrieval

4. Direction of EMS to scene
   a. open any appropriate gates
   b. designate person to greet EMS and direct to scene (Head Coach)
   c. scene control: limit scene and control bystanders (Position Coach)

Venue Directions: Fields are located on the S side of Hwy 80 between the intersections for Clinton Raymond Rd and Springridge Rd. Emergency medical personnel should enter through the double gates on Hwy 80.
Emergency Action Plan - Robert P. Longabaugh Soccer Field

**Emergency Personnel:** Certified Athletic Trainer or Graduate Assistant Athletic Trainer on site for all games.

**Emergency Communication:** Cellular Phone of Certified Athletic Trainer.

**Emergency Equipment:** All medical emergency equipment is located on the Home Team bench.

**Roles of the First Responder:**

1. Immediate care of the injured or ill student athlete.

2. Activate EMS (911). Give all pertinent information such as the condition of the athlete, treatment given so far, directions, etc.

3. Emergency Equipment retrieval

4. Direction of EMS to scene
   a. open any appropriate gates
   b. designate person to greet EMS and direct to scene (Game Manager)
   c. scene control: limit scene and control bystanders (Head Coach)

**Venue Directions:** Fields are located on the NW side of campus. Go North on Capitol St. until it meets with Lawson. Take a Left (West) on Lawson Street and go through the gate to the Robert P. Longabaugh Soccer Field.

450 West Madison Street, Clinton, MS 39058
Emergency Action Plan - Soccer Practice Fields

Emergency Personnel: Certified Athletic Trainer or Graduate Assistant Athletic Trainer on site for all practices.

Emergency Communication: Cellular Phone of Certified Athletic Trainer.

Emergency Equipment: All medical emergency equipment is located under the tent next to the NW gate of the Soccer Game Field.

Roles of the First Responder: 1. Immediate care of the injured or ill student athlete.

2. Activate EMS (911). Give all pertinent information such as the condition of the athlete, treatment given so far, directions, etc.

3. Emergency Equipment retrieval

4. Direction of EMS to scene
   a. open any appropriate gates
   b. designate person to greet EMS and direct to scene (Assistant Coach)
   c. scene control: limit scene and control bystanders (Head Coach)

Venue Directions: Fields are located on the NW side of campus. Go North on Capitol St. until it meets with Lawson. Take a Left (West) on Lawson Street and go through the gate to the Soccer Practice Fields.
Emergency Action Plan - Mississippi College Softball Field

Emergency Personnel: Certified Athletic Trainer will be on site for all softball games and practices.

Emergency Communication: Cellular Phone of Certified Athletic Trainer. Fixed phone line in the press box.

Emergency Equipment: All medical emergency equipment will be located in the third base dugout.

Roles of the First Responder:
1. Immediate care of the injured or ill student athlete.
2. Activate EMS
3. Emergency Equipment Retrieval
4. Direction of EMS to Scene
   a. Open any appropriate gates
   b. Designate person to greet EMS and direct to scene (Game Manager)
   c. Scene Control: limit scene and control bystanders (Head Coach)

Venue Directions: Take U.S. Highway 80 west from Springridge Road to the intersection of Highway 80 and Clinton/Raymond Road. At the stop light, take a right and the entrance is the driveway on the right just past the gas station. Direct EMS to 3rd base side gate.
Emergency Action Plan - Mississippi College Tennis Complex

Emergency Personnel: Certified Athletic Trainer will be on call for all tennis practices and matches.

Emergency Communication: Fixed phone line in the tennis complex.

Emergency Equipment: First Aid supplies will be in the tennis complex in a limited supply. All necessary emergency equipment will be in the MC Athletic Training Room.

Roles of the First Responder:
1. Immediate care of the injured or ill student athlete.
2. Activate EMS
3. Emergency Equipment Retrieval
4. Direction of EMS to Scene
   a. Open any appropriate gates
   b. Designate person to greet EMS and direct to scene (Game Manager)
   c. Scene Control: limit scene and control bystanders (Head Coach)

Venue Directions: Take US Highway 80 west from the Springridge Road intersection and proceed to the Highway 80/Clinton Raymond Road intersection. At the stop light, take a right and proceed to the stop sign. Turn right onto College Street and the first drive on the right is the MC Tennis Complex.
Drug Free Workplace – Policy 3.21 – All Mississippi College Employees

THE DRUGFREE SCHOOLS AND COMMUNITIES ACT OF 1989. The Act applies equally to employees and to the students in Colleges and Universities. It is the purpose of the Act to encourage the establishment of a DRUGFREE community in all educational settings, for the benefit of all persons involved in that community.

The history, philosophy, policies and principles of Mississippi College prohibit the possession, distribution, use or abuse of illicit or illegal drugs by all employees. Further, Mississippi College does not approve of the use, possession, or distribution of alcoholic beverages. The use, possession, or distribution of any such substances by employees at Mississippi College is expressly forbidden and the same shall not be tolerated on any property owned by or controlled by Mississippi College, nor shall the same be tolerated at or as a part of any activity undertaken at or under the direction or supervision of Mississippi College. Nor shall the same be allowed to affect the work performance of any person employed at or by Mississippi College.

Effective October 1, 2005, the College will require drug testing for the following:

- Any applicant considered for employment for a full-time position;
- At the time of the accident/occurrence, any employee filing a Workers Compensation claim.
- Any employee driving a College vehicle or a vehicle rented by the College for an employee, operating any College equipment, or performing any College high risk/hazardous responsibility is subject to random drug testing
- Mississippi College requires drug testing of an employee that is involved in an accident while driving a company vehicle on or off campus.
- Mississippi College reserves the right to require drug testing for Cause/Reasonable Suspicion.

TESTING PROCEDURES:

1. The Drug Testing center maintains a data base of employees from which a random group is selected for testing.
2. Human Resources completes a form for each employee to take to the designated drug testing center.
3. Human Resources sends the form to the employee’s supervisor.
4. The employee must be tested the day the supervisor gives him/her the form.
5. If the test is positive, the drug testing center notifies Human Resources. HR notifies the supervisor and the Vice President over the area in which the employee is employed. HR, the supervisor and Vice President decide what disciplinary is to be taken.

SANCTIONS – Refer to Mississippi College Policy 3.21 for specific penalties and/or sanctions. Note: that Mississippi College will follow all Institutional, State and/or Federal penalties in possession or intent to distribute cases.
Substance Abuse Program – Student-Athletes:
The athletic department establishes the policy and procedures set forth below with the objective of eliminating the use of illicit or banned drugs by student-athletes. The policy and procedures are consistent with the broader mission of Mississippi College of maintaining an academic environment which lends itself to the development of exemplary moral character and with the intent of the National Collegiate Athletic Association (NCAA) to ensure that athletic competition is not tainted by the use of performance enhancing drugs or other banned substances.

MISSISSIPPI COLLEGE CODE OF CONDUCT: Any violation of the provisions outlined in the Mississippi College Code of Conduct for all students will result in disciplinary action, which may include expulsion, suspension, mandatory successful completion of approved rehabilitation programs, and/or probation, any of which may become part of the permanent record of the person violating or breaching any expression of this statement or similar published University rules and regulations.

Drug Violations
Include the use, possession, distribution, sale, manufacture, or evidence of consumption of narcotics, controlled substances or illegal drugs on or off Mississippi College property, or at a Mississippi College-sponsored event or program are prohibited in accordance with federal, state, and local laws.

Examples of violations include, but are 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, grinders, 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.
- Using mail services to purchase, pass, or distribute illegal drugs.

Alcohol Violations
Use, possession, sale, or distribution of alcoholic beverages or alcoholic beverage containers on campus or while engaged in any Mississippi College-related function, including functions sponsored by any Mississippi College organization, as well as irresponsible behavior involving the use of alcoholic beverages whether on or off campus is not allowed.

Examples of alcohol violations include, but are not limited to:

- Showing physical/mental impairment following or resulting from alcohol use.
- Evidence of consumption.
- Irresponsible behavior involving the use of alcoholic beverages.
- Possessing empty alcohol containers for decorative purposes.
- Participating in or being present during the occurrence of any drinking game.
- Using or possessing common sources of alcohol including, but not limited to kegs, party balls, punch bowls, wine boxes, etc.
Procedure for the Mississippi College Student-Athlete Drug Testing Policy is as follows:

TESTING POLICY - Any student-athlete who takes part in intercollegiate athletic activities, regardless of the sport, the student’s classification, or the likelihood of his or her actually participating in intercollegiate competition, may be required to provide a sample to be tested for the use of drugs. Such tests may be conducted randomly, upon individuals or an entire team, or upon individuals selected because of a reasonable suspicion of drug use. Such tests may or may not be announced in advance, and may be administered at any time selected by the university.

BANNED DRUGS - Student-athletes can be tested for use of any drugs which have been banned by the NCAA. A current list of banned drugs is held in the office of the director of athletics.

GENERAL TESTING PROCEDURES:
- **Forms.** Student-athletes will sign drug testing notification and fill out a chain of custody form, which includes the student athlete’s signature.
- **Specimen Collection.** Specimen collections will be administered by an outside testing agency.

NOTIFICATION OF RESULTS
- **Disclosure.** Results of a positive test will be communicated to the head athletic trainer, the Athletic Director, and the head coach of the sport in which the student-athlete participates. Such results will also be disclosed to the appropriate administrative officials at the university, but only after the student-athlete has been notified by one or more of the athletic department officials noted above.

SANCTIONS & REINSTATEMENT:
- **First Offense.** The first positive test will result in the student-athlete being suspended for a period of three (3) weeks from the date that the university becomes aware of the test results. Such suspension will preclude the student-athlete from practicing and competing with the team, although observation is permitted. The parent or guardian of the student-athlete may also be notified by one or more administrative officials of the results after the student-athlete has had three days to notify his/her parents. The student-athlete will be required to obtain counseling, at his or her expense, once a week for six (6) weeks. The student-athlete is permitted to participate in athletic activity after the three (3) week suspension as long as he/she continues the counseling for the remaining three (3) weeks. After the student-athlete has served the suspension, satisfied any other obligations imposed by the university, and tested negatively for drugs if so chosen by the Athletic Director, the student-athlete may be reinstated.

- **Second Offense.** A second positive test, whether or not it occurs in the same year as the first positive test, will result in the student-athlete being ineligible in any sport for one calendar year. The student-athlete’s parent or guardian may again be notified, and the student-athlete will be required to undergo counseling. Upon satisfactory completion of the required six (6) sessions of counseling and tested negatively for drugs, if so chosen by the Athletic Director, after one year he or she will be allowed to participate in intercollegiate athletics. The Athletic Director may allow the student-athlete to participate in intercollegiate athletics if he is satisfied that the student-athlete has complied with the obligations imposed by the university and that the student-athlete is committed to avoiding any use of banned substances.

- **Third Offense.** A third positive test, however far removed in time from either of the first two positive tests, will result in the student-athlete being permanently ineligible for participation in intercollegiate athletic programs at Mississippi College.
REFUSAL TO COMPLY WITH TESTING OBLIGATIONS: The refusal to comply with the drug testing program will render the student-athlete ineligible for participation in intercollegiate athletics at Mississippi College. If a student-athlete later agrees to comply with the drug testing policy, the university may impose whatever conditions are warranted by the circumstances, which may include treating the refusal to be tested as the equivalent of a positive drug test.

Substance Abuse Program – NCAA Division II Year Round Drug Testing Program
NCAA institutions are dedicated to the ideal of fair and equitable intercollegiate competition. In addition, we hope to protect the health and safety of the student-athletes competing. Therefore, the year round drug testing program was established so that no one participant might be pressured to use chemical substances in order to remain competitive or may gain a competitive advantage.

TESTING POLICY
The NCAA year-round testing program applies to all NCAA Division I and Division II student-athletes and may test for anabolic agents, diuretics and masking agents, peptide hormones, beta-2 agonists and beta blockers.

All student-athletes will be required to sign the NCAA Drug Testing Consent form prior to participation in each academic year. In preparation for summer vacation testing, each student-athlete will be asked to complete a Drug Free Sport – Summer Contact form before the end of the spring semester.

SELECTION PROCESS
- All student-athletes competing in Divisions I and II are subject to year-round drug testing
- This includes during summer vacation

NOTIFICATIONS
The Institution may receive a two day notice or be subjected to no-notice testing.

SANCTIONS & REINSTATEMENT
- FIRST OFFENSE. A student-athlete who tests positive for a banned drug other than a “street drug” shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date AND shall lose a year of eligibility.

A student-athlete who tests positive for a “street drug” shall be withheld from competition for 50% of a season in all sports (at least 50% of all contests or dates of competition in the season following the positive test).

- SECOND OFFENSE. A student-athlete who tests positive a second time for the use of any drug other than a “street drug” shall lose ALL remaining regular season and postseason eligibility in all sports.

A combination of two positive tests involving street drugs (marijuana, THC, or heroin), in whatever order, will result in the loss of an additional year of eligibility.
REFUSAL TO COMPLY WITH TESTING OBLIGATIONS: A student-athlete who refuses to sign the notification form or custody and control form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol, or attempts to alter the integrity of validity of the urine sample and/or collection process, will be in breach of protocol and treated as if there was a positive for banned substance other than a street drug. If a student-athlete immediately transfers to another NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for the entirety of the prescribed penalty.

Procedure for the NCAA Student-Athlete Drug Testing Policy is as follows:

1. The institution will be notified of the selection for Drug Testing.

2. The institution will be required to submit a current and accurate squad list to Drug Free Sport.

3. Drug Free Sport will select student-athletes and will send the roster of selected athletes to the Site Coordinator.

4. The Site Coordinator will notify the selected student-athletes of their selection for drug testing and have them sign the NCAA Year-Round Drug-Testing Notification form. (Student-athletes must be notified in person or via direct telephone or cell phone contact. Voice mail messages, text messages and/or email communications are not acceptable forms of notification.)

5. The Site Coordinator (or designee) must sign each notification form, verifying the student-athlete’s notification of drug testing.

6. The Athletic Director and the Assistant Athletic Director for Compliance will be notified of the testing results via email approximately 15-20 business days after the test.
**NCAA Ethical Conduct**

In addition to the expectations of the University, the NCAA has specific guidelines for unethical conduct. You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play. A prospective or enrolled Student-Athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports.

Unethical conduct consists of, but is not limited to:

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or your institution;

2. Fraudulence in connection with entrance or placement examinations;

3. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;

4. Dishonesty in evading or violating NCAA regulations;

5. Knowingly furnishing the NCAA or the individual’s institution false or misleading information concerning the student’s involvement in or knowledge of matters relevant to possible violation of NCAA regulations;

6. Knowledge and/or involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled Student-Athlete;

7. Knowledge and/or involvement in offering or providing a prospective or an enrolled Student-Athlete an improper inducement or extra benefit or improper financial aid;

8. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a Student-Athlete and an agent, financial advisor or a representative of an agent or advisor;

9. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;

10. Soliciting a bet on any intercollegiate or professional team;

11. Accepting a bet on any team representing the institution; or

12. Participating in any gambling activity that involves intercollegiate and professional sporting events, through sports wagering, a bookmaker, a parlay card or any other method employed by organized gambling [NCAA Bylaw 10.3].
Gulf South Conference Principle of Sportsmanship and Ethical Conduct

It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of the institution conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

GSC Article XVI – The Gulf South Conference prohibits unsportsmanlike conduct by student-athletes, coaches, spectators, administrators, staff or officials. The Commissioner shall penalize unsportsmanlike conduct, whether during the regular season, GSC Championships and Playoffs, or NCAA Regionals and Championships.

Unsportsmanlike conduct includes, but is not limited to:

- Physical and oral acts
- Written or spoken words or other actions that would incite participants and those in attendance
- Threatening gestures and/or words
- Obscenities, and race, religious, nationality or sex based statements (spoken, signed, gestured, written or printed)
- Public criticism of officials, conference officers, the Conference in general, and other member institutions and their employees
- Confrontations between officials and student-athletes, coaches, or confrontations between student-athletes from opposing teams and/or coaches from opposing teams
- Baiting or taunting
- Any other act of omission or commission that would discredit the institution, sport, conference or NCAA

The Commissioner has final judgment as to what constitutes an act of unsportsmanlike conduct.

Reporting Unsportsmanlike Conduct

Any flagrant unsportsmanlike conduct by student-athletes, coaches, administrators, staff or spectators at an athletic event must be reported by the Director of Athletics, FAR or CEO of the involved institution to the Commissioner within 24 hours of the incident. This specifically includes the ejection of any player, head or assistant coach, staff member, graduate assistant, etc., regardless of the reason for the ejection.

If the Commissioner is present at an event and observes the unsportsmanlike conduct first-hand, the Commissioner may immediately penalize the offending party or parties. This may include suspension from the event, removal from the facility, etc. The following procedures should be followed to report unsportsmanlike conduct:

1. The Athletic Director, FAR or CEO should complete a GSC Report of Unsportsmanlike Conduct form and submit to the Commissioner with 24 hours of the incident.

2. The Commissioner will investigate the incident and assess penalties, and will advise the Presidents of the disposition of the case. Penalties will be reported to the Presidents, ADs and party or parties involved within five (5) days of the incident.
NCCAA Administrators and Coaches’ Code of Ethics

Athletics play a significant role in the holistic education of Student-Athletes. It is a powerful tool to develop leadership skills and Godly character. Thus, every effort should be made to demonstrate the highest standard of excellence and Christian character.

Therefore, relying on God, I am accountable for the Student-Athletes entrusted to me and, as an administrator or coach, I will strive to:

- Carry out all aspects of our athletic program in a Godly manner, in concert with the mission of the institution and the goal of the Student-Athletes’ education.
- Follow all NCCAA guidelines in both letter and spirit and place myself, my Student-Athletes and my institution in compliance with the association.
- Provide accurate information concerning all aspects of our athletic programs to the NCCAA and other public forums.
- Ensure honesty and integrity when working with the campus personnel to recruit and retain Student-Athletes.
- Treat all Student-Athletes equally and celebrate their diversity, regardless of gender, ethnicity or cultural background.
- Instill in my Student-Athletes Godly character by demonstrating high standards of honesty and personal integrity while expecting the same from them. I will encourage spiritual growth in their walk with the Lord or attempt to lead them to a saving knowledge of Christ.
- Put the needs, safety and protection of the Student-Athletes above winning or personal desires. I will strive to give balance to each individual as it relates to their performance and their spiritual, social, emotional, intellectual and physical well-being.
- Develop independence in my Student-Athletes. Student-Athletes must be encouraged and guided to accept responsibility for their behavior and performance in training and competition, as well as all aspects of their life.
- Set and monitor appropriate boundaries between a working relationship and friendship with my Student-Athletes.
- I will not engage in behavior that is harassing or demeaning to any Student-Athlete.
- Ensure that I am not attempting to exert undue influence over my Student-Athletes in order to obtain personal gain.
- Respect the rights and privacy of my Student-Athletes by not sharing information that should remain confidential.
- Demonstrate high personal standards and a Christ-like image to the Student-Athletes, parents, fans, officials, coaches and media.
- Continue to maintain competence in my sport and ensure a safe environment. I will use careful judgment in protecting the welfare of all Student-Athletes.
- Uphold professional standards of conduct and accept responsibility for my behavior. I will comply with standards and this code of conduct and ask my colleagues to hold me accountable.
**Principle of Institutional Control**
It is the responsibility of each member institution to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. The President and the Chief Financial Officer are responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

The institution’s responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of Mississippi College.

**Responsibilities of the Compliance Committee**
The Compliance Committee includes individuals with hands-on compliance responsibilities from the Registrar’s Office, Admissions Office, Financial Aid Office, Faculty Athletics Representative (FAR), and Senior Woman Administrator/Assistant Athletic Director for Compliance.

The key responsibilities of the Compliance Committee are:

1. **The Assistant Athletic Director for Compliance is responsible for educating the members of the Compliance Committee on NCAA rules.**

2. **The Compliance Committee will meet monthly to discuss NCAA rules education and updates as well as revision and refinements of compliance policies and procedures for the institution.**

3. **The Compliance Committee should meet regularly to ensure everyone involved in the processes (and those that have to carry-out the processes) have a resource for reference.**

4. **The Compliance Committee will annually evaluate the comprehensive program and make changes as necessary so they can be implemented as soon as possible.**

5. **The Compliance Committee will be able to demonstrate and document the steps in each process for outside entities that may review or audit the institution’s athletic compliance program.**

6. **The Compliance Committee will approve all changes to the Compliance Manual.**

7. **The Compliance Committee will conduct mini compliance audits to ensure procedures are being followed.**

8. **The Compliance Review Committee is ultimately responsible for the effectiveness and efficiency of the overall compliance program.**
Compliance Committee Members

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Assistant Athletic Director for Compliance/SWA</td>
<td>Susan Musselwhite</td>
<td>3362</td>
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<tr>
<td>Registrar</td>
<td>Dr. Ginger Robbins</td>
<td>3274</td>
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<tr>
<td>Assistant Registrar</td>
<td>Elizabeth Milner</td>
<td>3802</td>
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<tr>
<td>Director of Financial Aid</td>
<td>Karon McMillan</td>
<td>3249</td>
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<tr>
<td>Dean of Enrollment Services</td>
<td>Mark Hughes</td>
<td>7784</td>
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<tr>
<td>Faculty Athletics Representative</td>
<td>Dr. Tom Williams</td>
<td>3844</td>
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<tr>
<td>Athletic Director</td>
<td>Mike Jones</td>
<td>3819</td>
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<tr>
<td>Assistant Compliance &amp; Academic Advisor for Athletics</td>
<td>Whitney Vance</td>
<td>3234</td>
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<tr>
<td>Executive Director for the Office of Global Education</td>
<td>Mei Chi Piletz</td>
<td>7635</td>
</tr>
<tr>
<td>CFO Office Representative</td>
<td>Becky Scott</td>
<td>3967</td>
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Individual Compliance Responsibilities

President

The President of Mississippi College has the ultimate responsibility and final authority for the conduct of the athletics program and the actions of those individuals involved in the athletics program and is responsible for institutional control of the Athletic Department as it relates to the NCAA. It is the President’s responsibility to communicate the specific compliance responsibilities to the members of the compliance team and emphasize the importance of the institution’s compliance system, and prioritizes self-reporting of compliance violations and compliance with Title IX.

As part of the membership process for NCAA Division II the President will have additional responsibilities along with required meeting attendance and will continue to be actively involved throughout this process which includes compliance.

Specific responsibilities included but not limited to:

- Regular meetings with Faculty Athletic Representative (FAR), Chair of the Intercollegiate Athletic Committee and Athletic Director.
- Has knowledge of all NCAA rules and violations.
- Must sign institutional appeals to the Student-Athlete Reinstatement Committee in accordance with NCAA Bylaws along with the FAR and Athletic Director.
- Must sign all appropriate NCAA documents.
**Athletic Director**

The Athletic Director of Mississippi College is accountable for full compliance with NCAA, Gulf South Conference and Mississippi College regulations and is responsible for the integrity of the athletics program. As an extension of the President, his role is to continue to foster an atmosphere of rules compliance with all department staff, coaches, student-athletes and other stakeholders of the department and throughout the institution.

As mentioned with the President’s role, the Athletic Director will also have additional responsibilities and required meeting attendance within the membership process.

The specific compliance related responsibilities for the Athletic Director include:

- Hires administrators and coaches with integrity and history of rules compliance in accordance with the Mississippi College hiring policy, and confirmed by the NCAA Enforcement Staff.
- Establishes departmental lines of authority with oversight and accountability.
- Meets annually with athletic staff to regarding rules as they relate to the administration and conduct of athletic staff members according to the NCAA Constitution, Article 2.
- Explains *Certification of Compliance* form at the full athletics staff meeting every fall.
- Establishes department wide commitment to rules compliance.
- Stresses the importance of reporting rule violations.
- Annually conducts performance evaluations of athletics department staff members.
- Supports a comprehensive rules education program.
- Educates Alumni Groups and Booster Clubs regarding NCAA rules.
- Meets regularly with the Faculty Athletic Representative to ensure coordination between athletics and academics in the areas of compliance, communication, and rules education.
- Provides letter addressing NCAA rules to National Letter of Intent signees.
- Required to verify accuracy and sign all squad lists that are sent to the Conference Office / NCAA.
- Meets annually with all student-athletes who are actively participating in intercollegiate athletics in order to reinforce the institution’s commitment to the principals of intercollegiate athletics as stated in NCAA Constitution Article 2.
- Makes final declaration of ineligibility for student-athletes who violate NCAA rules.
- Establishes department wide commitment to providing a positive student-athlete experience.
- Reviews playing season schedules when necessary.
- Approves outside athletically-related income.
- Aids in evaluation of potential NCAA rule violations and reports violations to the President on a monthly basis or as necessary.
- Generates and promotes NCAA legislative proposals.
- Reviews the Institutional Self Study Guide (ISSG) and Annual Reports of the Athletic Department as required by the NCAA.
- Attends the NCAA Convention annually and a Regional Rules Seminar every other year.

**Assistant Athletic Director for Compliance/SWA**

The Assistant Athletic Director for Compliance is responsible for the overall development, implementation and review of Mississippi College’s compliance program as well as, the daily operation of the compliance program including rules education, interpretation and monitoring of compliance areas. The Senior Woman Administrator (SWA) is the highest ranking female involved with the management of the intercollegiate athletics program. The SWA will comply with all rules and regulations set forth by the NCAA, GSC and Mississippi College.

The specific responsibilities for the Assistant Athletic Director for Compliance include:
Acting as Department liaison with Admissions, Financial Aid, Registrar, and FAR on all issues related to compliance.

Acting as the department liaison with the NCAA Initial Eligibility Center.

Conducting team rules education sessions before each sport’s playing season.

Administering all student-athlete NCAA compliance forms (Drug Testing Consent Form and Student-Athlete Statement).

Coordinating the education of student-athletes, coaches, and college personnel with regard to NCAA and institutional rules.

Providing review of appropriate summer workout regulations for coaches and student-athletes.

Interpreting NCAA rules for coaches and staff.

Coordinating, preparing, and maintaining NCAA squad lists in conjunction with the Athletic Director, FAR, Financial Aid and Registrar’s office.

Coordinating all conference and NCAA waivers and appeals.

Coordinating, preparing and maintaining and distributing the Eligibility Report to the Conference Office, FAR, and Registrar.

Overseeing student-athlete initial and continuing eligibility and communicating status to coaches.

Coordinating institutional effort to determine student-athletes continuing eligibility.

Reviewing and auditing off-campus contact and evaluation requests.

Reviewing academic transcripts and test scores to approve official visit requests.

Monitoring the number of official visits provided in all sports.

Monitoring permissible recruiting material as required by NCAA legislation.

Securing release for potential transfer students and facilitating release of student-athletes seeking a transfer (in consultation with head coach and Athletic Director).

Reviewing declaration of playing and practice seasons and schedule of contests submitted by coaches.

Reviewing and auditing monthly practice/competition logs.

Maintaining participation records and determining seasons of competition utilized by student-athletes.

Coordinating the National Letter of Intent/Grant-in-Aid program for prospective student athletes.

Coordinating the release of National Letter of Intent/Grant-In-Aid signees (with Sports Information, Financial Aid, Admissions and the Conference Office).

Coordinating process of initial and annual renewal / non-renewal of athletic grants-in-aid with Financial Aid.

Monitoring outside scholarships with Financial Aid.

Monitoring employment of student-athletes according to NCAA legislation.

Monitoring compliance per NCAA legislation regarding complimentary admissions.

Monitoring compliance per NCAA legislation regarding summer camps.

Identifying potential NCAA rules violations and reporting them to the Athletic Director and FAR.

Assisting in investigations of reported secondary NCAA rules violations.

Attending Regional Rules Seminar annually and NCAA Convention at least every other year.

Completing and or facilitate the completion of all NCAA, and Conference Office reports.

Completing any other duties as assigned, and reports or projects that are requested by the President, Athletic Director, Conference Office, or NCAA.

Keep all Mississippi College institutional, NCAA, Gulf South Conference, and student-athlete compliance documents, files and reports for a total of six (6) years.

The specific responsibilities for the Senior Woman Administrator (SWA) include:

Serve as member of the senior management team of the Athletic Department.
- Oversee all areas of the Athletic Department in absence of the Athletic Director.
- Involved in the hiring and dismissing decisions for athletic department staff.
- Responsible for Title IX/Gender Equity issues as it relates to compliance.
- Serve as an advocate for issues important to both male and female student-athletes, coaches and staff.
- Work closely with the Athletic Director to plan and implement the Athletic Department strategic plan as well as the Mississippi College strategic plan.
- Assist in NCAA Division II reports.
- Represents women’s interests on appropriate committees and serve as a liaison between the Athletic Director and the University community concerning women’s needs and interests.
- Assist with evaluation of personnel and staff development programs as assigned by the Athletic Director.
- Participate at conference leadership meetings.
- Attend NCAA Gender Equity forums, annual NCAA Conventions and Regional Rules Seminars.

**Academic Advisor for Athletics & Assistant Compliance**

The Academic Advisor for Athletics & Assistant Compliance will provide a supporting role to the Assistant Athletic Director for Compliance by assisting with the daily operation of the compliance program including rules education, interpretation, and monitoring of compliance areas, as well as being involved in the area of student success and academic matriculation of Student-Athletes.

The specific responsibilities for the Assistant Compliance & Academic Advisor for Athletics include:

- Assist in providing interpretive assistance to coaches, administrators and student-athletes regarding NCAA, Gulf South Conference and Mississippi College rules and regulations.
- Assist the Assistant Athletic Director for Compliance with the preparation and organization of all required NCAA and Gulf South Conference forms and reports.
- Assist with preparation and execution of a comprehensive rules education program with the transition to NCAA Division II.
- Assist in the distribution, collection, processing of forms and requests as directed by the Assistant Athletic Director for Compliance.
- Assist in providing academic services to student-athletes on a regular and ongoing basis.
- Assist the FAR related to academic services as it pertains to eligibility requirements.
- Develop student-athlete workshops.
- Any other duties, reports, or projects requested from the Athletic Director, the Assistant Athletic Director for Compliance, Gulf South Conference office, or NCAA.

**Faculty Athletic Representative (FAR)**

The Faculty Athletic Representative is appointed by the President and reports directly to the President. The FAR will receive an annual stipend for these responsibilities as well as have access to an FAR budget for professional development travel. The FAR serves as the key institutional liaison between the Athletic Department and faculty. The FAR is also a key contact for student-athletes. The FAR also provides a vital role to Mississippi College committees including the Compliance Committee and the Intercollegiate Athletic Committee. The FAR is one of five individuals authorized to make contact with the NCAA membership services staff, in accordance with NCAA Legislation.

The FAR has a number of legislated responsibilities:
The FAR is required to sign requests for waivers of NCAA Legislation.
The FAR is required to sign and verify accuracy for all squad lists that are sent to the Gulf South Conference Office and or NCAA.
Any appeal to restore the eligibility of a student-athlete must be submitted in the name of the institution by the FAR or Athletic Director per NCAA legislation.
The FAR, Athletic Director, and Chancellor must sign institutional appeals to the Student-Athlete Reinstatement Committee per NCAA legislation.
The FAR must be informed of any institutional request for a waiver of division membership requirements per NCAA legislation.
The FAR is included in notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred per NCAA legislation.
Assisting in the NCAA rules enforcement and student-athlete appeals process.
Assisting in athletics certification, annual report, and completion of the ISSG.
Ensuring academic integrity and promoting positive student-athlete welfare.
Monitoring the academic credentials of prospective student-athletes, the academic progress of returning student athletes, and graduation rates for all student-athletes.
Assisting in providing academic services to student-athletes.
Oversight of the SAAC.
Reviewing and auditing monthly practice/competition logs.
Conducts the senior student-athlete exit interview process.
Assisting in the preparation of all NCAA waivers and the reporting of secondary NCAA violations.
Overseeing and reporting all NCAA violations of the Assistant Athletic Director for Compliance or the Athletic Director.
Serving on the Compliance Committee and the Intercollegiate Athletic Committee. All compliance procedures are audited by the FAR as necessary.
Assisting in the rules education process for student-athletes, coaches, and athletics and institutional staff.
Overseeing testing and completion of NCAA Coaches Certification.
Reporting quarterly to the Faculty Council on athletic-academic issues and information such as academic success rates, awards and honors, etc.
Participating in defining the institution’s position on all proposed NCAA legislation.
Advising the Athletic Director on all matters relating to the academic progress of student-athletes.
Representing Mississippi College at the NCAA National Convention, FAR Forum, Regional Rules Seminar, and Gulf South Conference meetings.
Meeting at a minimum of once each semester with the President of Mississippi College while recognizing that meetings will take place more often as needed. Telephone and e-mail will also be used as an informational tool. With a transition to NCAA Division II it is likely these meetings will be required on a monthly basis as the institution enters the process.
Any other duties, reports, or projects requested from the Athletic Director, Gulf South Conference, or NCAA.

Admissions Office
The individual(s) assigned as liaison(s) is/are responsible for ensuring that all Student-Athletes are admitted under the same standards as the general student applicant and according to Mississippi College as well as, NCAA rules and regulations.

The Admissions Office liaison(s) specific responsibilities include but are not limited to:
Facilitate the Admissions process for Prospective Student-Athletes. Review Prospective Student-Athletes admission materials and advising the Athletic Department regarding admission status.

Assist with educating Prospective Student-Athletes and members of the Admissions Office staff about the NCAA Eligibility Center, referring Prospective Student-Athletes to the NCAA Eligibility Center: http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

Provide coaches, annually, with information about Admissions events.

Meet with all prospective student-athletes and transfer student-athletes who visit officially and unofficially per Compliance Office approval.

Serves as a member of the Compliance Committee.

Attending Regional Rules seminar as needed.

Any other duties, reports, or projects requested from the Director of Admissions in consultation with Athletics Director, Gulf South Conference, or NCAA.

Financial Aid Office

The individual(s) assigned the duty of awarding athletically related Financial Aid is/are responsible for monitoring all athletics aid, institutional aid, and outside aid awarded.

The Financial Aid Office Director must assume the following responsibilities:

- Calculating the institution’s cost of attendance, including the Board of Trustees- approved tuition and fee charges.
- Calculating the full grant-in-aid budget for each individual sport.
- Awarding all financial aid for the institution, including athletics grants-in-aid, institutional grants, and all other financial aid.
- Determining countable and non-countable financial aid per NCAA legislation.
- Monitoring of individual and team financial aid limits.
- Processing initial and annual renewal/ non-renewal of athletic grants-in-aid.
- Monitoring summer financial aid.
- Notifying student-athletes of any reduction or cancelation of athletic related financial aid and the opportunity for an appeal.
- Gathering information for Appeals Committee hearings for those Student-Athletes that have their aid reduced or not renewed.
- Entering financial aid data into Compliance Assistant.
- Signing and verifying accuracy for all squad lists that are sent to the Gulf South Conference and/or the NCAA Office.
- Assisting Institutional Research in the preparation of any required NCAA or GSC financial aid reports
- Member of the Compliance Committee.
- Attending the Regional Rules Seminar.
- Any other duties, reports, or projects requested from the President, GSC Office or NCAA.

Registrar’s Office

The individual(s) assigned the duty of certifying the academic and overall eligibility of each Student-Athlete and are responsible for verifying the 24-hour requirement, 6 credit hour requirement, progress towards degree, GPA requirements, full-time status, declaration of major, and for reviewing the overall eligibility rosters for all teams.

The Registrar’s Office liaison(s) specific responsibilities include but are not limited to:
• Assisting the Assistant Athletic Director for Compliance and FAR in the process of determining continuing eligibility for returning student-athletes.
• Assisting the Assistant Athletic Director for Compliance and FAR in the process of monitoring full-time enrollment.
• Monitoring designation of academic degree programs (majors) for all student-athletes.
• Determining satisfactory progress and good academic standing.
• Evaluating and determining all transfer credits accepted by the institution and calculating the 2-year College transfer grade point average.
• Ensuring academic data is updated in Compliance Assistant (CAi).
• Attending the Regional Rules seminar.
• Signing and verifying accuracy for all squad lists that are sent to the Gulf South Conference Office and or NCAA.
• Serving as a member of the Compliance Committee
• Any other duties, reports, or projects requested from the Athletic Director, conference office, or NCAA.

Head/Assistant Coaches

These individuals are responsible for knowledge and implementation of NCAA rules and regulations, in the areas of amateurism, eligibility, recruiting, financial aid, playing and practice seasons, and awards and benefits. Coaches are expected to fully cooperate and participate in compliance related policies and procedures, within Mississippi College and NCAA guidelines. Furthermore, they understand their responsibility in establishing a culture of compliance with GSC and NCAA Rules.

Coaches’ responsibilities include:
• Attending and participating in regular compliance education meetings.
• Reviewing NCAA rules with student-athletes and reinforcing the importance of compliance.
• Facilitating the provision of all information necessary to determine prospective student-athlete eligibility.
• Providing complete and timely off-campus contact and evaluation request forms.
• Providing complete and accurate expense reports.
• Providing complete, accurate, and timely information for all official visits.
• Activating & de-activating recruited PSA’s on the Institution’s Request List (IRL).
• Declaring playing and practice season to the Compliance Office for review and approval.
• Completing of weekly reports for Countable Athletically Related Activities.
• Reporting any revisions, additions, or cancellations of practices and/or games.
• Monitoring the actions of assistant coaches and staff and ensuring the compliance with NCAA rules.
• In cooperation with the Athletic Director or his designee, monitoring the scheduling process, verifying that the schedule meets NCAA scheduling requirements.
• Educating student-athletes of NCAA regulations regarding reporting of employment earnings.
• Annually passing the NCAA Coaches Certification Recruiting Exam (required for all staff including full time, part time, volunteers and Graduate Assistant coaches).
• Initiating athletic related financial aid “Grant-In-Aid” requests.
• Initiating the renewal and non-renewal of athletically related financial aid process.
• Annually declaring and receiving approval from the Athletic Director and President for athletically related income.
• Ensuring compliance with NCAA legislation regarding uniform logos.
• Ensuring compliance with NCAA legislation regarding complimentary tickets.
• Ensuring compliance with NCAA legislation regarding summer camps.
Communicating with the Financial Aid, Registrar and Admissions Offices regarding prospective and current student-athletes through the Assistant Athletic Director for Compliance and FAR.

Communicating with the Assistant Athletic Director for Compliance regarding the use of a season for their respective student-athletes and tracking game-by-game participation.

Any other duties, reports, or projects requested from the Athletic Director, Gulf South Conference office, or NCAA.

**Athletic Training Staff**

These individuals are responsible for awareness of the NCAA drug testing program, Mississippi College Drug Testing Program, and medical and rehabilitation services, as well as contributing to educating student-athletes in these areas.

The sports medicine staff is responsible for the following:

- Monitoring that all participating student-athletes undergo and pass a physical exam prior to participation.
- Educating student-athletes about and verifying proof of insurance for all participating student-athletes.
- Assisting the Assistant Athletic Director for Compliance with the compliance and preparation of medical hardship waivers.
- Educating student-athletes and coaches regarding the use of banned substances and drug testing.
- Assisting the Assistant Athletic Director for Compliance in the monitoring of daily and weekly hour limitations per NCAA legislation.
- Monitoring compliance per NCAA legislation regarding the annual certification of first aid, CPR and AED use of all coaches who will be supervising or conducting practice, strength or conditioning activities or competition.
- Serving as the Drug Testing Site Coordinator in order to supervise and monitor ineligibility for the use of banned drugs per NCAA legislation.
- Attending at least one Drug & Alcohol Educational programming session offered on campus.
- Any other duties, reports, or projects requested from the Athletic Director, conference office, or NCAA.

**Assistant Athletic Director for Athletic Communications & Sports Information**

The Sports Information Director is responsible for disseminating information regarding the Mississippi College Athletic Department Sports and Student-Athletes and the public at large per NCAA Bylaws.

The sports information staff is responsible for the following:

- Disseminating sports schedules with approval from the Assistant Athletic Director for Compliance.
- Releasing final sport rosters or updating rosters on the Mississippi College website with approval from the Assistant Athletic Director for Compliance.
- Working with the Assistant Athletic Director for Compliance to ensure accuracy before releasing the student-athlete seasons of eligibility used.
- Releasing information on prospective and current student-athletes on the Mississippi College website or other media outlets.
- Producing and maintaining all required statistical data and reporting by GSC and NCAA guidelines.
- Assisting in educating student-athletes on NCAA rules regarding media.
- Facilitating all student-athlete media requests by internal and external MC constituencies.
RULES EDUCATION

Rules education will be the combined responsibility of the Athletic Director, the Assistant Athletic Director for Compliance and the Faculty Athletics Representative through the coordination of the Compliance Office.

Rules education is designed to educate the Athletic Department Staff, Enrolled and Prospective Student-Athletes, Representatives of Athletic Interests, other campus constituents and the Compliance Committee on the NCAA Division II rules. This includes rule interpretations and the adoption of any new legislation when applicable.

**All Athletic Department Staff**

The Athletic Director has the primary responsibility for educating the Athletic Department Staff, including coaches. All staff members are required to attend the annual NCAA Compliance Staff meeting at which time the Athletic Director will review NCAA rules and regulations as they apply to the administration and conduct of intercollegiate athletics.

**Coaching Staff** - (Includes Full-time, Part-time, Volunteers & Graduate Assistants)

All coaches are required to attend any scheduled staff meetings and compliance workshops. If a coach is unable to attend, they will be responsible for contacting the Assistant Athletic Director for Compliance to receive any missed information or attend a review session with the Assistant Athletic Director for Compliance. Head coaches are also responsible for providing rules education for their Assistants, Volunteers and/or Graduate Assistant Coaches.

Rules education for the coaching staff will include:

- Annual NCAA Compliance Staff Meeting
- Monthly Department Staff Meetings
- Monthly Compliance Workshop
- Monthly Compliance Educational Newsletter
- Interpretations/Educational Columns distributed to coaches, as necessary
- Gulf South Conference compliance updates as provided

Coaches will also be provided the following resources:

- NCAA Division II Manual
- Mississippi College Athletic Department Operations & Compliance Manual
- Gulf South Conference Handbook
- Mississippi College Student-Athlete Handbook

The Assistant Athletic Director for Compliance will be responsible for having a compliance orientation meeting with all new coaches hired after the start of the academic year before any off campus recruiting can occur.

**Student-Athletes**

The Assistant Athletic Director for Compliance, the Athletic Director, the FAR and the Head Athletic Trainer will meet with each team prior to the start of each season and at the end of every academic year.
Information covered with the Student-Athlete will include but is not limited to:

- Amateurism
- Eligibility
- Awards & Benefits
- Employment
- Outside Competition
- NCAA and Mississippi College Drug Testing
- Playing & Practice Seasons / Countable Athletic Related Activities (CARA)
- Fundraising
- Community Service & Post Graduate Scholarship Opportunities
- Concussion & Sickle Cell Trait Status

Student-Athletes will be provided with a Student-Athlete Handbook at the beginning of every academic year (or January for any mid-year enrollees). Rules information will be posted on the www.gochoctaws.com website. Occasional emails to Student-Athletes will be used to disseminate information regarding sports wagering/gambling and other well-being information as needed. Additionally, a student-athlete newsletter will be provided to address rules education or other helpful information throughout the semester.

**Prospective Student-Athletes (PSAs)**

Head Coaches and the Assistant Athletic Director for Compliance will share the responsibility for educating PSAs.

Rules education for Prospective Student-Athletes will include:

- A tri-fold rules education brochure will be available for all campus visits
- Rules information is provided in all grant-in-aid packets
- Head Coaches will provide relevant rules information to PSAs and their families prior to and while visiting the campus (whether during an unofficial or official visit)
- Head Coaches (or designee) will be responsible for communicating with each PSA their status with the eligibility center. The Assistant Athletic Director for Compliance will work with each Head Coach (or designee) as to what information needs to be communicated to each PSA

**Representatives of Athletic Interest**

The Athletic Director, Assistant Athletic Director for Compliance and the President of Mississippi College will share the responsible for educating Representatives of Athletic Interest.

Rules education for Representatives of Athletic Interest/Boosters will include:

- The Compliance Office will post “Do’s and Don’ts” as well as Q&A information on the www.gochoctaws.com website.
- Attention to rules education will be included in the annual edition of the “Beacon” alumni publication.
- A “Do’s and Don’ts” brochure will be mailed to anyone making a financial donation to the Institution.
- The Athletic Director and/or the President of Mississippi College will communicate with Alumni groups to discuss relevant legislation and their involvement with Mississippi College Athletics at Alumni functions.
**Booster Organizations**
The Athletic Director and Head Coaches will share the responsibility for educating Booster Club Organizations.

Rules education for Booster Organizations will include:
- Information will be included in any correspondence mailed out to these groups

**Other Campus Constituents** – (Faculty & Campus Staff)
The Assistant Athletic Director for Compliance and the Faculty Athletics Representative (FAR) will share the responsibility for educating faculty and campus staff members.

Rules education for Faculty and Staff will include:
- The FAR will periodically present rules information at monthly Faculty meetings.
- The Assistant Athletic Director for Compliance will annually provide Eligibility information in the Academic Advisor’s manual.

**Compliance Committee**
The Assistant Athletic Director for Compliance is responsible for educating the members of the Compliance Committee.

Rules education for the Compliance Committee will include:
- The Compliance Committee will meet regularly to discuss NCAA rules and compliance policies and procedures for Mississippi College Athletics.
- Members of the Compliance Committee will be required to attend the NCAA Regional Rules Seminar and/or the NCAA Convention annually until completion of Division II Provisional membership. When full Division II membership status is attained, members of this group will be required to attend the Rules Seminar, on a minimum, once every three years.

**Local Community**
The Assistant Athletic Director for Compliance is responsible for educating the members of the local community.

Rules education for the local community will include:
- Rules information will be released by distribution of the Clinton Courier (local newspaper).

**Professional Development Opportunities**
The coaching staff and other members of the Athletic Department staff may attend various conferences to assist them with rules education. These opportunities may include:
- Gulf South Conference Coaches Meetings
- NCAA Regional Rules Seminar
- National Convention for the respective sport
- NCAA National Convention
- Other Professional Association Seminar (ex: FAR Symposium, NACWAA, NACDAA, etc.)
# EDUCATIONAL PROGRAMS & RESPONSIBILITIES

## For Student- Athletes - Task

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<th>Task</th>
<th>Primary Coordinator</th>
<th>Time Scheduled</th>
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<tr>
<td>NCAA Eligibility standards - required Student Athlete forms</td>
<td>Compliance Office</td>
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<tr>
<td>Other Institutional standards (Academics, Behavior Expectations)</td>
<td>Director of Athletics</td>
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<td>Complimentary Admissions</td>
<td>Compliance/Head Coach</td>
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<td>NCAA Drug Testing Policy</td>
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<td>Hazing</td>
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<td>MC Drug Testing Policy &amp; consequences</td>
<td>Head Athletic Trainer &amp; Director of Athletics</td>
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<td>Concussion Testing Protocol</td>
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<td>Sickle Cell Results/Testing/Waiver</td>
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<tr>
<td>MC Athletic Training Room Policies &amp; Procedures</td>
<td>Head Athletic Trainer</td>
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## For Coaching Staff Members – Task

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<th>Task</th>
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<td>NCAA Manuals &amp; Conference Handbooks</td>
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<td>Department Operations &amp; Compliance Manual</td>
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<td>Annual Compliance review with Head Coaches</td>
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<td>Educational Sessions</td>
<td>Compliance Officer</td>
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<tr>
<td>Educational Newsletter</td>
<td>Compliance Officer</td>
<td>Monthly</td>
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<td>Memo’s Updating or Clarifying NCAA, conference or school rules</td>
<td>Compliance Officer</td>
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<tr>
<td>Complimentary Admission Policy &amp; List</td>
<td>Compliance Officer</td>
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<td>New Staff Orientation</td>
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<td>NCAA Rules Test</td>
<td>FAR (or designee)</td>
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<tr>
<td>Concussion Testing Protocol</td>
<td>Head Athletic Trainer</td>
<td>Prior to start of new year</td>
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<tr>
<td>MC Drug Testing Policy &amp; consequences</td>
<td>Head Athletic Trainer</td>
<td>Prior to start of new year</td>
</tr>
<tr>
<td>CPR, First Aid &amp; AED Coaches Certification</td>
<td>Head Athletic Trainer</td>
<td>Prior to start of new year</td>
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**RULES INTERPRETATIONS**

**Rules Interpretation(s)**

Coaches and staff members are required to seek rules interpretations whenever a NCAA rule is not clearly or obviously resolved by the NCAA manual. Those needing a rules interpretation are advised to ask the Assistant Athletic Director for Compliance for clarification on the issue.

Procedures for requesting rules interpretations are as follow:

1. All coaches and staff members must direct all compliance/rule interpretation questions to the Assistant Athletic Director for Compliance.

2. Coaches can submit their requests with all the important information to the Assistant Athletic Director for Compliance by email or use a **Rules Interpretation Request Form**. If the question is discussed verbally, the Assistant Athletic Director for Compliance may ask the coach to follow up the discussion with an email or **Rules Interpretation Request Form**.

3. If the Assistant Athletic Director for Compliance can provide an immediate interpretation, no further action is necessary.

4. If the Assistant Athletic Director for Compliance cannot provide a definitive interpretation, the question will be researched using the LSDBi resource. If the question is still not answered it will be forwarded, in writing, to the Gulf South Conference Compliance Office or the NCAA using the Request-Self Report Online (RSRO) resource.

5. Once an official interpretation has been received, the Assistant Athletic Director for Compliance will contact the individual who requested the interpretation and/or send a written response. Coaches must wait for final official interpretation from the Assistant Athletic Director for Compliance before taking action or making personal interpretations. If relevant, the interpretation will be communicated to all coaches and staff as an educational opportunity.

6. A copy of the **Rules Interpretation Request Form** or a follow up email outlining the question, along with the response, will be filed in the Compliance Office.
RULE VIOLATIONS

An important component of NCAA compliance is the self-reporting of rules violations. It is impossible at some point to not inadvertently violate an NCAA rule. However, it is how you handle the situation that can demonstrate appropriate institutional control or a lack thereof.

Self-reporting rule violations is important for several reasons. First, awareness of possible violations gives an opportunity to correct the situation before it develops into a major infraction. Second, awareness helps identify areas that need to be addressed with department policies or through further rules education. Un-reported violations are more difficult to correct and usually lead to additional violations.

All athletic department staff members (including part-time staff members, graduate assistants, volunteer coaches, student assistant coaches and clerical staff) will annually be required to sign a Conduct & Employment of Athletic Personnel attached to their contract of employment. All staff members must also sign the Certificate of Compliance form each year, attesting that the individual has reported any knowledge of involvement in any NCAA violation involving Mississippi College. Each staff member must be committed to building a successful athletic program within the NCAA and Mississippi College guidelines. It is the responsibility of all staff members to inform the Assistant Athletic Director for Compliance of any potential violations. Withholding information or supplying false information is a direct violation of Bylaw 10, Ethical Conduct.

TYPES OF VIOLATIONS

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 recruiting inducement or extra benefit.

Repeated secondary violations by a member institution also may be viewed as a major violation. If the committee on infractions determines that repeated secondary violations have occurred, and that the institution is not taking appropriate action to prevent such violations, a penalty appropriate for a major violation may be imposed.

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

For all major violations the FAR and Athletic Director should consult the President. If the violation involves the Athletic Director and/or the Assistant Athletic Director for Compliance the FAR should work in conjunction with the President to ensure the process is being followed. If necessary, the President will appoint Legal Counsel to investigate the allegations.

The procedure for reporting rule violations is as follows:

1. Any coach or staff member who becomes aware of any alleged rule violation should immediately report the information to the Assistant Athletic Director for Compliance.
2. In the event the violation involves the Assistant Athletic Director for Compliance, the violation can be reported to the Athletic Director, the Faculty Athletics Representative or the President of Mississippi College.

3. The Assistant Athletic Director for Compliance (or 1st contact) will document what is reported with all relevant information. Such as dates, times, circumstances, events, names and any other information necessary. A preliminary investigation will be conducted to determine the nature and scope of the possible violation.

4. The Assistant Athletic Director for Compliance will then communicate with the Athletic Director and the Faculty Athletics Representative to discuss the issue and determine if a violation has occurred. If necessary the Gulf South Conference Office and/or the NCAA will be consulted to assist in making this determination.

5. If it is determined that no violation has occurred, no further action will be taken.

6. If a violation has occurred, the Assistant Athletic Director for Compliance will discuss corrective and disciplinary actions with the Athletic Director and the FAR.

7. Major violations will be submitted to the NCAA Office. The Assistant Athletic Director for Compliance will prepare these reports and obtain the signatures of the Athletic Director and the FAR. The Assistant Athletic Director for Compliance will also be responsible for following up on any cases involving restoration of eligibility with the NCAA.

8. In the case of a major violation, the Athletic Director (or FAR in the event the violation involves the AD) will inform the President prior to submitting the violation(s) to the NCAA.

9. All secondary violations will be reported to the Athletic Director, the Faculty Athletics Representative and the President (via the FAR). Coaches will be informed of the violation by using the situation as a training opportunity in compliance/rules education meeting or workshop.

10. A copy of the violation report and any correspondence from the NCAA on any aspect of the resolution of the violation will be provided to all appropriate personnel and kept on file in the Athletic Director’s Office. Copies of Letters of Reprimands will be sent directly to the Head Coach and to the President of Mississippi College. Any copies of Letters of Admonishment will be sent directly to the Head Coach and to the Human Resource Office as well as the President of Mississippi College.

11. Any such violation that requires a letter of reprimand/letter of admonishment will be part of the coach’s performance evaluation by the Athletic Director.

12. A violation report will be submitted to the Intercollegiate Athletic Committee (IAC) annually.

REPORTING VIOLATIONS AT OTHER NCAA MEMBER INSTITUTIONS

The procedure for reporting rule violations at other institutions is as follows:

1. If a coach or staff member thinks he/she knows of a violation that has occurred at another NCAA member institution, he/she should report the alleged violation to the Athletic Director.
2. The Athletic Director will discuss the alleged violation with the accuser. The Athletic Director or FAR may choose to contact the accused member institution to request that the situation be investigated or may contact the conference office and ask the commissioner to request an investigation at the accused member institution.

PUBLICITY/MEDIA CHAIN OF COMMAND PROTOCOL IN CASE OF MAJOR VIOLATION

1. The Athletic Director will coordinate with the Assistant Athletic Director for Athletic Communications and the Institution’s Office of Public Relations on creating a formal statement for the Institution. In the event the Athletic Director is involved, the Faculty Athletics Representative and/or Legal Counsel will coordinate these efforts.

2. The Athletic Director or the Office of Public Relations will seek the approval from the President as to the content and time of the release.

3. The Institution’s Public Relations Office and the Athletic Department via the Assistant Athletic Director for Athletic Communications will release the statement to all local media outlets.

4. Questions from the media should be directed to the President of the University or the Athletic Director for comment.
At times there may be instances where Mississippi College has grounds to request a waiver of NCAA rules. This may occur regarding a student-athlete, prospective student-athlete, team, or in other areas within the department. The most frequent waiver requests typically involve student-athlete and or prospective student-athletes which are further outlined within this section. Please contact the Assistant Athletic Director for Compliance with additional questions regarding the process for any other waivers.

**Procedures**

If a coach, Mississippi College staff member, or any other individual involved with a student-athlete or a prospective student-athlete has reason to believe that he or she has circumstances that would warrant the student-athlete or the prospective student-athlete an exemption from a specific NCAA regulation will need to follow the following procedures in order for an NCAA waiver to be filed on his/her behalf.

1. Inform the Assistant Athletic Director for Compliance of the waiver request. When informing her that you are requesting a waiver for said student-athlete or prospective student-athlete please include as much information as possible regarding the circumstances surrounding the waiver request.
2. The Assistant Athletic Director for Compliance will then inform the Athletic Director, FAR, of the request for the waiver and the details surrounding it.
3. A conference call will then be placed to NCAA staff for guidance on all waivers. Conference call participants with the NCAA will be determined by the Athletic Director or his/her designee.
4. At the conclusion of the NCAA conference call, the Assistant Athletic Director for Compliance will then proceed with the case based on the recommendation of the NCAA staff member as well as the FAR and Athletic Director.
5. If the waiver is to proceed for submission to the NCAA (or in the case of a Medical Hardship Waiver, the Conference Office), the Assistant Athletic Director for Compliance will then lead the completion of the waiver requirements.
6. Upon submitting the waiver, the Assistant Athletic Director for Compliance will inform all constituencies of the progress of the waiver and any additional questions or new information that is requested by the NCAA staff.
7. Upon receiving a final decision Assistant Athletic Director for Compliance will forward the NCAA’s decision on to all constituencies that have been involved up to this point with the waiver. If a decision of DENIED is rendered by the NCAA staff, the Assistant Athletic Director for Compliance, the Athletic Director, and FAR will reconvene in order to decide the next course of action, which can include accepting the DENIED decision as final, submitting additional information that may have been erroneously left out of the original waiver, or submitting an appeal.
8. If an appeal is filed on behalf of the student-athlete, the Athletic Director, Assistant Athletic Director for Compliance, and the FAR will establish at that point who shall make the appeal.

**HARDSHIP WAIVERS**

Any athlete that is injured during the playing season and wishes to apply for a medical hardship must consult with the Head Athletic Trainer. The Head Athletic Trainer will be responsible for preparing all documentation necessary to submit to the GSC Office for medical hardship request. The GSC Commissioner will make a ruling based on NCAA/GSC legislation. Any appeals will be forwarded directly to the NCAA. While hardship waivers may be granted during a student-athlete’s career, it is best for the waiver request to immediately follow the season in which the injury occurred.
The following individuals should not knowingly participate in sports wagering activities or provide information to individuals involved or associated with any type of sports wagering activities involving intercollegiate, amateur or professional athletics competition:

- Staff members of the Athletic Department
- Non athletics department staff members who have responsibilities within or over the athletics department (President, FAR, etc.)

The NCAA defines **sports wagering** as follows:

- Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or Student-Athlete's own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. (*NCAA Bylaw 10.02.1*)

- Student-Athletes shall not participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition. (*NCAA Bylaw 10.3*)

- A Student-Athlete who violates this bylaw may lose eligibility in all sports. (*NCAA Bylaw 10.3.2*)

The procedures for education on sports wagering are as follows:

1. The Assistant Athletic Director for Compliance will educate Student-Athletes about Gambling & Sports Wagering at the beginning and end of the academic year.

2. The Assistant Athletic Director for Compliance will send emails to Student-Athletes, the Athletic Department Staff and Compliance Committee prior to any major sporting event (e.g. Super Bowl, March Madness, etc.) during the academic year.
Student-Athletes can lose amateur status and/or lose eligibility if they:

1. Following initial full-time collegiate enrollment, use their athletic skill (directly or indirectly) for pay in any form in that sport;
2. Following initial full-time collegiate enrollment, accept a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Following initial full-time collegiate enrollment, sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
4. Following initial full-time collegiate enrollment, receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;
5. Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or
6. Enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.
7. Enter a professional draft.

**Agents**

An individual becomes ineligible if he or she agrees, or has ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing his/her athletic ability in their respective sport even if the arrangement does not take effect until the completion of the Student-Athletes eligibility.

NCAA rules do not prohibit Student-Athletes from receiving information about prospective agents or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor as long as neither a written nor an oral commitment is agreed upon during such conversations.

**Outside Competition**

In sports other than basketball, a Student-Athlete will become ineligible if, after enrolling at Mississippi College, they participate as a member of any outside team in any non-collegiate, amateur competition during the declared season in their sport until their eligibility is restored by the NCAA Division II Committee on Student Athlete Reinstatement. This includes tournament play, exhibition games or other activities in their sport outside of their Mississippi College team.

It is permissible to participate on an outside team during the institution’s official vacation period (winter break, spring break, summer vacation) provided the competition does not occur during the sport’s declared playing season.

It is permissible for Student-Athletes to participate in outside competition during the academic year in their sport as long as they represent only themselves in the competition and do not engage in competition as a member of or receive expenses from an outside team.
Amateurism Certification
The Athletic Department and the NCAA Eligibility Center, together, verifies the amateurism status for all Student-Athletes.

- Initial Amateurism - The NCAA Eligibility Center certifies initial amateurism for all PSAs.

- Continuing Amateurism – The Compliance Office monitors amateurism during the time a Student-Athlete is enrolled at Mississippi College.

- Transfer Amateurism – Transfers are required to go through amateurism re-certification with the Eligibility Center. The Compliance Office will also research the amateurism status of the transfer through the appropriate transfer tracer form as well as using the Student-Athlete’s Historical Questionnaire.

Anytime the Compliance Office is aware of questionable amateurism, the NCAA Eligibility Center will be notified.
Monitoring the recruitment of Prospective Student-Athletes (PSAs) is the responsibility of each Head Coach and the Assistant Athletic Director for Compliance. The Assistant Athletic Director for Compliance will conduct monthly checks of recruiting logs.

Please refer to Bylaw 13 in the NCAA Division II Manual for the definition and applications of recruiting rules and representatives of athletics interests.

**Coaches Certification Test**

According to NCAA rules, all coaches (including full time, part time, graduate assistants and volunteers) are required to pass the yearly *Coaches Certification Test* before engaging in any off-campus recruiting activities. If any other athletic department staff is going to be engaged in off-campus recruiting, those individuals must also pass this test.

The *Coaches Certification Test* procedures are as follows:

1. Dates for the *Coaches Certification Test* will be announced by the Assistant Athletic Director for Compliance and/or the FAR as soon as the *Coaches Certification Test* becomes available.
2. The FAR will proctor all tests. In the event the FAR is unavailable, the FAR will select a representative from the Intercollegiate Athletic Committee as his/her designee.
3. The tests will be administered in accordance with the *Coaches Certification Test* administrator instructions and procedures as provided by the Gulf South Conference for the institution’s testing as required by the NCAA.
4. Any coach NOT receiving a passing grade of 80% cannot recruit off-campus until a passing grade is achieved. The individual(s) not receiving a passing grade will be informed of the next earliest test date (30 day waiting period) and will be allowed, if so desired, to review their previous test in the presence of the FAR prior to retaking the test.

**Recruiting**

The Head Coach is responsible for activating each new prospect on the *Institutional Request List* (IRL). *(See Appendix #1).* The Head Coach is responsible for entering and tracking recruitment of all PSAs in the Recruiting tab Compliance Assistant (CA). *(See Appendix #4).* Recruiting information should be entered into CA by the coach following the initial contact, the initial evaluation or the initial phone call.

The Head Coach will also be responsible for removing PSAs from IRL. *(See Appendix #1)* PSAs should be removed from the IRL once it is determined that a coach will no longer recruit them and/or if the PSA signs an NLI or GIA with another institution. The Assistant Athletic Director for Compliance will monitor the IRL to ensure compliance.

The following recruiting activities with a PSA may take place after June 15 prior to their junior year in high school.
• Athletic recruiting materials
• Electronic media (must be private between recipient and sender)
• Electronic transmissions (must be private between recipient and sender)
• Official Visits
• Tryouts

PSAs (and parents or legal guardians) will be informed of recruiting rules in various ways throughout the recruiting process. Upon registering, the Eligibility Center will make the Recruiting Guide for the College Bound Athlete available; Signed PSA Declarations provide rules for official visits; and Tryout request forms signed by PSAs provide rules for permissible tryouts. Other PSA education regarding recruiting rules (including organized competition) will come directly from the Athletic Director once a PSA has signed an NLI or Athletic Grant-In-Aid with Mississippi College.

All sports will be functioning, effective beginning in the 2014-15 academic year, under NCAA limits to athletic related financial aid for each sport.

Mississippi College Athletics will begin using signing dates beginning Fall 2013 to offer Grant-In-Aid. However, Mississippi College will not issue National Letter of Intent until achieving full Division II member status in the Fall 2016. Until then, an accepted Grant-In-Aid will be honored as a Letter of Intent among Gulf South Conference Institutions.

The institutional deadlines to sign returning Student-Athletes are May 1st for all Fall and Winter sports and May 15th (or one week after the conclusion of the season) for all Spring sports. The NCAA deadline for all returning Student-Athletes to sign financial agreements is July 1st. The National Letter of Intent sets an August 1st deadline for all institutions to have newcomers signed.

**Telephone Calls**

Procedures for telephone recruiting calls are as follows:

1. Any off campus recruiting by representatives of athletic interest who have not passed the NCAA DII Coaches Certification Test is strictly prohibited.

2. Phone calls with a PSA may take place after June 15 prior to their junior year in high school.

3. The coaching staff should keep an accurate account of all initial telephone calls and any other significant calls by tracking this information on the Phone Call tab of Compliance Assistant after the call is made.

4. Head Coaches will track all significant phone calls thereafter on the Recruiting tab of Compliance Assistant.

5. If necessary, the Assistant Athletic Director for Compliance may request a coach submit their personal phone records for audit purposes.

6. The Assistant Athletic Director for Compliance will monitor the Recruiting Tab in Compliance Assistant to ensure compliance with this process.
7. Once a month, the Assistant Athletic Director for Compliance is responsible for forwarding the name of any coach who is not compliant with the telephone call guidelines to the Athletic Director.

Contacts and Evaluations
Procedures for contacts and evaluations are as follows:

1. Any off campus recruiting by representatives of athletic interest who have not passed the *NCAA DII Coaches Certification Test* is strictly prohibited.

2. Contacts and evaluations with a PSA may take place after June 15 prior to their junior year in high school.

3. The coaching staff should keep an accurate account of all initial contacts and evaluations by tracking this information on the *Recruiting tab* of Compliance Assistant after the initial contact has been made.

4. All coaches are responsible for knowing the specifics of their respective sports NCAA DII recruiting calendars and for abiding by the recruiting calendar in all recruiting activities.

5. Coaches are responsible for contacting the Assistant Athletic Director for Compliance with questions regarding their recruiting calendar.

6. The Head Coach is responsible for monitoring all recruiting activities involving off-campus contacts by all coaches certified to recruit off-campus for that sport.

7. The Assistant Athletic Director for Compliance will monitor the Recruiting Tab in Compliance Assistant to ensure compliance with this process.

8. Once a month, the Assistant Athletic Director for Compliance is responsible for forwarding the name of any Head Coach who is not compliant with the contact guidelines to the Athletic Director.

Recruiting Off Campus
Before engaging in any kind of recruiting activities off-campus, each coach is required to abide by the following procedures:

1. Any off campus recruiting by representatives of athletic interest who have not passed the *NCAA DII Coaches Certification Test* is prohibited.

2. The coach must complete and submit to the Athletic Director an *Advance Travel Authorization for Recruiting* form for travel. (Refer to the travel section of this manual for institutional travel procedures).

3. Within 3 business days of returning to campus from recruiting activities, the coach must submit all receipts along with a *Travel Expense Report for Recruiting* to the Administrative Assistant. Once the trip receipts are reconciled by the Administrative Assistant, the report will be reviewed and signed by the Athletic Director and forwarded to the Controller’s Office for final processing.
The Controller will work with Assistant Athletic Director for Compliance to verify charges incurred.

**Official Visits**
Permissible after June 15\(^{th}\) before a PSA’s junior year in high school. *(Effective June 15, 2014)* Procedures for official visits are as follows:

1. Prior to requesting an official visit, the Head Coach must request copies of transcript from the PSA.
2. Verify with the PSA that they are registered with the NCAA Eligibility Center. If the student is not on the *Institution Request List* (IRL) the coach must do the following:
   - The coach must go to the Eligibility Center website and activate the PSA on the IRL. *(Appendix #1)*
   - If the PSA is not registered with the Eligibility Center, the Head Coach must contact the PSA to have them register with the Eligibility Center.
   - An official visit for a high school student-athlete cannot occur until the PSA is registered with the Eligibility Center.
3. If the PSA is staying with a student host, the coach must meet with the student host prior to the official visit. After review of the student host instructions, the student host must sign the *Student Host Contract*.
4. Coach completes the *Official Visit Request Form* and/or the Advanced Authorization for Recruiting and submits, along with all transcripts, a student host contract (if applicable) and a *PSA Declaration* form to the Administrative Assistant. This should be done at least one week (5 business days) prior to the visit.
5. The Administrative Assistant will assign a corresponding “AR” trip number and forward to the Assistant Athletic Director for Compliance.
6. The Assistant Athletic Director for Compliance will check Compliance Assistant to verify the PSA has not already received an official visit from Mississippi College, verify the PSA is on the IRL or that a transcript has been received for transfers, verify the visit occurs during an appropriate recruiting period and that permission to contact has been received for a 4 year transfer.
7. If all of the required tasks are complete, the Assistant Athletic Director for Compliance will forward the visit request to the Athletic Director and the Controller for budget approval. Otherwise the Assistant Athletic Director for Compliance will inform the Head Coach of the missing information and the request being denied until further notice.
8. Once the visit is approved, the Assistant Athletic Director for Compliance will write the corresponding “AR” number on the *Official Visit Request* as well as on the *PSA Declaration* and return the *PSA Declaration* form to the coach to confirm the visit is approved.
9. When the PSA arrives on campus, the 48-hour time limit begins.
10. A PSA may be housed on-campus overnight per the *Residential Life Policy*. The Coach or student host must contact the Resident Director of that building with the PSA’s name and dates of the visit.

11. If the PSA is planning to attend an athletic event, the coach adds the prospect’s name to the *Prospective Student-Athlete Complimentary Admissions Pass List* which is submitted to the Administrative Assistant at least one hour before game time. After the event, the signed pass lists will be given to the Assistant Athletic Director for Compliance for review.

12. The institution is allowed to give a PSA three meals per day.

13. A Prospective Student Athlete signs the *PSA Declaration* Form. This form provides important information that indicates what is and is not permissible during the visit and verifies what occurred during the visit.

14. The PSA concludes the official visit within the 48-hour limit and leaves campus.

15. The Coach will submit a *Travel Expense Report for Recruiting & Official Visits Report*, the signed PSA Declaration and all receipts and/or pay orders for reimbursement are to be returned to the Administrative Assistant for processing.

16. The Administrative Assistant will reconcile the paperwork and forward to the Assistant Athletic Director for Compliance. The Assistant Athletic Director for Compliance will review all official visit documentation, sign for approval, remove the PSA Declaration for the PSA’s file and forward to the Athletic Director for final approval before being sent to the Controller for final processing.

17. The Assistant Athletic Director for Compliance will document the date of the official visit in Compliance Assistant and file the paperwork in the appropriate sport’s binder.

18. Official visits are NOT permitted during a Dead Period.

**Unofficial Visits**

The procedures for unofficial visits are as follows:

1. The Head Coach identifies a PSA that he/she intends to invite on an unofficial visit.

2. If the PSA is planning to attend an athletic event, the Coach adds the PSA’s name to the *Prospective Student-Athlete Complimentary Admissions Pass List* which is submitted to the Administrative Assistant at least one hour prior to game time. After the event, the signed pass lists will be given to the Assistant Athletic Director for Compliance for review.

3. When the PSA comes on the unofficial visit, the institution is allowed to provide one meal in the cafeteria (or elsewhere if closed) to the PSA, his/her relatives and/or legal guardians.

4. A PSA may be housed on-campus overnight per *Residential Life Policy*. The Head Coach or student host must contact the Resident Director of that building with the PSA’s name and dates of the visit.

5. The Head Coach should document all visits on the *Unofficial Visit List* and submit to the Assistant Athletic Director for Compliance at the staff meeting at the beginning of each month for review.
6. The Assistant Athletic Director for Compliance will review these lists for the appropriate recruiting periods for applicable sports and file in the appropriate sport’s binder.

Unofficial visits are NOT permitted during a Dead Period.

**Tryouts**
A tryout must occur at the regular university competition or practice facilities. Tryouts may occur after June 15 prior to a PSA’s junior year in high school. Competition against team members is permissible during the academic year. A tryout cannot last more than **two hours** on a given day. Mississippi College Student-Athletes can participate in these tryouts so long as the time spent is counted within their weekly hour limitations of athletic related activities. No coaching activities may occur with Mississippi College Student-Athletes while they are participating in the tryout.

- **Prospective Student-Athletes**
  The following procedures apply to tryouts for PSAs:

  1. Not more than one tryout per PSA, per institution, per sport shall be permitted.

  2. High school students can only try out in a term other than the term in which their traditional season in the sport occurs or their eligibility has been exhausted.

  3. 2-year transfer students can tryout at the conclusion of that sports season or any time after they have exhausted their eligibility in that sport.

  4. 4-year transfer Student-Athletes may try out at the conclusion of that sport’s season provided that written permission from their current institution’s Athletics Director or designee has been obtained. *See NCAA Bylaw 13 for further details.*

  5. Prior to participation the Head Coach or designee sends information to each PSA specifying the requirements for a tryout, including transcripts, a recent physical exam (last six months), copy of insurance card, sickle cell test results or waiver, and MC participation waiver.

  6. Prior to the tryout the Head Coach or designee must submit all required documents and the **On Campus Tryout Form** to the Assistant Athletic Director for Compliance for approval. This information should be submitted at least five (5) days prior to the tryout.

  7. The tryout will be cancelled if any of the required documents (recent physical, copy of insurance card, sickle cell test results, MC participation waiver and transcripts) are missing.

  8. Once approved, the Assistant Athletic Director for Compliance will date the **Tryout** form, contact the coach to confirm the approval and will file the form in a folder for approved tryouts. If the tryout does NOT take place on the date approved, the coach must notify the Assistant Athletic Director for Compliance.
9. The Assistant Athletic Director for Compliance will keep the approved tryout form in the file until after the date of the tryout. The tryout will then be confirmed with the coach that it took place and the date will be entered into Compliance Assistant. The form will then be filed in the appropriate sport’s binder.

10. Current SAs that participate must sign the CARA log.

- **Current Enrolled Students (Non-Recruited Walk-On)**
  For purposes of these procedures, the definition of a Non-Recruited Walk-On is a non-recruited currently enrolled MC student joining a team after the first permissible practice.

1. The currently enrolled student must meet with the coach and receive the coach’s approval to tryout. The coach is also responsible for informing the student that he/she must bring proof of a physical examination (within 6 months), sickle cell test results and an MC participation waiver before a tryout may occur.

2. The Head Coach is responsible for collecting all paperwork from the student and submitting to the Assistant Athletic Director for Compliance for approval before the tryout is given.

3. The Assistant Athletic Director for Compliance will verify with the Registrar that the student is enrolled full time, is in good academic standing and passed 6 hours in the previous full time term and/or otherwise would be eligible to practice, and that all required documentation is complete before approving the tryout.

4. The student will be allowed to practice / tryout for 14 days. If at any time or at the conclusion of the 14 days, the coach wants to offer the student a roster spot, the coach must submit a **Squad List Addition** form to the Assistant Athletic Director for Compliance.

5. The Walk-On will be required to meet with the Assistant Athletic Director for Compliance to complete the Walk-On procedures. The 45 day clearance for competition will start on this day.

6. The Walk-On will meet with the Assistant Athletic Director for Compliance and
   - Fill out all required NCAA and Mississippi College documents.
   - Will be informed about registering and completing all required “tasks” with the NCAA Eligibility Center, if applicable.
   - The Assistant Athletic Director for Compliance will give the Walk-On the MC Student-Athlete Handbook and require a signed **Signature of Recipient** form.

7. The Walk-On will be required to meet with the Sports Information Director and fill out a Player Profile and take a head shot photo (step 4 of the **Squad List Addition** form)

8. The Walk-On will meet with the Head Athletic Trainer, fill out and submit all required documents (step 3 of the **Squad List Addition** form).
9. The Squad List Addition form will be returned to the Assistant Athletic Director for Compliance.

10. Once the Walk-On has completed the Squad List Addition form and has been cleared by the Compliance Office, he/she becomes a Student-Athlete and may practice only. The Walk-On will have 45 days to be cleared by the NCAA Eligibility Center for competition.

   If at the end of the 45 days, the Walk-On has not been certified as eligible, the Assistant Athletic Director for Compliance will notify the Head Coach that the Walk-On may no longer practice until certification is verified.

11. Once the Walk-On has completed the certification process, the Assistant Athletic Director for Compliance will add the new student-athlete to the roster in Compliance Assistant.

12. The Assistant Athletic Director for Compliance will add the Walk-On to the NCAA Academic Eligibility Report and print an updated Affirmation of Eligibility for the Head Coach to sign.

13. The Assistant Athletic Director for Compliance will notify the Head Coach, Sports Information Director, Head Athletic Trainer, Registrar’s Office and Financial Aid Office of the roster change.

14. The Head Coach will add the Walk-On to the CARA log.

Permission to Contact a 4-year College Transfer
Procedures for recruiting 4-year college transfer are as follows:

Each coach must notify the Assistant Athletic Director for Compliance prior to discussing the possibility of transferring with any PSA who seeks a transfer to Mississippi College.

1. The Assistant Athletic Director for Compliance is responsible for sending appropriate Permission to Contact/Transfer Tracer Form to the PSA’s institution.

2. The Assistant Athletic Director for Compliance will provide the Head Coach with a copy of the response and Permission to Contact/Transfer Tracer Form from the PSA’s current institution.

3. If permission is granted, the Head Coach will be instructed he/she may proceed with the recruitment of the Transfer PSA. Otherwise the Head Coach will be instructed to discontinue further recruitment of the PSA.

4. The Assistant Athletic Director for Compliance will enter this date into Compliance Assistant in the Recruiting Tab and file the request in the appropriate sport’s binder.

Request a Transfer Release from Mississippi College
The procedures for requesting a transfer release are the following:

1. A Student-Athlete must fill out the Request for Student-Athlete Release form. This form is located on the Athletic Department website or may be picked up from the Compliance Office.
2. The Student-Athlete must discuss the transfer with the Head Coach and the Head Coach must sign the form approving the release. *Coaches should make sure that ALL equipment has been returned BEFORE signing the release form!

3. If the release is GRANTED, the Student-Athlete should return the form to the Compliance Office.

4. If the release is DENIED, the Student-Athlete will need to take the form and discuss the situation with the Athletic Director. The Athletic Director will discuss with the Head Coach and notify the Student-Athlete of their final decision. IF approved, the Athletic Director will sign and return the approved form to the Compliance Office to generate the release.

5. If granted, the Assistant Athletic Director for Compliance will send an Official Release Letter to the institution(s), the Student-Athlete and Head Coach.

6. If denied, the appeal process below will be applied.

7. Per Gulf South Conference rule, if the Student-Athlete is requesting to transfer to another Gulf South Conference School, the permission to contact and/or release must come directly from the Athletic Director or President himself in order for the Student-Athlete to participate at the new school right away.

**Appeals Process**

If the request is not granted, the Athletic Director or designee will send written notification to the Student-Athlete regarding the opportunity for an appeals hearing.

The procedures for requesting an appeal hearing are the following:

1. The Student-Athlete will have 14 consecutive calendar days upon the date of issuance of the written notification to respond, in writing, to Athletic Director or designee and formally request a hearing conducted by the Student-Athlete Appeals Committee. The request should include the following:

   - Student’s name, MC ID number, year in school and the sport
   - Reasons for believing that the decision was improper, including names of institutional staff members with whom the student has discussed the transfer.
   - Copies of any relevant documents associated with this request.

2. Failure by the Student-Athlete to submit a written request for a hearing within 14 consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing.

3. If the Student-Athlete notifies the Athletic Director or designee, in writing, of their intent to appeal within the required time limit, the Athletic Director or designee will notify the Faculty Athletics Representative.

4. The Faculty Athletics Representative or designee will chair the Student-Athlete Appeals Committee.

5. The Student-Athlete Athletic Appeals Committee, comprised of the Faculty Athletics Representative or designee, at least one member of MC’s Compliance Committee (not
employed by the Athletic Department), and a representative of the Student Development staff shall preside over this hearing and make the final determination.

6. The Student-Athlete Appeals Committee shall conduct the hearing within 30 consecutive calendar days of receiving notification from the Faculty Athletics Representative or designee. The Student-Athlete Appeals Committee will notify the Student-Athlete and the Athletic Department of the time, date, and location of their respective hearings.

7. The Student-Athlete and Head Coach and/or Athletic Director must come to their respective hearing with three (3) copies of any documents that will be presented, one for each of the Appeals Committee members. The Committee will already have copies of any email communications received regarding the request for appeal.

8. At this hearing, the Student-Athlete and the Athletic Department shall be allowed an opportunity to present their case separately. Either party is permitted to present witnesses and/or documents to the committee that may support their position. Both the Athletic Department and Student-Athlete will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.

9. A Student-Athlete may be accompanied during an appeal by an adviser. The adviser can be a fellow student, faculty member, legal counsel, friend, or parent. In the event the Student-Athlete is accompanied by legal counsel, the lawyer may act as an advisor only. The university will provide an Ombudsperson to assist the student, if requested.

10. At the conclusion of the hearing, the Student-Athlete Appeals Committee shall have up to 48 hours to render a final decision. With written agreement from both the Student-Athlete and the Athletic Department, an extension to the 48 hours may be granted, if requested by the Appeals Committee.

11. The Faculty Athletics Representative or designee will notify the Athletic Director, Assistant Athletic Director for Compliance and the Student-Athlete of the committee’s decision in writing. This decision shall be final and not subject to appeal.

12. The appeal process, related emails, documentation presented, and decision of the Student-Athlete Appeals Committee should be considered confidential. The Student-Athlete, their family members or friends, MC coaching and athletic department staff, and Student-Athlete Appeals Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.). A violation of the confidentiality of information as noted above by the Student-Athlete or their family members or friends may result in the reversal of the Appeals Committee decision. A violation of the confidentiality of information as noted above by any member of the staff representing MC may result in disciplinary action, up to and including termination.
The Office of Enrollment Services is responsible for ensuring that all student-athletes are admitted under the same standards as the general student body applicant. The Office of Enrollment Services, The Office of Global Education and the Athletic Department will be required to work together to ensure Mississippi College is abiding by all NCAA regulations appropriately and recruiting quality students as well as, student-athletes.

The Admission’s Office liaison for the Athletic Department TBA. Coaches may contact individual admission’s counselor’s regarding issues related to the admissions process or the recruitment of prospective student-athletes. However, coaches must contact Sam for assistance with issues over and above the admission’s process.

Institutional Request List (IRL)/Eligibility Center Database

The IRL is a web registry where coaches indicate their interest in actively recruiting a prospective student-athlete. Periodically, the Director of Enterprise Applications will upload Coach-selected prospects and prospects that indicate an interest in MC and deposit these contacts into Goldmine.

These students will be source coded as “IRL” in Goldmine.

Undergraduate Admissions Requirement – Domestic Students

All Domestic students will be admitted through the Undergraduate Admission’s Office under the same requirements for all undergraduate students. Students will be required to submit:

- A fully completed application along with a $25.00 application fee unless filled out on campus.
- Transcripts – an official transcript of all high school work completed to date mailed directly to the Office of Enrollment Services from the high school. Upon graduation, applicants must have a final transcript sent showing date of graduation, signature by the school official and official seal. Transfer students must submit transcripts from all previous colleges attended. Electronic transcripts are only accepted from “Escrip-safe and Parchment Exchange.”
- Test Scores – A minimum composite score of 18 on the ACT or a comparable combined score on the SAT will be required for general admission.
- Immunization Certificate – Mumps, Measles and Rubella (MMR) Immunization Certificate. One immunization in the past ten years or two in a lifetime are required.
- Housing Fee – all students seeking campus housing are required to submit $100 fee to reserve a spot in the residence halls.

For more information regarding GED, Homeschool or Transfers visit www.mc.edu/admissions/undergraduate/requirements

Undergraduate Admissions Requirements - International Students

International Student-Athletes will be admitted through the Office of Global Education under the same requirements for all international students.

1. Completed International Admission Application
   - Complete the application online. However, all supporting documentation must be delivered to Wen Wang (*Keep a copy for your records)

2. TOEFL or IELTS scores sent to Office of Global Education
   - These are like ACT/SAT scores and may be sent directly from the testing agency
• Need TOEFL score of 69 or IELTS score of 5.5.

3. Financial Statement
  • Necessary to provide evidence of sufficient financial support for living expenses, educational supplies, medical insurance and transportation.
  • This is required for all students; however, a preliminary “Athletic Financial Statement” may be submitted along with the application when you know you are going to give them athletic aid. See attachment

4. $40 Application Fee if paid before the application deadline
  • $60 app fee if paid after May 15 for Fall enrollment & September 15 for Spring enrollment
  • This may be paid by check directly to OGE or through Touchnet by credit card or money wire.

5. ALL Transcripts with English Translation
   ***See List of Approved Transcript Services for a list of credentialed evaluation services.
   • Incoming Freshmen – Will need to submit all high school transcripts
   • International Transfers – (Meaning those that have attended an international college or university )
     o Will need to submit high school transcripts
     o Will need to send course descriptions from the Institution’s catalog for all courses taken before being accepted as transferrable credits on their degree plans.
   • Other Transfers – (Meaning those that have attended a college or university in the U.S. last)
     o Will only need to submit transcripts from all colleges or universities attended

6. MMR & TB Shot Records

Office of Enrollment Services Guidelines:
• If a student has either a 25 ACT, a 3.5 GPA, or is in the top 20% of their class, they can receive both MC scholarships and athletic scholarships (only one of the 3 criteria has to be met).
  ❖ Example: If a student has a 23 ACT, a 2.9 GPA, and is in the top 20% of their class, they will qualify for the MC matrix award, plus any athletic scholarships the coach may offer.
  ❖ Example: If a student has a 19 ACT, but a 3.6 GPA, they are awarded an Opportunity Grant based on the scholarship matrix. They could receive athletic scholarships on top of this. Ultimately, the student only qualifies for the amount they earn on the matrix (not a 25).
• Coaches can superscore ACT scores in order to reach the 25 ACT point.
• Residual ACT scores may be used for Admission purposes but not for NCAA Eligibility.
• MC Grants, Leadership, Financial Need – those receiving athletic scholarships do not qualify for any of these awards. Appeals cannot be made for those receiving athletic scholarships.
• Anyone receiving athletic scholarships may stack tuition remission, and endowments.
• International student-athletes may be awarded academic scholarships in addition to athletic scholarships but will not be eligible to receive International Financial Aid from the Global Education Center.
• An international student-athlete may be awarded non-countable academic aid, if they have a valid ACT score of 25 or SAT score of 1140. A transfer international may be eligible to receive
non-countable academic aid, if they have a final GPA score of 3.3 from an accredited junior or senior college in the United States.

The Scholarship Process – (Domestic Student-Athletes)

1. Admissions Counselors will award all students, including athletes, as usual. If a prospect in Goldmine is found on the IRL, Records will notify the respective coach of the award to the prospective student-athlete and give the coach an opportunity to decide if the coach wants to offer “Athletic Financial Aid”. Records Clerk will hold the scholarship letter for three days. If the coach does not communicate the intent to offer “Athletic Financial Aid” within this 3 day window, the award letter will be sent to the prospective student-athlete.

2. If a coach wants to award an athlete “Athletic Financial Aid” an Initial Grant-In-Aid Request will be submitted in writing to the Athletic Director. Once approved, the GIA will be sent to the Director of Financial Aid who will enter the award in Banner as “offered”. It will then bridge over into Goldmine. This award can be viewed on the FinAid tab.

3. If a student gets an Athletic Grant-In-Aid only, they receive an Athletic Grant-In-Aid letter, not a scholarship award letter.

4. The athlete has 30 days to accept the Athletic Grant-In-Aid offer. If the Athletic Grant-In-Aid is accepted, signed and returned to the Athletic Department, the Assistant AD for Compliance will have the Athletic Director sign and date. The signed Grant-In-Aid will then be forwarded to the Director of Financial Aid and copied to the GSC Office.

5. The Director of Financial Aid will mark the scholarship as “accepted” in Banner. This will also be updated and reflected in Goldmine.

6. The Assistant Athletic Director for Compliance will enter the appropriate dates in Compliance Assistant and then file the Grant-In-Aid in the appropriate sport’s binder.

Before a Grant-In-Aid can be offered during an early signing period, a PSA has to apply to the institution and provide a current transcript only. *(Note: the grant-in-aid has language in it that states the GIA becomes void if the PSA does not meet Mississippi College, Gulf South Conference or NCAA requirements to receive the aid.)*

During the regular signing periods a PSA must submit an application and a transcript, and Admissions will have to verify that ACT/SAT scores have been submitted to the institution.

In the event scholarship letters and Athletic Grant-In-Aids are sent to the PSA, the scholarship letters will have a clause that states “If you are planning to play a Division II sport, this award is subject to change. Contact your coach if you have any questions.”

International Student - Admissions Process

- Global Education Office receives completed application packet.
- Normal decision time for acceptance is 7-10 business days if application is complete.
Acceptance to MC is communicated by letter, which is sent directly to the student that will include an MC I.D 700# and the requirement that the student pay a one-time, $250 “Seat Deposit” before Mississippi College will complete the F1 student visa (I-20) process for this student. The $250 “seat deposit” may be paid via peertransfer.com and is a confirmation or commitment that the student intends on attending Mississippi College.

✓ If the student enrolls at MC the $250 is applied to their tuition (account).

✓ If the student enrolls and his/her Visa is rejected twice, the $250 is refunded.

✓ If the student does not enroll at MC, the $250 is NOT refunded to the student.

*The $250 seat deposit is not required, if the student is a transfer from another domestic university and has already received his/her F1 student visa (I-20).*

If a student is receiving a full grant-in-aid, the student must pay the $250 but it will be refunded to the student once enrolled and attending classes.

When a student signs an Athletic Grant-In-Aid, a copy of the signed form will be forwarded to both Eliot Sanford for documentation of the specific amount offered to the student on the F1 student visa (I-20), in case the amount changes from the proposed financial statement, as well as Ken Qui for housing purposes.

Coaches should email a list of international students that are coming to MC and are not signing an athletic grant-in-aid to Ken Qui so housing can be reserved.

International students that earn a 25 ACT or 1140 SAT or a transfer that has a 3.3 GPA, may receive academic financial aid.

Coaches that wish to track their sport’s progress can email a list of your sport’s athletes to Wen Wang. Wen will send you a status report of those listed. Do not send a request before ten (10) business days after submission of the completed application.

If a “Matriculation” letter is required from the NCAA Eligibility Center to verify initial enrollment, the Compliance Office will send the letter to either Wen Wang (for entering freshmen) or Ginger Robbins (for transfers). Once signed by the appropriate authority, the Compliance Office will upload into the NCAA Eligibility Center portal.

Prior to enrollment, the student will be required to purchase medical insurance. This may be purchased through the Office of Global Education. If the student already has medical insurance that is equal to or better than the plan offered by MC, the student may waive the MC plan and use their own, but it must be approved through the Office of Global Education.

In addition student-athletes will be required to provide proof of medical insurance that covers athletic participation or will be required to purchase a policy that covers athletic participation. The student-athlete will be responsible for paying for any additional policies necessary for this coverage.
The Scholarship Process – (International Student-Athletes)

1. Coaches will follow the scholarship process for awarding initial grant-in-aids.

2. The Financial Aid Director will award any academic money to an international student if he/she meets the criteria and will reflect the award in Banner.

3. The Financial Aid Director will notify the Office of Global Education that the award has been offered for the international student-athlete so additional financial aid will not be awarded.

List of Approved Transcript Services for Mississippi College:

North American Education Group
505 Paradise Road U#254
Swampscott, MA 01907

Educational Evaluators International, Inc
11 South Angell Street #348
Providence, RI 02906

Global Credential Evaluators
P.O. Box 2903
College Station, TX 77842

World Education Services, Inc.
P.O. Box 5087
Boling Green Station
New York, NY 10274

American Association of Collegiate Registrars and Admissions Officers (AAACRAO)
One DuPont Circle, NW, Suite 520
Washington, D.C. 20036

Josef Silny & Associates, Inc.
International Education Consultants
7101 SW 102 Avenue
Miami, FL 33173
Roster management will be the responsibility of the Head Coach (or designee). The Head Coach will be responsible for updating and maintaining all information as it pertains to the startup of a new season and the status of each student-athlete.

**Roster Creation**
Coaches will create and maintain rosters throughout the academic year.

1. The Head Coach is responsible for providing the Assistant Athletic Director for Compliance a roster of all returning players by the requested deadline.

2. The Head Coach is responsible for making sure that the PSA’s profile in the Recruiting Tab of Compliance Assistant for those that will be attending Mississippi College has been updated by the requested date. Updated means a valid EC#, MC ID 700#, date of birth, mc.edu email address, ethnicity identified, and marked as recruited/non-recruited.

3. The Assistant Athletic Director for Compliance will create a NEW roster in Compliance Assistant by merging recruits from the “Recruiting Tab” and rolling over the student-athletes from the previous season.

4. The Assistant Athletic Director for Compliance will flag all Student-Athletes in the SGASPR page in Banner by sport before the first day of class.

5. The Assistant Athletic Director for Compliance will notify the Registrar and Financial Aid Director when the initial roster has been generated so that these offices may begin entering the required data for certifying initial eligibility.

6. Any changes to the roster after initial certification has been completed will require the Squad List Addition or Deletion procedures below.

7. The Assistant Athletic Director for Compliance will obtain all required signatures on the Eligibility Checklist Report and submit to the GSC Office 4 business days prior to the 1st contest.

8. The Assistant Athletic Director for Compliance will generate a copy of the Eligibility Checklist Report and the Affirmation of Eligibility form and return to the Head Coach to signify who is eligible to participate.

**Squad List Addition**
Once the initial eligibility of each student-athlete has been certified on the Academic Eligibility Report and the coach signs off on the Affirmation of Eligibility form any additions to the roster require the following steps:

1. The Coach will submit a **Squad List Addition** form to the Assistant Athletic Director for Compliance.
2. The Assistant Athletic Director for Compliance will contact the Financial Aid Director and the Registrar and request a preliminary financial aid & eligibility review. If the Registrar confirms the preliminary review, The Assistant Athletic Director will notify the coach that the student-athlete must complete the required compliance forms and may proceed in the process. The Assistant Athletic Director for Compliance will add the student-athlete in Compliance Assistant and flag the student-athlete in the SGASPRT page in Banner and forward the required forms via the Compliance Assistant site.

3. Once the compliance process and been completed, the Assistant Athletic Director for Compliance will sign off on Step 2 of the form and forward to the Assistant Athletic Director for Athletic Communications & Sports Information.

4. When the student-athlete completes the player profile sheet and has a photo taken, the Assistant Athletic Director for Athletic Communications & Sports Information will sign off on Step 3 of the form and forward to the Head Athletic Trainer.

5. The Head Athletic Trainer will have the student-athlete complete the required paperwork and will schedule a date and time for a physical, sickle cell test (if requested) and concussion baseline testing. When the student-athlete has completed all the necessary requirements from the Athletic Training staff, including providing proof of insurance, the Head Athletic Trainer will sign off on Step 4 of the form and will return the form to the Assistant Athletic Director for Compliance.

6. The Assistant Athletic Director for Compliance will notify the Head Coach, the Sports Information Director and the Head Athletic Trainer of the authorization to add the student-athlete.

7. The Assistant Athletic Director for Compliance will obtain all required signatures on the Academic Eligibility Report and submit to the GSC Office 4 business days prior to the 1st contest.

8. The Assistant Athletic Director for Compliance will generate the Affirmation of Eligibility form and return to the Head Coach for approval and signature. This form will signify the student-athlete has been successfully added and may begin to participate.

**SQUAD LIST DELETION**

Once the initial eligibility of each student-athlete has been certified on the Academic Eligibility Report and the coach signs off on the Affirmation of Eligibility form any deletions to the roster require the following steps:

1. The Head Coach should meet with the student-athlete and discuss the merits of the *Squad List Deletion* form.

2. If the student-athlete voluntarily wants to leave the team or if the coach dismisses the student-athlete from the team, the *Squad List Deletion* form should be completed and returned to the Assistant Athletic Director for Compliance.

3. In addition, if the student-athlete is receiving athletic related financial aid, the *Athletic Grant-In-Aid Release* form will be required along with the *Squad List Deletion*. 
4. Upon receipt of these forms, the Assistant Athletic Director for Compliance will document the “change of status” date in Compliance Assistant.

5. The Assistant Athletic Director for Compliance will forward the Grant-In-Aid Release Request to the Financial Aid Director as notification of the removal of athletic related financial aid.

6. The Assistant Athletic Director for Compliance will notify the Sports Information Director, the Head Athletic Trainer and the Registrar of the change via email. At this time, the Registrar will remove the athletic HOLD on the student’s account.

7. The Assistant Athletic Director for Compliance will communicate with the Head Coach if a request to the Bursar for a HOLD is necessary for not returning equipment. If the HOLD is necessary, the Head Coach will be responsible for communicating with the Bursar when to remove that Business Office HOLD when equipment is returned.

8. The Assistant Athletic Director for Compliance will update information in Compliance Assistant, generate an updated Eligibility Checklist Report, obtain all required signatures and send to the GSC Office.

9. The Assistant Athletic Director for Compliance will add a “comment” under the sport code for the student-athletes SGASPRF screen in Banner. This is to signify that the student-athlete is inactive as of the status change date, or other information as necessary. The student-athletes flag will NOT be removed from Banner so that academic information may be tracked for the entire academic year. However, this comment will explain the student-athletes status if he/she shows up on the part time report.
The Registrar’s Office will serve as the certifying office and is responsible for ensuring that all student-athletes are academically eligible and certified to participate in intercollegiate athletics.

The Registrar’s Office liaison for the Athletic Department is the Assistant Athletic Director for Compliance. Coaches should contact the Assistant Athletic Director for Compliance with any academic questions regarding the eligibility of student-athletes. This includes, but not limited to, class schedules, end of semester grades, semesters used, cumulative GPAs, hours earned, and requesting a transcript evaluation. In the event the Assistant Athletic Director for Compliance is unavailable, coaches may contact the Academic Advisor for Athletics for assistance.

**Seasons of Competition**
Student-Athletes will not be eligible to participate in more than four seasons of intercollegiate competition, except for extensions that have been approved by the NCAA.

**Ten Semester Rule**
Student-Athletes will complete their seasons of competition within 10 full-time semesters at any collegiate institution. MC’s academic year is based on semesters.

**Responsibility of the Admissions Office**
The Admissions Office is responsible for ensuring that all Student-Athletes are admitted under the same standards as the general student applicant and entering admissions information into Goldmine/Banner.

- **First-time freshmen**: Defined as students who have not taken college credits post high school graduation or are graduating from high school in May or June of their incoming year.

  *(All freshmen Student-Athletes must meet the general admissions requirements for Mississippi College. First-year students will have both cumulative GPA and test scores considered).*

1) The Head Coach must inform the Prospective Student-Athlete (PSA) to register with the NCAA Eligibility Center (EC) and request an academic certification and their final amateurism certification for their respective sport as well as complete all other tasks associated with either of these certifications.

2) The Head Coach is responsible to ask for and receive a copy of high school transcripts and test scores and to make sure that these grades and exam scores fit within the general Admissions requirements.

3) The PSA is responsible for submitting to the Admissions Office a completed university application, official high school transcripts, official standardized test scores, and any other required documentation.

- **Transfers**
  Any student who has taken college credits, post High School graduation and is not a first-time Freshman

  *(All transfer Student-Athletes must meet the general admissions requirements for Mississippi College).*
1. The Head Coach must inform the Prospective Transfer Student-Athlete (PSA) to register with the NCAA Eligibility Center (EC) or update their enrollment period and request their final amateurism certification. If necessary, the Head Coach will be responsible for asking the student-athlete to also obtain his/her academic certification in order to meet NCAA requirements. The Head Coach is responsible for following up on the PSA to make sure all other tasks associated with either of these certifications are complete.

2. The PSA is responsible for submitting a completed transfer admission application, official high school transcripts (if under 24 transferrable units), official standardized test scores (if under 24 transferrable units), official college transcripts(s) from all schools attended, and any other required documentation or application item.

3. The Head Coach is responsible to ask for and receive a copy of college transcripts, high school transcripts (if needed) and test scores (if needed) and making sure that these grades, units, and exam scores fit within the general Admissions requirements.

   • **International Students**
     All international Student-Athletes must meet general admissions requirements for Mississippi College. International students will be certified through the NCAA Eligibility Center. The Head Coach must make sure the PSA is registered with the NCAA Eligibility Center and has requested their amateurism certification (and possibly an academic certification if necessary) and has completed all tasks associated with these certifications.

**Responsibility of the Registrar’s Office**
The Registrar’s Office is responsible for verifying the 24-hour credit requirement, 6-credit hour requirement, Progress-Towards-Degree (PTD), GPA requirements, full-time status, declaration of major, and for certifying the overall eligibility for all teams. The Registrar’s Office assumes responsibility for the following:

1. Determining continuing eligibility for returning Student-Athletes;

2. Monitoring and certifying full-time enrollment and monitoring designation of academic degree;

3. Determining Student-Athletes satisfactory progress and good academic standing; and

4. Evaluating and certifying all transfer credits accepted by Mississippi College and calculating the NCAA transfer grade point average.

**Eligibility Certification**
The monitoring of eligibility of Student-Athletes is the responsibility of the Head Coach, Assistant Athletic Director for Compliance, Academic Advisor for Athletics, Faculty Athletic Representative, and the Registrar’s Office.

   • The Head Coach is responsible for providing the Assistant Athletic Director for Compliance a roster of all returning players no later than June 1st. The Head Coach is also responsible for notifying and communicating with the Assistant Athletic Director for Compliance any changes to the team roster thereafter.
• The Assistant Athletic Director for Compliance will flag all student-athletes in the SGASPRT screen in Banner so that all necessary ARGOS reports and uploads into Compliance Assistant can be performed.

• The Registrar’s Office and the Assistant Athletic Director for Compliance will enter all required data into Compliance Assistant that is necessary to prepare the Eligibility Report for all teams.

• The Assistant Athletic Director for Compliance will print the Academic Eligibility Report, get all required signatures of the Head Coach, Registrar (or designee), FAR or Assistant Athletic Director for Compliance and Athletic Director.

• The Assistant Athletic Director for Compliance will be responsible for submitting the signed Eligibility Report to the Gulf South Conference Office 4 working days prior to the first competition.

Once a decision is made on whether a Student-Athlete is declared “certified or not certified,” the Assistant Athletic Director for Compliance will communicate the information to the Head Coach via the Eligibility Report. Further, if the Student-Athlete is determined to be “not certified” the Head Coach is responsible for prohibiting the Student-Athlete from practicing/competing until further notice.

The Student-Athlete Certification Process is as follows:

All Mississippi College Student-Athletes will be certified one time a year in the fall at the beginning of the academic year before the first official practice. Mid-year Transfers will be certified at the beginning of the spring term. Other certification times will occur as necessary (ex: enrolled walk-on).

A meeting will be held with the Athletic Director, Faculty Athletics Representative, Sports Information Director, Head Athletic Trainer (or designee), Academic Advisor for Athletics and the Assistant Athletic Director for Compliance. In order for a student-athlete to practice or compete for Mississippi College Athletics, he or she must attend one of these meetings and complete all required MC, NCAA and/or GSC paperwork.

**Step 1 - Roster in Compliance Assistant**
The Coach will submit a roster to the Assistant Athletic Director for Compliance by the requested deadline so that a roster may be created in Compliance Assistant. The name(s) will be added to a Google Doc that will be shared with the Sports Information Director and the Athletic Training Staff. This document will be used as a checklist to ensure that each student-athlete completes all the required paperwork and is cleared for participation from all offices within the Athletic Department.

**Step 2 - Eligibility and Financial Aid Information certified and added to Eligibility Report**
The Assistant Athletic Director for Compliance will flag student-athletes on the SGASPRT screen in Banner and notify the Registrar and the Director of Financial Aid that the roster has been generated and information is ready to be updated and/or verified by their respective office.
Step 3 - Approved by Compliance Office
Student-Athletes will be required to attend an annual rules education session at which time all required NCAA forms will be reviewed and discussed. All student-athletes will be required to complete the following NCAA paperwork.
- Eligibility Questionnaire for New Student-Athletes or Returning Student-Athletes
- Returned Transfer Tracer (if applicable)
- Student-Athlete Statement & NCAA Drug Testing Consent
- Issued a Student Athlete Handbook and received Signature of Recipient
- Received Final Academic and/or Amateurism Certification from the Eligibility Center

Step 4 – Approved by Sports Information
The Assistant Athletic Director for Athletic Communications & Sports Information will require a
- Questionnaire
- Photo for Media Guide

Step 5 – Approved by Athletic Training
The Head Athletic Trainer will notify the Assistant Athletic Director for Compliance when the following has been completed:
- Athletic Training Room Policies & Procedures
- Mississippi College Drug Testing Policy & Consent
- Concussion Education Acknowledgment & Sickle Cell Education, Status and/or Waiver Consent
- Medical History Packet for New and Returning Student-Athletes
- Mandatory Physical & Proof of Insurance (copy of insurance card)

Step 6 – Affirmation of Eligibility / Eligibility Checklist
When the Assistant Athletic Director for Compliance receives confirmation that the previous steps have been completed, a certification date for practice and/or competition will be added in Compliance Assistant. An Eligibility Checklist and an updated Affirmation of Eligibility will be generated and sent to the Head Coach for signature. The Eligibility Checklist Report will be used to communicate to the Head Coach who is eligible to practice and/or compete.

The procedures for initial eligibility of all freshman Student-Athletes are as follows:

*Freshmen academic requirements refer to NCAA Bylaw 14.3. The NCAA Eligibility Center determines the qualification status of each Student-Athlete.*

1. The Head Coach or designee is responsible for maintaining a complete and accurate IRL by activating and removing all PSA’s on the Institutional Request List (IRL).

2. The Head Coach should frequently review the IRL status sheets for their respective sports and communicate with the PSA (Prospective Student-Athlete) regarding any un-finished tasks posted by the NCAA Eligibility Center.

3. PSAs are responsible for submitting all documentation to the NCAA Eligibility Center at the earliest possible date to avoid delays in participation.
4. Once a PSA has received his/her final certification from the NCAA Eligibility Center, the Assistant Athletic Director for Compliance will print a copy of the status report from the NCAA Eligibility Center and place it in the Student-Athlete’s file and update this information under the “Initial” screen in Compliance Assistant.

5. If final certification has not been granted at the time the Student-Athlete (SA) reports for practice, the SA will be allowed to practice, but not compete, for a maximum of 45 days as long as the SA is enrolled full time, has been cleared from the Athletic Training Staff and provided proof of insurance.

6. The Assistant Athletic Director for Compliance will notify the Head Coach of those that are affected by the 45 day window and will communicate any changes in the certification status or the requirement to cease participation in practice and/or competition.

7. The Assistant Athletic Director for Compliance will verify other non-academic information in the “Initial” and “Sports” screens in Compliance Assistant as required on the Eligibility Checklist Report.

8. The Assistant Athletic Director for Compliance records a date the SA becomes certified for practice and/or competition in Compliance Assistant (CA)

9. The Assistant Athletic Director for Compliance will print the Academic Eligibility Report, get all required signatures of the Head Coach, Registrar (or designee), FAR or Assistant Athletic Director for Compliance and Athletic Director.

10. The Assistant Athletic Director for Compliance will be responsible for submitting the signed Eligibility Report to the Gulf South Conference Office 4 working days prior to the first competition.

The procedures for continuing eligibility are as follows:

The Faculty Athletic Representative, Assistant Athletic Director for Compliance and Registrar’s Office collaborate regularly throughout the academic year in order to ensure compliance with NCAA rules when certifying continuing eligibility for all returning Student-Athletes.

1. The Head Coach is responsible for providing the Assistant Athletic Director for Compliance a roster of all returning players no later than June 1st. The Head Coach is also responsible for notifying and communicating with the Assistant Athletic Director for Compliance any changes to the team roster thereafter.

2. The Assistant Athletic Director for Compliance will flag all student-athletes by sport in the SGASPRRT screen in Banner so that all necessary ARGOS reports and uploads into Compliance Assistant can be performed.

3. The Assistant Athletic Director for Compliance will notify the Registrar when rosters are available in Compliance Assistant and will notify the Registrar’s Office of any roster changes thereafter via email.

4. The Registrar (or designee) will request from Computer Services to upload the student-athlete academic information into Compliance Assistant specifically as it relates to term information, overall GPAs, good academic standing, degree declaration and full time status.
5. The Assistant Athletic Director for Compliance will verify non-academic information under the “Sports” tab and “General” tab in Compliance Assistant.

6. The Registrar, Assistant Registrar, the Faculty Athletics Representative (FAR) and the Assistant Athletic Director for Compliance and the Academic Advisor for Athletics & Asst. Compliance will meet as a group and review the academic information in CA for each Student-Athlete and will certify for each student-athlete for competition according to NCAA regulations.

7. The Assistant Athletic Director for Compliance will enter a competition date for each student-athlete that is declared eligible in Compliance Assistant. If other non-academic information is still pending at this time, the Assistant Athletic Director for Compliance will make sure all information has been collected before entering this competition date.

8. The Assistant Athletic Director for Compliance will print the Academic Eligibility Report, get all required signatures of the Head Coach, Registrar (or designee), FAR or Assistant Athletic Director for Compliance and Athletic Director and submit to the Gulf South Conference Office.

9. The Assistant Athletic Director for Compliance will provide a copy of the Eligibility Checklist Report to the Head Coach in order to communicate the eligibility status of each student-athlete.

The procedures for certifying Transfer Eligibility are as follows:

The Faculty Athletic Representative, Assistant Athletic Director for Compliance and Registrar’s Office will collaborate in order to ensure compliance with NCAA rules when certifying eligibility for transfer Student-Athletes.

For 2 Yr. (Junior or Community College) Transfers:

1. The Head Coach is responsible for informing junior college transfer Student-Athletes that they must apply to Mississippi College and have official transcripts from each institution previously attended sent to the Admissions Office.

2. The Head Coach is responsible for informing 2yr. transfers that they must update their enrollment period and request an updated Amateurism Certification or register with the NCAA Eligibility Center and complete all tasks required for this certification.

3. The Head Coach is responsible for sending an Eligibility Questionnaire to the transfer. The Head Coach will forward all completed Eligibility Questionnaires to the Assistant Athletic Director for Compliance at least two weeks prior to the reporting date.

4. Upon the receipt of the Eligibility Questionnaire, the Assistant Athletic Director for Compliance will send a 2-Yr College Transfer Tracer form to the previous Community College to verify seasons of eligibility used and other previous schools attended (if applicable).

5. The Head Coach is responsible for providing the Assistant Athletic Director for Compliance a roster of all returning players no later than June 1st. The Head Coach is also responsible for notifying and communicating with the Assistant Athletic Director for Compliance any changes to the team roster thereafter.
6. The Assistant Athletic Director for Compliance will flag all student-athletes by sport in the **SGASPR** screen in Banner so that all necessary ARGOS reports and uploads into Compliance Assistant can be performed (when applicable).

7. The Registrar’s Office will perform transcript evaluations as follows:
   
   a. The Registrar’s Office will print hard copies of all transcripts for students flagged as a transfer athlete in **Goldmine**.
   
   b. The transcript evaluator will highlight all courses that would transfer to Mississippi College (regardless of grade earned) and then will give the transcript to the Registrar.
   
   c. The Registrar will then calculate an NCAA transfer GPA according to NCAA guidelines. *(All courses that are transferable or would have been transferable, if the grades were higher, will be included in the calculation of the 2-year college transfers GPA).*

8. The Registrar will input the number of transferrable degree credits, number of full time terms used and a transfer GPA into a **Google Doc** that is shared between the Registrar and the Compliance Office until the evaluation is complete.

9. Once all transcripts have been received and the evaluation is complete, the Registrar will mark the evaluation as “complete” on the shared Google document and will enter the transfer academic information and mark whether the PSA meets the transfer criteria on the “Transfer” tab in Compliance Assistant.

10. The Registrar will also enter the number of full time terms used in the **SGASPR** tab in Banner so the plus-one process will begin.

11. Upon receipt of the 2-Yr College **Transfer Tracer** from the Junior or Community College, the Assistant Athletic Director for Compliance will compare with the information provided by the student on the **Eligibility Questionnaire** and confirm the results of what other schools the transfer Student-Athlete has attended.

12. The Assistant Athletic Director for Compliance will update the number of seasons used under the “Sport” tab; update the amateurism certification status under the “Initial” tab; and enter certification dates for practice and competition and enter a physical date under the “General” tab.

13. The Registrar, Assistant Registrar, the Faculty Athletics Representative (FAR) and the Assistant Athletic Director for Compliance and Academic Advisor for Athletics & Asst. Compliance will meet as a group 7-10 days prior to the first competition in that sport and review the academic status for each Student-Athlete. This meeting will certify each student-athlete for competition according to NCAA regulations. However, if other non-academic information is still pending at this time, the Assistant Athletic Director for Compliance will make sure all information has been collected before entering this competition date as long as all academic criteria has been met.

14. For transfers who are beginning their 5th full-time term, the Registrar’s Office will confirm that the Student-Athlete has declared a major and is enrolled in courses that will count toward the designated degree program.
15. The Assistant Athletic Director for Compliance will print the Academic Eligibility Report, get all required signatures of the Head Coach, Registrar (or designee), FAR or Assistant Athletic Director for Compliance and Athletic Director and submit to the Gulf South Conference Office.

16. The Assistant Athletic Director for Compliance will provide a copy of the Eligibility Checklist Report to the Head Coach in order to communicate the eligibility status of each student-athlete.

**For 4-Yr. Transfers (4-4 Transfer):**

1. After receiving permission to contact, the Assistant Athletic Director for Compliance will notify the Head Coach whether he/she may or may not contact the transfer student and proceed with the recruiting process. If permission to contact is denied, the Head Coach will be notified that if the SA transfers he/she may not receive athletic aid during the first year of enrollment at MC.

2. The Head Coach is responsible for informing the prospective 4-yr transfer Student-Athletes that they must apply to Mississippi College and have official transcripts from each institution previously attended sent to the Admissions Office.

3. *If Applicable* - The Head Coach is also responsible for informing 4yr. transfers that they may need to update their Amateurism Certification with the NCAA Eligibility Center and/or register with the NCAA Eligibility Center and request an academic certification and complete all tasks associated with these certifications.

4. The Head Coach will send an *Eligibility Questionnaire* to the transfer. The Head Coach will forward all completed *Eligibility Questionnaires* to the Assistant Athletic Director for Compliance at least two weeks prior to the reporting date.

5. Upon the receipt of the Eligibility Questionnaire, the Assistant Athletic Director for Compliance will send a 4-Yr College Transfer Tracer form to the previous school(s) attended to verify status of eligibility, seasons of eligibility used, other previous schools attended (if applicable) and whether the institution grants permission to apply the *One Time Transfer Exception*.

6. The Head Coach is responsible for providing the Assistant Athletic Director for Compliance a roster of all returning players no later than June 1st. The Head Coach is also responsible for notifying and communicating with the Assistant Athletic Director for Compliance any changes to the team roster thereafter.

7. The Assistant Athletic Director for Compliance will flag all student-athletes by sport in the *SGASPRTR* screen in Banner so that all necessary ARGOS reports and uploads into Compliance Assistant can be performed (*when applicable*)

8. The Registrar’s Office will perform transcript evaluations as follows:

   a. The Registrar’s Office will print hard copies of all transcripts for students flagged as a transfer athlete in *Goldmine*.

   b. The transcript evaluator will highlight all courses that would transfer to Mississippi College (regardless of grade earned) and then will give the transcript to the Registrar.
c. The Registrar will then calculate a transfer GPA according to NCAA guidelines. *(All courses that are transferable or would have been transferable, if the grades were higher, will be included in the calculation of the 4-year college transfers GPA).*

9. The Registrar will input the number of transferrable degree credits, number of full time terms used and a transfer GPA into a Google Doc that is shared between the Registrar and the Compliance Office until the evaluation is complete.

10. Once all transcripts have been received and the evaluation is complete, the Registrar will mark the evaluation as “*complete*” on the shared Google document and will enter the transfer academic information and mark whether the PSA meets the transfer criteria on the “Transfer” tab in Compliance Assistant.

11. The Registrar will also enter the number of full time terms used in the *SGASPR* tab in Banner so the plus-one process will begin.

12. Upon receipt of the 4-Yr College Transfer Tracer from the previous school(s), the Assistant Athletic Director for Compliance will compare with the information provided by the student on the *Eligibility Questionnaire* and confirm the results of what other schools the transfer Student-Athlete has attended.

13. The Assistant Athletic Director for Compliance will update the number of seasons used under the “Sport” tab; update the amateurism certification status under the “Initial” tab; and enter certification dates for practice and competition and enter a physical date under the “General” tab.

14. The Registrar, Asst. Registrar, the Faculty Athletics Representative (FAR) and the Assistant Athletic Director for Compliance and Academic Advisor for Athletics & Asst. Compliance Director will meet as a group 7-10 days prior to the first competition in that sport and review the academic status for each Student-Athlete. This meeting will certify each student-athlete for competition according to NCAA regulations. However, if other non-academic information is still pending at this time, the Assistant Athletic Director for Compliance will make sure all information has been collected before entering this competition date as long as all academic criteria has been met.

15. For transfers who are beginning their 5th full-time term, the Registrar’s Office will confirm that the Student-Athlete has declared a major and is enrolled in courses that will count toward the designated degree program.

16. The Assistant Athletic Director for Compliance will print the Academic Eligibility Report, get all required signatures of the Head Coach, Registrar (or designee), FAR or Assistant Athletic Director for Compliance and Athletic Director and submit to the Gulf South Conference Office.

17. The Assistant Athletic Director for Compliance will provide a copy of the Eligibility Checklist Report to the Head Coach in order to communicate the eligibility status of each student-athlete.
For Walk-Ons:
Walk-on student-athletes that want to participate after the certification process is complete must meet with the Assistant Athletic Director for Compliance in order to determine exactly what he or she will need to do to become eligible and certified for practice and competition on a case-by-case basis.

Full-time Enrollment:
Undergraduate Student-Athletes are required to be enrolled in 12 semester hours in order to practice or compete. When a Student-Athlete drops below 12 semester hours at any time, he/she is not eligible to practice or compete. If the Student-Athlete competes in intercollegiate competition, the team will have to forfeit the competition(s) and the Student-Athlete must be reinstated by the NCAA once the Student-Athlete becomes re-enrolled in 12 semester hours. Graduate students with remaining eligibility are required to be enrolled as a full-time student according to their graduate program full-time criteria. In most graduate programs at Mississippi College 8-9 semester hours is considered full-time.

1. The Assistant Athletic Director for Compliance is responsible to ensure each Student-Athlete’s record is “flagged” in Banner with the appropriate sport code(s) so that full-time enrollment can be monitored.

2. The Assistant Athletic Director for Compliance will notify the Registrar’s Office that rosters are available in Compliance Assistant and have been flagged on the SGASPRT tab in Banner by August 5 or earlier.

3. A registration hold will be placed on all Student-Athletes’ schedules on the morning of the 2nd day of day classes. The registration hold will be lifted for pre-registration for the upcoming semester.

4. Once the “Hold” goes on their account, Student-Athletes are required to have a Drop/Add Form signed by the Academic Advisor for Athletics prior to changing their class schedule. (If the Academic Advisor for Athletics is unavailable, the Faculty Athletics Representative may sign the form instead.) Upon receipt of the appropriately signed Drop/Add form the Registrar (or designee) will process the schedule change.

In addition to the student athlete registration hold preventing changes, the following practices are in place to monitor full-time enrollment:

a) On the 1st day of class, automated e-mails are distributed on a nightly basis to Athletic Director, Assistant Athletic Director for Compliance, Academic Advisor for Athletics & Assistant Compliance, the Faculty Athletics Representative, Registrar, and Financial Aid showing any student-athlete who has dropped below 12 hours.

b) Any student-athlete that shows up on the report will be investigated by the Assistant Athletic Director for Compliance and Registrar to review these cases for any exception that NCAA rules may allow or to determine the corrective measures to be taken.

c) Once a decision has been made as to the why the student-athlete is below full time status, a comment will be added in the SGASPRT tab in Banner.
5. The Assistant Athletic Director for Compliance will notify the Head Coach of Student-Athletes who are below full-time enrollment and that the Student-Athlete has been declared ineligible and must cease participating in practice and competition. The Student-Athlete cannot receive benefits incidental to participation (e.g. travel with the team, training table meals).

6. It is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice, compete or receive incidental benefits until notified in writing by the Assistant Athletic Director for Compliance that the Student-Athlete has enrolled as a full-time student and has been reinstated by the NCAA (if necessary).

**Good Academic Standing & GPA Requirements**

Mississippi College defines Good Academic Standing as a student maintaining a 2.0 GPA. MC has the following policy for all undergraduate students: Students whose cumulative GPA falls below the minimum standard of 2.0 are placed on academic probation and not considered in good academic standing. Student-Athletes with probationary status at the end of the fall term are eligible to participate in intercollegiate athletics in the spring term. However, a 2.0 must be achieved at the end of the academic year in order to be certified annually per NCAA guidelines.

Graduate students whose cumulative GPA falls below the minimum standard of 3.0 are placed on academic probation. Graduate students on probation are not considered in good academic standing. Graduate Student-Athletes with probationary status end of the fall term are eligible to participate in intercollegiate athletics in the spring term. However, a 3.0 must be achieved at the end of the academic year in order to be certified annually per NCAA guidelines.

**The Registrar’s Office will:**

Check the grade point averages of all students at the end of each term. Any students that have fallen below the required cumulative GPA will be placed on academic probation for the following semester.

1. Certify cumulative GPAs once per year, prior to the beginning of the fall semester or at the beginning of the spring term for any Mid-Year Transfer. Cumulative GPAs will be calculated based on the same method used by the institution for all students and includes all coursework normally counted by the institution in calculating cumulative GPA. At Mississippi College, grades for transfer coursework that are accepted by the institution are NOT included in a student’s cumulative GPA. Only work completed at Mississippi College will be reflected in a student’s cumulative GPA.

2. Request from Computer Services at the end of each term that a “Banner-to-Compliance Assistant” upload be performed. The upload will identify those student-athletes that are in good standing.
3. Notify the Assistant Athletic Director for Compliance and Faculty Athletic Representative of each Student-Athlete’s eligibility status using the Eligibility Checklist Report. The Assistant Athletic Director for Compliance notifies the Head Coach of the Student-Athlete’s status.

*It is the Head Coach’s responsibility to make certain that the Student-Athlete does not practice and/or compete if NCAA rules have not been met.

6-Hour Rule
All undergraduate Student-Athletes, including transfers, are required to earn a minimum of 6-hours in the previous full-time term of attendance to be eligible for competition in the next semester.

This rule does not apply to graduate students or a student seeking a second bachelor’s degree. If a student is in the final year of his/her degree program, the 6-hours may be acceptable toward any of the institution’s degree programs as long as the student is carrying the necessary hours to complete the degree at the end of the next two semesters. The procedure for certifying the 6-hour requirement is noted below.

The Registrar’s Office will:

1. Check the credit hours earned for all Student-Athletes at the end of each term, via the Argos Report: Athletes as well as requesting from Computer Services that a “Banner-to-Compliance Assistant” upload be performed that will add the term by term hours earned in Compliance Assistant.

2. Check the official transcript of transfers to determine if the 6-hour rule has been met at the previous institution and enter this data in the shared Google Document for Transfers and on the “Transfer” tab in Compliance Assistant.

3. Identify Student-Athletes that have not met these criteria at the meeting with the Assistant Athletic Director for Compliance and the Faculty Athletics Representative.

*The Assistant Athletic Director for Compliance will notify the Head Coach and the Student-Athlete if the 6-hour minimum has not been met, and it is the Head Coach’s responsibility to make certain that the Student-Athlete does not compete.

24-Hour Rule
Once a year, Student-Athletes will be certified as passing 24-hours in the last 2 semesters at the institution. Beginning with the junior year (5th semester), these credits MUST count toward the Student-Athlete’s designated degree program.

The Registrar’s Office will:

1. Check the hours earned and GPA for all Student-Athletes at the end of each academic year and again at the end of each semester to track total hours earned or anyone that may be ineligible via the Argos Report: Athletes, as well as requesting from Computer Services that a “Banner-to-Compliance Assistant” upload be performed that will add the term by term hours earned in Compliance Assistant.
2. Identify Student-Athletes that have not met these criteria at the meeting with the Assistant Athletic Director for Compliance and the Faculty Athletics Representative.

*The Assistant Athletic Director for Compliance will notify the Head Coach and the Student-Athlete if the 24-hour requirement has not been met at the end of the spring term, and it is the Head Coach’s responsibility to make certain that the Student-Athlete does not compete.

**75-25 Rule**

At least 75%, or 18 credit hours, earned for eligibility certification MUST be earned within the regular academic year (Fall & Spring). Therefore, a maximum of 6-hours (25%) can be taken in the summer and be applied for eligibility purposes.

The following monitoring process will be observed:

1. The Registrar’s Office and the Assistant Athletic Director for Compliance will manually check the hours earned for all Student-Athletes once the “Banner-to-Compliance Assistant” upload is performed at the end of the term.

2. The Assistant Athletic Director for Compliance will provide each Head Coach a copy of the semester grade report via the Argos Report: Athletes.

3. The Registrar will identify Student-Athletes that have not met this standard at the meeting with the Assistant Athletic Director for Compliance and the Faculty Athletics Representative.

4. It is the Head Coach’s responsibility to track his/her own Student-Athletes at the end of each semester and make certain that the Student-Athlete understands his/her “at risk” status.

5. Using feedback from the Early Alert System, the Academic Advisor for Athletics & Asst. Compliance will notify coaches, and Student-Athletes who are “at risk” based on class attendance and/or spring mid-term grade reports.

6. The Registrar’s Office is responsible for approving summer courses before Student-Athletes enroll at another institution if necessary.

**Designation of Degree Program**

During the first 2 years of enrollment at Mississippi College, Student-Athletes can use credits acceptable toward ANY degree program. A Student-Athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree. The designation of degree is documented on the Argos Report: Athletes via the Registrar’s Office.

The following monitoring process will be observed:

1. It is the Student-Athlete’s responsibility to declare a major by his/her 5th semester of full time enrollment.

2. The Assistant Registrar and the Academic Advisor for Athletics & Asst. Compliance will collaborate to verify any Student-Athletes who have completed their 4th semester and have yet
to declare a major via the *Argos Report: Athletes* and notify the Assistant Athletic Director for Compliance of these Student-Athletes.

3. The Academic Advisor for Athletics & Asst. Compliance will immediately notify the Student-Athlete and will oversee the process of the student declaring a particular major per Mississippi College procedures.

4. Undergraduate Student-Athletes who wish to change their declared major will be required to log into the *MyMC* student portal and begin a workflow process. Once a Student has been identified as a Student-Athlete, the approval of the Academic Advisor for Athletics & Asst. Compliance will be required before being allowed to proceed in the process of changing their major. (In the event the Academic Advisor for Athletics & Asst. Compliance is unavailable, the Faculty Athletics Representative may also approve this process.) Upon receiving a workflow notification form, the Assistant Athletic Director for Compliance will contact the Academic Advisor for Athletics & Asst. Compliance.

5. The Academic Advisor for Athletics & Asst. Compliance will have a consultation with the Student-Athlete and the Chair of the Department of the new desired degree or Academic Advisor regarding rules education in order to meet eligibility requirements. The Academic Advisor for Athletics & Asst. Compliance will advise the Student-Athlete to perform a degree audit, along with a “*What If Analysis*” in Banner Web to see how the change would affect them.

6. After consultation with the Academic Advisor for Athletics & Asst. Compliance, if the Student-Athlete wants to continue to change his/her major, the Assistant Athletic Director for Compliance will be notified and the approval will be granted and the workflow process will continue.

7. In the event, the Student-Athlete does NOT want to continue to change his/her major, the Academic Advisor for Athletics will notify the Assistant Athletic Director for Compliance as such and the process will be stopped. The Assistant Athletic Director for Compliance will be required to enter notes as to the reason(s) the process has been stopped for documentation purposes.

8. The Registrar’s Office will document all change of degree program decisions.

**Progress-Toward-Degree (PTD)**

The following provides the Progress-Toward-Degree monitoring process:

1. The Registrar’s Office will review degree audits for all Student-Athletes after the fourth semester of enrollment and at the beginning of each term thereafter to ensure they are making satisfactory progress toward a degree.
   a. A “*mass compliance*” process will be generated via the *Argos: The Athletes in Progress Elective Classes* report to perform degree evaluations for all Student-Athletes that have completed 4 or more semesters.
   b. An additional report will be generated that will identify any classes counted as electives.
   c. The Assistant Registrar and the Academic Advisor for Athletics & Asst. Compliance and/or FAR will then manually evaluate all electives in order to determine if they will count towards the declared degree.
2. The Student-Athlete may perform a degree audit at any time through Banner Web.

3. Seniors are encouraged to complete an Application for Degree at the beginning of their senior year. After the priority deadline, the Registrar’s Office will perform a degree audit to ensure they are taking the proper final courses for completion of their degree.

4. The Registrar will identify Student-Athletes that have not met this standard at the meeting with the Assistant Athletic Director for Compliance and the Faculty Athletics Representative.

5. The Assistant Athletic Director for Compliance will notify the Head Coach of the Student-Athlete’s unsatisfactory progress.

6. The Head Coach should instruct the Student-Athlete to contact the Academic Advisor for Athletics & Asst. Compliance. The Academic Advisor in consultation with the assigned Departmental Academic Advisor will determine what will need to be done to restore eligibility.

7. It is the Head Coach’s responsibility to make certain that the Student-Athlete does not compete if the standard is not met.

The following chart provides a summary of the Division II Progress-Toward-Degree requirements:

<table>
<thead>
<tr>
<th>Entering 2nd Year of Collegiate Enrollment (Sophomore)</th>
<th>Entering 3rd Year of Collegiate Enrollment (Junior)</th>
<th>Entering 4th Year of Collegiate Enrollment (Senior)</th>
<th>Entering 5th Year of Collegiate Enrollment (Senior)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass 6 credits per previous full time term</td>
<td>Pass 6 credits per previous full time term</td>
<td>Pass 6 credits per previous full time term</td>
<td>Pass 6 credits per previous full time term</td>
</tr>
<tr>
<td>Complete 24 credits per year (see below)</td>
<td>Complete 24 credits per year (see below)</td>
<td>Complete 24 credits per year (see below)</td>
<td>Complete 24 credits per year (see below)</td>
</tr>
<tr>
<td>75% of hours earned must be completed in the regular academic term. 25% may be earned during the summer</td>
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<td>75% of hours earned must be completed in the regular academic term. 25% may be earned during the summer</td>
</tr>
<tr>
<td>Earn a total of 24 credits with a 2.0 GPA overall</td>
<td>Earn a total of 48 credits with a 2.0 GPA overall</td>
<td>Earn a total of 72 credits with a 2.0 GPA overall</td>
<td>Earn a total of 96 credits with a 2.0 GPA</td>
</tr>
<tr>
<td>Hours earned can go towards any degree</td>
<td>Declare a specific major</td>
<td>Hours earned must go towards declared major</td>
<td>Hours earned must go towards declared major</td>
</tr>
</tbody>
</table>

Exceptions
The responsibility to determine if a Student-Athlete meets any of the exceptions listed below resides with the Registrar’s Office, Assistant Athletic Director for Compliance, and Faculty Athletic Representative. Only Initial Qualifiers will be eligible to use an exception. Exceptions may include:
- Missed-Term Exception
- Mid-Year Enrollee Exception
- Non-recruited, Non-participant Exception
- Graduate Student Exception
- 2-Year Non-participation Exception
- Medical Absence Waiver
- International Competition

**Summer School Procedures**

Student-Athletes may NOT use more than 6 semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-Athletes may utilize credits beyond the 6 for eligibility if they need the additional credits to fulfill the degree or grade point average requirements. For courses taken at another institution, all transferable courses must be transferred back to Mississippi College.

The requirements for taking summer school at another institution are as follows:

1. The Student-Athlete must complete a *Request to Take Classes at Another Institution* Form.

2. The completed form must be submitted to the Registrar’s Office, prior to registering for the class.

3. The Registrar’s Office will notify the Academic Advisor for Athletics & Asst. Compliance of all Student-Athletes intending to take summer courses elsewhere or if a summer school request is denied. The Academic Advisor for Athletics will then notify the Head Coach.

5. The Athletic Department does not currently provide funding for summer school courses.
ELIGIBILITY RESPONSIBILITIES

1. **Student-Athlete Certification Requirements**

<table>
<thead>
<tr>
<th>Task</th>
<th>Primary Coordinator</th>
<th>Date Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Participation Roster</td>
<td>Compliance Officer &amp; Head Coach</td>
<td>Prior to participation/on-going</td>
</tr>
<tr>
<td>Student-Athlete Statement Forms</td>
<td>Compliance Officer</td>
<td>August/January/On-going</td>
</tr>
<tr>
<td>Student-Athlete Handbook Signature</td>
<td>Compliance Officer</td>
<td>August/January/On-going</td>
</tr>
<tr>
<td>Full-time enrollment verification</td>
<td>Compliance Officer/Registrar</td>
<td>1st day of class/weekly</td>
</tr>
<tr>
<td>Ten Semester Eligibility verification</td>
<td>Compliance Officer/Registrar</td>
<td>Prior to participation</td>
</tr>
<tr>
<td>Good Academic Standing verification</td>
<td>Compliance Officer/Registrar</td>
<td>Beginning/End of semester</td>
</tr>
<tr>
<td>Progress Towards Degree verification</td>
<td>FAR / Registrar</td>
<td>Beginning/End of semester</td>
</tr>
<tr>
<td>Minimum G.P.A. verification</td>
<td>Compliance Officer/Registrar</td>
<td>Beginning/End of semester</td>
</tr>
<tr>
<td>Season of Eligibility verification</td>
<td>Compliance Officer/Sports Information/Head Coach</td>
<td>End of championship season</td>
</tr>
<tr>
<td>Historical Questionnaire</td>
<td>Compliance Officer</td>
<td>Prior to participation</td>
</tr>
<tr>
<td>Transfer Tracer Forms</td>
<td>Compliance Officer/Registrar/FAR</td>
<td>Prior to participation</td>
</tr>
<tr>
<td>Game by Game Participation Record</td>
<td>Sports Information/Head Coach</td>
<td>End of each season</td>
</tr>
</tbody>
</table>

2. **Gulf South Conference Requirements**

<table>
<thead>
<tr>
<th>Task</th>
<th>Primary Coordinator</th>
<th>Date Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complimentary Admission List</td>
<td>Compliance Officer</td>
<td>On going</td>
</tr>
<tr>
<td>Hardship Waivers</td>
<td>Compliance Officer/Head Athletic Trainer</td>
<td>End of each season</td>
</tr>
<tr>
<td>Permission to Contact</td>
<td>Compliance Officer</td>
<td>As requested</td>
</tr>
<tr>
<td>Official Release</td>
<td>Compliance Officer</td>
<td>As requested</td>
</tr>
</tbody>
</table>

3. **Institutional Responsibilities**

<table>
<thead>
<tr>
<th>Task</th>
<th>Primary Coordinator</th>
<th>Date Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certification of Compliance for the Institution</td>
<td>Compliance Officer/President/AD</td>
<td>Prior to start of new year</td>
</tr>
<tr>
<td>Certification of Compliance for Staff Members</td>
<td>Compliance Officer/AD</td>
<td>Prior to start of new year</td>
</tr>
<tr>
<td>Graduation Rates Disclosure</td>
<td>Institutional Research</td>
<td>Annually</td>
</tr>
<tr>
<td>Demographics &amp; Sport Sponsorship</td>
<td>Compliance Officer</td>
<td>Annually by August 15</td>
</tr>
<tr>
<td>Institutional Self Study</td>
<td>Athletic Department/Various members of the institution</td>
<td>Every 5 years</td>
</tr>
<tr>
<td>Student-Athlete Advisory Committee</td>
<td>SAAC Liaison</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Equity In Athletics Disclosure Act</td>
<td>Institutional Research</td>
<td>Due each Fall Semester</td>
</tr>
<tr>
<td>Playing &amp; Practice Season Declarations</td>
<td>Compliance Officer/Head Coach</td>
<td>Prior to start - Academic Year</td>
</tr>
<tr>
<td>Financial Aid Report</td>
<td>Financial Aid Director</td>
<td>Annually</td>
</tr>
<tr>
<td>Exit Surveys/Interviews with Seniors</td>
<td>FAR/SWA</td>
<td>End of the season/End of Year</td>
</tr>
</tbody>
</table>

4. **Miscellaneous Responsibilities**

<table>
<thead>
<tr>
<th>Task</th>
<th>Primary Coordinator</th>
<th>Date Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Lessons</td>
<td>Compliance Officer</td>
<td>As Needed</td>
</tr>
<tr>
<td>Sports Camps &amp; Clinics</td>
<td>Compliance Officer</td>
<td>As Needed</td>
</tr>
<tr>
<td>Unofficial Visit List</td>
<td>Compliance Officer</td>
<td>Monthly</td>
</tr>
</tbody>
</table>
Responsibility of the Financial Aid Office
The Financial Aid Office is assigned the responsibility of awarding athletically related financial aid. The Financial Aid Office is also responsible for monitoring all athletics, institutional aid and outside aid awarded. The Financial Aid Office also inputs all financial aid data into Compliance Assistance (CA).

The Financial Aid Director or designee must assume the following responsibilities:

1. Calculating the institution’s cost of attendance budget as designed by the Department of Education for the upcoming new school year.
2. Calculating the full grant-in-aid budget for each individual sport.
3. Awarding all grants-in-aid, institutional grants and all other aid to student-athletes.
4. Determining countable financial aid per NCAA regulations.
5. Verifying non-counters form produced by Compliance Assist, and forwarding the forms to the Athletic Director.
6. Monitoring individual and team equivalency limits per NCAA rules.
8. Assisting the coaches and the Assistant Athletic Director for Compliance in processing the initial and annual renewal/non-renewal of athletic grants-in-aid.
10. Assisting the Assistant Athletic Director in monitoring Bylaws in the NCAA Division II Manual.
11. Monitoring summer financial aid in accordance with Mississippi College’s policies.

Responsibility of the Athletic Director
The Athletic Director is assigned the responsibility of sending information regarding NCAA rules to prospective student-athletes that sign a National Letter of Intent or Mississippi College Grant-In-Aid.

Financial Aid Policy
Monitoring individual and team limits is the responsibility of the Athletic Director, Financial Aid Director or designee and the Assistant Athletic Director for Compliance. Student-athletes at Mississippi College may not receive athletic aid over a full-grant-in-aid as defined by the NCAA Division II. The grant-in-aid contains tuition, required fees, room, board and books. Student-athletes not living on campus may receive a room scholarship in the amount of the lowest dorm charge for students living on campus.

Internal procedures have been put in place to track the awarding of athletic financial aid. A Google document has been prepared to track the student-athletes that have been awarded athletic aid. The document keeps a running total for each sport to verify how much has been awarded and how much is left to award. The document also keeps a running total of equivalencies for each sport. Each sport will have a page designated to the sport in the document. Mississippi College also has a computer program that will monitor the total award amounts. Banner is the computer program used. The Financial Aid Director will enter into RFRMGMT the budget for each individual sport. The system will not allow one to post an award to a student, if the budget has been depleted of funds.

A student-athlete may be awarded non-countable financial aid unrelated to athletic ability. This aid may be stacked on the athletic aid as long as the total amount does not exceed the cost of attendance. A process is in place that is run periodically to make sure students are not over awarded. If a student is over awarded, then the Financial Aid Director will make adjustments to the student-athlete’s award.
Non countable financial aid scholarships are documented in Compliance Assist. This list is continually being updated by the Financial Aid Director.

If a student-athlete is has been selected for the federal verification process, the student-athlete must provide the required documentation set forth by the Department of Education. Any resulting changes that occur from the verification are in accordance with federal regulations. The changes could affect the student-athlete’s financial aid award. The award may be increased or reduced. The student-athletes planning on attending the fall semester should have their financial aid process complete by July 31st of the year. Returning student-athletes should have their financial aid process completed by June 30th of the year. New student-athletes coming for the spring semester should have their financial aid process complete by the 1st day of classes for the spring semester.

If a student-athlete requests and files a professional judgment (financial aid appeal), The Financial Aid Director will process the appeal and make changes in accordance to federal regulations. The changes could result in the increase, decrease or loss of aid.

A system has been developed to create a student athlete account in the Admissions Office data base. A bridge has also been developed between the Banner software and the Admissions software (Goldmine), so the Admissions Counselors may see that a student-athlete has been awarded athletic aid.

A new student-athlete may be eligible for non-countable institutional scholarships. The new freshman student-athlete maybe eligible to receive merit scholarships, if they have at least 25 ACT score, 1140 SAT score, 3.5 final high school GPA, or were in the top 20% of the class.

A new transfer student-athlete may receive non-countable institutional scholarships, if they have a cumulative final GPA score of 3.3 after one year of collegiate enrollment or if out of high school had at least a 25 ACT score, 1140 SAT score, 3.5 final high school GPA, or in the top 20% of the class.

A new student-athlete may receive stackable scholarships, if they meet the requirement to receive the scholarship. The requirements for these scholarships are not based on athletic ability. The scholarships are eligible for the entire student body, if they meet the requirements.

The Admissions Counselor will award these scholarships to the student athlete. The Admissions Counselor may want to contact the student-athlete’s coach to see what the coach plans on offering the student-athlete before the counselor awards the student-athlete. See Admissions procedures.

If a student-athlete is awarded institutional scholarships, a scholarship letter is sent from the Admissions Office. If a scholarship letter is created for a student-athlete, the Admissions Office will hold the letter for 3 days before it is mailed the student-athlete. The Data entry clerk will email the Head Coach of the student-athlete to get permission to send the scholarship letter. If the Head Coach does not respond within 3 days, the letter will automatically be sent to the student-athlete.

The Financial Aid Director will determine if the scholarship is a counter or non-counter by evaluating the criteria for each scholarship to make sure the scholarship is not awarded based on a student’s athletic ability. Non-counter scholarships will be reviewed to verify that the award was given according to the student’s academic record, not athletic ability and not based on need.

The Financial Aid Director will complete a “Non-Counter Certification Form” for each student-athlete that has non-countable aid updated in Compliance Assistant. Compliance Assistant will produce the forms for each student-athlete.
The Financial Aid Director will continually update financial aid information in Compliance Assistant.

**Packaging New Incoming Student-Athletes**
The Financial Aid Office will begin awarding federal aid for new student-athletes in late February or early March for the upcoming school year.

The student-athlete must be admitted at least provisionally before they are awarded federal aid.

If a student-athlete is selected for the process of verification, the process must be completed before the student-athlete can be awarded federal aid. The student-athlete will be notified from the Financial Aid Office that they have been chosen for verification. It is up to the individual coach to encourage their student-athlete to get the required documentation in to the Financial Aid Office.

Once a student-athlete has been awarded federal aid, an award letter will be sent to the student. This letter will contain all the federal aid that the student qualifies to receive, any athletic aid and any institutional aid.

If a student-athlete is awarded federal aid before any athletic aid or institutional aid, the student-athlete’s federal aid may be adjusted once the additional aid is added to his/her award. An additional letter will be sent to the student-athlete.

Financial Aid for all students is monitored by the Financial Aid Director and is generally disbursed to students’ accounts two weeks after classes have begun at Mississippi College. However, a student-athlete’s aid will be put on hold and will not be posted until the Financial Aid Director receives the approval from the Assistant Athletic Director for Compliance via a copy of the *Eligibility Checklist Report*.

It is possible that a student-athlete may receive a refund. Considerations for refunds will be based on whether the student-athlete is receiving a full grant-in-aid, is a full Pell grant qualifier, charged books to his/her account, or the amount of loans the student may have taken out.

**Revisions to Financial Aid Awards**
Revisions to a student-athlete’s financial aid awards may be necessary as a result of:

- Notification of a receipt of an outside scholarship or grant.
- Notification of a receipt of a department or institutional scholarship or grant.
- Any changes in their financial aid information due to the corrections of FAFSA information submitted, including completion of the federal verification process.
- Approval of a Professional Judgment (financial) appeal.
- Any change in their enrollment status.
- Any circumstance that under federal, state, or institutional law or policy requires a revision to any student-athlete financial aid package.

If an adjustment to a student-athlete’s financial aid award is necessary during a term of the award after practice has begun, the Financial Aid Director will update the student-athlete’s award in Banner. The Financial Aid Director will be responsible for updating Compliance Assistant of the new award changes.
Once an award period begins, institutional financial aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to an athletic reason. Institutional financial aid may be increased prior to the commencement of the period of the award for any reason.

Initially Awarding Athletic Grant-in-Aid to Student-Athletes

The Financial Aid Director will notify each Head Coach on an annual basis the amount of funds available to award for the upcoming school year. The Head Coaches will also be notified of the number of equivalencies their sport has to use for the year.

The deadline for completing all new Athletic Related Financial Aid (Grant-In-Aid) forms when issuing a National Letter of Intent is July 31st.

Procedure for initially awarding athletic grant-in-aids to new student-athletes is as follows:

1. The Head Coach will submit a completed Request for Athletic Grant-in-Aid form to the Assistant Athletic Director for Compliance.

2. The Assistant Athletic Director for Compliance will verify the PSA has registered with the Eligibility Center, been placed on the sport’s IRL, check in Goldmine that the PSA has applied to Mississippi College and submitted a current transcript. Once verified, the Assistant Athletic Director for Compliance will forward the request to the Athletic Director for approval.

3. The Athletic Director will verify individual and team equivalency limits and forward the signed Request for Athletic Grant-In-Aid to the Financial Aid Director.

4. The Financial Aid Director will check the www.COD.ed.gov and the National Clearinghouse websites to trace whether a student has previously attended another institution and received financial aid.

5. The Financial Aid Director will verify that the award is within the full grant-in-aid limits for the student. The Financial Aid Director will also verify that the award is within the scholarship budget for the sport.

6. The scholarship information will then be placed into a shared Google document. This information will be shared with the Athletic Director, the Assistant Athletic Director for Compliance, the Financial Aid Director and the Chief Financial Officer (CFO).

7. Once verification is complete the Financial Aid Director or designee will sign the Request for Athletic Grant-in-Aid form and will code the scholarship as “offered” on the student-athlete’s award screen in Banner.

8. The Financial Aid Director will notify the Assistant Athletic Director for Compliance of the approved GIA request so that a National Letter of Intent (NLI) may be generated. (MC will not be eligible for the NLI program until the fall of 2016. Until that time, at this point the Financial Aid Director will generate the Athletic Related Financial Aid / Grant-In-Aid document and obtain the required signatures in step 9.)

9. Upon receiving the prepared NLI document, the Financial Aid Director will generate the Athletic Related Financial Aid (Grant-In-Aid) form and get the required Faculty Athletics Representative and Athletic Director’s signature before sending both documents to the student-athlete.
10. The student-athlete has seven (7) days to return the National Letter of Intent (NLI) and/or thirty (30) days to return the **Athletic Related Financial Aid (Grant-In-Aid)** form to the Assistant Athletic Director for Compliance.

11. The Financial Aid Director will continually monitor the awards. If the student-athlete has not returned the signed award to the athletic department in thirty (30) days, the Financial Aid Director will cancel the award. The Head Coach will be notified via email that the award has been cancelled.

12. When returned, the Assistant Athletic Director for Compliance will stamp the date the document is received, check that the document has been initialed, signed and dated in the correct places and have the Athletic Director sign the returned form.

13. The Assistant Athletic Director for Compliance will then forward the **Player Profile** sheet that is returned along with the grant-in-aid to the Assistant Athletic Director for Athletic Communications & Sports Information. This will certify that the PSA’s name may be released to the public.

14. The Assistant Athletic Director for Compliance will then forward all received forms to the Financial Aid Director, the Faculty Athletic Representative, as well as the Gulf South Conference Office. Until Mississippi College becomes an active Division II member and is eligible for the NLI program, the Assistant Athletic Director for Compliance will send a memo along with these signed grant-in-aids to the GSC Office protecting the PSA’s from further GSC school recruitment under GSC policy 12.4.

15. The Assistant Athletic Director for Compliance will update the NLI/GIA date received in Compliance Assistant.

16. The Athletic Director will send information regarding NCAA rules to the signee.

17. If a student-athlete returns the **Athletic Related Financial Aid (Grant-In-Aid)** form signed within the thirty day period, the Financial Aid Director will mark the student-athlete’s award as “accepted” on the student-athlete’s award screen in Banner. The Financial Aid Director will enter the date received on the shared Google Document and will keep a copy of the sign form in the Financial Aid Office.

**Annual Renewal of Grant-in-Aid Scholarships for Returning Student-Athletes**

All returning student-athletes must be notified by July 1st of each year whether or not their Athletic Related Financial Aid will be renewed, reduced, increased or cancelled. However, a student-athlete will be able to continue receiving his/her institutional scholarships as long as they make the required GPA to receive the scholarship. The student-athlete must take at least 12 hours to receive their institutional scholarship (unless they are in their last semester before graduating from the Institution).

The student-athlete will have until to August 1st to return his/her signed financial aid renewal agreement to the Athletic Department.
Renewal, Non-Renewal, Reduction, or Cancellation of Athletic Aid

During the Period of the Award:
It is the NCAA policy that institutional aid, based on any degree on athletic ability, may only be reduced or removed during the period of the award, if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, NLI or financial agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport at any time for personal reasons.

Any such reductions or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation including a Squad List Deletion form is submitted to the Athletic Director and Assistant Athletic Director for Compliance.

At the Conclusion of the Period of the Award:
At the end of the period of the award, athletic aid will be reviewed by the Head Coach and may increase, be reduced or not renewed for the following year based on the athlete’s level of performance or any violation of institutional, departmental, or team policies. Any circumstances that involve a head coaching change or when a student-athlete in good academic standing suffers a temporary or permanent sports-related injury will be evaluated on a case-by-case basis by the Athletic Director.

Renewal of Athletic Scholarship Deadlines by Sport:
- Fall sports (Volleyball, Cross Country, Soccer and Football) and winter sport (Basketball) renewal forms are due in the Athletic Director’s Office by May 1st.
- Spring sports (Baseball, Tennis, Track, Golf, and Softball) renewal forms are due in the Athletic Directors Office by June 1st.

Procedures for reducing, removing or non-renewing of athletic aid:

1. The Head Coach will submit a Grant-In-Aid Renewal / Non-Renewal List to the Athletic Director by the requested deadline that communicates the renewal status of each athletic grant-in-aid recipient.

2. The Athletic Director will review the Head Coach’s recommendation. The Athletic Director will decide whether to approve or deny the coach’s recommendation based on the specific facts, the rationale given and whether the request complies with NCAA regulations. If the recommendation is denied, then the student-athlete’s athletic financial aid will not be reduced or removed.

3. The Athletic Director will sign and forward the Grant-In-Aid Renewal / Non-Renewal List to the Financial Aid Director.

4. The Financial Aid Director will be responsible for sending written notification to all student-athletes that his/her aid is being reduced or cancelled and provide information regarding the opportunity for an appeal hearing.

Appeal Procedures for the Non-Renewal, Reduction, or Cancellation of Athletic Aid

Procedures for the non-renewal, reduction or cancellation of athletic aid appeals are as follows:
1. The student-athlete shall have fourteen (14) consecutive calendar days upon the date of the issuance of the letter to respond in writing to the Financial Aid Director and formally request a hearing.

2. Failure of the student-athlete to submit a written request for a hearing within fourteen (14) consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal, or reduction of athletic grant-in-aid shall be made final and binding.

3. If a student-athlete notifies the Financial Aid Director in writing of their intent to appeal within the required time limit, the Financial Aid Director will email a “Request to Appeal the Non-Renewal, Removal, or Reduction of Athletic Scholarship” instructions and form to the student-athlete and the Athletic Director within two (2) business days of receipt of written notification. The completed form must be returned by the student-athlete and the Athletic Director to the Financial Aid Director within three (3) business days from the date the form was emailed.

4. The Athletic Scholarship Appeals Committee shall conduct a hearing within thirty (30) consecutive calendar days of receiving the written notification of a student-athlete’s intent to appeal. The Appeals Committee will notify the student-athlete and the Athletic Department on the time, date and location of the hearing.

5. The Athletic Scholarship Appeals Committee is comprised of: the Dean of Enrollment Services, Director of Student Success and the Assistant Director of Student Life. The Financial Aid Director will serve as the chair of the committee.

6. The student-athlete and Head Coach and/or Athletic Director must come to the hearing with four (4) copies, one for each committee member, of any documents that will be presented. The Committee will already be provided any email communications received regarding the request for appeal and a copy of the signed “Athletic Scholarship Agreement” for the Academic Year in question.

7. At the hearing the student-athlete and the Athletic Department will be allowed to present their case separately. Either party is allowed to present witnesses and/or documents for the hearing. The student-athlete and the Athletic Department will each be given up to 45 minutes to present their case.

8. The student-athlete may not be accompanied by any legal representation. The student athlete may bring an adviser, such as a fellow student, family member, mentor, or friend.

9. At the conclusion of the hearing, the Athletic Scholarship Appeals Committee will have up to 5 business days to render a final decision. The Committee can only decide on the scholarships. The Committee may not decide whether the student-athlete may compete for a roster spot.

10. The Financial Aid director will notify the Athletic Director, the Assistant Athletic Director for Compliance, and the student-athlete of the committee’s decision in writing. This decision shall be final and not subject to appeal.

11. The information received by the committee and the decision of the committee is considered confidential. If information is released concerning the decision or the evidence, then the decision by the committee could be reversed.
12. If the Appeals Committee should rule in favor of the student-athlete, then the student-athlete would remain a counter for his/her particular sport.

13. If the Appeals Committee denies the student-athlete, then the Financial Aid Director will reduce or remove the athletic aid from the student-athlete’s award screen.

**Non-Institutional Outside Financial Aid**

The student-athlete must report any outside financial aid to the Financial Aid Office. The student-athlete will need to complete an “Outside Financial Aid Resources Self-Reporting” form. This form will be made available to all student-athletes at the beginning of the year compliance meeting and will be returned to the Financial Aid Office. Additionally, the Financial Aid Director runs an ARGOS Report that identifies any outside aid that has been deposited to a student’s account. Any new aid for student-athletes will be updated on the shared Financial Aid Google Document. The Financial Aid Director will notify the Athletic Director and Assistant Athletic Director for Compliance of any new aid that affects an individual or team equivalency.

The Financial Aid Counselor for outside scholarships will verify requirements for the awarding of the scholarships. If the scholarship is based on any athletic ability, then the scholarship will be considered a counter, the amount will be deducted from the sports budget for the year. If the scholarship is not based on athletic ability, then the scholarship will be considered a non-counter.

The Financial Aid Director will update Compliance Assistant with any additional scholarship for the student-athlete.

**Summer School Financial Aid**

Student-athletes are eligible to use federal financial aid for the summer school. If a student-athlete uses federal aid for summer, then the aid will be divided by thirds for the school year. Summer is the beginning of Mississippi College’s financial aid year.

**Procedures for applying for summer Financial Aid**

1. Students must complete the Free Application for Federal Student Aid (FAFSA) for a new year to receive federal aid for the summer.

2. Students will need to register for classes by normal registration procedures.

3. Per Federal regulations, an undergraduate student must be enrolled in at least 6 hours to receive aid. A graduate student must be enrolled in at least 3 hours to receive aid.

4. Once a student has registered for class, the student will email the Financial Aid office to notify them they are planning on attending summer school. The student may also come by the Financial Aid Office to complete a Summer School Financial Aid Application.

5. The Financial Aid Office will adjust the student’s financial aid period to summer, fall and spring.

6. Federal aid will not be disbursed until after July 1st of each year.
**Aid to Professional Student-Athletes**
Mississippi College will not award institutional financial aid to a student-athlete that is under contract or is currently receiving compensation from a professional sports organization. Mississippi College must be made aware of student-athletes that participate in outside competitions. The student-athlete has the responsibility to inform the university about any winnings won during these competitions. The student-athlete will complete the "Outside Financial Aid Resources Self-Reporting" form.

**Incoming International Student-Athletes**
International student-athletes may be awarded academic scholarships in addition to athletic scholarships but will not be eligible to receive International Financial Aid from the Global Education Center. An international student-athlete may be awarded non-countable academic aid, if they have a valid ACT score of 25 or SAT score of 1140. A transfer international may be eligible to receive non-countable academic aid, if they have a final GPA score of 3.3 from an accredited junior or senior college in the United States.
Awards & Benefits in General
An **extra benefit** is any special arrangement by an institutional employee, booster or anyone that the Student-Athlete is not legally dependent upon, that provides the Student-Athlete, or the Student-Athlete’s relative or friend, a benefit not authorized by the NCAA. Receipt by a Student-Athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the Student-Athlete ineligible.

Student-Athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Athletic Department is not permitted and renders the Student-Athlete ineligible.

Non-permissible awards or benefits include, but are not limited to:

1. Cash or equivalent;
2. Gift certificates;
3. Country club or sports-club or Healthplex memberships;
4. Use of vehicles or transportation provided for personal use or non-athletic related business;
5. Use of long distance telephone lines for non-course required issues;
6. Free typing or clerical services;
7. Gifts of clothing, equipment or jewelry;
8. Receipt of loans on deferred pay back or those not intended to be collected;
9. Unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips; and
10. Use of golf courses for no fee or discounted rates.

Student-Athlete Awards
The Athletic Department selects deserving Student-Athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

1. Each sport has annual awards that are based on criteria set by the individual sport. These awards are presented at the discretion of the Athletic Department.

2. Coaches must obtain approval from the Athletic Director for Compliance, for any awards provided to the Student-Athlete.

3. Awards by outside groups or organizations are not allowed unless approved in advance by the Athletic Director and Assistant Athletic Director for Compliance.

Benefits
A Student-Athlete may receive benefits generally provided to all students and are not considered an **extra benefit** as defined above.

A Student-Athlete may not receive **extra benefits** as a result of a special arrangement by an institutional employee or representative of the institution’s athletics interest.
A Student-Athlete may not receive discounts, free or reduced-cost services, use of credit cards, or the following from an institutional employees or representatives of athletics interest:* 

- loan
- guarantee bond
- use of an automobile
- transportation
- signing or cosigning a note

*The list above is not a complete list. Check with the Assistant Athletic Director for Compliance or NCAA Bylaw 16.11 for more clarification.

**Occasional Meals**
An occasional meal is a meal provided to a Student-Athlete in the locale of the institution on infrequent and special occasions.

**Institutional Staff Member:** A Student-Athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

**Representative of Athletics Interest:** A Student-Athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to Student-Athletes to attend such meals.

**The procedures for occasional meals are as follows:**

1. The Head Coach of the Student-Athlete(s) or team invited for an occasional meal will complete and sign an Occasional Meal Form prior to the meal.
2. The form is then submitted to the Assistant Athletic Director for Compliance for approval.
3. The Assistant Athletic Director for Compliance will notify the Head Coach as to the approval or denial of the request.

**Complimentary Admissions for PSAs**
Each Prospective Student-Athlete (PSA) and two guests may be placed on the Prospective Student-Athlete Complimentary Admissions Pass List for any home contests (not including post season or away contests).

**The procedures for Complimentary Admissions for PSAs are as follows:**
1. Head Coaches are responsible for completing the *PSA Complimentary Admission List* with the specific name(s) of those that will be attending the event. Coaches are also responsible for communicating with the PSA where they may sit for the game when provided with complimentary admission per NCAA rules.

2. Head Coaches are responsible for submitting this list to the Administrative Assistant at least one (1) hour prior to the start of the contest.

3. The Administrative Assistant will be responsible for getting this list to the pass gate.

4. On the day of the game, the PSA must enter the facility through the pass gate and must have proper identification.

5. PSAs and guests will need to show I.D. and sign with a matching signature to be admitted to the contest.

6. Following the event the PSA Complimentary Admission List will be submitted to the Assistant Athletic Director for Compliance for review, then filed with the Administrative Assistant.

**Complimentary Admissions for Student-Athletes**

Mississippi College may provide four complimentary tickets per home contest to a Student-Athlete in the sport in which the individual participates (either practices or competes) regardless of whether the Student-Athlete competes in the contest. Partial or Non Qualifiers will only receive complimentary admission for themselves. Complimentary Admission for the family/friends of partial qualifiers and non-qualifiers will not be available per NCAA rules.

*Note: Gulf South Conference policy dictates that no complimentary admissions are available for away contests.*

**The procedures for Complimentary Admissions for are as follows:**

1. Head Coaches are responsible for collecting *Complimentary Admission List* information for their student-athletes.

2. Head Coaches are responsible for submitting this list to the Administrative Assistant at least one (1) hour prior to the start of the contest.

3. The Administrative Assistant will be responsible for getting this list to the pass gate.

4. On the day of the game, the recipients listed on the pass list should enter the facility through the pass gate and must have proper identification.

5. Guests will need to show I.D. and sign with a matching signature to be admitted to the contest.
6. Following the event the Complimentary Admission List will be submitted to the Assistant Athletic Director for Compliance for review, and then filed with the Administrative Assistant.

The following are prohibited:

1) Receiving payment from any source for complimentary admissions and may not exchange or assign them for any item of value. Receipt of payment for these complimentary admissions by such designated individuals is considered an extra benefit.

2) Special arrangements to sell Student-Athlete tickets (tickets shall be available for purchase by Student-Athletes according to the same purchasing procedure used for other students).

3) A Student-Athlete may not purchase tickets for an athletic contest from the institution and then sell the tickets at a price greater than their face value.
The Assistant Athletic Director for Compliance is responsible for monitoring the playing and practice seasons for all Mississippi College intercollegiate teams. This includes monitoring the certification of coaches in CPR, First Aid & AED, playing season declarations, and Countable Athletically-Related Activities (CARA) for both in and out of season. All playing and practice season documentation will be filed in the Compliance Office.

**CPR-First Aid & AED Certification**

All coaches will be required to attain CPR-First Aid & AED Certification per NCAA rule. This certification will be required of any staff member that may have the responsibility of supervising or conducting any type of practice, competition, skill instruction or strength and conditioning activity, including summer workouts.

Training and certification opportunities will be offered in August and January (if necessary) and coordinated by the Head Athletic Trainer. Any coach unable to attend the scheduled time(s) will be required to attain this certification on his/her own and provide appropriate documentation of such certification to meet this requirement.

**Declaration of Playing Season**

The Assistant Athletic Director for Compliance (or designee) is responsible to set up a new season, entering the approved schedule and declaring a season in Compliance Assistant.

The Head Coach is responsible for scheduling a meeting with the Assistant Athletic Director for Compliance to review their Declaration of Playing Season Form, season calendar and contest schedule by the dates below:

- **Fall Sports** - by August 1st (*Cross Country, Football, Soccer and Volleyball*)
- **Winter Sports** – by August 20th (*Basketball*)
- **Spring Sports** – by August 20th (*Baseball, Golf, Softball, Tennis, Track & Field*)

The Head Coach is responsible for providing a calendar for the non-championship segment playing season declaration for their respective sport. This calendar should clearly identify the practice days as well as the competition days used during the non-championship segment.

When changes to the practice or contest schedule are made during the non-championship segment, the Head Coach should submit a revised calendar along with that particular weeks CARA log.

It is the entire Athletic Department’s responsibility to ensure each team is abiding by their submitted championship/non-championship dates for practice and competition.

**CARA Log Auditing Procedures**

The procedures for documenting weekly athletically-related activities are as follows:

1. The Head Coach is responsible for submitting a weekly practice report to the Assistant Athletic Director for Compliance by Tuesday at 12pm (Noon) from the previous week. For each day, the Head Coach is responsible for indicating the date and the length of all team activity in the following areas: practice, competition, meetings, conditioning, weight training and film review.
2. CARA log required signatures are as follows
   Championship segment (In Season) and Non-championship segment (Out of Season)—
   The Coach and a different team representative each week.

3. CARA logs are reviewed by the Assistant Athletic Director for Compliance and then forwarded to
   the Faculty Athletics Representative.

4. Random team practice checks will be conducted by the Assistant Athletic Director for
   Compliance and/or the Faculty Athletics Representative to ensure compliance. The Athletic
   Director is notified of any missing forms or violations.

5. All possible violations will be investigated by the Assistant Athletic Director for Compliance.

**Weekly Practice Reports**
The Head Coach is responsible for completing and submitting all CARA logs to the Assistant Athletic
Director for Compliance by Monday at noon from the previous week.

- **Countable Athletically Related Activities (CARA):** The following activities are considered
  countable athletically related activities for the purpose of practice hour limitations:
  a) Practice (no more than **four hours** per day)
  b) Athletic meetings with a coach that are initiated or required by the coach
  c) Competition (counts as **3 hours** regardless of actual length)
  d) Field, floor, or on-court activities
  e) Setting up offensive and defensive alignments
  f) On-court or on-field activities called by any member of the team and confined to
     members of the team at the request of the coaching staff
  g) Required weight training and conditioning activities
  h) Required participation in camps/clinics
  i) Visiting the competition site in golf or cross country
  j) Participation outside the regular season in individual skill-related instructional activities
     with a member of the coaching staff
  k) Discussion or review of film
  l) Participation in a physical activity class for Student-Athletes only and taught by Athletics
     staff
  m) Participation in clinics in which Student-Athletes and coaches are both present

- **Non-countable Athletically Related Activities:** The following activities are not considered
  countable athletically related activities for the purpose of practice hour limitations:
  a) Compliance meetings
  b) Meetings with a coach that are initiated by the Student-Athlete
  c) Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
  d) Study hall, tutoring, or academic meetings
  e) Student-Athlete Advisory Committee (SAAC) meetings
  f) Voluntary weight training not conducted by a coach
  g) Voluntary sport-related activities, no attendance taken, or no coach present
  h) Traveling to/from the site of competition
  i) Training room activities
  j) Recruiting activities (e.g., student host)
  k) Pre-game meals
  l) Attending banquets
m) Fund-raising activities, public relations/promotional activities or community service/engagement projects
n) Bible studies

**Male Practice Player**

Female sports are permitted to use male practice players who meet all of the following qualifications:

- The male student must be a current Student-Athlete currently on the women’s team *Financial Aid Form Summary*.
- The male student must be a non-scholarship athlete.
- The male student must be enrolled full-time during the term that he practices with a women’s team.
- Male practice players must be included in the practice logs (they are required to sign practice logs on the days they practice with a women’s team).

The procedures for male practice players for female sports are the following:

1. The Head Coach is responsible for notifying the Assistant Athletic Director for Compliance via e-mail of the names and phone numbers of any male students who they recommend to serve as male practice players.
2. The Assistant Athletic Director for Compliance is responsible to set up a meeting with the potential male practice players and notifying the Head Coach of the date and time of the meeting.
3. The Head Coach notifies prospective male practice players about date and time of meeting.
4. All male practice players are required to complete NCAA required paperwork and attend a compliance eligibility meeting with the Assistant Athletic Director for Compliance before engaging in a practice session with a women’s team. During the compliance meeting male practice players must fill-out the *Eligibility Questionnaire* form.
5. Once Assistant Athletic Director for Compliance certifies male practice players for practice, the Assistant Athletic Director for Compliance is responsible for adding them to the NCAA Financial Aid Form Summary and sending an e-mail confirmation to Head Coach. The Assistant Athletic Director for Compliance will also notify the Athletic Director and FAR.
6. The Head Coach is responsible for including male practice players on the practice logs and ensuring that they sign the logs on the days they practice with the women’s team.

**COMPETING AS AN INDIVIDUAL NOT REPRESENTING THE INSTITUTION (Unattached)**

Per NCAA guidelines, “It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete’s sport, as long as the student-athlete
represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.”

- Competing Unattached or as an Individual means that a student may not compete in any apparel that identifies with Mississippi College. This includes any shoes, other apparel or equipment that has been provided by Mississippi College.

- Competing Unattached or as an individual means that a student may not receive any travel expenses (meal money, snacks, lodging, gas or mileage reimbursement) that may be provided to team members participating on a Mississippi College team.

- Competing Unattached or as an Individual means that students are voluntarily participating in the event and Mississippi College is not responsible for any such injury sustained in the competition. In the event of an injury, the student-athlete will be responsible for medical expenses for the treatment and rehabilitation of such injury.

*Mississippi College policy for competing as an individual or unattached is as follows:*

1. The student must complete and return an *Unattached Competition Waiver* to the Compliance Office prior to the event.

**Game By Game Participation & Season of Competition Records**

The Head Coach is responsible for submitting a “game by game” participation record that records how many games each student-athlete participates in and identifies who has used a season of competition for their respective sport. This report is due no later than 14 calendar days after the last contest.

*The procedures for game by game participation & season of competitions are as follows:*

1. The Head Coach will send a team roster and a game schedule to the Assistant Athletic Director for Compliance.

2. The Assistant Athletic Director for Compliance will prepare a *Game by Game Participation & Season of Competition Record* form and send to the Head Coach prior to the first contest.

3. The Head Coach is responsible for updating this form after each contest to document how many games each student-athlete competes in during the season.

4. Within 14 days after the last contest, the Head Coach should submit this form to the Assistant Athletic Director for Compliance to communicate who should be charged with a season of competition for their sport.

5. The Assistant Athletic Director for Compliance will be responsible for updating this information in Compliance Assistant once the form is received.
SUMMER VOLUNTARY WORKOUTS

In fall championship sports, beginning June 1 through the conclusion of the institution's summer vacation period (August commencement), strength and conditioning personnel may design and conduct workout programs for student-athletes in those programs that will be reporting for fall practice.

Certified strength and conditioning personnel may design a workout only at the request of a student-athlete from winter and spring sport but may not conduct the workout at any time during the summer. If the student-athlete wishes to use the strength center, the staff may only supervise the activity for safety purposes.

Criteria for Voluntary Workouts

- Coaches may NOT observe the activity.
- Players may NOT be required to report back to a coach or other athletic staff member any information related to the activity (No athletic staff, including the strength coach, may report back to a coach regarding participation in the activity).
- The activity must be initiated and requested solely by the student-athlete. The athlete must not be required to participate.
- The student-athlete's attendance and participation or lack thereof, may NOT be recorded for the purpose of reporting back such information to a coach or other student-athletes.
- The student-athlete cannot be subject to penalty if he/she elects not to participate.

Mandatory Medical Exam

Prior to participation in any out of season conditioning activities, including summer voluntary workouts, student-athletes who are beginning their initial season of eligibility at Mississippi College will be required to undergo a medical examination or evaluation administered or supervised by a physician. The medical exam or evaluation must be administered within six (6) months prior to participation in the activity or may use a physical that cleared the student athlete for participation in his/her sport during the most recent academic year. Returning student-athletes must have an updated medical history within the last six (6) months and be cleared by the athletic training staff for such activity.

Sickle Cell Solubility Test

In compliance with NCAA Bylaw 17.1.5.1, Mississippi College’s Athletic Department requires all Student-Athletes, to have one of the following as part of his/her pre-participation physical examination:

1. Results from a previous sickle cell trait solubility test (SST). The student-athlete will be responsible for all costs associated with this test.

2. A signed waiver from the student-athlete whereby he/she refuses the right to have their sickle cell status determined. (Student-Athlete’s that sign a release waiver will undergo additional education regarding the risks, impact and precautions associated with sickle cell trait status.)
It is required that Prospective Student-Athletes (PSAs) participating in activities have this documentation prior to participation. **Documentation must be present BEFORE the Student-Athlete is permitted to participate in any strength and conditioning sessions.**

**Proof of Insurance Requirement**
All student-athletes are required to provide proof of medical insurance coverage in the form of an insurance card to the Mississippi College Athletic Training Department in order to participate in summer voluntary workouts at Mississippi College. All student-athletes must keep this insurance coverage for the entire calendar year. This insurance must cover intercollegiate athletics and have a deductible no higher than $2,500.

**Medical Responsibility/Liability**
Because these workouts are voluntary, the student-athlete will be responsible for any financial responsibilities associated with an injury sustained during these workouts. In the event of an injury, the strength and conditioning staff and/or athletic training staff will provide basic first aid treatment. If other treatment is required, 911 will be called for emergency medical treatment.

**Safety & Security**
The Assistant Athletic Director for Sport Performance or any current trained member of the Strength and Conditioning Staff must be present and conduct the voluntary summer workout activity. Before monitoring OR conducting such an activity, the strength and conditioning staff must be certified in CPR and AED use.

**Scheduling / Timing of Workout**
Workout schedules will be determined by the Strength & Conditioning staff based on availability.

**Vacation Period Expenses**
Mississippi College may provide the following in accordance with NCAA rules:

- An institution may rent, at the regular institutional rate, dormitory space to a prospective or enrolled student-athlete during the summer months if it is the institution’s policy to make dormitory space available on the same basis to all prospective or enrolled students. The institution may not provide an on-campus or off-campus housing benefit for student-athletes that are not available on the same basis to the general student body. *MC policy currently allows only those enrolled in summer school to live in the dorm.*

- An institution may provide permissible nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances and are identified according to the following classes: carbohydrate/electrolytes drinks, energy bars, carbohydrate boosters and vitamins and minerals.
Summer Workout Approval Process

1. The Head Coach will provide the Athletic Training Staff a team roster of those that could potentially participate in voluntary summer workout activities.

2. The Athletic Training Staff will verify that the physical, sickle cell and proof of insurance requirement have been satisfied and sends an approved list to the Compliance Office.

3. The Compliance Office will verify that returning student-athletes as well as any prospective student-athletes have a complete application file and that they are ready to register. Transfers may be allowed to participate if they are currently enrolled in summer school somewhere other than Mississippi College and a “final” transcript is the only thing preventing them from having a completed file. The Compliance Office will then send an approved list to the Head Strength Coach.

4. The Head Strength Coach will be responsible for monitoring those that are attending to make sure only eligible student-athletes are participating.
**EQUIPMENT & APPAREL PROCEDURES**

**Apparel or Equipment that Includes Institutional Identification**

A Student-Athlete may use institutional equipment during outside competition only when representing the institution.

A Student-Athlete may purchase institutional apparel (or uniform) for use during outside competition at the going rate for such apparel, provided the apparel (or uniform) is no longer used by the institution.

A Student-Athlete may not purchase equipment at a discounted price from an institutional vendor or outside vendor provided such discount to Student-Athlete is based on his or her affiliation with the institution or his/her status as an athlete.

Equipment and apparel are the property of the Mississippi College Athletic Department. Equipment and apparel must be returned at the conclusion of the playing season or academic year.

The procedures for equipment and apparel are as follows:

1. Student-Athletes must be on the *NCAA Affirmation of Eligibility Form* in order to be issued equipment and/or apparel.

2. Athletic apparel is defined as (but not limited to) practice, contest and travel apparel.

3. Equipment is defined as (but not limited to) team supplies, practice and game/event equipment.

4. Game uniforms and warm-ups must be returned at the end of the season.

5. The Equipment Manager or the respective sport’s Head Coach is responsible for creating and maintaining an *Inventory Form* for each Student-Athlete. This inventory form must be accurate and current.

6. A Student-Athlete may retain athletics apparel, not equipment, at the conclusion of the playing season or academic year, at the discretion of the Head Coach and/or the approval of the Athletic Director. (*NCAA Bylaw 16.11.1.5*)

7. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the playing season or academic year, the Student-Athlete could be held financially responsible and will be charged for the equipment and/or apparel.

8. The Head Coach or Equipment Manager will be responsible for emailing the Bursar the name of the student, ID number and value of the equipment to request a HOLD on the account.

9. The Bursar will place a HOLD on the student’s account until notification that the equipment has been returned or payment received. This HOLD will prevent the student from pre-registering for class, receiving end of semester grades, and/or releasing a transcript from Mississippi College.

10. A Student-Athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies, or clothing (e.g., tennis racquets, golf clubs, balls, shirts, etc.)
from a manufacturer or commercial enterprise, that is not offered to the general student body. Such items may be provided to the Student-Athlete’s institution to be used by the institution’s team in accordance with accepted practices for issuance and retrieval of athletic equipment/apparel. *(NCAA Bylaw 16.11.2.5)*

11. The Assistant Athletic Director for Compliance must approve all equipment and apparel donations (e.g., youth organizations, mission trips, charities, etc.).

**Retention of Equipment**

A Student-Athlete may retain institutional athletics apparel items (not equipment) at the discretion of the Head Coach (e.g. practice apparel, game jersey, etc.).

A Student-Athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional policy.
Coaches should follow the camp planning process as required by the Office of Continuing Education and University policies for all institutionally run camps. A sports camp or clinic is considered an institutional camp if it is owned or operated in whole or in part by the institution or an institutional staff member. All institutional camps, on- and off-campus, will adhere to the following policies and procedures.

It is the policy of the Athletic Department and permissible by NCAA rules, to allow any dependent child of an institutional staff member to receive free or reduced admission to any of the institution’s camps or clinics regardless of whether the staff member’s child has started classes for the ninth grade.

**Camp/Clinic Director’s Responsibilities**

The Camp/Clinic Director’s oversight of sports camps/clinics includes but not limited to:

- Submit *Camp Approval* form and obtain all required approval signatures prior to advertising or conducting the camp. This may include a *Facilities Use Agreement*.

- Use discretion and screen potential camp staff prior to offering invitation to work.

- Collect all employment forms from camp staff and submit to the Office of Continuing Education (OCED) by the requested timeline.

- Provide adequate supervision appropriate for the size of the camp.

**Office of Continuing Education Responsibilities**

The Office of Continuing Education’s responsibilities include but are not limited to:

- Produce and monitor camp and clinic brochures, invitations, advertisements, web site and other information.

- Maintain and monitor all camp/clinic financial records.

- Monitor enrollment limitations of camp/clinic.

- Collect all registration and camp fees.

- Monitor compensation of camp/clinic employees in accordance with NCAA Bylaws and institutional requirements.

- Report employment of high school or two-yr. college coaches to the Assistant Athletic Director for Compliance in accordance with NCAA Bylaws.

- Arrange for housing, food service, athletic facilities in accordance with university procedures.

- Arrange for accident insurance coverage for the camp. *(Except “team camps”)*
# Important Deadlines:

- October 1st – Camp Approval Form due
- February 1st – Draft of camp brochure or any advertisements due
- March 1st – Camp brochure released on the website or mailed out
- Two weeks before the start of camp – New Hire or Returning Hire paperwork due in OCED
- Two days after camp – Camp Employment Declaration form due to OCED

---

## General Procedures for Mississippi College Sports Camps/Clinics

The following procedures must be followed for all institutional sports camps/clinics:

### STEP 1: Camp Approval

- The Camp Director/Head Coach will submit a [Camp Approval form](#) to the Assistant Athletic Director for Compliance.

- If the camp will be held on campus, the Assistant Athletic Director for Compliance will forward the approved form to the Office of Continuing Education (OCED).

- Once approved, the Office of Continuing Education will contact the coach about the approval or denial. If confirmed, the OCED will reserve the date(s) on the Master Calendar, will reserve all facilities in coordination with the Campus Coordinator for Scheduling and will coordinate with Campus Dining for meal arrangements.

### STEP 2: Brochure or Correspondence Approval

- The Camp/Clinic Director must have brochures, website, registration form, etc. approved by the Assistant Athletic Director for Compliance prior to advertising the camp/clinic. Correspondence should be submitted by February 1st for approval.

- Once approved, the Assistant Athletic Director for Compliance will forward to the Office of Continuing Education and the Sports Information Office.

- The Office of Continuing Education and the Sports Information Office will release the brochures and post the information on the [mc.edu](http://mc.edu) and [gochoctaws.com](http://gochoctaws.com) website.

### STEP 3: Camp Staff Approval

- The Camp Director will be responsible for hiring all camp staff by University Employment Procedures by completing the “New Hire – Camp Staff Employment” forms or the “Returning Hire – Camp Staff Employment” forms and submitting to Office of Continuing Education prior to the start of camp.

- The Camp Director will submit a [Camp Employment Declaration form](#) to the Assistant Athletic Director for Compliance 2 weeks prior to the start of the camp that will list all camp staff and the amount each staff member will be paid. After review, the form will be forwarded to the Office of Continuing Education.

### STEP 4: Camp Registration

- The Office of Continuing Education will handle any pre-registration and/or registration on the day of the camp for all campers.
The Office of Continuing Education will collect and deposit all monies related to the camp/clinic.

**STEP 5: Camp Close Out**
- The Camp Director will submit a revised *Camp Employment Declaration* (if necessary) to the Office of Continuing Education within 2 days after the close of the camp if a salary for a camp staff has changed from the original declaration.
- The Office of Continuing Education will complete a *Pay Order* for each camp staff member and submit to the Payroll Office for processing.
- Camp Staff Employment Checks will be processed and deposited via direct deposit.
- The Office of Continuing Education will pay all remaining expenses from the camp and submit an *Event Profit/Loss Statement* to the University Controller.
- The Office of Continuing Education will provide a copy of the *Camp Participation Ledger* and *Camp Employment Declaration* form to the Assistant Athletic Director for Compliance for review.
- The Office of Continuing Education will send a copy of the *Event Profit/Loss Statement* and a copy of the *Pay Order* tracking what the head coach made to the Athletic Director.

**Camp/Clinic Held Off Campus**
Coaches, athletics staff members and Student-Athletes may not conduct an off campus camp/clinic without written permission from the Athletic Director and/or Assistant Athletic Director for Compliance. An outside camp/clinic includes any camp/clinic that will be held off campus and employ any Mississippi College Athletic Department Staff member, an enrolled student-athlete or a prospective student-athlete.

**STEP 1: Camp Approval**
- The Camp Director/Head Coach will submit an *Off Campus Camp/Clinic Approval* form to the Assistant Athletic Director for Compliance.
- Once approved, the Assistant Athletic Director for Compliance will communicate the approval to the Camp Director/Head Coach.

**STEP 2: Brochure or Correspondence Approval**
- The Camp/Clinic Director must have brochures, website, registration form, etc. approved by the Assistant Athletic Director for Compliance prior to advertising the camp/clinic. Correspondence should be submitted by February 1st for approval.
- Once approved, the Assistant Athletic Director for Compliance will forward to the Sports Information Office.
- The Sports Information Office will release the brochures and post the information on the gochoctaws.com website.
**STEP 3: Camp Staff Approval**
- The Camp Director/Head Coach will submit a *Camp Employment Declaration* form to the Assistant Athletic Director for Compliance 2 weeks prior to the start of the camp that will list all camp staff and the amount each staff member will be paid. After review, this form will be forwarded to the Athletic Director to file.

**STEP 4: Camp Registration**
- The Camp Director will be responsible for handling any pre-registration and/or registration on the day of the camp for all campers.
- The Camp Director will be responsible for collecting all monies related to the camp/clinic.

**STEP 5: Camp Close Out**
- The Head Coach may choose to deposit all camp money into their restricted account (booster account). If so, a *Cash Deposit* slip should be prepared for the deposit and turned into the Administrative Assistant. Any remaining expenditures will be paid through the completion of *Pay Order* for such goods or service. Otherwise:
  - The Camp Director will be responsible for paying camp staff according to the *Camp Employment Declaration*. If the compensation amount has changed the Camp Director must submit a revised *Camp Employment Declaration* along with the remaining documentation.
  - The Camp Director will be responsible for submitting copies of checks along with the *Camp Employment Declaration* to document payment to each employee.
  - The Camp Director will pay all remaining expenses from the camp and submit an *Event Profit/Loss Statement* to the Athletic Director.
  - The Camp Director will be required to provide a copy of the *Camp Participation Ledger* and *Camp Employment Declaration* form to the Assistant Athletic Director for Compliance for review.

**Employment at an Outside Camp/Clinic**
Coaches, athletics staff members and Student-Athletes may not be employed at an outside camp/clinic without written permission from the Athletic Director and the Assistant Athletic Director for Compliance.

The procedures for requesting permission for employment at an outside camp/clinic are as follows:
- In order to be employed at an outside camp or clinic, an *Outside Camp/Clinic Approval Form* must be completed and submitted to the Assistant Athletic Director for Compliance. It is due prior to the sports camp/clinic.
- The Assistant Athletic Director for Compliance, in consultation with the Athletic Director, will review the form and will notify the Head Coach, athletics staff member regarding the decision of either granting or denying permission.
- Coaches will be expected to report all income received from outside sources by submitting an *Outside Related Income Self Reporting* form annually to the Athletic Director.
Prior to employment, all Student-Athletes must complete the *Student-Athlete Employment Form*. The Student-Athlete must obtain the employer’s information prior to submitting the form to the Assistant Athletic Director for Compliance.

Earnings from a Student-Athlete on or off campus employment that occurs at any time is exempt and is not included when determining a Student-Athlete’s full grant-in-aid or the institution’s financial aid limitations.

Compensation may be paid to a Student-Athlete:

1. Only for work actually performed and
2. At a rate commensurate with the going rate in that locality for similar services, and
3. When ensured that an employer shall not use the athletic reputation of a Student-Athlete employee to promote the sale of a product or service.

Student-Athletes are required to document employment by following the procedures.

**Procedures for the Academic Year**

1. The Assistant Athletic Director for Compliance reviews NCAA Bylaws governing Student-Athlete employment, and all required employment monitoring procedures to be completed by Student-Athletes, at their first administrative team meeting or at the “All Sport” fall mandatory meeting.

2. The Student-Athlete must complete a *Student-Athlete Employment Form* within 14 calendar days of employment. The Student-Athlete must affirm his/her understanding of the terms outlined in the *Student-Athlete Employment Form* and his/her intent to adhere to its provisions.

3. The Assistant Athletic Director for Compliance reviews the *Student-Athlete Employment Form* and signs the form indicating that all steps have been completed by the Student-Athlete.

4. The Assistant Athletic Director for Compliance notifies the Head Coach of the Student-Athlete’s employment.

5. It is the Head Coach’s responsibility to monitor their Student-Athlete’s athletic, academic and work commitments as they relate to their overall well-being.

6. The Assistant Athletic Director for Compliance periodically monitors the employment of Student-Athletes.

**Procedures for End of the Spring Semester**

1. Prior to the end of spring semester, all Student-Athletes must complete a *Student-Athlete Summer Information Form* indicating where they will be living over the summer, whether or not they intend to work over the summer, and whether or not they have already obtained jobs. If
the Student-Athlete has already obtained a job, he/she must complete employment information on the information form.

2. The Assistant Athletic Director for Compliance reviews and keeps on file all Student-Athlete Summer Information Forms.

**Student-Athlete Employment at Camps/Clinics**

The following procedures must be followed for all institutional sports camps/clinics regarding Student-Athlete employment approval and are subject to NCAA Bylaws:

Compensation may be paid to a Student-Athlete:

- Only for work actually performed, and
- At a rate commensurate with the going rate in that locality for similar services, and
- When ensured that an employer shall not use the athletic reputation of a Student-Athlete employee to promote the sale of a product or service

The Student-Athlete may NOT be paid for lecturing or demonstrating only!

**Procedures for approving Student-Athlete Employment**

- The Student-Athlete must complete a Student-Athlete Employment form and submit to the Assistant Athletic Director for Compliance for approval.

- The Camp/Clinic Director submits a written request via Camp Employment Declaration for permission of named Student-Athletes to work summer camps to the Assistant Athletic Director for Compliance.

- The Assistant Athletic Director for Compliance will review the camp director’s request to ensure these Student-Athletes are permitted to work the camp/clinic according to NCAA Bylaws.
REQUIRED ATHLETIC DEPARTMENTAL FORMS

Athletic Department forms can be found on the shared H:drive under “Forms”

**Purchase Requisition**
To be used to gain approval when ordering any type of equipment, supplies, hotel rooms, etc.

**Pay Order**
To be used when checks are needed to pay someone directly for services rendered OR for reimbursement purposes. (EX: Travel Advances, Umpire, Officials, and Referee’s Checks, paying for services that will not accept purchase orders, Reimbursement for expenses pre-approved on school Visa Cards, Entry Fees)

**Purchase Ratification**
Form is to be completed when a University purchase has been made without following proper purchasing procedure.

**Petty Cash-Disbursement**
To be used for reimbursement for amounts less than $50.00. Receipts must be attached.
Once approved by obtaining department head signature, you may take to the business office for reimbursement.

**Advance Travel Clearance – Team Travel**
Necessary for prior approval for each trip to be taken off campus, outside the Jackson-Metro Area. All Advanced Travel Clearance forms for each trip should be completed by July 1st for the Fall sports; September 1st for the Winter sports; and November 1st for the Spring sports. Advanced Travel Clearance should be accompanied by a purchase requisition for shuttle service (if necessary) as well as a pay order for a travel advance for each trip. Hotel rooms may be placed on visa cards; however, you should still put this amount on the ATC and indicate your intentions to place that on your Athletic Department Visa. *****Prior approval must be received before leaving campus with your team if expenses are to be covered by Mississippi College.

**Advance Travel Clearance – Professional Travel**
Necessary for prior approval to attend coaching clinics, ASC meetings, seminars or other professional meetings. Should follow the same guidelines listed above in the Advanced Team Travel section. Questions should be directed to the Athletic Director and/or Business Affairs Office.

**Advance Travel Clearance – Recruiting**
To be filled out and approved before leaving campus for a recruiting trip. Should follow guidelines for team travel in terms of per diem amounts. Assistant coaches should have signature of head coach for approval.

**Signature of Recipient**
Should be used in situations where meal money is issued to individual student-athletes directly. Each student athlete should be issued the same amount of money for the same number of meals (see policy on daily travel per diem). Student-athletes, (NOT COACHES) must sign his / her own name in the space by the meal(s) being provided. Signature form should be turned in as a receipt.
**Travel / Recruiting Expense Report**
Used to deposit money left over from a trip back into an account. Should be completed with account numbers, coach’s signature and all necessary receipts. Highlight or circle the item(s) on the receipt that apply to you if more than one person/item has been charged on the receipt. You will only be reimbursed for your expenses. Should be completed within 3 business days upon returning to campus. Must fill out a financial report for each trip, and/or contest for which a travel advance check was issued.

**Lettermen Award Request**
Should be used to request all Lettermen awards. Must be submitted for approval to the Assistant Athletic Director for Compliance. Once approved the form will be forwarded to the Equipment Manager. The Equipment Manager will then request a bid for the award and return to the Head Coach along with a purchase requisition.

**Time Sheet**
All work study students must complete a time sheet to be turned in every other Thursday by 10:00 in order to be paid for the pay period. Time sheets must be signed by the student worker and the appropriate supervisor. Questions should be directed to the Administrative Assistant.

**Vacation/Sick Leave Request**
Form should be filled out by hourly employees to request or document vacation time or extended sick leave.

**Meal/Food Pre Approval Form**
To request permission to purchase any meal outside of team travel and/or expenses in conjunction with a home game. (Ex: banquets, team meetings, etc....)

**Missing Receipt**
Used when receipts have been lost or misplaced when turning in Travel Financial Reports or for missing credit card receipts when Administrative Assistant reconciles monthly credit card statement. Questions should be forwarded to the Controller’s Office.

**Facility Use**
To request permission to allow outside persons, groups or organizations to use athletic facilities at any time during the year. This form must be turned in AND approved before the facility may be used. Insurance certificate for proof of a million dollar liability insurance policy must accompany this form.

**Travel for Practice Notification & Waiver Authorization**
Required for cross country and golf since these sports have practice & competition sites that are located off campus. Form is required to notify parents of the location of practice site and grant approval for son/daughter to drive personal vehicle to practice or allow son/daughter to ride with a coach or another player in a personal vehicle.

**Travel Waiver Authorization**
Required to allow any student or student-athlete the authorization to ride to or from an away contest either in their own personal vehicle or with another person.
**MISSISSIPPI COLLEGE**

**PURCHASE REQUISITION**

Requestor's Name:  

Organization:  

Ship To: Mississippi College  
200 South Capitol Street  
Receiving Department  
Clinton, MS 39056  
Attn:  

Requisition #:  
Phone:  

Date:  
Date Needed:  
Source:  

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<tr>
<th>ITEM</th>
<th>COMMODITY DESCRIPTION</th>
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<th>UNIT PRICE</th>
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DELIVER TO:  
Name:  
Building: MC Athletic Offices Box 4049  
Room No.:  
Special Instructions:  

FOR PURCHASING OFFICE USE ONLY

Purchase Order No.:  
Issued To:  

In making this requisition, I certify to the best of my knowledge that my budget has unencumbered funds to cover this purchase.

Account No:  

Signed:  

Approved:  

Fund  Organization  Account  Program  Activity  Location
Mississippi College
Business Office
Clinton, MS 39058

PAY ORDER

Date________________________  Amount $_____________________

Due Date____________________

MS College ID Number_______________________________________

Pay to____________________________________________________

Address 1__________________________________________________

Address 2__________________________________________________

City________________________ State_________ Zip________

For________________________________________________________

Account No.______________________________________________

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<th>Program</th>
<th>Activity</th>
<th>Location</th>
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By_____________________________________________________

Approved (Dept. or Representative)________________________

Approved (Business Office)_______________________________
Request for Purchase Ratification

Date: 

Department 

Name of individual placing order: 

Vendor Name 

Invoice Number  Invoice Date  (attach invoice to this form)

Also attach documentation that the price paid is fair and reasonable

Account to be charged: 

Description of Goods or Services

Justification for not following proper procedure (use back of form if necessary):

Corrective Action:

Department Head/Chair 

Recommend Approval [ ] Do Not Recommend Approval [ ]

Comment:

Name _______________________________ Signature _______________________________ Date ______

Mgr of Purchasing Recommendation 

Process Invoice for Pmt [ ] Return items to Vendor [ ]

Return invoice to department to seek alternate funding [ ]

Comment:

Name _______________________________ Signature _______________________________ Date ______

Controller Decision 

Process Invoice for Pmt [ ] Return items to Vendor [ ]

Return invoice to department to seek alternate funding [ ]

Comment:

Name _______________________________ Signature _______________________________ Date ______

Over $1,000 CFO to initial ______

Comment: ___
Advance Clearance for Team Travel

Sport

Coach  Destination

Departure Date  Return Date

Mode of Travel  Number of Players Traveling

Names of Coaches/Staff Traveling

Estimated Cost

* Transportation $________________
* Lodging $________________
* Meals $________________
* Fuel $________________
* Entry Fee $________________
* Other (specify) $________________

*Receipts are required

Total Estimated Cost: $________________
Expense Advance Needed: $________________
Amount of Reimbursement requested by me: $________________

Advance Payable to: ________________________________
Date Advance Needed: ________________________________
Head Coach *

Approval for payment from departmental funds:
(Approval indicates that, to the best of your knowledge unencumbered funds are available in the budget, and that you concur in the desirability of using those funds for this purpose.)

Athletic Director ________________________________ Date ________________

Amount approved: $________________
Account No. ________________________________

Business Office

Fund  Organization  Account  Program  Activity

______________________________  ________________________________
______________________________  ________________________________
______________________________  ________________________________
Advance Clearance for Reimbursement for Travel to Professional Meetings

Meeting ________________________________

Place ________________________________

Time ________________________________

Mode of Travel: ________________________________

Estimated cost:
* Transportation $ __________
* Lodging $ __________
* Meals $ __________
* Other (specify) $ __________

* Receipts are required

Total Estimated Cost $ __________

Amount to be billed to M.C. by travel agency $ __________

Amount of reimbursement requested by me $ __________

Signed *

* If your signature is not legible, please print your name below.

Date __________

Approval for payment from departmental funds:

(Approval indicates that, to the best of your knowledge unencumbered funds are available in the budget, and that you concur in the desirability of using these funds for this purpose.)

Departmental Head ________________________________ Date __________

Amount approved: $ __________

Account No. ________________________________

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<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
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Dean of School ________________________________ Date __________

Business Manager ________________________________ Date __________

Vice President for Academic Affairs ________________________________ Date __________

Money is available to defray only a fraction of the cost of desired faculty travel to professional meetings. To enable the most equitable decisions in allocating resources, clearance is required in advance of travel. Reimbursement will be based on a Travel Expense Report filed after your return.
ADVANCED TRAVEL AUTHORIZATION FOR RECRUITING

***Must be approved before leaving campus!

Requested By: ___________________________ Date of Request: ___________________________

Name of ALL Staff Making the Trip: ___________________________

Date to Depart: ___________________________ Date of Return: ___________________________

Time of Departure: ___________________________ Anticipated Time of Return: ___________________________

Mode of Travel: □ Personal Vehicle □ School Vehicle □ Rental Vehicle □ Other

TRIP ITINERARY:

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTING LOCATION</th>
<th>ARRIVAL LOCATION</th>
<th>HOTEL NAME / NO.</th>
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*BUDGET GUIDELINES: Meals will only be reimbursed for trips greater than a 50 mile radius one way. Meals should follow the $30.00 per day limit ONLY IF all three meals are missed. See Team Travel section of the Policy Manual for departure times and allotted meals. Trips less than 300 miles – mileage OR rental expense may be reimbursed / claimed. Trips greater than 300 miles – gas or rental expense may be reimbursed / claimed.

ESTIMATED COSTS:

A. TRANSPORTATION: Rate per day: _______ X # of Days: _______ = _______

B. *GAS: Total estimate = _______

C. *MILEAGE: Estimated miles _______ X .30 per mile = _______

D. HOTEL: Rate per night: _______ x # of Nights: _______ = _______

E. #MEALS: # of Meals Missed _______ Total Amt Requested = _______

F. OFFICIAL VISIT: PSA Expenses (describe in detail on attached Request for Visit form) = _______

F. OTHER: (Please describe) ___________________________ = _______

G. TOTAL EXPENSES: = _______

ACCOUNT # ___________________________ ACCOUNT BALANCE AFTER CHARGES: ___________________________

Approved _____ Not Approved _____ Head Coach ___________________________

Approved _____ Not Approved _____ Athletic Director ___________________________

Approved _____ Not Approved _____ Controller ___________________________
# SIGNATURE OF RECIPIENT

**SPORT:**

**DATE:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>AMOUNT RECEIVED</th>
<th>SIGNATURE (Please write legibly!)</th>
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**TOTAL SPENT:**

**NUMBER EATING:** __________
ATHLETIC TRAVEL EXPENSE REPORT

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<tbody>
<tr>
<td>DEPARTURE DATE:</td>
<td>RETURN DATE:</td>
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<tr>
<td>PURPOSE OF TRIP:</td>
<td>LIST ALL STAFF ON TRIP:</td>
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<td># IN TRAVELING PARTY:</td>
<td># OF ROOMS RESERVED PER NIGHT:</td>
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**Travel Squad Rosters should be attached for all team travel**

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<tr>
<th>RENTAL VEHICLE RATE PER DAY</th>
<th>DRIVER FEE (If applicable)</th>
<th>FARES: AIR/BUS</th>
<th>REGISTRATION/ENTRY FEES</th>
<th>TAXI/PARKING/SHUTTLE</th>
<th>VIDEO</th>
<th>SUBTOTAL (A)</th>
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<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
<th>GAS</th>
<th>LAUNDRY</th>
<th>MISC Expenses (Describe)</th>
<th>SUBTOTAL (B)</th>
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<th>SUBTOTAL (A)</th>
<th>CASH EXPENSES:</th>
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<td>SUBTOTAL (B)</td>
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<td>TOTAL EXPENSES:</td>
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ATC #
ADVANCE AMOUNT: 
-CASH EXPENSES: 
NET RETURNED TO BUSINESS OFFICE: 
ACCOUNT #

COMPLETED BY: 
APPROVED BY: 
# TRAVEL EXPENSE REPORT FOR RECRUITING & OFFICIAL VISITS

Name of School Employee(s) Making Trip: ________________________________

Date to Depart: ___________________________ Date of Return: ___________________________

Time of Departure: ___________________________ Time of Return: ___________________________

Mode of Travel: □ Personal Vehicle □ School Vehicle □ Rental Vehicle □ Other

Destination (City / State are required): ____________________________________________

School / Site ___________________________ Visited: ____________________________

School / Site ___________________________ Visited: ____________________________

School / Site ___________________________ Visited: ____________________________

Total Miles Driven: ___________________________ (If personal vehicle was used)

## EMPLOYEE EXPENSES

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<th>DATE</th>
<th>LODGING</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
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**TOTAL**

## PSA EXPENSES FOR OFFICIAL VISIT

Name of Prospect: ______________________________________________

Date of the Visit: ____________________________

Type of Travel: (describe) ____________________________

TOTAL TRAVEL: ____________________________

Type of Lodging: ____________________________

TOTAL LODGING: ____________________________

Meal(s): Day #1 [B] ____________________________ [L] ____________________________ [D] ____________________________


Day #3 [B] ____________________________ [L] ____________________________ [D] ____________________________

TOTAL MEALS: ____________________________

Student Host: Day #1 ___________ Day #2 ___________ Day #3 ___________

TOTAL HOST: ____________________________

**PSA EXPENSES TOTAL**

*All receipts must be turned in with the expense report!

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<th>TOTAL VISA CHARGES</th>
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**ATTACH petty cash / pay order form**

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ACCOUNT #: ____________________________

ATC #: ____________________________

ASST. A.D. for COMPLIANCE: ____________________________

ATHLETIC DIRECTOR: ____________________________

CONTROLLER: ____________________________
LETTERMEN AWARD REQUEST

SPORT: ______________________  DATE NEEDED: ______________________

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<th>NAME</th>
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TOTAL CERTIFICATES: ______________________
TOTAL SENIOR PLAQUES: ______________________
ACCOUNT #: ______________________
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Please round hours to the nearest 15 minutes using the following scale: .25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes

Employee
Signature ___________________________ Date ________________

Supervisor Signature ___________________________ Date ________________
**LEAVE REQUEST**

EMPLOYEE  ________________________________________________________________

DATE REQUESTED: From __________________________ Through __________________________

Type of Leave *(Circle One)*  
- Sick  
- Personal – Family Member  
- Annual  
- FMLA *(additional form is required for Family Medical Leave. Please call your Personnel/Payroll Office at Ext. 3320 or 3314 to obtain this form.)*

**COMMUNITY SERVICE**

Employee Signature _____________________________ Date

Approval:  
Manager/Dept. Head _____________________________ Date

****

| For Personnel/Payroll Office Use Only | 
|--------------------------------------|---|
| Total Annual Leave Hours Available *(Prior to this request)* | Total Sick Leave Hours Available *(Prior to this request)* |
| # Annual Leave Hours Requested | # Sick Leave Hours Requested |
| Total Annual Leave Hours Remaining | Total Sick Leave Hours Remaining |

Review:  
Personnel/Payroll: _____________________________ Date
Meal/Food Pre-Approval Form

Not for meals related to travel

Requestor: ___________________________ Department: ___________________________

Method of Payment: □ Departmental Card (attach approved form to monthly statement)
□ Purchase Requisition (attach approved form to purchase requisition)

Date of Meal/Purchase: ___________________________ Estimated/Actual Cost: ___________________________

Location of Meal  □ On Campus  □ Off Campus (Location): ___________________________

Account # to be charged ___________________________

Type of Meal (please check one): □ Breakfast  □ Lunch  □ Dinner  □ Refreshments

Purpose/Reason for Meal (please check appropriate box and provide more detailed information below):

□ Hospitality Event  □ Business Meeting  □ Other

Description of Purpose (or attach meeting agenda):

_________________________________________________________________________________________

_________________________________________________________________________________________

Participants: (If event includes over 20 persons, a general description of the type of guest will suffice)

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Direct Supervisor Approval: ___________________________ Date: ___________________________

Controller Approval: ___________________________ Date: ___________________________
Lost or Missing Receipt Form

Mississippi College’s travel policy and purchase card ("P-Card") policy requires that all receipts must accompany credit card statements or travel expense reports. This form is to be used as documentation for missing P-Card receipts or travel reimbursement, ONLY if the merchant cannot produce duplicate documentation. It is allowed only as a rare circumstance. The form is to be completed and signed by the cardholder, the cardholder’s immediate supervisor, and the cardholder’s area vice president (if the amount is $500.00 or greater). Repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the P-Card.

I, __________________________, have either not received or have misplaced a receipt totaling $________________________ from __________________________ vendor/merchant).

This affidavit is submitted in lieu of original receipt and attests that:
1. I have attempted, but been unable to procure the original or a copy of the missing/lost receipt.
2. The expense was incurred on behalf of Mississippi College business.
3. The item and the amount of the expense are accurate.
4. No reimbursement of this expense has been or will be sought or accepted from any other source.

Description of item(s) or service(s):
__________________________________________________________________________
__________________________________________________________________________

Date of receipt: ________________

This is to certify that this statement is true and correct to the best of my knowledge.

Claimant’s Signature __________________________ Date ________________

Approved by Immediate Supervisor __________________________ Date ________________

Approved by Vice President (receipt amount $500 or greater) __________________________ Date ________________

Submit this affidavit with your credit card statement or travel expense report.
FACILITY USE REQUEST

***Approval must be granted by the Department Head before permission may be given to the person/group making the request.

Facility: ________________________________

Name of person/group making request: _______________________

Date(s) of request: ________________________

Reason for request: ________________________

Special needs: (ex: lights, microphone, equipment, etc) ________________

Employee reason for granting request: ________________________

Rental Fee Amount: ________________________

Liability Insurance on file in the Department Head’s Office: ____Yes  ____No

This is acceptable usage of the facility per NCAA guidelines  ____Yes  ____No

For Administrative Use Only:

____REQUEST GRANTED          ____REQUEST DENIED

________________________  ____________________
Department Head                     Date
MISSISSIPPI COLLEGE ATHLETICS

TRAVEL FOR PRACTICE NOTIFICATION & WAIVER AUTHORIZATION

_________________________ is the home practice and competition site for the Mississippi College and is located approximately __________ from the Clinton campus. While Mississippi College places the utmost priority on the safety of our student-athletes, the fact that our facility is not located on campus creates challenges in terms of transporting the students to the facility on a daily basis.

In year’s past, it has not been effective to require the team to travel in a school van together to this location due to varying class or lab schedules as well as the varying individual’s length of practice. It seems as though someone was always left behind or someone needed to leave early. Therefore, this notification is to ask permission to allow your son/daughter to: (1) drive his/her personal vehicle to and from practice or (2) ride in another personal vehicle with a teammate or coach to and from practice. Signing this form in no way requires that your son/daughter have a vehicle in order to participate on the team nor, does it require them to use their personal vehicle in this manner. Your signature below only authorizes Mississippi College Athletics the opportunity to allow them to do so.

It is Mississippi College policy to obtain written permission from a student-athlete’s parent or legal guardian prior to giving him/her permission to use alternate transportation to and from practice and/or competition sites. This waiver will grant permission for your son/daughter to use personal transportation to __________ only. Team travel for competition at away sites will be provided by the institution and your son/daughter will not be allowed to use alternate transportation to or from an away competition site without your express authorization via a separate “Travel Waiver Authorization” form.

Student-Athlete (Print): ________________________________

Waiver of Liability:

I authorize my son/daughter to: (1) drive his/her personal vehicle to and from __________ or (2) ride in another personal vehicle with a teammate or coach to and from __________. I agree to release and indemnify Mississippi College, its officers, employees, and agents from any claims, suits or liability resulting from injury to or death of any person or damage to property as a result of travel independent from the team.

All Mississippi College policies regarding individual conduct and team travel remain in effect regardless of the mode of transportation.

I understand that NCAA regulations will not permit reimbursement of travel expenses.

Approval:

_________________________                      __________________________
Student-Athlete Signature                  Date

_________________________                      __________________________
Parent Signature:                      Date:
MISSISSIPPI COLLEGE ATHLETICS
TEAM TRAVEL WAIVER AUTHORIZATION

Written permission must be given prior to travel to allow any student-athlete authorization to use alternative transportation to and/or from a scheduled contest. A student-athlete may only be released to ride with the parent or legal guardian without written consent. This form should be submitted prior to departing for the contest.

Sport: ________________________________

Event Description & Date: ____________________________________________

Student-Athlete: ________________________________

Approved to Travel With: ____________________________________________

Waiver of Liability:

I authorize my son/daughter to travel independently from the team on the trip listed above. He/she will return with me or with my designee. I agree to release and indemnify Mississippi College, its officers, employees, and agents from any claims, suits or liability resulting from injury to or death of any person or damage to property as a result of travel independent from the team.

All Mississippi College policies regarding individual conduct and team travel remain in effect regardless of the mode of transportation.

I understand that NCAA regulations will not permit reimbursement of travel expenses.

Approval:

_________________________________________  __________________________
Student-Athlete  Date

_________________________________________  __________________________
Parent Signature:  Date:
REQUIRED NCAA COMPLIANCE FORMS

These forms can be found on the shared H:drive under DII Compliance forms in the “Forms” folder

Rule Interpretation Request
Used by coaches to request an official interpretation to legislation when an answer cannot be provided from the NCAA manual.

Student Host Contract
Required when using a student host during a prospective student-athlete’s visit to campus. Form is to be reviewed with the enrolled student-athlete and the Head Coach prior to the visit and should be turned in with the official visit paperwork.

Official Visit Request
Required to get approval to pay the actual costs for a PSA to visit campus. This form is submitted to the Assistant Athletic Director for Compliance for approval.

Prospective Student-Athlete Declaration
Required to demonstrate we have educated the PSA on the rules when coming to campus for an official visit and verifying that Mississippi College abided by those rules. PSA must sign this form before

Travel Expense for Recruiting
Form used to reconcile the expenses from an Official visit or other recruiting trip. Receipts should accompany this form and should be submitted to the Administrative Assistant.

Unofficial Visit Log
Form is used to keep a list of all prospects that visit the campus per NCAA guidelines. Coaches should keep a running list and turn in a final copy at the 1st staff meeting of each month

Prospective Student-Athlete Complimentary Admission Pass List
Form used to provide three complimentary admission passes to a prospect. Head Coach should add the PSA’s name and who will be coming along with the PSA. The list should be turned into the Administrative Assistant prior to the start of the game.

On Campus Tryout
Form used to get permission to have an on campus tryout. Form must be accompanied with all required documentation and submitted to the Assistant Athletic Director for Compliance.

Permission to Contact/One Time Transfer Exception Tracer
Form should be sent from the Mississippi College compliance office to a prospect’s current institution requesting permission to talk about the possibilities of transferring. Upon receipt of this form, the compliance office will notify the coach whether the recruiting process can continue at that point

Request for Student-Athlete Release
Completed by a student-athlete that wants to be released to talk to another school. Must be signed by the Head Coach and the Athletic Director and returned to the Compliance Office.

Eligibility Questionnaire for New Student
Completed by “new” student-athletes prior to participation at the beginning of the year compliance meetings.
Eligibility Questionnaire for Returning Students
Completed by “returning” student-athletes prior to participation at the beginning of the year compliance meetings.

Request for Initial Athletic Grant-In-Aid
Required to be completed by the Head Coach and forwarded to the Athletic Director and Financial Aid Director to gain approval to offer a grant-in-aid.

Athletic Related Grant-In-Aid
The document prepared by the Assistant Athletic Director for Compliance and sent to the PSA to offer athletic related financial aid. This form must be signed and returned within the required time frame for the offer to be valid.

Grant-In-Aid Release Request
Required form to document that the coach has discussed with a student-athlete on athletic related financial aid that by voluntarily leaving the team forfeits the athletic aid effective on the date the form is signed.

Squad List Deletion
To be completed by the coach and signed by the student-athlete to remove a student-athlete from the roster and/or athletic related financial aid.

Outside Financial Aid Resource Self Reporting
To be completed by the student-athlete to notify the Financial Aid Office that the student is receiving aid from an outside source other than Mississippi College.

Occasional Meal Approval
Required to request approval for a Mississippi College Employee or Representative of Athletic Interest (including a player’s parents) to provide a meal for an individual or a team. Form should be submitted to the Assistant Athletic Director for Compliance for approval.

Playing & Practice Season Declaration
Required NCAA document to be completed by each head coach at the beginning of academic year to declare the official days/weeks within NCAA guidelines.

Game By Game Participation & Season of Competition Record
Required to track how many games each student athlete competes in and to communicate with the Compliance Office who should be charged with a season of competition.

Complimentary Admissions Pass List
Each enrolled student-athlete is allowed to place 4 people on a pass list for home contests and the recipients will be required to sign.

CARA Log
Required to be completed by the Head Coach to document the number of countable hours during the playing and practice season. This form will be submitted to the Assistant Athletic Director for Compliance weekly and audited by the FAR.
Camp Approval & Outside/Private Camp Approval
Must be submitted for approval to hold any camp on campus or off campus. Will be approved by the Assistant Athletic Director for Compliance and forwarded to the Office of Continuing Education for final approval and facility reservations.

Camp Employment Declaration
Document to be completed by the camp director and submitted disclosing what each camp staff employee will be paid.

Camp Participation
Document will be generated by the Office of Continuing Education to disclose what each camp participant paid to attend the camp. The Head Coach/Camp Director must provide in the event the camp is held off campus.

Student-Athlete Employment
Form to be completed by the student-athlete when requesting approval to work during the year.

Student-Athlete Summer Contact & Employment Information
Required information to be obtained by each student-athlete at the end of the year to know where to reach them in case they are selected for summer testing and to monitor summer employment.

Outside Competition
Request form to be completed by a student-athlete that wants to compete on an outside team during the year. Acknowledges the repercussions on their eligibility.

Fundraising Request
Form to request approval to have a fundraising event/program or project. Completed by the coach and submitted to the Assistant Athletic Director for Compliance and the Office of Institutional Advancement.

Squad List Addition
Form required to add a student-athlete to the roster AFTER the Affirmation of Eligibility form and Academic Eligibility form has been completed and signed.

Requested Schedule
Form to be completed by the coach to request approval of the contest schedule. Form will be submitted to the Athletic Director, and forwarded to the Assistant Athletic Director for Compliance, Director of Transportation, Assistant Athletic Director for Athletic Communications & Sports Information and the Head Athletic Trainer.

Grant-In-Aid Cover Letter
Cover letter that is sent to the PSA along with each athletic grant-in-aid.

Grant-In-Aid Renewal/Non-Renewal List
Form completed by the Head Coach and sent to the Athletic Director to communicate the athletic aid the coach wants to renew or cancel. Once approved this form will be sent to the Financial Aid Director.

Grant-In-Aid Renewal Letter
Letter sent to student-athletes notifying them that their athletic financial aid will be renewed.
Grant-In-Aid Cancellation Letter
Letter sent to student-athletes by the Financial Aid Director notifying them that their athletic financial aid will be reduced or canceled. This letter will also contain information regarding the appeal process.

Request to Appeal Non-Renewal/Removal/Reduction of Athletic Aid
Form to be completed by the student-athlete to request an appeal when a coach does not renew or reduces or cancels athletic related aid. This form goes directly to the Financial Aid Director.

Student-Athlete Annual Survey
Survey given to all athletes during the spring of every year to evaluate the student-athlete experience.

Student-Athlete Handbook Signature Form
Form is signed by each student athlete documenting that he/she has received a handbook and understand that he/she is responsible for the information included.

MC Drug Testing Policy Form
Form signed by each student athlete documenting that the MC policy has been reviewed with him/her and he/she understands our department policy regarding drug testing.

MC Athletic Training Room Policy & Procedures Form
Form signed by each student athlete ensuring all policies regarding training room rules, treatment, insurance, 2nd opinions, etc. have been covered with the athlete.

Student Athlete Concussion Statement
Required NCAA document to be completed by each participating student athlete that documents that he/she has been informed of dangers, symptoms and importance of reporting concussions and the MC protocol for returning to play.
REQUEST FOR INTERPRETATION
OF NCAA LEGISLATION

INTERPRETATION QUESTION

Date: __________________________

Bylaw: ________________________

Question and Facts:
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________

Requested by: ________________________________

INTERPRETATION RESPONSE
STUDENT HOST CONTRACT DURING AN OFFICIAL VISIT

1. The visit cannot last longer than 48 hours (time spent on the campus, not travel time)

2. A maximum of $30 for each day of the visit may be received to cover all costs of entertaining the prospect, NOT INCLUDING the cost of meals and admission to campus athletic events.
   • This money may not be used to purchase souvenirs or other school mementos.
   • An additional $15 may be issued for each additional prospect the host entertains

3. As a host you may be provided the following:
   ✓ Complimentary meals provided the student host is accompanying the prospect during the prospect’s official visit.
   ✓ Complimentary admission to campus athletics events provided the admissions are used to accompany the prospect to the events during the prospect’s official visit.

4. If several student-athletes host a prospect, the host money may be utilized to cover the actual and necessary expenses incurred by the prospect and all student hosts. However, if restaurant facilities are used, only one student host per prospect may be provided a free meal.

5. It is not permissible for a prospect to have contact with a representative of athletics interest (booster) off campus.

6. When entertaining a prospect on an official visit, the student host must abide by the following:
   ✓ Entertainment cannot be excessive and is only for a prospect and the prospect’s relatives or legal guardian(s). Entertainment must stay within a 30 mile radius of the institution.
   ✓ Entertainment and contact by a “Booster” or “Friend of Athletics” may only occur ON CAMPUS during an official visit.
   ✓ Entertaining other relatives or friends (including dates) of a prospect is NOT permissible at any time or any location.
   ✓ Entertainment that involves alcohol, drugs, gambling or gaming are NOT permissible.

As a student host for a prospective student-athlete on an official visit to Mississippi College, I understand the above mentioned NCAA rules & regulations and agree to adhere to these regulations. I understand that if I fail to follow these regulations, I may be subject to immediate disciplinary actions deemed appropriate by my Head Coach, the Athletic Director and/or Mississippi College that can affect my current and future athletic eligibility. I also agree that I will self-report any violations of the above regulations that occur during this visit to my Head Coach and/or the Assistant Athletic Director for Compliance.

Student-Athlete (Host) ___________________________ Date _______________________

Compliance Office Use Only:
☐ Information was reviewed with the student-athlete Date: ____________
☐ Student-Athlete is eligible to serve as student host
ADVANCED TRAVEL AUTHORIZATION FOR RECRUITING

***Must be approved before leaving campus!

Requested By: ___________________________ Date of Request: ___________________________

Name of ALL Staff Making the Trip: ___________________________

Date to Depart: ___________________________ Date of Return: ___________________________

Time of Departure: ___________________________ Anticipated Time of Return: ___________________________

Mode of Travel: □ Personal Vehicle □ School Vehicle □ Rental Vehicle □ Other

TRIP ITINERARY:

<table>
<thead>
<tr>
<th>DATE</th>
<th>DEPARTING LOCATION</th>
<th>ARRIVAL LOCATION</th>
<th>HOTEL NAME / NO.</th>
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*BUDGET GUIDELINES: Meals will only be reimbursed for trips greater than a 50 mile radius one way. Meals should follow the $30.00 per day limit ONLY IF all three meals are missed. See Team Travel section of the Policy Manual for departure times and allotted meals. Trips less than 300 miles – mileage OR rental expense may be reimbursed / claimed. Trips greater than 300 miles – gas or rental expense may be reimbursed / claimed.

ESTIMATED COSTS:

A. TRANSPORTATION: Rate per day: _________ X # of Days: _________ = _________

B. *GAS: Total estimate = _________

C. *MILEAGE: Estimated miles _________ X .30 per mile = _________

D. HOTEL: Rate per night: _________ x # of Nights: _________ = _________

E. *MEALS: # of Meals Missed _________ Total Amt Requested = _________

F. OFFICIAL VISIT: PSA Expenses (describe in detail on attached Request for Visit form) = _________

F. OTHER: (Please describe) ___________________________ = _________

G. TOTAL EXPENSES: = _________

ACCOUNT #: ___________________________ ACCOUNT BALANCE AFTER CHARGES: ___________________________

Approved _____ Not Approved _____ Head Coach ___________________________

Approved _____ Not Approved _____ Athletic Director ___________________________

Approved _____ Not Approved _____ Controller ___________________________
# MISSISSIPPI COLLEGE ATHLETICS

## Request for Official Visit

This form should be submitted at least 5 days prior to the visit for approval. Approval must be granted before allowing the PSA to come to campus!

<table>
<thead>
<tr>
<th>Requested by:</th>
<th>Request Date:</th>
<th>Sport:</th>
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</thead>
<tbody>
<tr>
<td>Date of arrival:</td>
<td>Date of departure:</td>
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</tr>
<tr>
<td>Prospect Name:</td>
<td>Eligibility Center ID #:</td>
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<tr>
<td>Prospect Address:</td>
<td>City:</td>
<td>State:</td>
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<tr>
<td>Date of Birth:</td>
<td>E-mail address:</td>
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<tr>
<td>Prospect’s Current Academic Institution (please circle):</td>
<td>High School</td>
<td>2 Year</td>
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<tr>
<td>Name of Prospect’s Current Academic Institution:</td>
<td></td>
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<tr>
<td>Tryout Planned:</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Will a Student Host be used:</td>
<td>Yes</td>
<td>No</td>
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## ESTIMATED EXPENSES PROVIDED TO THE PSA:

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<td>□ Paying for mileage</td>
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**TOTAL TRAVEL COSTS** $ |

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**TOTAL LODGING COSTS** $ |

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<th>MEALS</th>
<th>DAY</th>
<th>AMOUNT</th>
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<th>TOTAL FOR DAY</th>
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<td>Day #1</td>
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<td>Day #2</td>
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<td>□ L</td>
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<tr>
<td>Day #3</td>
<td>□ B</td>
<td>□ L</td>
<td>□ D</td>
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</table>

**TOTAL MEAL COSTS** $

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<thead>
<tr>
<th>HOST</th>
<th>DAY #1</th>
<th>DAY #2</th>
<th>DAY #3</th>
<th>TOTAL HOST COST</th>
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**Total Amount Requested:** __________________________ Account # ____________

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## To Be Completed by the Compliance Office

- Has the PSA registered with the Eligibility Center? Yes ______ No ______
- Has the PSA been placed on Mississippi College’s IRL? Yes ______ No ______
- HS Prospect: ACT/SAT Test Score: ______ Transcript Received: ______ GPA: ______ Core Credits: ______
- 2 Year PSA: FT Semesters Enrolled: ______ Transfer Hours: ______ GPA: ______ AA Degree: ______
- 4 Year PSA: Permission To Contact Received: Yes ______ No ______
- FT Semesters Enrolled: ______ Transcript Received: ______ Credits earned in last FT term: ______
- Recruiting Period: Contact: ______ Evaluation: ______ Quiet: ______ Dead: ______ None: ______

---

Asst. A.D. for Compliance Date
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
OFFICIAL VISIT
PROSPECTIVE STUDENT-ATHLETE DECLARATION

This follow up form must be signed by the student-athlete at the CONCLUSION of the official visit

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<tr>
<th>PROSPECT'S NAME</th>
<th>SPORT</th>
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<th>ARRIVAL DATE</th>
<th>DEPARTURE DATE</th>
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<table>
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<tr>
<th>STUDENT-ATHLETE HOST'S NAME</th>
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1. The official visit did NOT exceed 48 hours.
2. I only received actual round-trip transportation expenses (i.e., standard coach airline fare) on a direct route from my home, educational institution, or site of athletic competition to campus for my visit. I have NOT remained in the locale of the institution after the 48-hour period. (If I have, I affirm that I have NOT received return transportation expenses). I affirm that my parents/legal guardians and relatives have NOT received transportation expenses related to my official visit, other than mileage reimbursement for transporting me to the Mississippi College campus.
3. I have NOT had use of an automobile provided by a staff member or a booster during my official visit. However, a coach could have provided me or my parents’ transportation within a 30-mile radius of campus.
4. I understand that my parents/legal guardians and I were eligible to receive lodging and meals on my official visit. I affirm that my relatives (ex: brother, sister, grandfather, etc) did NOT receive lodging and meals related to my official visit.
5. I affirm that my parents/legal guardians and I were only entertained by my student-athlete host or an MC staff member only within a 30-mile radius of campus.
6. I affirm that I only received the maximum, three (3) complimentary admissions to an MC home athletic event. These admissions were issued through a pass list, and I was not given hard tickets. I was not provided with special seating arrangements during the conduct of the athletic event (including halftime) in the facility’s press box, special seating box(es) or the bench area. My guests and I did NOT receive complimentary admission to an away athletic event or to a postseason athletic event.
7. I did NOT receive cash for entertainment purposes. I did NOT receive souvenirs or mementos (ex: hats, t-shirt, sweatshirt) from my student-athlete host, an MC staff member, or a booster. I did NOT receive free or discounted goods or services from an MC staff member or booster.
8. I did NOT participate in nor was I subjected to inappropriate or impermissible entertainment activities. Such activities include, but are not limited to, gambling, visiting bars, night clubs, and adult entertainment venues (ex: renting adult movies, visiting adult movie theatres, visiting strip clubs, or using escort services) and hazing of any kind. Hazing of any kind is illegal in the State of Mississippi. I have reported any hazing activities that occurred during my official visit to my recruiting coach and to the Mississippi College Compliance Office.
9. I did NOT use alcohol or drugs during my official visit.
10. I did NOT violate federal or Mississippi State law.
11. Boosters were NOT involved in recruiting me. If I and/or my student-athlete host encountered a booster during a visit, I and my student-athlete host limited the conversation to an exchange of a greeting.
12. I only participated in recreational activities, and the activities were not organized or observed by the coach and were not designed to test my athletic abilities. I understand that I could have participate in one (1) tryout at MC’s campus or at a site at which it normally conducts practice or competition and under specific circumstances arranged by the coach.

My signature below indicates that I have abided by the official visit policies. I understand that if it is found that I have failed to comply with these rules and regulations that this can lead to disciplinary action, (including the loss of eligibility and the cease of my recruitment) by the NCAA, the Gulf South Conference, and/or Mississippi College. I will contact my coach or the MC Compliance Office with questions or concerns related to these policies that arise after the official visit.

Prospective Student-Athlete Signature: ___________________________ Date: ___________________________

I have reviewed the Mississippi College declaration for Official Visits with this prospect.

Coach Signature: ___________________________ Date: ___________________________

RETURN THIS COMPLETED FORM TO THE COMPLIANCE OFFICE ALONG WITH THE TRAVEL EXPENSE REPORT FOR RECRUITING.
**TRAVEL EXPENSE REPORT FOR RECRUITING & OFFICIAL VISITS**

Name of School Employee(s) Making Trip: 

Date to Depart: ___________________________ Date of Return: ___________________________

Time of Departure: ___________________________ Time of Return: ___________________________

Mode of Travel:  

☐ Personal Vehicle  ☐ School Vehicle  ☐ Rental Vehicle  ☐ Other

Destination (City / State are required): ____________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

School / Site ___________________________ Visited: ___________________________

School / Site ___________________________ Visited: ___________________________

School / Site ___________________________ Visited: ___________________________

Total Miles Driven: ___________________________ (If personal vehicle was used)

---

**EMPLOYEE EXPENSES**

<table>
<thead>
<tr>
<th>DATE</th>
<th>LODGING</th>
<th>BREAKFAST</th>
<th>LUNCH</th>
<th>DINNER</th>
<th>RENTAL CAR</th>
<th>GAS</th>
<th>MILES x .30 TOTAL</th>
<th>MISC describe</th>
<th>TOTAL PER DAY</th>
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TOTAL

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**PSA EXPENSES FOR OFFICIAL VISIT**

Name of Prospect: ___________________________

Date of the Visit: ___________________________

Type of Travel: (describe) ___________________________

TOTAL TRAVEL: ___________________________

Type of Lodging: ___________________________

TOTAL LODGING: ___________________________

Meal(s): Day #1 [B] [L] [D] ___________________________

Day #2 [B] [L] [D] ___________________________

Day #3 [B] [L] [D] ___________________________

TOTAL MEALS: ___________________________

Student Host: Day#1 ______ Day #2 ______ Day #3 ______

TOTAL HOST: ___________________________

---

**PSA EXPENSES TOTAL**

---

*All receipts must be turned in with the expense report!*

---

**TOTAL VISA CHARGES**

**TOTAL CASH EXPENSES**

**REIMBURSEMENT TOTAL**  
*Attach petty cash / pay order form*

**TRIP OR VISIT TOTAL**

---

ACCOUNT # ___________________________

ATC # ___________________________

ASST. A.D. for COMPLIANCE: ___________________________

ATHLETIC DIRECTOR: ___________________________

CONTROLLER: ___________________________
# DEPARTMENT OF INTERCOLLEGIATE ATHLETICS

*Unofficial Visits*

**SPORT:** __________________________  **MONTH:** __________________________

<table>
<thead>
<tr>
<th>DATE</th>
<th>PROSPECT</th>
<th>SCHOOL</th>
<th>Meal Provided</th>
<th>3 Comp Admission</th>
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</thead>
<tbody>
<tr>
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<td>Yes</td>
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_Head Coach’s Signature_
PROSPECTIVE STUDENT-ATHLETE
COMPLIMENTARY ADMISSION - PASS LIST

SPORT: ________________________________

DATE OF CONTEST: ________________________________

NOTE: The MC Complimentary Admission for Prospective Student-Athletes list is not valid for Away Events.

NCAA Bylaw 13.6.6.2 and 13.7.2.1 An institution may provide three (3) complimentary admissions per home contest to a prospective student-athlete for the PSA and those accompanying the prospective student-athlete on either an official or unofficial visit. Complimentary admission shall be provided only to persons designated by the prospective student-athlete and must show ID and provide a matching signature to receive admission.

<table>
<thead>
<tr>
<th>PROSPECTIVE STUDENT-ATHLETE (List Alphabetically)</th>
<th>COMPLIMENTARY ADMISSION FOR: (3 maximum per prospective student-athlete)</th>
<th>RECEIVED BY: (signature) Designated recipient must sign for their own complimentary admission and show ID</th>
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<tbody>
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<td>1.</td>
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<td>PROSPECTIVE STUDENT-ATHLETE (List Alphabetically)</td>
<td>COMPLIMENTARY ADMISSION FOR: (3 maximum per prospective student-athlete)</td>
<td>RECEIVED BY: (signature) Designated recipient must sign for their own complimentary admission and show ID</td>
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MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
On Campus Tryout Form

This form MUST be turned in to the Compliance Office for approval five (5) business days PRIOR to conducting the tryout

PROSPECT’S NAME ___________________________ SPORT ___________________________

DATE OF TRYOUT ___________________________ COACH CONDUCTING TRYOUT ___________________________

TIME TRYOUT BEGINS _________________________ TIME TRYOUT ENDS _________________________

*The NCAA limits the Tryout Length to two (2) hours!

CIRCLE ONE: HIGH SCHOOL PROSPECT 2-YEAR COLLEGE PROSPECT 4-YEAR COLLEGE PROSPECT

Bylaw 13.11.2.1 TRYOUTS
A member institution may conduct a tryout of a prospective student-athlete only on its campus or at a site at which it normally conducts practice or competition and only under the following conditions:

- Not more than one (1) tryout per prospective student-athlete per institution per sport shall be permitted.
- The tryout may be conducted for high school seniors who are enrolled in a term other than the term(s) in which the prospective student-athlete’s high school’s traditional season in the sport occurs or who have completed high school eligibility in the sport; for a two-year (JUCO) college student, after the conclusion of the sport season or anytime, provided the student has exhausted his/her JUCO eligibility in the sport; and for a four-year college student, after the conclusion of the sport season, provided that written permission to contact the prospective student-athlete has been obtained, and is on file in the Compliance Office;
- Prior to participation in a tryout, a prospective student-athlete is required to undergo a medical examination or evaluation administered or supervised by a physician (ex: family physician or team physician). The examination or evaluation must be administered within six (6) months prior to participation in the tryout. Medical examination or evaluation may be conducted by an institution’s regular team physician or other designated physician as a part of the tryout.
- The tryout may include tests to evaluate the prospective student-athlete’s strength, speed, agility and sport skills. Except in the sports of football, the tryout may include competition. In the sport of football, the PSA shall not wear helmet or pads;
- Competition against the member institution’s team is permissible, provided such competition occurs during the academic year and is logged on the Countable Athletically Related Activities (CARA) weekly report as such;
- The time of the tryout activities (other than the physical examination) shall be limited to the length of the institution’s normal practice period in the sport, but in no event shall it be longer than two (2) hours;
- The institution may provide equipment and clothing on an issuance and retrieval basis to a prospective student-athlete during the time of the tryout.

High School Prospect:
Date his/her high school eligibility was completed in the sport: ___________________________

If he/she is eligible, is the student enrolled in a term other than when the traditional season in the sport occurred? YES NO

Two-Year College Prospect (JUCO):
Date his/her sport’s season ended: ___________________________

Four-Year College Prospect (4-4 Transfer) Currently enrolled Full-Time at Mississippi College YES NO
IF NO: Enrolled Institution’s Name ___________________________ Date PSA’s sport season ended ___________________________
Is written permission to contact on file in the Compliance Office YES NO

MISSISSIPPI COLLEGE ASSUMPTION OF RISK / LIABILITY WAIVER

By signing below you acknowledge that this tryout is strictly voluntary and that within the activities conducted for a tryout there are dangers that may lead to injury. Should an injury occur, the Mississippi College Sports Medicine Staff would provide basic emergency first-aid. It is to be further understood that the prospect and his/her family will not hold Mississippi College financially responsible for any debts incurred from said injury.

Printed Name of Prospective Student-Athlete ___________________________ Signature of Prospective Student-Athlete ___________________________ Date ___________________________

Printed Name of Parent/Legal Guardian ___________________________ Signature of Parent/Legal Guardian ___________________________ Date ___________________________

Compliance Office Use Only
✓ A copy of the PSA’s Medical Insurance Card is attached YES NO
✓ A copy of the PSA’s Medical Examination is attached YES NO
✓ A copy of the PSA’s Sickle Cell Testing proof is attached YES NO

Approved
Denied
Date ___________________________
Mississippi College Athletics
Permission to Contact / Request for One-Time Transfer Exception

Date: ____________________________ Current Institution: ____________________________

Student-Athlete: ____________________________ Sport: ____________________________ NCAA EC ID: ____________________________

The above mentioned student-athlete has contacted Mississippi College about the possibilities of transferring and participating in the sport indicated above. Consistent with NCAA Bylaw 13.1.1.2, do you hereby grant our institution permission to contact the student-athlete for recruiting purposes. □ YES □ NO

Your institutional athletic classification: □ Two-Year College □ NAIA □ NCAA: □ Div. I □ Div. II □ Div. III

The information below is requested to determine this student-athlete’s eligibility. Your assistance in completing this form is appreciated.

1. First semester/quarter at your institution ____________________________ Last semester/quarter at your institution ____________________________

2. Number of “full-time” semesters/quarters attended: _________ Number of part-time semesters/quarters attended ____________________________

3. Has the Student-Athlete previously attended other 2-year or 4-year institution(s)? □ YES □ NO

Please provide the name(s) and dates attended: 2-Year: ____________________________ 4-Year: ____________________________

4. Did the student-athlete practice or compete in intercollegiate athletics? (if yes, please list below) □ YES □ NO

5. Has the student-athlete’s “sport” or “course of study” been dropped? (circle which one if yes) □ YES □ NO

If practice only, did he/she participate in countable athletic activities for more than the 14 consecutive calendar days? □ YES □ NO

<table>
<thead>
<tr>
<th>SPORT</th>
<th>ACADEMIC YEAR</th>
<th>PARTICIPATION STATUS</th>
<th>Charged a Season of Eligibility</th>
<th>RECEIVED ATHLETIC AID</th>
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<td>Practiced</td>
<td>Competed</td>
<td>Redshirt</td>
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6. Is this student-athlete considered in “good academic standing” at your institution? □ YES □ NO

7. Did the Student-Athlete pass six (6) hours in his/her most recent full-time semester of enrollment? □ YES □ NO

8. Does the Student-Athlete meet satisfactory progress towards degree requirements at your institution? □ YES □ NO

9. Has the student-athlete been suspended from your institution for disciplinary reasons? □ YES □ NO

10. Has the student-athlete ever failed an “institution’s” or “NCAA” drug test? (circle which one if yes) □ YES □ NO

11. Would this student-athlete have been eligible if he/she remained at or returned to your institution? □ YES □ NO

12. Was this student a Qualifier, Partial Qualifier or Non Qualifier? □ Qualifier □ Partial Qualifier □ Non Qualifier

13. Did the Student-Athlete sign a National Letter of Intent (NLI) with your institution? □ YES □ NO

14. Has the Student-Athlete fulfilled his/her residency requirement / NLI obligation with your institution? □ YES □ NO

15. Does your institution approve granting the “one-time transfer exception” to this student-athlete? □ YES □ NO

*If applicable: Per Article XI, Section 3 of the Gulf South Conference operating manual, a student-athlete who wishes to transfer from one GSC school to another to compete in the same sport must receive written permission directly from the AD or CEO in order to be immediately eligible.

GSC AD or CEO Signature: ____________________________

Certifying Officer ____________________________ Title: ____________________________ Date: ____________________________

*Please return this form to Susan Musselwhite by fax to 601-925-7081 or email to musselwh@mc.edu
REQUEST FOR STUDENT-ATHLETE RELEASE

Date: ___________________________  Sport: ___________________________

Name: ___________________________  MC ID#: ___________________________

Contact Information:  Phone No: ______________  Email: ____________________

Institution(s) to be released to: ___________________________________________

Method of Delivery:  □ Pick Up By Student Athlete  □ Email to Student-Athlete
                     □ Email Directly To School  □ Fax To School

The following signature is required before returning this form to the Compliance Office:

□ Granted  □ Denied

____________________________________  __________________________
Head Coach Signature                   Date

If denied by the coach, the following signature is required before returning this form to the
Compliance Office:

□ Granted  □ Denied

____________________________________  __________________________
Athletic Director Signature             Date

Comments:

*If this request is denied, the Athletic Director will notify you in writing, within 14 consecutive
calendar days from the receipt of this request that you will be provided a hearing conducted by a
committee and chaired by the FAR. This hearing will be conducted within 30 consecutive calendar
days of receipt of this request.
Eligibility Questionnaire - NEW Student-Athletes
2015-16 Academic Year

Last Name: ___________________________ First Name: ___________________________ Middle Initial: ________

Sport: ___________________________ Student ID: ___________________________ Date of Birth: ___________________________

Gender: ___________________________ International Student (circle one): YES NO

Ethnicity (circle one): Alaskan/American Indian Asian Black Hispanic White Other: ______________

Housing (circle one): On Campus Off Campus

Local phone: ( ) _______________ Permanent phone: ( ) _______________ Cell phone: ( ) _______________

Email Address: __________________________________________

Local Mailing Address: __________________________________________

Permanent Address: __________________________________________

City: __________________________________________ State: ______________ Zip Code: ______________

Parent(s)/Legal Guardian(s) Name(s): __________________________________________ Relationship: ______________

Home phone: ( ) _______________ Work: ( ) _______________ Cell: ( ) _______________

Address: __________________________________________ Email: __________________________________________

If different from student-athlete’s permanent address

ENROLLMENT STATUS
Term & Year entered MC: ______________ Term & Year entered any institution: ______________

PARTICIPATION RECORD
At all collegiate institutions after high school. (Please use yes or no to indicate whether you practiced or competed.
Please add the chronological year after the season [ex: Fall 2012 and Spring 2013])

<table>
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<tr>
<th>Term &amp; Year</th>
<th>School</th>
<th>Full Time or Part Time</th>
<th>Sport</th>
<th>Practice yes or no</th>
<th>Competed yes or no</th>
<th>Received Athletic Aid yes or no</th>
<th>Signed Letter of Intent</th>
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<td>Ex: Fall 2012</td>
<td>University School</td>
<td>Full time</td>
<td>Gymnastics</td>
<td>yes</td>
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Have you ever received a medical-hardship waiver for this sport? YES NO
If yes, what sport and what semesters: ____________________________________________

OUTSIDE COMPETITION DURING PREVIOUS COLLEGE ATTENDANCE INFORMATION

1. Did you participate on any club teams while enrolled at any of the above listed institutions? YES NO
   If yes, which institution? ____________________________________________ What sports: ____________
   What semesters/quarters (e.g. F10, S11): __________________________________________
   Did the institution sponsor the same sport at the varsity level? YES NO

2. Since graduation from high school, have you ever competed in organized athletics competition, either as an individual or as a member of a team, that was not one of the college or university teams listed earlier? YES NO

Time Lapse Statement: If you have not continuously attended college as a full-time student each semester since your graduation from high school, please describe your activities during the period you were not in school (i.e. work, military service, church mission) and the exact time period.

Dates: __________________________ Reason: ________________________________
Dates: __________________________ Reason: ________________________________
Dates: __________________________ Reason: ________________________________
Dates: __________________________ Reason: ________________________________

AMATEURISM

1. Have you ever agreed orally or in writing to be represented by an agent/professional sports organization? YES NO

2. Has anyone (other than your immediate or extended family) given you cash or gifts of value since agreeing to participate in MC athletics program? YES NO

3. Have you ever wagered a bet on a college or professional athletics contest(s)? YES NO

HIGH SCHOOL/PREPARATORY SCHOOL INFORMATION

Name of high school: _______________________________________________________
City/State: _________________________ Graduation date(m/yr): ___________________
RECRUITMENT STATUS (circle answers)

1. Did a member of the athletics staff or anyone representing MC provide transportation for you to visit the campus? YES NO If yes, who provided transportation? __________________________

2. Did you make an “official visit” to MC, at the expense of the athletics department? YES NO

3. Did anyone from the MC athletics department initiate or arrange a telephone contact, on more than one occasion, with you or a member of your family for the purpose of encouraging you to attend MC and participate in athletics? YES NO

4. Did anyone from the athletics department at MC visit you in your home, at your high school or any other place for the purpose of encouraging you to attend MC and participate in athletics? YES NO

5. Did you sign a National Letter of Intent (NLI) or written offer of athletics aid to attend MC and participate in athletics? YES NO

EMPLOYMENT INFORMATION

Do you plan to work during the academic year? YES NO _____ on campus _____ off campus

Name of employer: ___________________________ Dates of employment: ___________________________

City/State: ___________________________ Job title: ___________________________

Job duties: ___________________________

Salary: ___________ How did you obtain this job: ___________________________

Did anyone connected with Mississippi College athletics help you get this job? YES NO

If yes, who was it? ___________________________

What did they do? ___________________________

My employment falls in the following categories: Work-study Intern University Commercial Self

INSURANCE

What health insurance policy is the student-athlete covered under (circle one): Personal Parents Guardian None
CAR REGISTRATION

Driver’s License #: ______________________ State: ________________________________

Will you have use of a vehicle on- or off-campus this year? YES NO

If yes, please fill in: Year:_______ Make: ____________________ Model: ______________

License plate number: ___________________________ State: ______

Person(s) the car is registered to: ____________________________________________

Did you purchase a MC parking permit (circle one): YES NO

I certify that I have not received special discounts or financing while purchasing my personal vehicle due to my association with the athletics department.

Student-athlete’s initials: ________ Date: __________________________

I __________________________ authorize Mississippi College to use my name, image or appearance to generally promote MC athletics or in permissible promotional activities.

Student-athlete’s signature: __________________________ Date: ______________

FINANCIAL AID

Any financial aid awarded from agencies outside of MC and your immediate family MUST be reported to the financial aid office. Please list any such awards, the awarding agency, and the amount on the attached Outside Related Financial Aid Self Reporting form.

I certify that my answers are complete and correct. I understand that ANY FALSE OR INCOMPLETE STATEMENTS IN THIS HISTORICAL FORM/REPORT MAY MAKE ME INELIGIBLE FOR INTERCOLLEGIATE ATHLETICS COMPETITION and/or any athletically related financial aid at Mississippi College. If any of the information I have supplied in this report changes during the year, I agree to notify the Compliance Office as soon as possible.

Student-athlete’s signature: __________________________ Date: ______________
Eligibility Questionnaire - RETURNING Student-Athletes
2015-16 Academic Year

PERSONAL INFORMATION:  (Please Print)

Last Name: ____________________________ First Name: ____________________________ Middle Initial: ____________

Sport: ____________________________ Student ID: ____________________________ Date of Birth: ____________________________

Gender: _______________ International Student (circle one): YES NO

Ethnicity (circle one): Alaskan/American Indian Asian Black Hispanic White Other (describe): ____________

Housing (circle one): On Campus Off Campus

Local phone: ( ) _______________ Cell phone: ( ) _______________

Email Address: ____________________________

Local Mailing Address: ____________________________

Permanent Address: ____________________________ City: ____________________________ ST: ________ Zip: ________

Parent(s) or Legal Guardian(s): ____________________________ Phone: ( ) _______________

Parent(s) Address: (if different from above)

_______________________________ City: ____________________________ ST: ________ Zip: ________

INSURANCE

What health insurance policy is the student-athlete covered under (circle one): Personal Parents Guardian None

AMATEURISM

1. Have you ever accepted a loan, payment of expenses (e.g. travel, lodging, meals) and/or agreed orally or in writing to be represented by an agent/professional sports organization? YES NO

2. Has anyone (other than your immediate or extended family) given you cash or gifts of value since agreeing to participate in the MC athletics program? YES NO

3. Have you ever wagered a bet on a college or professional athletics contest(s)? YES NO

EMPLOYMENT INFORMATION

Do you plan to work during the academic year? YES NO _____on campus _____off campus

Name of employer: ____________________________ Dates of employment: ____________________________

City/State: ____________________________ Job title: ____________________________

Job duties: ____________________________

Salary: ____________________________ How did you obtain this job: ____________________________
Did anyone connected with Mississippi College athletics help you get this job?  YES  NO
If yes, who was it?  ____________________________________________________________
What did they do?  ____________________________________________________________

My employment falls in the following categories:  Work-study  Intern  University  Commercial  Sej

CAR REGISTRATION

Driver’s License #:  ______________________  State:  ______________________
Will you have use of a vehicle on- or off-campus this year?  YES  NO
If yes, please fill in:  Year:  ________ Make:  ____________________ Model:  ____________________
License plate number:  ____________________  State:  __________
Person(s) the car is registered to:  ____________________________________________

Did you purchase a MC parking permit (circle one):  YES  NO

I certify that I have not received special discounts or financing while purchasing my personal vehicle due
to my association with the athletics department.

Student-athlete’s initials:  __________  Date:  ______________________

I ______________________ authorize Mississippi College to use my name, image or appearance to
generally promote MC athletics or in permissible promotional activities.

Student-athlete’s signature:  ______________________  Date:  ______________________

FINANCIAL AID

Have you been awarded any new scholarship(s) for the upcoming year, other than athletics aid and institutional aid
received from Mississippi College (Circle one)  YES  NO

If yes, please list new award(s) and amount(s) on the attached Outside Related Financial Aid Self Reporting Form

I certify that my answers are complete and correct. I understand that ANY FALSE OR INCOMPLETE STATEMENTS IN
THIS HISTORICAL FORM/REPORT MAY MAKE ME INELIGIBLE FOR INTERCOLLEGIATE ATHLETICS COMPETITION and/or
any athletically related financial aid at Mississippi College. If any of the information I have supplied in this report
changes during the year, I agree to notify the Compliance Office as soon as possible.

Student-Athlete’s signature:  ______________________  Date:  ______________________
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Initial Athletics Grant-In-Aid / NLI Request

To request an Athletics Grant-In-Aid and/or National Letter of Intent packet to be created and sent to a prospective student-athlete, please complete this form accurately and comprehensively. Once completed, send to the Athletic Director for approval. The Athletic Director will forward to the Director of Financial Aid. When the Compliance Office receives this from the Director of Financial Aid, the appropriate documents and packets will be sent to the prospective student-athlete.

Full Name ____________________________ Date of Birth _______________ Sport(s) _______________

Home Address: __________________________ Email Address: __________________________

City: __________________________ State: __________________________ Zip: __________________________

Phone Number: Home: _______________ Cell: _______________ Fax: _______________

Incoming Year: ___________ MC ID # _______________ Eligibility Center ID# _______________

Incoming Status: ☐ Freshman ☐ 2-Yr TR ☐ 4-Yr TR ☐ Graduate

Previously Signed NLI: ☐ Yes – (NLI Not Necessary) ☐ No Requesting NLI: ☐ Yes ☐ No

Period of Award: ☐ Full Year ☐ Fall Semester Only ☐ Spring Semester Only

| Grant-In-Aid Amount: | ☐ Tuition & Fees: | $ | ☐ Room: | $ |
| ☐ Board: | $ | ☐ Books: | $ |

☐ Specific Amount: $ ☐ Allow PSA to keep NC Aid ☐ Reduce GIA by NC Aid Amt

*Answer below for specific amount

Total Grant-In-Aid $ Equivalency Value: ______

Head Coach Signature: __________________________ Date: _______________

Athletic Director __________________________ Date: _______________

Director of Financial Aid (or Designee) __________________________ Date: _______________

Compliance Office Use Only
Registered with EC _____ Placed on IRL _____ Applied to MC _____ Transcripts/Scores ______
ATHLETIC RELATED
GRANT-IN-AID

Name: 
Address: 
City, State, Zip: 
Period of Award: □ Full Academic Year □ Fall Only □ Spring Only
Type of Award: □ Initial Award at MC □ Renewal □ Reduction

MISSISSIPPI COLLEGE hereby offers the above named student the following athletically-related financial aid. This award will be valid for the 2014-2015 academic year as long as all Mississippi College, Gulf South Conference, and NCAA regulations are satisfied. If you receive other non-countable aid or countable aid that increases your scholarship amount and consequently affects NCAA team financial aid equivalency limits, this athletic scholarship may be reduced to maintain compliance with applicable NCAA regulations.

GRANT-IN-AID INCLUDES:

TUITION & FEES $ 
ROOM $ 
BOARD $ 
BOOKS $ 

TOTAL GRANT-IN-AID AMOUNT: $

Student Initial: __________

Director of Financial Aid
Or Designee
Date: ________________

Faculty Athletic Representative
or Designee
Date: ________________

Athletic Director
or Designee
Date: ________________

CONDITIONS OF RECEIVING THIS ATHLETIC RELATED FINANCIAL AID:

In order for the above-named student to qualify for this financial aid, the student must:
1) Fulfill the admissions requirements of Mississippi College;
2) Meet and maintain the eligibility requirements for athletics participation and financial aid established by the NCAA, the Gulf South Conference (GSC) and the institution;
3) File all financial aid forms required by the NCAA, GSC, and the offering institution;
4) Register with the NCAA Eligibility Center and obtain certification of freshmen or transfer eligibility AND Amateurism status. This institution does not offer athletically-related financial aid to partial-qualifiers unless specifically mentioned in the terms of the award above; and,
5) Notify the institution of any financial aid from outside organizations that he/she receives, regardless of the source or reason for the award.

NCCA Bylaws limit the total amount of financial aid a student-athlete may receive. Non athletically-related aid, and/or aid from outside sources, may cause the student-athlete to exceed that limit, in which case those funds may replace all or part of the athletically-related aid offered in this document.

NCAA Bylaws prohibit increasing, reducing or canceling athletically-related financial aid based on athletics ability or performance, injury or illness or for any athletics reason during the period of this award. However, renewals
may be based upon any or all those criteria, as well as others determined by the institution, as long as they are permissible under NCAA and GSC rules.

PERMISSIBLE REASON FOR IMMEDIATE CANCELLATION OR REDUCTION OF THIS AWARD DURING THE ACADEMIC YEAR OR TERM FOR WHICH IT WAS GRANTED:
1) The student becomes ineligible for intercollegiate competition (ex: drops below full-time enrollment as defined by the institution);
2) The student provided or provides false information on the application for admission or financial aid, National Letter of Intent (NLI) or institutional financial aid agreement;
3) The student engages in serious misconduct resulting in disciplinary action by the institution;
4) The student voluntarily withdraws from participating in the sport for personal reasons. This includes documented repeated unexcused absences from team practices, games, and meetings and/or other mandatory activities, provided the student had reasonable notice of them;
5) The student violates the policies set forth in the institution’s student-athlete handbook.

MANDATORY REASONS FOR REDUCTION OR CANCELLATION OF THIS AWARD:
1) The student signs a professional sports contract or retains the services of an agent for that sport;
2) The student is declared ineligible for financial aid by the NCAA or GSC;
3) The student accepts money or other compensation prohibited by NCAA or GSC rules;
4) The student receives other financial aid that causes him/her to exceed the NCAA or GSC individual limit.

NOTE: Please consult with the Director of Financial Aid regarding any questions about the types of aid that “count” against the NCAA or GSC limit. Some types do not count, such as loans, most government grants (ex: Pell) and most forms of work/study. Institutions may set their own limits to these non-countable forms of aid and may even reduce the athletic award by those other forms so be sure to ask before accepting this offer.

THE INFORMATION STATED ABOVE IS THE ENTIRE AGREEMENT BETWEEN (Student) AND MISSISSIPPI COLLEGE (Institution). Nothing in this document may be altered, erased or “whited-out” in any way. All changes require a new document.

By signing below you acknowledge your understanding of the offer and the terms and conditions associated with receiving this aid. IF YOU ACCEPT THIS AWARD, please sign this agreement in the appropriate spaces below and make a copy for your records and return a signed copy to the institution’s Financial Aid office no later than (date). If the student is less than 21 years old on the date he/she signs this agreement, the student’s parent or legal guardian MUST also sign below. This grant expires a maximum of 30 days from the date on which it was issued.

Student’s Date of Birth ___________________________________ Student Initial Confirming DOB _______________

Student’s Name (PRINT or TYPE) ___________________________ Parent or Legal Guardian Name (PRINT or TYPE) _______________

Student’s Signature ___________________________ Date _______________

Parent or Legal Guardian Signature ___________________________ Date _______________

For Financial Aid Office Use Only

CERTIFICATION: (To be completed by the GSC Institution’s Athletic Director, Compliance Officer or designee):
I certify that I have:
1) Reviewed this document;
2) Answered any questions the student may have asked; and
3) Made sure that all required signatures are affixed and that the terms of the agreement are in order. (Do not certify this contract until after the student and, where necessary, the parent/guardian has signed this document; but be sure to sign it before it is filed with the GSC Office.)

Signature of Athletic Director/Compliance Officer ___________________________ Date Reviewed by AD/Compliance Officer _______________
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Grant-In-Aid Release Request

I, _______________________ hereby voluntarily have left the ___________________ team at Mississippi College. I understand that the athletically-related scholarship that I am receiving will be cancelled effectively on the date that I sign this form unless otherwise specified below. I understand that the cancellation of my athletically-related scholarship is consistent with NCAA Bylaw 15.3.4 as well as the terms and conditions stated on the Mississippi College Athletic Grant-In-Aid Agreement letter previously awarded to and signed by me.

Home Address: ____________________________________________________________

City: ___________________________ State: ____________ Zip: ______________

Reason(s) for Withdrawal: ________________________________________________

_____________________________________________________________________

Date to Discontinue Aid: ____________________________

Student Athlete Name: ______________________________ MC ID# __________
Signature: __________________________________________ Date: ____________

Head Coach Name: ______________________________ Date: ____________
Signature: __________________________________________

Athletic Director Name: ______________________________ Date: ____________
Signature: __________________________________________

Compliance Officer Name: ______________________________ Date: ____________
Signature: __________________________________________
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Squad List Deletion Request

Student Athlete Name: ___________________________ MC ID# ____________

Sport(s): ___________________________ Date ____________

Please check ONE of the following:

☐ Voluntarily withdrew from the team for personal reasons and, accordingly, his/her athletically related aid should be terminated immediately (Bylaw 15.3.4.1(d)). Complete the student section below, obtain the Athletic Director's signature, and have the student-athlete sign the Athletics Grant-In-Aid Release form.

☐ Cut/Dismissed from the team and, accordingly his/her athletically related aid will be terminated at the end of the current academic year (Bylaw 15.3.4.1) Complete the Dismissal Information section below and obtain the Athletic Director’s signature.

☐ Cut/Dismissed from the team due to suspension from school for disciplinary reasons, and, accordingly his/her athletically related aid will be terminated immediately (Bylaw 15.3.4.1.2). The student-athlete will not be eligible for any exceptions to the one-year residence requirement for transfers (Bylaw 14.5.1.2). Complete the Dismissal Information below and obtain the Athletic Director’s signature.

Did the student-athlete participate against outside competition? □ Yes □ No
Did the student-athlete receive any athletic aid? □ Yes □ No
Did the student-athlete return all athletic equipment? □ Yes □ No
Should a hold be put on his/her account? □ Yes □ No

Dismissal Information Section
The student-athlete name above has been cut/dismissed from the team for the following reason(s): (Attach any relevant documentation ex: emails/texts/notes)

_________________________

Student-Athlete Section
I understand that I am no longer considered a student-athlete at Mississippi College. I understand any athletically related financial aid I am receiving may be reduced or cancelled immediately (institutional policy and procedures regarding a hearing opportunity will apply). I understand Mississippi College Athletics reserves the right to place a hold on my student account until all parts of the squad list deletion form are complete and all equipment returned.

_________________________
Mississippi College Student Athlete
Outside Financial Aid Resources Self-Reporting 2014-15

Name: ______________________________ Sport Participation: ______________________________

Student ID# __________________________

The following information must be collected per NCAA requirements and returned to the Office of
Financial Aid no later than August 1st. If you are receiving a scholarship/grant/other, please
provide scholarship eligibility criteria, copy of scholarship application(s), and/or other
documentation along with this form.

Please complete the following in its entirety; if data is missing, the form will be returned and Athletic
and Financial Aid holds will be placed on your record. You will not receive Mississippi College
funding if there is a hold on your record.

Identify Scholarships, Grants, & other sources of aid – example: American Legion Scholarship.
Please DO NOT list Mississippi College Athletic Scholarships, loans, employment, Federal Pell Grant,
SEOG, or Mississippi State Grant you are receiving for 2014-2015:

Did not receive additional aid other than what was listed above. [ ]

Name of Scholarship/Grant/Other: ______________________________________________________

Amount of Award: Fall $ ___________ Spring $ ___________

Scholarship/grant criteria include athletic ability? Yes No (Circle one)

Contact for Scholarship/Grant Name: ___________________________________________________

Address: __________________________________________________________________________

City: __________________________ State: ______________ Zip: ___________________________

Phone: __________________________ Email: ____________________________________________

I understand it is my responsibility to provide the information requested and to notify Student Financial Services of changes or additions/scholarships/grants I receive.

Student Signature: __________________________ Date: __________________________

Return by August 1st to: Mississippi College Office of Financial Aid
P.O. Box 4035
Clinton, MS 39058
Phone: 601.925.3212
financialaid@mc.edu
<table>
<thead>
<tr>
<th>Name of Scholarship/Grant/Other:</th>
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<tbody>
<tr>
<td>Amount of Award:</td>
<td>Fall</td>
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<tr>
<td>Scholarship/grant criteria include athletic ability?</td>
<td>Yes</td>
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</table>
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Occasional Meal Request

<table>
<thead>
<tr>
<th>Name of Host(s)</th>
<th>Date of Request</th>
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</thead>
<tbody>
<tr>
<td>Location (Address)</td>
<td>Date of Meal</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td></td>
</tr>
</tbody>
</table>

In accordance with NCAA Bylaw 16.11.1.4, a student-athlete or the entire team in a sport may receive an occasional meal in the home of a representative of athletic interest or institutional staff member under the following conditions:

- Meals must be restricted to infrequent and special occasions

- Representative of Athletic Interest (Booster): The meal can be provided by a booster of the institution, however must be at the individuals home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered.

- A representative of athletic interest may provide reasonable local transportation to student-athletes to attend the meal, only if the meal is at the home of that representative.

- Institutional staff members: The meal can be provided by an institutional staff member at their home or at a restaurant in the local of the institution.

- Institutional staff members may provide reasonable local transportation to student-athletes to attend such meals.

*Signing the form below represents an understanding and a commitment to abide by the NCAA requirements for providing the occasional meal to Mississippi College Student-Athletes.*

_____________  _______________  _______________
Signature of Host(s)  Signature of Head Coach  Signature of Compliance

Is Transportation being provided?    ____YES    ____NO     If yes, by whom: ______________________________

List those attending the Meal: (Attach separate page if entire team is attending)
PLAYING & PRACTICE SEASON DECLARATION
BASEBALL

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport’s designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution’s playing season in the sport of BASEBALL shall be limited to at the earliest, January 10th or the institution’s 1st day of classes, whichever is earlier through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before January 10 or institution’s first day of classes, whichever is earlier.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its first date of competition with outside competition in the Championship segment before the February 1st.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall not begin practice sessions in the non-championship segment before September 7th, or the institution’s 4th day of class, whichever is earlier. [17.2.8 for non-championship segment activities]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than November 15th.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: ____________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3): __________________

NCAA Minimum: ________________

NCAA Maximum: ________________

CHAMPIONSHIP SEGMENT:

Championship Segment: From: ________________ to ________________

Date of 1st Practice: ____________________________

Date of 1st Competition (Championship Segment): ____________________________

Date(s) of Conference Championship (If applicable): ____________________________

NON CHAMPIONSHIP SEGMENT:

Non Championship Segment: From: ________________ to ________________ (______ days)

Vacation Period During Segment: From: ________________ to ________________ (______ days)

(Note: These days may only be exempted if you do not have any CARA activities during this time)

Head Coach Signature: ____________________________ Date: ________________

Compliance Office Representative: ____________________________ Date: ________________

Faculty Athletics Representative: ____________________________ Date: ________________
PLAYING & PRACTICE SEASON DECLARATION
BASKETBALL

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport's designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution's playing season in the sport of BASKETBALL shall be limited to at the earliest, October 15th, through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE:
A member institution shall not commence practice of ANY kind before October 15th, except as permitted in Bylaw 17.1.6.2.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its first date of competition with outside competition before the 2nd Friday in November.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall not begin practice sessions in the before September 7th, or the institution's 4th day of class, whichever is earlier. [17.1.6.2 and 17.3.2.1.2 for non-championship segment activities]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than seven calendar days prior to the first date of final exams.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: ________________________________

TOTAL Number of Contests: __________ Number of Exempted Contest: __________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3): __________ NCAA Minimum: _________
NCAA Maximum: _________

CHAMPIONSHIP SEGMENT:
Playing Season Segment: From: ________________ to ________________

Date of 1st Outside Competition: ________________________________

Date(s) of Conference Championship (If applicable): ________________________________

Vacation Period During Segment: From: ________________ to ________________ ( _______ days)
From: ________________ to ________________ ( _______ days)
("These days may only be exempted if you do not have any CARA activities during this time!")

Out of Season Segment: From: ________________ to ________________ ( _______ days)
From: ________________ to ________________ ( _______ days)

Head Coach Signature: ___________________________ Date: ___________________________

Compliance Office Representative: ___________________________ Date: ___________________________

Faculty Athletics Representative: ___________________________ Date: ___________________________
PLAYING & PRACTICE SEASON DECLARATION
CROSS COUNTRY

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport’s designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE. A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution’s playing season in the sport of CROSS COUNTRY shall be limited to the 1st permissible date of preseason practice through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before 17 days before the 1st permissible contest or five (5) days before the institution’s first day of classes, whichever is earlier.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its first date of competition with outside competition in the Championship segment before the Thursday before September 8th.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall not begin practice sessions in the non-championship segment before February 15th. [17.5.8]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than seven (7) calendar days prior to the first day of final exams.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: __________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3):

NCAA Minimum: ___________
NCAA Maximum: ___________

CHAMPIONSHIP SEGMENT:
Championship Segment: From: ___________ to ___________

Date of 1st Practice: _______________________

Date of 1st Competition (Championship Segment): _______________________

Date(s) of Conference Championship (If applicable): _______________________

NON CHAMPIONSHIP SEGMENT:
Non Championship Segment: From: ___________ to ___________ (______days)

Vacation Period During Segment: From: ___________ to ___________ (______days)

From: ___________ to ___________ (______days)

(*These days may only be exempted if you do not have any CARA activities during this time!)

Head Coach Signature: ___________________________ Date: ___________

Compliance Office Representative: ___________________________ Date: ___________

Faculty Athletics Representative: ___________________________ Date: ___________
PLAYING & PRACTICE SEASON DECLARATION
FOOTBALL

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport's designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution's playing season in the sport of FOOTBALL shall be limited to the 1st permissible date of preseason practice through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before 21 days before the 1st permissible contest or seven (7) days before the institution's first day of classes, whichever is earlier. (Includes varsity, junior varsity or freshmen teams)

FIVE DAY ACCLIMATIZATION PERIOD:
Preseason practice shall begin with a five-day acclimatization period for both first-time participants and continuing student-athletes. All student-athletes, including walk-ons who arrive to preseason practice after the first day of practice are required to undergo a five-day acclimatization period. (See 17.9.2.2 for acclimatization period requirements)

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its 1st date of competition with outside competition in the Championship segment before the Thursday before September 8th.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall not begin practice sessions in the non-championship segment before February 15th. [17.25.2.6]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than seven (7) calendar days prior to the first day of final exams.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: __________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3):

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<th>NCAA Minimum:</th>
<th>NCAA Maximum:</th>
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</table>

CHAMPIONSHIP SEGMENT:
Championship Segment: From: __________________________ to __________________________

Date of 1st Practice: __________________________

Date of 1st Competition (Championship Segment): __________________________

Date(s) of Conference Championship (If applicable): __________________________

NON CHAMPIONSHIP SEGMENT:
Non Championship Segment: From: __________________________ to __________________________ (________ days)

Vacation Period During Segment: From: __________________________ to __________________________ (________ days)

From: __________________________ to __________________________ (________ days)

(*These days may only be exempted if you do not have any CARA activities during this time!)

Head Coach Signature: __________________________ Date: __________________________

Compliance Office Representative: __________________________ Date: __________________________

Faculty Athletics Representative: __________________________ Date: __________________________
PLAYING & PRACTICE SEASON DECLARATION
GOLF

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport’s designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution’s playing season in the sport of GOLF shall be limited to at the earliest, September 7th or the institution’s fourth day of classes, whichever is earlier through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before January 10 or institution’s first day of classes, whichever is earlier.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its first date of competition with outside competition in the Championship segment before the February 1st.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall not begin practice sessions in the non-championship segment before September 7th, or the institution’s 4th day of class, whichever is earlier. [17.10.6 for non-championship segment activities]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than November 15th.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: ____________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3):
NCAA Minimum: ______________
NCAA Maximum: ______________

CHAMPIONSHIP SEGMENT:
Championship Segment: From: _______________ to _______________
Date of 1st Practice: _________________________
Date of 1st Competition (Championship Segment): _______________________
Date(s) of Conference Championship (If applicable): _______________________
Vacation Period During Segment: From: _______________ to _______________ (_________ days)
From: _______________ to _______________ (_________ days)
("These days may only be exempted if you do not have any CARA activities during this time")

NON CHAMPIONSHIP SEGMENT:
Non Championship Segment: From: _______________ to _______________ (_________ days)
Date of 1st Competition (Non Championship Segment): _______________________
Vacation Period During Segment: From: _______________ to _______________ (_________ days)

Head Coach Signature: __________________________ Date: _______________
Compliance Office Representative: __________________________ Date: _______________
Faculty Athletics Representative: __________________________ Date: _______________
Playing & Practice Season Declaration
Soccer

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport's designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

Length of the Playing Season:
The length of an institution's playing season in the sport of Soccer shall be limited to the 1st permissible date of preseason practice through the end of the regular season (or the conclusion of the Division II National Championship in Soccer).

First Pre-Season Practice Date (Championship Segment):
A member institution shall not commence practice of any kind before 17 days before the 1st permissible contest or five (5) days before the institution's first day of classes, whichever is earlier.

First Date of Competition (Championship Segment):
A member institution shall not play its first date of competition with outside competition in the Championship segment before the Thursday before September 6th.

First Day of Practice (Non Championship Segment):
A member institution shall not begin practice sessions in the non-championship segment before February 15th. [17.19.8]

End Date of Practice (Non Championship Segment):
A member institution shall conclude all practice in the non-championship segment no later than seven (7) calendar days prior to the first day of final exams.

Name of Staff Member in Charge of CARA Forms for this Sport: ____________________________

Total Number of Countable Contests Scheduled (per Bylaw 17.02.3):

NCAA Minimum: __________________
NCAA Maximum: __________________

Championship Segment:
Championship Segment: From: _______________ to _______________

Date of 1st Practice: _______________________

Date of 1st Competition (Championship Segment): _______________________

Date(s) of Conference Championship (If applicable): _______________________

Non Championship Segment:
Non Championship Segment: From: _______________ to _______________ (_______ days)

Vacation Period During Segment: From: _______________ to _______________ (_______ days)

From: _______________ to _______________ (_______ days)

("These days may only be exempted if you do not have any CARA activities during this time")

Head Coach Signature: ____________________________ Date: _______________ 

Compliance Office Representative: __________________________ Date: _______________

Faculty Athletics Representative: __________________________ Date: _______________
PLAYING & PRACTICE SEASON DECLARATION
SOFTBALL

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport's designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution’s playing season in the sport of SOFTBALL shall be limited to at the earliest, January 10th or the institution’s 1st day of classes, whichever is earlier through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before January 10 or institution’s first day of classes, whichever is earlier.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its first date of competition with outside competition in the Championship segment before the February 1st.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall not begin practice sessions in the non-championship segment before September 7th, or the institution’s 4th day of class, whichever is earlier. [17.20.8 for non-championship segment activities]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than November 15th.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: __________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3):

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<tr>
<th>NCAA Minimum:</th>
<th>NCAA Maximum:</th>
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CHAMPIONSHIP SEGMENT:
Championship Segment: From: ___________ to ___________

Date of 1st Practice: __________________________
Date of 1st Competition (Championship Segment): __________________________

Date(s) of Conference Championship (If applicable): __________________________

NON CHAMPIONSHIP SEGMENT:
Non Championship Segment: From: ___________ to ___________ (_________days)

Vacation Period During Segment: From: ___________ to ___________ (_________days)

From: ___________ to ___________ (_________days)

(*These days may only be exempted if you do not have any CARA activities during this time!)

Head Coach Signature: __________________________ Date: __________________________

Compliance Office Representative: __________________________ Date: __________________________

Faculty Athletics Representative: __________________________ Date: __________________________
PLAYING & PRACTICE SEASON DECLARATION

TENNIS

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport's designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution’s playing season in the sport of TENNIS shall be limited to at the earliest, September 7th or the institution’s 4th day of classes, whichever is earlier through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before January 10 or institution’s first day of classes, whichever is earlier.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its first date of competition with outside competition in the Championship segment before the February 1st.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall begin practice sessions in the non-championship segment before September 7th, or the institution’s 4th day of class, whichever is earlier. [17.22.8 for non-championship segment activities]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than November 15th.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: __________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3):

CHAMPIONSHIP SEGMENT:
Championship Segment: From: __________ to __________

Date of 1st Practice: ________________

Date of 1st Competition (Championship Segment): __________________

Date(s) of Conference Championship (If applicable): __________________

NON CHAMPIONSHIP SEGMENT:
Non Championship Segment: From: __________ to __________ (_______ days)

Vacation Period During Segment: From: __________ to __________ (_______ days)

From: __________ to __________ (_______ days)

(*These days may only be exempted if you do not have any CARA activities during this time!)

Head Coach Signature: __________________________ Date: __________________________

Compliance Office Representative: __________________________ Date: __________________________

Faculty Athletics Representative: __________________________ Date: __________________________
PLAYING & PRACTICE SEASON DECLARATION
INDOOR & OUTDOOR TRACK

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport’s designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution’s playing season in the sport of INDOOR / OUTDOOR TRACK shall be limited to a 156-day playing season for indoor and outdoor track & field combined which may consist of two (2) segments (each consisting of consecutive days) and which may exclude only required days off per Bylaw 17.1.6.4 and official vacation, holiday and final examination periods during which no practice or competition occurs.

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before September 7th or the institution’s fourth day of class for the fall term, whichever is earlier.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not have its first date of competition (meet or practice meet) with outside competition in indoor and outdoor track & field before September 7th or the institution’s fourth day of classes for the fall term (as set forth in its catalog, counting Monday through Friday only), whichever is earlier.

LIMITATIONS ON COUNTABLE ATHLETICALLY RELATED ACTIVITIES & TRANSPORTATION (Winter Break):
An indoor track & field student-athlete shall not participate in any countable athletically related activities during the winter break (See Bylaw 17.02.1)

END OF REGULAR SEASON:
A member institution shall conclude all practice and competition (meets and practice meets) in each segment in indoor and outdoor by the conclusion of the NCAA track & field championships in the institution’s division. (See Bylaw 17.1.7 for additional regulations regarding the end date of practice and competition).

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: __________________________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3):

NCAA Minimum: __________
NCAA Maximum: __________

Non Championship Segment: From: ___________ to ___________ (_________ days)
Championship Segment: From: ___________ to ___________ (_________ days)

Date of 1st Practice: __________________________

Date of 1st INDOOR Competition (Championship Segment): __________________________

Date of 1st OUTDOOR Competition (Championship Segment): __________________________

Date(s) of Conference Championship (If applicable): __________________________

Vacation Period During Segment: From: ___________ to ___________ (_________ days)

From: ___________ to ___________ (_________ days)

(These days may only be exempted if you do not have any CARA activities during this time)

Head Coach Signature: __________________________ Date: __________________________

Compliance Office Representative: __________________________ Date: __________________________

Faculty Athletics Representative: __________________________ Date: __________________________
PLAYING & PRACTICE SEASON DECLARATION
VOLLEYBALL

This form is to be completed by the Head Coach and provides the Compliance Office with information regarding each sport's designated sport season including the Championship segment, the Non-Championship segment and any outside competition. This form is due in the Compliance Office by August 15th of each academic year.

*NOTE: A Competition Schedule will be requested along with this form during your championship segment and a calendar with your declared practice dates posted will be requested during the non-championship segment.

LENGTH OF THE PLAYING SEASON:
The length of an institution's playing season in the sport of VOLLEYBALL shall be limited to the 1st permissible date of preseason practice through the end of the regular season (or the conclusion of the Division II National Championship).

FIRST PRE-SEASON PRACTICE DATE (CHAMPIONSHIP SEGMENT):
A member institution shall not commence practice of ANY kind before 17 days before the 1st permissible contest or five (5) days before the institution's first day of classes, whichever is earlier.

FIRST DATE OF COMPETITION (CHAMPIONSHIP SEGMENT):
A member institution shall not play its first date of competition with outside competition in the Championship segment before the Thursday before September 8th.

FIRST DAY OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall not begin practice sessions in the non-championship segment before February 15th. [17.25.2.8]

END DATE OF PRACTICE (NON CHAMPIONSHIP SEGMENT):
A member institution shall conclude all practice in the non-championship segment no later than seven (7) calendar days prior to the first day of finals.

NAME OF STAFF MEMBER IN CHARGE OF CARA FORMS FOR THIS SPORT: ____________________________

TOTAL NUMBER OF COUNTABLE CONTESTS SCHEDULED (per Bylaw 17.02.3):

CHAMPIONSHIP SEGMENT:
Championship Segment: From: _______________ to _______________
Date of 1st Practice: ___________________________
Date of 1st Competition (Championship Segment): _______________________
Date(s) of Conference Championship (If applicable): _______________________

NON CHAMPIONSHIP SEGMENT:
Non Championship Segment: From: _______________ to _______________ (______ days)
Vacation Period During Segment: From: _______________ to _______________ (______ days)
From: _______________ to _______________ (______ days)
(These days may only be exempted if you do not have any CARA activities during this time!)

Head Coach Signature: ____________________________ Date: __________________
Compliance Office Representative: ____________________________ Date: __________________
Faculty Athletics Representative: ____________________________ Date: __________________
GAME-BY-GAME SEASON OF COMPETITION RECORD

*NCAA Bylaw 14.2.4.1 Minimum Amount of Competition. Any competition, including a scrimmage with outside competition (except for approved two-year college scrimmages per Bylaw 14.2.4.1.1]), regardless of time, during a season in an intercollegiate sport shall be counted as a season of competition in that sport. This provision is applicable to intercollegiate athletics competition conducted by a two-year or four-year institution at the varsity or subvarsity level.

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Eligibility CODES - use the following
SOC = charge with a season of competition
SOC-HS = competed in competition but was injured (possible medical hardship)
RS = did NOT compete in any competition / do NOT charge a season of competition

Head Coach Signature ___________________________ Date Submitted _______________
COMPLIMENTARY ADMISSION / PASS LIST

SCHOOL: ________________________________

SPORT: ________________________________

DATE OF CONTEST: ________________________________

NOTE: The MC Complimentary Admission list is not valid for GSC Events.

NCAA Bylaw 16.2.1.1: An institution may provide four (4) complimentary admissions per home contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest. Complimentary tickets shall be distributed only to persons designated by the student-athlete and must show ID and provide a matching signature to receive admission.

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<th>Complimentary Admission List Submitted By:</th>
<th>Complimentary Admission List Received:</th>
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<td>Name: _____________________________</td>
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<th>STUDENT-ATHLETE (List Alphabetically)</th>
<th>COMPLIMENTARY ADMISSION FOR: (4 maximum per student-athlete)</th>
<th>RECEIVED BY: (signature) Designated recipient must sign for their own complimentary admission and show ID</th>
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<td>STUDENT-ATHLETE (List Alphabetically)</td>
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<td>RECEIVED BY: (signature) Designated recipient must sign for their own complimentary admission</td>
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# COUNTABLE ATHLETIC RELATED ACTIVITIES

Week of ___________________________  Sport: ___________________________

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Coach signature _______________  Student signature _______________  Compliance signature _______________  FAR signature _______________
Mississippi College Athletic Department
Camp Approval Form

STEP 1 – Camp Approval. This form when completed by the Camp Director (Head Coach) will be used to ensure that all NCAA regulations regarding camps have been met.

General Information:
Name of Camp: ___________________________ Sport: ___________________________
Camp Director: ___________________________
Camp Dates: From: ___________________ To: _____________ Age Group: _______________
Maximum # of Participants: _______________ Cost of Camp: ___________________________
Will there be any discounts? If so, explain:__________________________________________

Description of Camp to be used in brochure or website: __________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Tentative Daily Camp Schedule: (May attach separate sheet if necessary)

Campus Services:
Athletic Facilities Requested (locations, dates, times): ________________________________
________________________________________________________________________________
________________________________________________________________________________
Other Campus Rooms/Spaces Requested (locations, dates, times): ________________________
________________________________________________________________________________
________________________________________________________________________________
Housing Requested: _____ Yes _____ No  # of Rooms _______ Occupants per room ______
Campus Dining Meals Requested: _____ Yes _____ No  
Attach a calendar with the specific meals being requested on that particular day(s)
Compliance:
Describe any awards or merchandise that will be provided to the participants:

Will currently enrolled student-athletes be employed to work this camp?  ____Yes  ____No
Will any prospective student-athletes be employed to work this camp?  ____Yes  ____No
Describe any concession arrangements:

Important Deadlines:
- October 1 – Camp Approval Form due
- February 1 – Draft of Camp Brochure or other advertisement/correspondence due
- March 1 – Camp Brochure to be released on website or mailed out
- One Week Before Camp Starts – New Hire or Returning Hire paperwork due to OCED
- Two Days After Camp – Camp Employment Declaration due to OCED.

_________________________  ________________________
Signature of the Head Coach  Date

_________________________  ________________________
Signature of the Assistant Athletic Director for Compliance  Date

_________________________  ________________________
Signature of the Athletic Director  Date

_________________________  ________________________
Signature from the Office of Continuing Education  Date
Mississippi College Athletic Department
Camp Approval Form
Off Campus / Private Camps

STEP 1 - Camp Approval. This form when completed by the Camp Director (Head Coach) will be used to ensure that all NCAA regulations regarding camps have been met.

General Information:
Name of Camp: ____________________________  Sport: ____________________________
Camp Director: ____________________________  Phone No: ____________  Email: ____________
Camp Dates: From: ____________  To: ____________  Age Group: ____________
Location of Camp/Clinic: ____________________________  Maximum # of Participants: _________

Camp/Clinic Questionnaire:
1. What is the camp rate/charge per person? ____________________________
2. Will discounts be provided to any campers?  YES  NO
3. List/Describe discounts that will be provided and to whom ____________________________
4. Will you provide group discounts?  YES  NO
5. List/Describe the published standards for group discounts will be ____________________________
6. Where will the camp/clinic be advertised ____________________________
7. Will this camp/clinic be open to any and all entrants limited only by age/number?  YES  NO
8. Will all coaches attending the camp/clinic be given the opportunity to invite prospects?  YES  NO
9. Will slots be reserved for specific prospects?  YES  NO
10. Will this camp/clinic employ prospects in any capacity? (high school, prep school, juco students)  YES  NO
11. Is this camp solely devoted to testing the ability, flexibility, speed and strength of prospects?  YES  NO
12. Is this camp designed to improve the overall skills and general knowledge in the sport?  YES  NO
13. Does the camp include specialized instruction?  YES  NO
14. Does the camp permit outside organizations/ agencies/individuals to pay for camp admission?  YES  NO
15. List those from question 14 who may pay for camp admissions for participants ____________________________
16. Is the camp/clinic sponsored or conducted by an individual or organization that provides recruiting or scouting services concerning prospects?  YES  NO
17. Do you provide travel expenses for all coaches working at the camp/clinic?  YES  NO
18. Is this camp/clinic being conducted during a Dead Period?  YES  NO
19. Will campers be provided with awards/mementos?  YES  NO
20. List the types of awards/mementos ____________________________
21. Will the cost of these awards/mementos be included in the admission price?  YES  NO
22. Are current Mississippi College student-athletes employed by the camp/clinic?  YES  NO
23. List/describe their responsibilities ____________________________

Signature of the Head Coach: ____________________________  Asst. A.D. for Compliance: ____________________________  Athletic Director: ____________________________
Date ____________  Date ____________  Date ____________
## Mississippi College Athletic Department
### Camp Employment Declaration

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Rate of Pay</th>
<th>Camp Position</th>
<th>Responsibilities of Camp Position</th>
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*High School/JUCO coaches must only receive compensation commensurate with the going rate for camp employees of like teaching ability and cannot be paid on the basis of the value each coach may have for the institutional camp because of the coach’s reputation or contact with prospects. A High School/JUCO coach cannot be compensated based on the number of campers he/she sends to the camp (13.12.2.4)*

I certify that the above information is correct and that this sports camp/clinic will be conducted in accordance with NCAA, and Mississippi College regulations.

---

Camp Director / Head Coach

Asst. A.D. for Compliance

Athletic Director

---

Date

Date

Date
## Mississippi College Athletic Department

### Camp Participation Ledger

<table>
<thead>
<tr>
<th>Name</th>
<th>School H.S. /2-Yr</th>
<th>Age/Grade</th>
<th>Registration Fee</th>
<th>Payment Cash/Check/CC</th>
<th>Discount Amount</th>
<th>Total Paid</th>
<th>Reason for Discount</th>
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Camp Director/Head Coach Signature

Date
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Student-Athlete Outside Employment

Student-Athlete Name: ___________________________ Sport: ___________________________

Employer Name: ___________________________ City: ___________________________ St: _____ Zip: ________

Contact Person: ___________________________

Employer Phone: ___________________________

Employment Title: ___________________________

Description of Duties: ___________________________

Dates of Employment: From: __________ To: __________

Rate of Pay: _____ per hour _____ per week _____ per project Full Time_____ Part Time_____ 

My signature certifies that to the best of my knowledge, the above responses are correct. Furthermore, I understand that any improper employment may cause myself (the above named student-athlete) to become ineligible to participate in intercollegiate athletics at Mississippi College.

I understand that student-athlete employment may not be based on my athletics ability or my status as a student-athlete. Furthermore, I understand that student-athletes must be paid the going rate for a particular job.

__________________________
Student Athlete Signature

__________________________
Print Student-Athlete Name

__________________________
Date
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Summer Contact & Employment Information

Student-Athlete Name: ___________________________ Sport: ___________________________

Summer Address: __________________ City: __________________ State: ______ Zip: _______

Dates at summer address: From: ___________ To: ___________

List below any and all dates and locations during the summer in which you will NOT be at the address listed above.

<table>
<thead>
<tr>
<th>Dates</th>
<th>Location</th>
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</table>

Cell Phone / Summer Contact Number: ___________________________ Summer email: ___________________________

Emergency Contact Name: ___________________________ Contact Number: ___________________________

Relationship to Emergency Contact: ___________________________

Will you be working over the summer? 
_____ Yes  _____ No

If you answered yes, have you already obtained a job? 
_____ Yes  _____ No

If you answered yes, please complete the information below:

Employer Name: ___________________________ City: __________________ State: ______ Zip: ______

Name of Person who hired you: ___________________________ Employer Phone: ___________________________

Employment Title: ___________________________

Description of Duties: ___________________________

Dates of Employment: From: ___________ To: ___________

Rate of Pay: ______ per hour ______ per week  /  Full Time  Part Time

My signature certifies that to the best of my knowledge, the above responses are correct. Furthermore, I understand:

1. That I am responsible for notifying Mississippi College Athletics if at any time I will be out of the country and unavailable to be reached in the event I am selected for a summer NCAA drug test, and;

2. That failure to appear at the site on or before the designated time for an NCAA Drug Test could result in a one-year period of ineligibility, and;

3. That any improper employment may cause myself (the above named student-athlete) to become ineligible to participate in intercollegiate athletics at Mississippi College. I understand that student-athlete employment may not be based on my athletics ability or my status as a student-athlete. Furthermore, I understand that student-athletes must be paid the going rate for a particular job.

__________
Student Athlete Signature

__________
Print Student-Athlete Name

__________
Date
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Outside Competition

Student-Athlete Name: ___________________________ Sport: ___________________________

Name of Event: ___________________________ Location of Event: ___________________________

Dates of Event: ___________________________

The student-athlete understands the following:

Bylaw 14.7.1 (outside competition, sports other than basketball):
A student-athlete becomes ineligible for intercollegiate competition in his or her sport (other than basketball) if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (ex: tournament play, exhibition game or other activity) during the institution’s intercollegiate season in the sort until eligibility is restored by the NCAA Division II Committee on Student-Athlete Reinstatement.

Bylaw 14.7.3.4 (competition as an individual/not representing an institution):
It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete’s sport, as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

Additionally, student-athletes must receive permission from the athletic department prior to the competition.

Bylaw 14.7.5 Exceptions to outside competition regulations: (Circle which one applies)

- High school Alumni Game
- Olympic Games/Qualifier
- Pan American Games
- U.S. National Team
- World or World Youth Championship / World University Games
- World Cup Tryout or Competition
- Other (please describe) ___________________________

Approved ______ Denied ______ Reason for Denial: __________________________

<table>
<thead>
<tr>
<th>Signature of Asst. A.D. for Compliance</th>
<th>Date</th>
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<tbody>
<tr>
<td>Signature of Athletic Director</td>
<td>Date</td>
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</tbody>
</table>

My signature certifies that I acknowledge my responsibility to abide by the regulations in NCAA Division II Bylaw 14.7 (outside competition, effects on eligibility).

______________________________
Student Athlete Signature

______________________________
Print Student-Athlete Name

Date
FUNDRAISING REQUEST

Date of Request: ______________________ Sport: ______________________

Contact Person: ______________________ Contact Number: ______________________

Date(s) of the Fundraiser: ______________________

Describe the activity or fundraising program: ______________________

________________________________________

Cost of the participant (ex: $5.00 per ticket, $10.00 per Ad, etc.) ______________________

________________________________________

Fundraising goal or estimate of income: ______________________

Who will you solicit for support (ex: family members, alumni, public in general): ______________________

________________________________________

If Alumni be will solicited, list those individuals or groups if associated only with an athletic program: ______________________

________________________________________

How will the money be collected and/or deposited? ______________________

________________________________________

Attach a copy of any correspondence or advertisement that will be used to promote the activity.

☐ Granted  ☐ Denied

Asst. A.D. for Compliance ______________________ Date ______________________

☐ Granted  ☐ Denied

Vice President for Advancement ______________________ Date ______________________
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Squad List Addition Request

I. STUDENT-ATHLETE INFORMATION *(To be completed by the Head Coach)*
Please check one: □ Non-recruited □ Recruited

Student Athlete Name: ________________________________

Participating Sport(s): ________________________________

MC ID# ____________ Date: ______________

Student’s Status: □ Freshman □ 2-Yr Transfer □ 4-Yr Transfer □ MC Student

Student-Athlete will be receiving athletic related aid: □ Yes □ No
*Attach Athletic Financial Aid Agreement*

Head Coach’s Signature: ________________________________

II. ELIGIBILITY *(To be completed by the Compliance Office)*
Eligibility Center Status: ________________________________

Transfer Status: ________________________________

Student is Eligible for: □ Athletics Aid □ Practice □ Competition

Certification Checklist:
□ CA Sport □ Online Forms □ Historical Questionnaire □ Good Standing
□ Full Time Status □ Declared Major □ Progress Toward Degree □ Outside FA

Compliance Signature: ________________________________

III. SPORTS INFORMATION: *(To be completed by the Sports Information Staff)*
□ Biography □ Photo □

Sports Information Director Signature: ________________________________

IV. ATHLETIC TRAINING: *(To be completed by the Athletic Training Staff)*
□ Medical Form Packet □ Sickle Cell □ MC Drug Testing Policy □ Proof of Insurance
□ Sport Physical □

Athletic Trainer Signature: ________________________________

Compliance Office Use:
□ Added in CA □ Updated Academic Eligibility Report □ Updated Affirmation of Eligibility
MISSISSIPPI COLLEGE ATHLETIC DEPARTMENT
Schedule Request

Sport: _______________ Year: ____________

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE (Feb 20)</th>
<th>OPPONENT</th>
<th>LOCATION</th>
<th>TIME</th>
<th># OF DAYS OF CLASS MISSED</th>
<th>TEAM DEPARTURE DATE/TIME (approximate)</th>
<th>TEAM RETURN DATE/TIME (approximate)</th>
<th># in TRAVEL PARTY</th>
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Head Coach: ___________________________ Date: ____________
Athletic Director: ______________________ Date: ____________
Asst. A.D. for Compliance: _______________ Date: ____________
Faculty Athletics Representative: _______________ Date: ____________

Total Contest Number: ____________
Total Contests Allowed by NCAA: ____________
Total Class Days Missed: ____________
Grant-In-Aid Cover Letter Example

(Date)

(SA Name)
(SA Address)
(SA City, ST Zip)

Dear (SA Name),

We are pleased to inform you that on the recommendation of the Department of Athletics, you have been awarded an athletic grant-in-aid for the 2015-16 academic year.

This scholarship will be predicated on your participation in the sport of Softball, and will be applied to the cost of attendance at Mississippi College. The exact breakdown of how the athletic grant-in-aid will be applied is on the actual grant-in-aid agreement (enclosed).

This scholarship is made in accordance with the rules and regulations of Mississippi College, the Gulf South Conference, and the National Collegiate Athletic Association (NCAA). It is important that you read and fully understand the terms and conditions of this award which are explained on the grant-in-aid. Note, if you receive other financial assistance during the academic year, it may affect your grant-in-aid and therefore must be reported to the Office of Financial Aid. The total amount of your aid, from all sources, cannot exceed the maximum allowable amount as determined by the National Collegiate Athletic Association (NCAA).

Athletic financial aid may not be granted for more than a period of one (1) academic year at a time. Therefore this award letter makes all previous agreements null and void. All athletic grant-in-aid recipients should be aware that in some circumstances, scholarship funds can be considered taxable income to the recipient. All Athletic Grant-in-Aid offers should be kept confidential in the best interests of you and our athletic program. Only you, your family and your Mississippi College Head Coach should know the details of the enclosed agreement.

(1) Please read the enclosed agreement (2) Initial confirming your date of birth (3) Sign and date the agreement (4) Have a parent sign and date if you are under the age of 21. Keep a copy of the Athletic Grant-in-Aid Agreement, and return the signed copy prior to deadline posted on the back of the form. You may scan and email the signed copy to musselwh@nc.edu or return by mail to Susan Musselwhite, Assistant Athletic Director for Compliance, P.O. Box 4049, Clinton, MS 39058.

Sincerely,

Karon McMillan
Director of Financial Aid

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<table>
<thead>
<tr>
<th>No</th>
<th>MC ID#</th>
<th>Name of Student-Athlete</th>
<th>Amt Received</th>
<th>Renew</th>
<th>Reduce</th>
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<th>New Amt if Applicable</th>
<th>Approved Y or N</th>
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Athletic Director Signature: ___________________________  Financial Aid Director: ___________________________

Date: ___________________________  Date: ___________________________
Grant-In-Aid Non-Renewal / Cancellation Letter Example

<Date>

<First Name> <Last Name>
<Address>
<City>, <State> <Zip Code>

Dear Mr./Ms. <Last Name>,

In accordance with NCAA Bylaw 15.3.5, Mississippi College is required to notify you that your athletic grant-in-aid in the sport of <Sport> will not be renewed for the <20XX-20XX> academic year. This non-renewal of aid is in accordance with NCAA Bylaws, as well as the Gulf South Conference and Mississippi College policy.

You have the right to request, and shall be given the opportunity for a hearing before a committee chaired by the Director of Financial Aid or his or her designee, if you feel this award was not renewed for questionable reasons. All initial inquiries concerning the non-renewal of aid should be directed to your sport’s Head Coach first. If you are interested in pursuing the arrangement of an appeal hearing, you should contact the Director of Financial Aid, who will help expedite the arrangements for the hearing.

If you do not respond to this letter, either in writing, by phone, or in person within fourteen (14) days from the date of issuance, it will be assumed that the information stated above is correct and you understand that you will not receive your athletic scholarship. If you have questions, please do not hesitate to call the Mississippi College Athletics Department or the Financial Aid Office.

Sincerely,

<Director of Financial Aid Name>
Director of Financial Aid
Mississippi College

cc:  Mike Jones
     Susan Mussowhite
     <Head Coach>
     <Student-athlete file>
Student-Athlete Appeal for Non-Renewal of Athletic Scholarship

Name_________________________ MC ID#____________________

Sport________________________

Reason for Appeal ______________________

Explain why you feel that your scholarship should not be cancelled. What steps did you take to discuss this situation with your head coach?

Explain why you feel that your scholarships should be renewed for the upcoming school year? List the changes that you will make in order to be a better team member.

Provide any other forms of documentation that shows that your cancellation was not warranted.
Bring this form back in within one week of your receiving this appeal application.

Appeals Committee’s Decision________________________________________
2013-14 Gender Equity Survey for Student-Athletes

Sport

Year in School
- Freshmen
- Sophomore
- Junior
- Senior

Enrolled at Mississippi College from:
- High School
- 2 Year School
- 4 Year School

EQUIPMENT & SUPPLIES

Rate the quality of your team's equipment used for practice
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the quality of your team's equipment used for competition
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the quantity of your team's equipment used for practice
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory
Rate the quantity of your team's equipment used for competition

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Please share any specific concerns you have with regard to equipment for practice and/or competition

---

**TRAVEL & PER DIEM ALLOWANCES**

Rate the quality of your team's transportation

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the quality of housing during your team's travel

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Typically, what is the number of players assigned to each hotel room

- One
- Two
- Three
- Four
- Five

Rate the quality of meals you are provided during your team's travel

- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory
Please share any specific concerns you have with regard to travel & per diem's

ACADEMIC SUPPORT

Rate the availability of tutoring
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the accuracy of information from academic advising
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the quality of information provided in the Student-Athlete Handbook
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

COACHES

Knowledge of the sport by your Head Coach
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Knowledge of the sport by your Assistant Coach(es)
- Outstanding
- Exceeds Expectations
Rate the conduct displayed by your coaches to adhere to NCAA rules
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the support for personal development beyond athletics by your coach(es)
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the accessibility of your coaching staff
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the approachability of your coaching staff
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Please share any specific concerns you have with regard to coaching issues

FACILITIES

Rate the condition of the facility you practice in
- Outstanding
- Exceeds Expectations
Meets Expectations
Below Expectations
Unsatisfactory

Rate the maintenance of the facility you practice in
Outstanding
Exceeds Expectations
Meets Expectations
Below Expectations
Unsatisfactory

Rate the condition of the facility you compete in
Outstanding
Exceeds Expectations
Meets Expectations
Below Expectations
Unsatisfactory

Rate the maintenance of the facility you compete in
Outstanding
Exceeds Expectations
Meets Expectations
Below Expectations
Unsatisfactory

Availability of adequate locker room space
Outstanding
Exceeds Expectations
Meets Expectations
Below Expectations
Unsatisfactory

Quality of Locker Room
Outstanding
Exceeds Expectations
Meets Expectations
Below Expectations
Unsatisfactory

Please share any specific concerns you have regarding facilities

https://docs.google.com/forms/d/1B7-eMqy404BsBzzJyUAySwiTMkVz_iWWeI80f1r27g/viewform
ATHLETIC TRAINING / SPORTS MEDICINE

Availability of the Training Room
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Quality of care received from athletic training staff
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Level of coverage received from the athletic training staff during my season
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Please share any specific concerns you have regarding athletic training / sports medicine

PUBLICITY / MARKETING

How often does a member of the Sports Information Department cover your home competitions?
- All Events
- Most Events
- A Few Events
- No Events

How often does a member of the Sports Information Department cover your away competitions?
- All Events
- Most Events
- A Few Events

https://docs.google.com/forms/d/1877-eMcyAo/BozSyJlA8r970MeVjr_iWNe/0Fr27g/viewform
Rate the overall quality of publicity for your team
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the overall quality of marketing provided for your team
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the overall quantity of publicity for your team
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Rate the overall quantity of marketing for your team
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Men's and women's teams receive equitable marketing/publicity of their teams
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

Please share any specific concerns you have regarding publicity/marketing
ADMINISTRATION

Availability of Athletic Administrative Staff to assist with questions or concerns
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Communication regarding the role of the FAR on campus
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Who is the FAR?

Rate the Athletic Department's commitment to gender equity
- Outstanding
- Exceeds Expectations
- Meets Expectations
- Below Expectations
- Unsatisfactory

Submit

Never submit passwords through Google Forms.
Mississippi College Choctaws

Student-Athlete Exit Interview

Sport: ______________________

Student-Athlete: ______________________

Interview Conducted By: ______________________

Title: ______________________

Date: _____________

Note: This information will not be seen by your coach.
Mississippi College Choctaws
Student-Athlete Exit Interview

Please answer all of the following questions.

1. Date of initial enrollment at Mississippi College: _________
2. Personal History (check all that apply):
   a. _____ Walk-on, not recruited
   b. _____ Received athletically-related aid (scholarship)
   c. _____ Recruited student-athlete
   d. _____ Began college at MC
   e. _____ Transferred to MC
      (1) When did you transfer? ________________
      (2) From what institution did you transfer? ________________

3. What years did you participate in intercollegiate athletics at MC? ________________
4. Do you intend to graduate from MC? ________________
   If yes, what semester and year? ________________
5. Academic major: ________________
6. Cumulative grade point average at MC: ________________
7. Were you ever placed on academic probation at MC? ________________
   If yes, for how many semesters? ________________
8. Were you ever declared ineligible to practice or compete while enrolled at MC? ________________
   If yes, for what season(s)? ________________

9. What do you believe are the strengths of the academic curriculum in your field of study?
   ________________

10. What do you believe are the weaknesses or areas that need improvement in your field of study?
    ________________

11. Indicate the number of hours per week that you spend involved in the following academic-related activities:
    | Activity                        | In-season | Out-of-season |
    |---------------------------------|-----------|---------------|
    | Attending classes and labs      |           |               |
    | Preparing for classes and labs  |           |               |
    | Visiting the library           |           |               |
    | Meeting with tutors            |           |               |
    | Attending mandatory study halls|           |               |

12. Rate your athletics experience at MC by checking the appropriate response.
    Below Average _____ Average _____ Good _____ Very Good _____ Excellent _____
13. If you were being recruited from high school or junior college today, would you choose to attend Mississippi College again? ____
   If no, why?
   ________________________________________________________________
   ________________________________________________________________

14. Were you subject to coaching techniques that involved physical abuse? ____
    If yes, to what extent? ________________________________________

15. Were you subject to coaching techniques that involved verbal abuse? ____
    If yes, to what extent? ________________________________________

16. Were you subject to coaching techniques that involved mental abuse? ____
    If yes, to what extent? ________________________________________

17. Do you believe that participation in athletics helped promote your academic growth? ____

18. Do you believe that participation in athletics helped promote your social growth? ____

19. Do you believe that participation in athletics helped promote your physical growth? ____

20. Do you believe that participation in athletics helped promote your emotional growth? ____

21. What do you believe were the strengths of your team’s coaching staff?
    ________________________________________________________________
    ________________________________________________________________

22. In what areas, if any, do you feel your team’s coaching staff needs to improve?
    ________________________________________________________________
    ________________________________________________________________

23. Were practice times usually scheduled in a manner to allow you access to food services?
    Yes ____  No ____

24. Did your sport stay within the 20-hour per week in-season practice and competition limits set forth by the NCAA?  Yes ____  No ____

25. Did your sport stay within the 8-hour off-season time limits set forth by the NCAA?  Yes ____  No ____

26. Did your sport give you the mandatory one day off per week required by the NCAA?  Yes ____  No ____

27. Were you ever required to miss meals due to participation in your sport?
    Yes ____  No ____  If yes, how many meals per week did you miss? ____

28. Were you required to miss class due to practice or competition conflicts?
    Yes ____  No ____  If yes, how many classes per week did you miss? ____

29. Were you ever required to miss a midterm or final examination period due to practice or competition conflicts?  Yes ____  No ____

30. Do you believe that your coach(es) were sensitive to the demands placed on your time while you were a student-athlete?  Yes ____  No ____
    How do you think your coach(es) could improve in this area?
    ________________________________________________________________
31. Did any coaching staff members leave the program? Yes ____  No ____
   If yes, describe the reason: ________________________________________

32. Do you believe that women’s and men’s sports are treated equitably at MC?
   Yes ____  No ____
   If no, please explain: ________________________________________________

33. Do you believe that all sports programs are treated equitably at MC?
   Yes ____  No ____
   If no, please explain: ________________________________________________

34. Please rate the following areas as they relate to your sport:
   5=Excellent  4=Very Good  3=Average  2=Below Average  1=Poor
   a. Availability of athletics facilities ______
   b. Availability of academic support services ______
   c. Availability of athletics trainers and physicians ______
   d. Availability of injury-rehabilitation facilities ______
   e. Availability of substance-abuse education ______
   f. Practice and competition schedules ______
   g. Team travel ______
   h. Team budget ______
   i. Publicity ______

Comments: ____________________________________________________________

35. Were you informed of NCAA, GSC, and MC regulations in the following areas?
   a. Ethical conduct ______  No ____
   b. Financial aid ______  No ____
   c. Employment ______  No ____
   d. Academic standards ______  No ____
   e. Summer school ______  No ____
   f. Drugs ______  No ____
   g. Recruitment ______  No ____
   h. Complimentary Admissions ______  No ____
   i. Weekly Time Limitations ______  No ____

36. If you were informed of NCAA, GSC, MC regulations, please describe the method (i.e. face-to-face discussions, newsletter, handbooks, etc.) by which you were informed.

37. Do you feel you had a good understanding of the regulations? Yes ____  No ____

38. Would you have liked to receive more information on the regulations? Yes ____  No ____
39. What changes, if any, would you propose be made in intercollegiate athletics at MC?

40. Did any of your teammates transfer from or quit the program at MC? Yes ___  No ___
   If yes, describe the reasons:

41. What do you believe were the strengths of the social life at MC? _________________

42. What do you believe were the weaknesses of the social life at MC? _________________

43. Do you feel that your sport complied with NCAA rules? Yes ___  No ___
44. Were you satisfied with the schedules your sport had? Yes ___  No ___
45. Were you informed of the tutorial services available at MC? Yes ___  No ___
46. What are your plans for the future? _________________
Student-Athlete Handbook Recipient

SPORT: __________________________

Your signature on this form confirms that you have received the Mississippi College Student-Athlete Handbook for the 2015-16 academic year and are responsible for adhering to all rules and regulations written within.

__________________________________________  ________________________
Print Name  Date

__________________________________________
Signature of student-athlete
MISSISSIPPI COLLEGE ATHLETIC TRAINING

Mississippi College
ACKNOWLEDGEMENT OF ATHLETIC TRAINING
POLICIES AND PROCEDURES

I do hereby signify by my signature below that I have received and read the Mississippi College Athletic Training and Sports Medicine Policy statement.

NAME (print):____________________________________

SIGNATURE:____________________________________

DATE:_________________________________________
DRUG TESTING POLICY

1. Purpose. The athletic department establishes the policy and procedures set forth below with the objective of eliminating the use of illicit or banned drugs by student-athletes. The policy and procedures are consistent with the broader mission of Mississippi College of maintaining an academic environment which lends itself to the development of exemplary moral character and with the intent of the National Collegiate Athletic Association (NCAA) to assure that athletic competition is not tainted by the use of performance enhancing drugs or other banned substances.

2. Testing Policy. Any student-athlete who takes part in intercollegiate athletic activities, regardless of the sport, the student’s classification, or the likelihood of his or her actually participating in intercollegiate competition, may be required to provide a sample to be tested for the use of drugs. Such tests may be conducted randomly, upon individuals or an entire team, or upon individuals selected because of a reasonable suspicion of drug use. Such tests may or may not be announced in advance, and may be administered at any time selected by the university.

3. Banned Drugs. Student-athletes can be tested for use of any drugs which have been banned by the NCAA. A current list of banned drugs is held in the office of the director of athletics.


   Forms. Student-athletes will sign drug testing notification, fill out a chain of custody form, which includes the student athlete’s signature.

   Specimen Collection. Specimen collections will be administered by an outside testing agency.

5. Positive Results.

   Disclosure. Results of a positive test will be communicated to the head athletic trainer, the athletic director, and the head coach of the sport in which the student-athlete participates. Such results will also be disclosed to the appropriate administrative officials at the university, but only after the student-athlete has been notified by one or more of the athletic department officials noted above.

Sanctions for First Offense. The first positive test will result in the student-athlete being suspended for a period of three (3) weeks from the date that the university becomes aware of the test results. Such suspension will preclude the student-athlete from practicing and competing with the team, although observation is permitted. The parent or guardian of the student-athlete may also be notified by one or more administrative officials of the results after the student-athlete has had three days to notify his/her parents. The student-athlete will be required to obtain counseling, at his or her expense, once a week for six (6) weeks. The student-athlete is permitted to participate in athletic activity after the three (3) week suspension as long as he/she continues the counseling for the remaining three (3) weeks. After the student-athlete has served the suspension, satisfied any other obligations imposed by the university, and tested negatively for drugs if so chosen by the athletic director, the student-athlete may be reinstated.
Sanctions for Second Offense. A second positive test, whether or not it occurs in the same year as the first positive test, will result in the student-athlete being ineligible in any sport for one calendar year. The student-athlete’s parent or guardian may again be notified, and the student-athlete will be required to undergo counseling. Upon satisfactory completion of the required six (6) sessions of counseling and tested negatively for drugs, if so chosen by the athletic director, after one year he or she will be allowed to participate in intercollegiate athletics. The athletic director may allow the student-athlete to participate in intercollegiate athletics if he is satisfied that the student-athlete has complied with the obligations imposed by the university and that the student-athlete is committed to avoiding any use of banned substances.

Sanctions for Third Offense. A third positive test, however far removed in time from either of the first two positive tests, will result in the student-athlete being permanently ineligible for participation in intercollegiate athletic programs at Mississippi College.

6. Refusal to Comply with Testing Obligation. The refusal to comply with the drug testing program will render the student-athlete ineligible for participation in intercollegiate athletics at Mississippi College. If a student-athlete later agrees to comply with the drug testing policy, the university may impose whatever conditions are warranted by the circumstances, which may include treating the refusal to be tested as the equivalent of a positive drug test.

I do hereby signify by my signature below that I have received and read the Mississippi College Drug Testing Policy statement.

_________________________________  _______________________
Print Name                                 Sport

_________________________________  _______________________
Signature                                 Date
MISSISSIPPI COLLEGE ATHLETICS
Sickle Cell Trait Form for NCAA Intercollegiate Athletics

Student-Athlete’s Printed Name ____________________________________________ Sport ________________________

About Sickle Cell Trait
➢ Sickle cell trait is an inherited condition affecting the oxygen-carrying substance, hemoglobin, in the red blood cells.
➢ Sickle cell trait is a common condition (three million Americans)
➢ Although Sickle cell trait occurs most commonly in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ethnicities may test positive for this condition.
➢ Unlike persons with actual sickle cell disease, those with sickle cell trait usually have no symptoms or any significant health problems. However, sometimes during very intense, sustained physical activity, as can occur with collegiate sports, certain dangerous conditions can develop in those with sickle cell trait, leading to blood vessel and organ (kidneys, muscles, heart) damage that can cause sudden collapse and death. Some of the settings in which this can occur include timed runs, all out exertion of any type for two to three continuous minutes without a rest period, intense drills and other bursts of exercise after doing prolonged conditioning training. Extreme heat and dehydration increase the risks.

Sickle Cell Trait Testing Requirement
➢ The NCAA recommends that all student-athletes have knowledge of their sickle cell trait status. Athletes have the following options:
   1) show proof of sickle cell testing done at birth or other previous testing;
   2) consent to a blood test to check for the sickle cell trait at their own expense; or
   3) sign a waiver declining options 1 and 2.
➢ Whichever option is chosen, it must be completed before the student-athlete participates in any intercollegiate athletic event, including strength and conditioning sessions, try-outs, practices, or competitions.
➢ Athletes who are positive for the trait will NOT be prohibited from participating in intercollegiate athletics.

PLEASE SELECT ONLY ONE OPTION BELOW!

☐ 1.) Copy of student athlete’s newborn sickle cell testing result attached.

☐ 2.) Copy of recent sickle cell screening test result attached.

☐ 3.) SICKLE CELL TESTING WAIVER: (If choosing the waiver option please read and sign below)

I, ____________________________________________, understand and acknowledge that the NCAA recommends that all student-athletes have knowledge of their sickle cell trait status. Additionally, I have read and fully understand the aforementioned facts about sickle cell trait and sickle cell trait testing. I do not wish to undergo sickle cell trait testing and I voluntarily agree to release, discharge, indemnify and hold harmless Mississippi College, its officers, employees, agents and their successors and assigns from any and all costs, claims, damages or expenses, including attorney’s fees, arising from any loss or personal injury that might result from my refusal to be tested.

I have read and signed this document with full knowledge of its significance. I further state that I am at least 18 years of age and competent to sign this waiver.

__________________________________________
Student-Athlete’s Signature

__________________________________________
Date

__________________________________________
Witness Signature

__________________________________________
Date

__________________________________________
Student-Athlete’s Parent Signature (if under 18)

__________________________________________
Date
MISSISSIPPI COLLEGE ATHLETIC TRAINING

Student-Athlete Concussion Statement

☐ I understand that it is my responsibility to report all injuries and illnesses to my athletic trainer and/or team physician.

☐ I have read and understand the NCAA Concussion Fact Sheet.

After reading the NCAA Concussion fact sheet, I am aware of the following information:

_____ A concussion is a brain injury, which I am responsible for reporting to my Initial team physician or athletic trainer.

_____ A concussion can affect my ability to perform everyday activities, and affect Initial reaction time, balance, sleep, and classroom performance.

_____ You cannot see a concussion, but you might notice some of the symptoms Initial right away. Other symptoms can show up hours or days after the injury.

_____ If I suspect a teammate has a concussion, I am responsible for reporting the Initial injury to my team physician or athletic trainer.

_____ I will not return to play in a game or practice if I have received a blow to Initial the head or body that results in concussion-related symptoms.

_____ Following concussion the brain needs time to heal. You are much more likely Initial to have a repeat concussion if you return to play before your symptoms resolve.

_____ In rare cases, repeat concussions can cause permanent brain damage, and Initial even death.

_________________________   __________________________
Signature of Student-Athlete   Date

_________________________   __________________________
Sport                        Printed name of Student-Athlete
APPENDIX

1. How to Use the NCAA Eligibility Center
2. Eligibility Center Certifications – Who Needs What?
3. Awarding Academic Money versus Non Countable Aid
4. How to Use Compliance Assistant
Appendix 1 - HOW TO USE THE NCAA ELIGIBILITY CENTER!

TO ACCESS NCAA ELIGIBILITY CENTER:
1. Go to www.ncaa.org
2. Click on My Apps.
3. Log in using your username & password.
4. Select the “LSDBi” link.
5. Click on the “Eligibility Center” icon.

How to Add a PSA to Your IRL:
1. Click on the “IRL” icon, and then select “IRL Activation.”
2. Enter any information you know about the PSA (i.e. first and last name, date of birth, city, state, etc.) If you know the PSA’s NCAA ID number, then you do NOT have to enter any other information.
3. Click “Go Search” at the bottom of the screen.
4. Select the correct PSA from the list by clicking on the gray box next to the PSA’s NCAA ID number.
5. Select “Yes” or “No” to indicate whether the PSA is a transfer student on the drop down box in the third column.
6. Select your sport from the menu at the top of the page.
7. Select the correct Recruitment Cycle from the drop down box.
8. Click “Activate” on the bottom left side of the page.

How to View Entire IRL:
1. Click on the “Reports” icon, and then select “Search Student Details.”
2. In the middle of the page, select your sport and select the correct Recruitment Cycle.
3. If you have more than 50 PSAs on your IRL, change the “Search Limit” to 100, 200, or 500.
4. Click “Go Search” at the bottom of the page.

How to View PSA Details:
1. Once you have pulled up your entire IRL, click on the gray box next to the NCAA ID number of the PSA you are trying to view. You can select multiple PSAs to view at one time.
2. Click “Get PSA Details” at the bottom of the page.
3. Click on the name of the PSA you would like to view. Their information will appear below their name.

How to Remove a PSA from Your IRL:
1. Once you have pulled up your entire IRL, click on the gray box next to the NCAA ID number of the PSA you are trying to remove. You can select multiple PSAs to remove at one time.
2. Click “Deactivate” at the bottom of the page.
3. A pop-up box will appear that says “Are you sure you want to Deactivate selected students?” Select “OK.”
Appendix #2 - NCAA Eligibility Center Certifications

Incoming Freshmen
- Academic Certification
- Amateurism Certification

Transfer WITH "Final" Certifications with less than 24 hours
- MC will check academic eligibility.
- Update enrollment period and request final amateurism.

Transfer WITHOUT "Final" Certifications with less than 24 hours
- Academic Certification
- Amateurism Certification

2-Year Transfer WITH "Final" Certifications out of high school
- MC will check academic eligibility.
- Update enrollment period and request final amateurism.

2-Year Transfer WITHOUT "Final" Certifications out of high school
- MC will check academic eligibility.
- Register with EC and request final amateurism.

4-Year Transfer WITH "Final" Certifications that has NOT attended an NCAA DI or DII school
- MC will check academic eligibility.
- Update enrollment period and request final amateurism.

4-Year Transfer WITH "Final" Certifications that HAS attended an NCAA DI or DII school
- MC will check academic eligibility.
- MC will certify amateurism via Eligibility Questionnaire.

4-Year Transfer WITHOUT "Final" Certifications that has NOT attended an NCAA DI or DII school
- MC will check academic eligibility.
- Register with EC and request final amateurism.

4-Year Transfer WITHOUT "Final" Certifications that HAS attended a NCAA DI or DII school
- MC will check academic eligibility.
- Register with EC and request final amateurism.

If they don’t meet the transfer criteria, it will be necessary to get academic certification in order to use an exception & to receive aid.
### Appendix #3 - “AWARDING ACADEMIC MONEY” vs “NON COUNTABLE AID”

<table>
<thead>
<tr>
<th>For Transfers with 24 or more hours:</th>
<th>How are they awarded?</th>
<th>Criteria to Keep the Money</th>
<th>Criteria to Determine if Academic Aid is NON COUNTABLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer with 3.3 GPA that meets H.S criteria for exempted aid Bylaw 15.02.4.3 (a) or (b)</td>
<td>Awarded from Transfer Matrix based on 3.3</td>
<td>What would a non-athlete need to keep money?</td>
<td>2.5 Because the H.S criteria is what was used to determine non-countable aid!</td>
</tr>
<tr>
<td>Transfer with 3.3 GPA that does NOT meet H.S criteria for exempted aid Bylaw 15.02.4.3 (b)</td>
<td>Awarded from Transfer Matrix based on 3.3</td>
<td>What would a non-athlete need to keep money?</td>
<td>3.3 Because the 3.3 is what was used to determine non-countable aid!</td>
</tr>
<tr>
<td>Transfer with less than a 3.3 GPA that meets the H.S. criteria for exempted aid Bylaw 15.02.4.3 (a) or (b)</td>
<td>Awarded from Transfer Matrix based on their GPA</td>
<td>What would a non-athlete need to keep money?</td>
<td>2.5 Because the H.S. criteria is what was used to determine non-countable aid!</td>
</tr>
<tr>
<td>Transfer with less than a 3.3 GPA that does NOT meet H.S criteria for exempted aid</td>
<td>Awarded from Transfer Matrix based on their GPA</td>
<td>What would a non-athlete need to keep money?</td>
<td>Countable Aid either way!</td>
</tr>
<tr>
<td>Student that came to MC and did NOT meet 3.3 or H.S criteria initially but has been enrolled at MC for one year and now has a 3.3 cumulative GPA. Bylaw 15.02.4.3 (b)</td>
<td>Could be awarded from the Transfer Matrix based on cum 3.3</td>
<td>What would a non-athlete need to keep money?</td>
<td>3.3 Because the 3.3 is what was used to determine non-countable aid!</td>
</tr>
</tbody>
</table>

*If the student has less than 24 hours he/she may be awarded from Freshman Matrix and will have to meet the High School criteria in bylaw 15.02.4.3 (a) in order for the academic money to be considered “non-countable”.

*You should pay very close attention to what g.p.a. the student must maintain for the aid to remain non-countable money! If a student falls below that G.P.A. the student can keep the money but it will count towards your equivalency. Unless the student falls below what the institution requires - then the student will lose the money.

*If you want Financial Aid to use High School criteria in bylaw 15.02.4.3(a) to determine non-countable aid for a transfer student with more than 24 hours, YOU must send a copy of the High School transcript or ACT results directly to the Financial Aid office. Otherwise, Admission’s does not require a transfer student to submit a High School transcript for Admission purposes!
Appendix #4 – How to use Compliance Assistant

TO ACCESS COMPLIANCE ASSISTANT:

6. Go to www.ncaa.org
7. Click on My Apps.
8. Log in using your username & password.
4. Select the “Compliance Assistant” link.

How to Add a Recruit:
9. Click on “Recruiting” in the Account Links menu on the left side of the screen.
10. Select the “New PSA” icon on the top left corner of the screen.
11. On the “Detail” tab, enter full name, NCAA ID number, gender, ethnicity, birth date, recruited, class, recruit type, status, and whether PSA is an international student.
12. Scroll to the bottom of the “Detail” screen and add a home mailing address in the notes section.
13. Click the “Save” icon at the bottom of the page.
14. Select the “Years” tab. Enter the Type and Class. Click the “Save” icon.
15. Select the “Sports” tab, click the box next to your sport and click Save.
16. Use the remaining tabs to enter initial contacts and to record phone calls/emails.

** Remember to click SAVE before leaving each page!!

How to View All Recruits:
5. Click on “Recruiting” in the Account Links menu on the left side of the screen.
6. Select the “Search” icon on the right side.
7. Select your sport from the drop down box and click “Search.”

How to Rollover Recruits to the Next Academic Year:
4. Click on “Tools” in the Account Links menu on the left side of the screen.
5. Click on the “Recruiting Startup” link.
6. Select 2014-15 on the drop down box beside “From Year.” Select 2015-16 on the drop down box beside “To Year.” Select your sport from the drop down box beside “Sport.”
7. To move all prospects from the “Available Prospects” box to the “Selected Prospects” box, click the double right arrow icon between the two boxes.
8. To move individual prospects click on the prospect’s name and click the single right arrow icon. You can select multiple names at one time by holding down the “Control” key while clicking on the names.
9. If a prospect’s name is accidentally placed in the “Selected Prospects” box, click on the name and click the single left arrow button. Click the double left arrow button to move ALL the names from the “Selected Prospects” box to the “Available Prospects” box.
10. Click the “Save” icon and C.A. will roll over the prospects’ recruiting information to the current academic year.
ONE HUNDRED EIGHTY-NINTH SESSION 2015-2016

FALL SEMESTER 2015

August 22, Saturday Residence halls open for new freshmen and transfers
August 23, Sunday, 2:00 p.m. Residence halls open for returning students
August 24, Monday Orientation / Registration for new undergraduate students; Registration of night students (4-6 p.m)
August 25, Monday Night Classes, ADP Sess I, Online Classes, & 3-5 Cr HR DAY CLASSES SCHEDULED ONCE A WEEK MEET
August 25, Tuesday Registration of night students (4-6 p.m); SCIENCE LABS MEET
August 25, Tuesday NIGHT CLASSES AND 3-5 CR HR DAY CLASSES SCHEDULED ONCE A WEEK MEET
August 26, Wednesday Last Day to Enroll or Add ADP Session I and Online 8-wk Session I Class
August 26, Wednesday DAY CLASSES BEGIN
September 1, Tuesday, 8:00 p.m. LAST DAY TO ADD A FULL SEMESTER CLASS and FULL SEMESTER ONLINE CLASS
September 1, Tuesday Last Day to DROP an ADP Session I and Online 8-wk Session I Class with 100% TUITION ONLY REFUND
September 3, Thursday LAST DAY TO DROP A FULL SEMESTER CLASS WITH 100% TUITION ONLY REFUND
September 4, Friday Priority Deadline for ALL Degree Applications for December 2015 Graduation
September 7, Monday – LABOR DAY Holiday No Day or Night Classes; Offices Closed
September 25, Friday Last Day To Drop an ADP Session I and Online 8-wk Session I class (No Tuition Refund)
October 7, Wednesday, 3:00 p.m. or 6:00 p.m., Anderson Hall Writing Proficiency Exam
October 12-13, Monday – Tuesday Fall Break; No Day or Night Classes
October 14, Wednesday Day and Night Classes Resume
October 14, Wednesday Mid-Term
October 24, Saturday Homecoming
October 19, Monday Last Class Meeting and Exam for Session I ADP
October 22, Thursday Classes Begin for ADP Session II and Online 8-wk Session II
October 26, Monday Last Day to Enroll or Add ADP Session II and Online 8-wk Session II Class
October 29, Thursday Last Day to Drop an ADP Session II and Online 8-wk Session II Class with 100% TUITION ONLY REFUND
October 30, Friday LAST DAY TO DROP A FULL SEMESTER CLASS (No Tuition Refund)
November 2, Monday Registration begins for Spring 2016 Semester–Currently enrolled students
November 6, Friday Participation Deadline for ALL Degree Applications for December 2015 Graduation
(In order to participate in the December 2015 Commencement, candidates MUST apply by this deadline)
November 16, Monday Registration begins for Spring 2016 Semester–Re-Admitted Students and New Graduate Students
November 20, Friday Last Day To Drop an ADP Session II and Online 8-wk Session II class (No Tuition Refund)
November 24-29, Tuesday Night (begins 5:00 p.m.) through Sunday Thanksgiving Holiday (Day classes meet on Tuesday; night classes do not meet; residence halls close at 9:00 a.m. on Wednesday, & reopen at 2 p.m. on Sunday)
November 30, Monday Classes resume
December 7-9, Monday – Wednesday Dead Days
December 9, Wednesday Last day of Day classes; Night exams begin
December 10, Thursday Study Day
December 11-16, Monday, Saturday, Monday, Tuesday, Wednesday Final Exams
December 14, Monday Last Class Meetings and Exams for ADP Session II
December 18, Friday Graduation

SPRING SEMESTER 2016

January 7, Thursday, 2:00 p.m. Residence Halls Open
January 8, Friday Orientation / Advising for new undergraduate students
January 11, Monday Day Classes, Night Classes, ADP Session I Classes and Online Classes Begin
January 13, Wednesday Last Day to Enroll or Add ADP Session I and Online 8-wk Session I Class
January 15, Friday Priority Deadline for ALL Degree Applications for May 2015 Graduation
January 18, Monday Martin Luther King Holiday, No Day or Night Classes; Offices Closed
January 19, Tuesday, 5:00 p.m. Last Day To Enroll or Add A Full Semester Class
January 19, Tuesday Last Day to DROP an ADP Session I and Online 8-wk Session I Class with 100% TUITION ONLY REFUND
January 21, Thursday Last Day To Drop a Full Semester Class with 100% Tuition Only Refund
February 12, Friday Last Day To Drop an ADP Session I and Online 8-wk Session I class (No Tuition Refund)
March 2, Wednesday, 3:00 p.m. or 6:00 p.m., Anderson Hall Writing Proficiency Exam – Mid-Term
March 3, Thursday Last Class Meeting and Exam for Session I ADP
March 4 - 13, Monday through Sunday Spring Break
(March 2, Wednesday, 3:00 p.m. or 6:00 p.m., Anderson Hall Writing Proficiency Exam – Mid-Term)
March 14, Monday Classes Resume
March 16, Monday Classes Begin for ADP Session II and Online 8-wk Session II
March 19, Thursday Last Day to Enroll or Add ADP Session II and Online 8-wk Session II Class
March 18, Friday LAST DAY TO DROP A FULL SEMESTER CLASS (No Tuition Refund)
March 21, Monday Last Day to DROP an ADP Session II and Online 8-wk Session II Class with 100% TUITION ONLY REFUND
March 25, Friday Participation Deadline for ALL Degree Applications for May 2015 Graduation
March 28, Monday (No day classes; night classes will meet)
April 11, Monday Registration begins for Summer and Fall 2016 Semester–Currently enrolled students
April 13, Friday Last Day To Drop an ADP Session II and Online 8-wk Session II class (No Tuition Refund)
April 25, Monday Registration begins for Summer and Fall 2016 Semester–Re-Admitted Students and New Graduate Students
April 25-27, Monday – Wednesday Final Exams
April 27, Wednesday Last day of classes; night exams begin
April 28, Thursday Study Day
April 29 – May 4, Friday, Saturday, Monday, Tuesday, Wednesday Final Exams
May 2, Monday Last Class Meeting and Exam for Session II ADP
May 6-7, Friday and Saturday Graduate and Undergraduate May Graduations
Play, Act & Live Like Champions!