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I. STATEMENT OF COMPLIANCE

It is Concordia University Irvine’s intention and goal to be fully compliant with the letter and spirit of NCAA, conference, and university rules and regulations. The Athletic Department is committed to the principle of institutional control through rules education for coaches, athletic department staff, institutional staff, student-athletes, and boosters of the intercollegiate athletic program.

Institutional staff, as well as the athletics staff, is responsible for knowing the rules and abiding by them. All staff follows the “rules of compliance”:

1. Each coach is responsible for knowing and adhering to all NCAA rules and regulations. WHEN IN DOUBT, CHECK BEFORE ACTING.

2. Senior-level administrators monitor the intercollegiate athletic program to assure compliance. Any instance of non-compliance that is identified is reported.

3. Intercollegiate athletics personnel are required to self-report any knowledge of NCAA violations to the Director of Athletics or to the Associate Athletic Director for Compliance.

4. Coaches, Athletic Department staff, and select institutional staff are provided print materials and are held responsible for the content. Materials include: (a) current NCAA Division II Manual, (b) Concordia University Irvine Athletics Compliance Manual, and (c) The NCAA links.

5. Ongoing compliance education is provided at every staff meeting and all staff members are required to attend. If a staff member is absent, they are required to schedule a “make-up” session with the Associate Athletic Director for Compliance. The Associate Athletic Director for Compliance will track absences and notify the Director of Athletics if make-up sessions are not scheduled within a reasonable amount of time.

II. INSTITUTIONAL CONTROL AND COMPLIANCE

Institutional Control of an intercollegiate athletic program is a direct result of an intentional institutional decision and achieved through explicit commitments to rules compliance. The priority an institution gives to rules compliance is reflected in the institutional resources it is willing to commit toward that effort. The NCAA constitution outlines the requirements that each member must meet, but does not provide a specific model for implementing a compliance program. Although the NCAA recognizes the need for institutional autonomy, three fundamental principles are needed for the creation and maintenance of institutional control: shared compliance responsibilities, administrative accountability and self-study, and external review of the compliance program. This statement outlines the shared compliance responsibilities at Concordia University Irvine.

III. SHARED COMPLIANCE RESPONSIBILITIES

The institution must have procedures whereby persons inside and outside the athletics department exercise oversight responsibilities that monitor and assess the effectiveness of the compliance program.
The oversight and monitoring of the program should be ongoing rather than activated in response to allegations of wrongdoing. In order to accomplish this goal, Concordia University Irvine has appointed various individuals to serve on institutional compliance committee, which will be chaired by the Associate Athletic Director for Compliance and will meet bi-yearly to assess compliance efforts. These individuals will be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. This committee will provide ongoing self-study and administrative accountability in the area of athletic compliance.

IV. INSTITUTIONAL COMPLIANCE COMMITTEE

Below is a list of individual department liaisons that currently compose the institutional compliance committee at Concordia University Irvine. The assignments for each member of the committee are in brief form and may not be all-inclusive.

1. ASSOCIATE ATHLETIC DIRECTOR FOR COMPLIANCE
   a. Acts as the chair for the institutional Compliance Committee, sets meeting schedule, agenda, and inform members of news, events, and compliance issues within Athletic Department.
   b. Identifies responsibilities of Institutional Compliance Committee members.
   c. Coordinates the compliance self-studies.
   d. Designated Health Care Administrator.
   e. Develops and revises Concordia University Irvine Athletics Compliance Manual, which is distributed to all Institutional Compliance Committee Members and Athletic Staff.
   f. Conducts Rules Education Seminar at the beginning of each academic year for all coaching staff, including head coaches, assistant coaches, and graduate assistants as well as student-athletes.
   g. Coordinates yearly rules education including procedures and responses for all rules interpretation requests.
   h. Develops, updates, and distributes the NCAA Boosters Do’s and Don’ts Brochure to current student-athletes, parents, staff, faculty, alumni, boosters, and all other representatives of athletic interest.
   i. Attends an NCAA Compliance Seminar and NCAA National Convention each year and updates the Institutional Compliance Committee and athletic staff with any new legislation and rule interpretations.
   j. Acts as the department liaison for all rule interpretations to the NCAA and the conference.
   k. Organizes departmental rule education seminars at each monthly Intercollegiate Athletics staff meeting.
   l. Responsible for submitting and updating compliance education material included on Concordia University Irvine’s website.
   m. Conducts the NCAA Team Compliance Meeting with each sport team at the beginning of each season, and as needed throughout the year with any new additions to the squad. Distributes a Student-Athlete
handbook to each squad member and conducts a discussion of NCAA, conference, and Concordia University Irvine Rules and Regulations.

n. Develops procedures for investigating and self-reporting violations.

o. Receives and grants approval for all Transfer Waiver and Permission to Contact Requests.

p. Implements procedures to establish accountability in areas of eligibility, financial aid, recruiting, etc.

q. Keeps records and monitors NCAA regulations regarding practice seasons and hour limitations, student-athlete employment, recruiting periods, contact logs, summer camp and clinics, official visit letters, and other NCAA or Conference rule interpretations.

r. Administers the completion of NCAA and Concordia University Irvine Student-Athlete Compliance forms.

s. Attends NCAA Regional Rules Seminar.

2. FACULTY ATHLETICS REPRESENTATIVE

a. Certifies initial and continuing eligibility of student-athletes.

b. Oversees the initial eligibility process for incoming freshmen student-athletes with the NCAA Eligibility Center.

c. Certifies the academic eligibility status of all student-athletes by preparing and signing the Concordia University Irvine eligibility forms for each sport before the first date of competition.

d. Monitors the full-time status of each student-athlete.

e. Certifies satisfactory progress requirements at the end of each academic year.

f. Works with the Associate Athletic Director for Compliance to prepare and send notification letters to student-athletes at the end of a semester or the academic year if they fail to meet the GPA requirement or fail to meet satisfactory progress.

g. Certifies student-athlete declaration of major by no later than his or her junior year.

h. Certifies that each student-athlete is making progress toward a baccalaureate degree.

i. Works with the Associate Athletic Director for Compliance to complete all NCAA appeals and waiver application for student-athletes.
j. Monitors student-athlete files; which include initial eligibility, continuing eligibility, season of competition, and satisfactory progress information.

k. Attends the NCAA Team Compliance Meeting with each sport team at the beginning of each season and reviews NCAA, Conference and Concordia University Irvine Eligibility Rules and Regulations.

l. Attends Conference meetings and Faculty Athletics Representatives meetings as needed.

m. Attends NCAA Regional Rules Seminars.

n. Serves as a member of the University Athletics Advisory Committee.

o. Serves as a member of the Institutional Compliance Committee.

3. DIRECTOR OF FINANCIAL AID
   a. Understands and applies financial aid regulations.
   
b. Assists the Director of Athletics and Associate Athletic Director for Compliance in establishing guidelines for awarding of financial assistance.
   
c. Identifies all sources of financial assistance and compares with information on squad lists and in financial aid files.
   
d. Oversees aid from sources outside the institution and verifies whether aid is countable.
   
e. Verifies the student-athletes on or off-campus, to insure the maximum individual limits.
   
f. Determines and documents whether any of the aid is countable toward team and individual financial aid limits.
   
g. Monitors and enters all financial aid awarded to student-athletes into spreadsheets.
   
h. Reviews and approves all athletic grant-in-aid agreements and sends out all renewal, reduction and cancellation letters to student-athletes.
   
i. Works with Associate Athletic Director for Compliance to ensure timely and accurate NLI & ILI awards.
   
j. Completes and maintains all Financial Aid Reports Squad Lists.
   
k. Serves as a member of the Institutional Compliance Committee.
   
l. Attends NCAA Regional Rules Seminar.

4. DIRECTOR OF ADMISSIONS
   a. Acts as liaison with Athletic Department.
   
b. Distributes NCAA Eligibility Center Reports to admission counselor(s).
c. Monitors and updates Target X to ensure accurate and timely transfer of information for prospective student-athletes (PSA).

d. Understands the applicable NCAA requirements of student-athletes and applies the rules if necessary to the process of admission.

e. Maintains awareness of recruitment contact regulations concerning dead periods in each sport’s recruitment calendar and time period prior to June 15 of junior year in high school.

f. Assists with certification of international student-athletes with assistance of International Student Office.

g. Reviews high school transcripts of prospective student-athletes when admissibility is in question, prior to coaching staff spending significant effort in recruiting the student-athlete.

h. Acts as contact to athletic staff for relevant information/documentation (e.g. official transcripts, test scores) used to determine admissibility prior to contacting the student-athlete.

i. Advises student-athletes who indicate an interest in Division II Intercollegiate Athletics to apply to the NCAA Eligibility Center by the end of their junior year in high school.

j. Obtains academic records of applicants and verifies their authenticity.

k. Determines admission status (freshman, transfer, etc.).

l. Determines academic award amount.

m. Serves as a member of the Institutional Compliance Committee.

5. **COORDINATOR OF RECORDS: ACADEMIC ELIGIBILITY**

a. Enforcement of Full-Time (12 semester credit hours Fall; Spring – 15 suggested) enrollment of undergraduate student-athletes.

b. Enforcement of Full-Time enrollment of graduate student-athletes according to the standards of their program.

c. Responsible for verifying/signing the Conference Eligibility Report.

d. Certifies initial and continuing eligibility of student-athletes.

e. Certifies a transfer student-athlete’s eligibility by reviewing all transcripts, transferable credit hours, satisfactory progress at previous institutions, and previous collegiate athletic competition.

f. Certifies the academic eligibility status of all student-athletes by preparing and signing the Concordia University Irvine eligibility forms for each sport before the first date of competition.

g. Certifies satisfactory progress requirements at the end of each academic year.
h. Certifies that the overall Grade Point Average for each student-athlete is above the NCAA minimum.

i. Certifies student-athlete declaration of major by no later than his or her 5th semester.

j. Certifies that each student-athlete is making progress toward a baccalaureate degree.

k. Monitors student-athlete files; which include initial eligibility, continuing eligibility, season of competition, and satisfactory progress information.

l. Attends NCAA Regional Rules Seminars.

m. Serves as a member of the Institutional Compliance Committee.

6. **SENIOR WOMAN ADMINISTRATOR**
   a. Responsible for working closely with our student-athletes so that they have an active voice in CUI Athletics and, in particular, those areas which involve our female athletes.

b. Coordinates institution’s NCAA Game Environment initiatives.


d. Represents the institution at NCAA Convention, PacWest Conference Meetings, and NCAA Regional Rules Seminars.

e. Member of the senior management team that provides input on budget planning.

f. Member of Inclusion Diversity Equity and Access Committee.

g. Serves as a member of the Institutional Compliance Committee.

7. **DIRECTOR OF ATHLETICS**
   The Director of Athletics ensures full compliance with NCAA and conference regulations and is responsible for the integrity of the athletics program. Specific responsibilities include:

a. Reports directly to the Associate Vice President of Athletics and Facility Services.

b. Establishes and communicates the institution’s commitment to rules compliance.

c. Establishes organizational lines of authority to emphasize oversight and accountability.

d. Maintains ongoing evaluations of staff members’ commitments to and documentation of compliance.

e. Arranges for periodic self-studies of Athletics Department.

f. Includes NCAA rules in Athletics Department publications.

g. Explains Certification of Compliance Form at fall staff meeting.
h. Reviews contest schedules in concert with the Associate Athletic Director for Compliance and the FAR to see if the schedules meet PacWest Conference and NCAA requirements.

i. Evaluates potential NCAA rules violations in conjunction with the Associate Athletic Director for Compliance and notifies the President of violations.

j. Declares student-athletes who violate NCAA rules ineligible.

k. Works with Associate Athletic Director for Compliance and the FAR on reinstatement requests for student-athletes in accordance with NCAA bylaws.

l. Communicates the institution’s commitment to rules compliance to student-athletes.

m. Supports and encourages a comprehensive rules education program.

n. Serves as a member of the Institutional Compliance Committee.

o. Attends NCAA Regional Rules Seminar.

V. AMATEURISM

NCAA Bylaw 12

1. MAINTAINING AMATEUR STATUS AND ELIGIBILITY

Student-athletes can lose amateur status and/or lose eligibility if:

a. Following initial full-time collegiate enrollment, use their athletic skill (directly or indirectly) for pay in any form in that sport;

b. 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;

c. 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;

d. 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;

e. Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or

f. They enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.

g. They enter a professional draft.

NCAA rules do not prohibit student-athletes from receiving information about prospective agent or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or...
financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of their eligibility.

2. **OUTSIDE COMPETITION**

In sports other than basketball, student-athletes may become ineligible if after enrolling they participate as members of any outside team in any non-collegiate, amateur competition during the season in the sport. This includes tournament play, exhibition games or other activities in their sport outside of Concordia University Irvine.

It is permissible for student-athletes to participate in outside competition during the academic year in their sports 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. The student-athlete must notify the Associate Athletic Director for Compliance and fill out the Permission for Outside/Unattached Competition form 2 weeks prior to the competition.

3. **AMATEURISM CERTIFICATION**

The NCAA Eligibility Center and the Athletic Department, together, verify amateurism for all student-athletes.

a. **Initial Amateurism** - The NCAA Eligibility Center certifies initial amateurism for all prospective student-athletes.

b. **Continuing Amateurism** – The Associate Athletic Director for Compliance monitors amateurism during the time a student-athlete is enrolled at Concordia University Irvine. Each year, prior to the sports season, student-athletes will be required to complete the Student-Athlete Information form.

c. The Compliance Office will review gap time for all new students and will review returning student-athlete’s summer activities as noted on the Student-Athlete Information form that is required to be completed at the beginning of every academic year.

d. **Transfer Amateurism** – Transfers are required to go through amateurism re-certification with the Eligibility Center at the same time the Associate Athletic Director for Compliance is researching the transfer’s amateurism.

e. If, at any time, the coaching staff becomes aware of activity that could call a student-athlete’s amateurism in to question, they are required to notify the Associate Athletic Director for Compliance immediately.

The following forms are completed and submitted on ARMS:

STUDENT-ATHLETE INFORMATION FORM
PERMISSION FOR OUTSIDE/UNATTACHED COMPETITION
VI. AWARDS AND BENEFITS

_NCAA Bylaw 16_

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.

1. GENERAL BENEFIT LIMITATIONS
   A student-athlete may receive benefits provided to student-athletes generally and it is not considered an “extra benefit.”

   A student-athlete may not receive “extra benefits” that result in a special arrangement by the 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:
   a. loan
   b. guarantee bond
   c. use of an automobile
   d. transportation
   e. signing or cosigning a note.

   Please review NCAA Bylaw 16 for additional information.

2. STUDENT-ATHLETE AWARDS
   The Athletic Department selects deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

   a. 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.

   b. For any awards provided to the student-athlete, a coach must email the Director of Athletics and Associate Athletic Director for Compliance to request approval prior to purchasing the award. Included in the email the Coach must give a description of the award and the total price.
c. Awards by outside groups or organizations are not allowed unless approved in advance by the Associate Athletic Director for Compliance and the Director of Athletics via email.

3. BENEFITS

a. Apparel or Equipment that Includes Institutional Identification
   1. A student-athlete may use institutional equipment during outside competition only when representing the institution. Refer to the Equipment/Apparel section of this manual for specific procedures.
   2. 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.

b. Retention of Equipment
   1. A student-athlete may retain institutional athletics apparel items (not equipment) as an “award” subsequent to the student-athlete exhausting his/her eligibility (e.g. game jersey).
   2. A student-athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional policy.

4. OCCASIONAL HOME MEAL

a. There is a limit of three occasional meals per student-athlete per semester during the academic year and a limit of two occasional meals per student-athlete during the summer. This includes occasional home meals with boosters. The procedure for occasional meals 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 at least five days prior to the meal.
   2. The form is then forwarded to the Associate Athletic Director for Compliance for approval.
   3. If authorized, the form is copied to the Head Coach and the original is filed in the Associate Athletic Director for Compliance. If not authorized, the Associate Athletic Director for Compliance will notify the Head Coach.

b. Bylaw 16: Occasional Meals
   1. 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.
   2. Representative of Athletics: Interest – Booster: 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) 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.
      • All refreshments and occasional meals provided per Bylaw 16 must have approval from the Director of Athletics and the Associate Athletic Director for Compliance 5 days before the meal may be provided.
3. Refreshments: An institution may provide student-athletes with reasonable refreshments (e.g., soft drinks, snacks) for student-athlete educational and business meetings and, on an occasional basis, for celebratory events (e.g., birthdays). An institution may also provide the parents (or legal guardians) of a student-athlete with reasonable refreshments (e.g., soft drinks, snacks) on an occasional basis.

4. Occasional Meal from an Institutional Staff Member: An institution may provide a student-athlete or the entire team in a sport an occasional meal in the locale of the institution on infrequent and special occasions from an institutional staff member. Institutional policy requires this meal to be approved prior to occurring. An institutional staff member may provide reasonable local transportation to student-athletes to attend these meals.

5. Occasional Meal from an Institutional Booster: A student-athlete or the entire team in a sport may receive an occasional family home meal from a booster on infrequent and special occasions as long as the meal is provided in the booster’s home, on campus or at a facility that is regularly used for home competition (as opposed to a restaurant). The meal may be catered. Institutional policy requires this meal to be approved prior to occurring. The booster hosting the meal or an institutional staff member may provide reasonable local transportation to student-athletes to attend the meal.

6. Occasional Meal from the Parent of a Student-Athlete: An institution is permitted to arrange for an occasional meal to team members provided by the parent of a student-athlete at any location. Institutional policy requires this meal to be approved prior to occurring.

7. A student-athlete may receive benefits from someone other than a family member or legal guardian if: the relationship between the student-athlete (or student-athlete’s parents) and the individual providing the benefit(s) is not a result of the student-athlete’s participation in athletics or notoriety; the relationship between the student-athlete (or student-athlete’s parents) and the individual providing the benefit(s) predates the student-athlete’s status achieved as a result of his or her athletics ability or reputation; and the pattern of benefits provided by the individual to the student-athlete (or student-athlete’s parents) prior to the student-athlete attaining notoriety as a skilled student-athlete are similar in nature to those provided after attaining such stature. The origin and duration of a relationship and the consistency of benefits provided during the relationship are key factors in determining whether the benefits provided are contrary to the spirit and intent of NCAA legislation.

5. **COMPLIMENTARY ADMISSION**

Complimentary Admissions (if appropriate) to Concordia University Irvine home athletics events shall be monitored by the Compliance Office. CUI Pass list (no visiting team pass list in PacWest) requests must be emailed to the Director of Athletics and Associate Athletic Director for Compliance 24 hours in advance of game days. Picture ID will be required at the gate for admission for persons on the pass list. Concordia University Irvine Athletics will follow all PacWest and NCAA guidelines (post-season requirements maybe different than regular season or conference competition).
a. Student-Athlete
   Enrolled student-athletes in sports which charge admissions are eligible for a maximum of four complimentary admissions to a home athletics event in their sport through a pass list only.

b. Prospective Student-Athletes
   In accordance with NCAA Bylaws, prospective student-athletes on an official or unofficial visit may receive a maximum of five complimentary admissions to a home Concordia University Irvine athletics event through a pass list only. Complimentary Admissions are only permissible for the prospective student-athlete and those persons accompanying the prospect on the official/unofficial visit on a single game basis.

c. High School, Preparatory School and Two-Year College Coaches
   In accordance with NCAA Bylaws, high school, preparatory school and two-year college coaches may receive a maximum of two complimentary admissions to a home athletics event through a pass list only. Additional tickets may not be reserved for the purpose of purchase by the high school, preparatory school or two-year college coach. If a CUI Head Coach wants to request these tickets for another coach, the request will be sent in writing to the Compliance Office and the coaches will be added to the Complimentary Ticket Request List.
   Complete information regarding appropriate awards and benefits is available in Bylaw 16 of the NCAA Division II Manual.

The following form is completed and submitted on ARMS:
OCCASIONAL MEAL APPROVAL FORM

VII. CAMPS AND CLINICS

   NCAA Bylaw 13.12

   The Associate Athletic Director for Compliance is responsible for overseeing compliance with NCAA rules for all sports camps and clinics that involve student-athletes and/or athletics staff members.

1. INSTITUTIONAL CAMPS AND CLINICS
   For all institutional camps, the Camp/Clinic Director is responsible for completing all required documentation and submitting it to the Associate Athletic Director for Compliance as instructed.

2. THE CAMP/CLINIC DIRECTOR’S OVERSIGHT OF SPORTS CAMPS INCLUDES:
   a. Produce and monitor camp and clinic brochures, invitations, advertisements, web site and other information.
   b. Maintain and monitor financial records.
   c. Monitor enrollment limitations.
   d. Monitor compensation of student-athletes in accordance with NCAA Bylaws and institutional requirements.
e. Report employment of high school or two-year college coaches to the Associate Athletic Director for Compliance in accordance with NCAA Bylaws.

f. Monitor compensation for coaches in accordance with NCAA Bylaws and institutional requirements.

g. Arrange for housing, food service and athletics facilities in accordance with university procedures.

h. Arrange for sale of clothing or other team items (if applicable) with the Associate Athletic Director for Compliance. Careful adherence to the cash handling procedures is expected and an audit of sale items will be performed.

3. LINE OF SIGHT POLICY

To ensure that a safe environment is provided to all involved with CUI camps and clinics, the following procedures and protocols are to be followed:

a. All camp workers, including ‘volunteers’, are to undergo a background check conducted by the CUI Department of Human Resources, prior to engaging with any campers or clinic attendees.

b. At no time should a camp/clinic worker (e.g. CUI staff member or student, worker hired or volunteering from outside the CUI Community) and a camper/clinic attendee be alone.

c. Any one-to-one mentoring or consulting shall be conducted in sight of another camp/clinic worker.

d. One worker may be in contact with multiple youths, so long as they are in line of sight of other camp/clinic workers.

e. Recognizing that there is safety in numbers, campers and clinic attendees will be instructed to use the “buddy system.”

4. GENERAL REQUIREMENTS:

All institutional sports camps and clinics must abide by the following

a. Camp/Clinic Director or designee shall submit a copy of the camp brochure/flyer to the Compliance Office for approval prior to printing and/or distribution of brochure/flyer.

b. Camp/Clinic Director will complete a Sports Camps and Clinics Checklist and submit it to the Compliance Office at least two weeks prior to promoting the camp/clinic (for camps similar in nature, one checklist can be submitted).

c. Camp/Clinic Director must submit a Personnel Ledger form to the Compliance Office at least one week prior to the start of the camp/clinic.

d. Compliance Office reviews request to ensure any listed student-athletes are permitted to work the summer camp according to NCAA rules.

e. Compliance Office provides approval and keeps copy of the approved request.

f. Participant Ledger will be submitted by the Camp/Clinic Director to the Compliance Office at least four days prior to the start of the camp/clinic.
g. Any categories of free or reduced admission must be pre-approved, and a Fee Reduction form must be submitted to the Compliance Office prior to the start of the camp/clinic.

h. Participant’s Assumption of Risks form must be completed for each participant by her/his parent or guardian no later than the day of registration.

i. Camp/Clinic Director must complete a Camp Staff Member Bio form for each non-CUI staff and student employee and submit to the Compliance Office for approval before hiring the proposed staff member.

j. Financial Report Form for all sports camps and clinics and final personnel/participant ledgers are due to the Compliance Office at least one week after the conclusion of each camp/clinic session.

5. ALL INSTITUTIONAL ATHLETIC CAMPS WILL BE RUN BY AND THROUGH THE UNIVERSITY
   a. A proposed budget must be submitted to the Business Office and be approved prior to any expenses being incurred or contract entered into but no later than 60 days before the event.

b. All Camper Fees will be deposited into the University’s Bank Account
   1. No Coach or Student-athlete may accept payment of any form (i.e. cash, check, credit card).
   2. All campers will register on-line through the camp website, sportsengine.com. On the day of the event if there are walk up registrations, staff to collect payments will be provided by either the Business Office or Athletic Administration.
   3. No reduced camp fees may be offered unless it is available to all campers (i.e. multiple camp week discount, sibling discount etc.).

c. All expenses will be paid by the University, including both operating and personnel expenses through the normal payment cycle. Each athletic program that runs a camp will have a separate org code where all camp revenue and expenses will be recorded. All Camp programs must be breakeven at a minimum.
   1. All student-athletes and non-athletes, working camp will be compensated on an hourly basis within the established guidelines provided by HR, currently $10-$13.50 based on experience. All camp employment positions will be open to all University students. All hiring decisions are handled directly by the University Coach running the camp based on the needs of the camp.
   2. All camps/tournaments will be charged a facility fee for usage.
   3. University Athletic Coaches will be compensated commensurate with the going rate for the duties performed. A job description must be provided along with the proposed compensation and submitted with the budget.
   4. If Camp program results in a net profit after all expenses, both operating and personnel, the profit will be allocated as follows:
      - 95% to the Athletic Program Sponsoring the Camp
      - 5% of the gross revenue to the University
   5. Expenditures to be covered by the earnings from Camps must be approved in advance by the Director of Athletics.
d. Approved University Waiver and Release form must be received from every camper

e. All camp/tournament staff must be background screened and complete the “Child Safety for Abuse Prevention” training through HR.

f. All camp advertisements, postcard, posters must be approved by the Associate Athletic Director for Compliance and information as to where or how the advertisement will be used must be included for review.

g. All Athletics programs may submit a proposal to hold Camp/Tournaments to the Director of Athletics for approval. Once approved by the Director of Athletics a request for facility use must be submitted to University Services. Until facility use has been approved and added to the master calendar there is no guarantee that the event can be held. Late submissions will be considered based on facility availability.

h. Currently enrolled Concordia Students working at camp that live out of the area (more than 15 miles away) may rent a bed in the dorms and must abide by all University policies. All camp employees are responsible for their own meals unless the program running the camp has agreed to provide specific meals and the cost is included in the approved budget. This is the policy for any Concordia student working on campus during the summer.

6. CAMP STORES/CONCESSIONS

Camp stores dealing with food/beverages or with souvenir items are to be conducted in a manner that provides complete accountability for funds, inventory, calculation and remittance of any other applicable licensing or documentation issues. All camp store food/beverage and/or souvenir sales arrangements are to be managed respectively through Bon Appetit or the University Bookstore. All camp store revenue must be deposited with the University; i.e., expenses may not be paid out of revenue with only the balance deposited, and all expenses must be processed through normal state and University purchasing channels.

7. OUTSIDE CAMPS/CLINICS

Coaches, athletics staff members and student-athletes may not be employed at an outside camp or clinic without written permission from the institution. The procedure for requesting permission is as follows:

a. In order to be employed at an outside camp or clinic, an Outside Camp/Clinic Request Form must be completed and submitted to the Associate Athletic Director for Compliance. It is due at least two weeks prior to the camp or clinic.

b. The Associate Athletic Director for Compliance, in consultation with the Director of Athletics, will review the form and grant or deny permission.

c. The Associate Athletic Director for Compliance is responsible for notifying the Coach, athletics staff member or student-athlete regarding the decision.

The following forms are completed electronically on ARMS:
CAMP/CLINIC PERSONNEL LEDGER FORM
CAMP/CLINIC PARTICIPANT LEDGER FORM
CAMPS AND CLINICS FREE/REDUCED ADMISSION REQUEST FORM
CAMP/CLINIC FINANCIAL REPORT
VIII. ELIGIBILITY

1. UNIVERSITY ADMISSIONS
The Admissions Office is responsible for ensuring that all student-athletes are admitted under the same standards as the general student-athlete applicant and entering admissions information into Target X Salesforce for prospective student-athletes. The Director of Admissions is responsible for monitoring Admissions status, and serving as liaison between the Athletic Department and the Admissions Office.

The Associate Athletic Director for Compliance is responsible for submitting a list of prospective student-athletes to the Director of Admissions to be designated in the Admissions software, Target X Salesforce. The list should include the prospective student-athletes full name (no nicknames) and walk-on or scholarship status. If the coach fails to designate walk-on/scholarship status, then the prospective student-athlete will automatically be given a scholarship status. The Director of Admissions will then indicate in Target X Salesforce what sport the prospective student-athlete will participate in and if the prospective student-athlete is a walk-on or scholarship. If a prospective student-athlete is not in Target X Salesforce, the Director of Admissions will notify the Associate Athletic Director for Compliance and it is the responsibility of the Head Coach to follow-up with the prospective student-athlete.

a. Freshmen
   1. All freshmen student-athletes must meet the general admissions requirements for Concordia University Irvine. First-year student-athletes will have both cumulative GPA and test scores considered.
   2. The Head Coach must verify that the prospective student-athlete (PSA) is registered with the NCAA Eligibility Center (EC). The head coach is responsible for informing the student-athlete to select a sport in the EC and to complete the amateurism section.
   3. The Head Coach or designee is responsible for entering Prospective Student-Athlete information into ARMS. Weekly updates must be entered to ensure a current list is available for admissions.
   4. The Head Coach is responsible for informing the prospective student-athlete that he/she must submit, to Admissions, transcripts and test scores for evaluation of admissibility.
   5. The prospective student-athlete 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.
   6. The Admissions Office will monitor Target X Salesforce for recruiting information. Admissions will also enter pertinent admissions information into Target X Salesforce as it becomes available.

b. Transfers
   1. All transfer student-athletes must meet the general admissions requirements for Concordia University Irvine. Transfer student-athletes must meet a minimum 2.2 transfer GPA in a minimum of 24 semester or 36 quarter credit hours as established by the Admissions Office.
2. The Head Coach must verify that the prospective student-athlete (PSA) is registered with the NCAA Eligibility Center. The head coach is responsible for informing the student-athlete to select a sport in the EC and to complete the amateurism section.

3. The Head Coach is responsible for entering prospective student-athlete information into ARMS (Transfer) and advising the prospective student-athlete to have a copy of all official transcripts (for all institutions attended) sent to Admissions and the Office of the Registrar. The Head Coach will keep the recruiting tab in ARMS up to date in order to provide the most current information to Admissions.

4. The prospective transfer student-athlete is responsible for submitting a completed transfer application, official high school transcripts, official college transcripts (s) from all schools attended, official standardized test scores (only for transfers with fewer than 24 credit hours), and any other required documentation.

5. The Admissions Office will forward all transcripts to the Coordinator of Records: Academic Eligibility to evaluate transferable credit hours and 2-year college grade point average (according to NCAA regulations).

6. The Admissions Office will send updated lists of Admissions or Denials to the designated athletic representative, the Associate Athletic Director for Compliance and Coordinator of Records: Academic Eligibility as available and enters transfer information into Target X Salesforce as it becomes available.

c. International Student-Athletes
   1. All international student-athletes must meet general admissions requirements for Concordia University Irvine. International student-athletes must have foreign “course by course” evaluation completed by an accredited company from NACES.
   2. The Head Coach must verify that the prospective student-athlete (PSA) is registered with the NCAA Eligibility Center.
   3. The Head Coach is responsible for entering Prospective Student-Athlete information into ARMS (High School or Transfer). The Head Coach will update ARMS information weekly in order to provide updated information to Admissions concerning prospective student-athlete.
   4. The Head Coach is responsible for informing the prospective student-athlete that he/she must submit, to Admissions, transcripts and test scores for evaluation of admissibility. The Head Coach is responsible for informing the student-athlete to include her/his sport on the application.
   5. International student-athletes (freshmen and transfers) must submit a completed application, copies of all documents including English translation of official high school, university (for transfers) transcripts, and official standardized test scores and other relevant official academic credentials. They must also submit an International Student-Athlete Affidavit of Finances form.
   6. The Admissions Office will send updated lists of Admissions or Denials to the Head Coach and Associate Athletic Director for Compliance as available and enter information into the ARMS as it becomes available.
2. INITIAL ELIGIBILITY CERTIFICATION

Monitoring the eligibility of student-athletes is the shared responsibility of the Head Coach, Associate Athletic Director for Compliance, Faculty Athletics Representative and the Coordinator of Records: Academic Eligibility. Once a decision is made on whether a student-athlete is declared “certified or not certified”, the Associate Athletic Director for Compliance will communicate this to the head coach. Further, if the student-athlete is determined to be “not certified” it is the obligation of the Head Coach to prohibit the student-athlete from practicing or competing until further notice from the Associate Athletic Director for Compliance.

a. Freshmen

Refer to Bylaw 14.3 in the Division II NCAA Manual for regulations governing Freshman Academic Requirements. The procedures for certifying initial eligibility of all freshman student-athletes are the following:

1. The Head Coach submits the prospective student-athletes Eligibility Center ID via e-mail to the Associate Athletic Director for Compliance to place the prospect on the Institutional Request List.
2. The Associate Athletic Director for Compliance is responsible for adding the prospective student-athlete to the institution’s IRL, monitoring the status and updating ARMS.
3. The Associate Athletic Director for Compliance reviews preliminary NCAA Eligibility Center certifications and provides a report to the coaches on a weekly basis to determine initial and amateur eligibility for all freshman student-athletes.
4. The Associate Athletic Director for Compliance distributes IRLs to each Head Coach once per week and communicates with coaches regarding any freshmen student-athletes who may have missing documents.
5. Head Coaches have two responsibilities when they receive IRLs. First, each Head Coach is required to communicate with prospective student-athletes regarding any documentation needed by the NCAA Eligibility Center. Second, each Head Coach is required to update his/her IRL by submitting additional IRL Requests or by deactivating names for a prospective student-athlete the coach is no longer recruiting.
6. The Associate Athletic Director for Compliance updates each sport’s IRLs based on the information provided by each Head Coach.
7. Prospective student-athletes are responsible for submitting all documentation to the NCAA Eligibility Center at the earliest possible date to avoid delays in participation.
8. Once a prospective student-athlete has received his/her final certification from the NCAA Eligibility Center, the Associate Athletic Director for Compliance prints a copy of the final prospective student-athlete Details Report from the NCAA Eligibility Center and submits it to the Coordinator of Records: Academic Eligibility to be placed in the student-athletes file.
9. The Associate Athletic Director for Compliance communicates with the Head Coach and Institutional Compliance Committee via e-mail regarding the final certification of each prospective student-athlete.
10. The Associate Athletic Director for Compliance updates ARMS by identifying student-athlete eligibility for competition on the particular date that the final prospective student-athlete Details Report was printed.

11. The Associate Athletic Director for Compliance will monitor the 45-day grace period for those who have not been cleared by the first date of practice and will notify the coach and the student-athlete of any update in status. It is the responsibility of the coach to communicate to student-athletes on athletic scholarship that if they are deemed a non-qualifier they will not receive their scholarship.

12. The Head Coach will communicate to the student-athlete regarding their status and any documentation that is needed from the NCAA Eligibility Center (EC).

13. At the end of the grace period, the student-athlete will not be allowed to continue to practice until a final decision is made by the NCAA Eligibility Center. (See special instructions for partial and non-qualifiers below). The Associate Athletic Director for Compliance will update ARMS accordingly.

14. International prospective student-athletes will not be cleared to receive an I-20 from the Admissions Office until they are certified at least a partial-qualifier from the NCAA Eligibility Center. International transfers must be certified as eligible prior to receiving an I-20 from the Admissions Office.

b. Partial Qualifier Procedure
   1. The NCAA Eligibility Center determines partial qualifiers and the Associate Athletic Director for Compliance records the information in ARMS. Final certification reports are maintained in the student-athletes file and the coach is notified of the status by the Associate Athletic Director for Compliance.

c. Non Qualifier Procedure
   1. Non qualifiers are not eligible to receive an athletic scholarship or practice the first year of residency and will not be cleared to attend Concordia University Irvine without written permission from the Director of Athletics. Non-qualifiers will not receive an I-20 from the Admissions Office unless they can certify ability to pay without an athletic scholarship. Otherwise, no international student-athlete will be cleared to depart their country for Concordia University Irvine until they are certified at least a partial-qualifier.
   2. Coaches are required to save and maintain all communications concerning prospective student-athletes in ARMS and e-mail folders in order to document information that was communicated to the student-athlete regarding their eligibility and their athletic aid.

3. CONTINUING ELIGIBILITY
   Please refer to Bylaw 14 in the Division II NCAA Manual for regulations governing continuing eligibility. As a general rule, Concordia University Irvine places responsibility for certifying continuing eligibility on the Office of the Registrar. The Faculty Athletics Representative, Associate Athletic Director for Compliance and the Coordinator of Records: Academic Eligibility collaborates regularly throughout the academic year to ensure compliance with NCAA rules when certifying continuing eligibility for all returning student-athletes.
Prior to final certification, the Faculty Athletics Representative, Associate Athletic Director for Compliance and Coordinator of Records: Academic Eligibility meets to discuss the eligibility of all returning/continuing student-athletes and view the information entered in the Conference Eligibility Report.

Establishing a student-athlete’s eligibility is based on a combination of NCAA, the Conference, and University regulations. The Coordinator of Records: Academic Eligibility serves as the certifying officer and determines continuing eligibility. The Conference Eligibility Forms are reviewed and signed by the Coordinator of Records: Academic Eligibility, the Director of Athletics, Head Coach and the Faculty Athletics Representative, who certify that they are accurate.

a. Full-Time Enrollment
   Student-athletes are required to be enrolled in full-time credit hours in order to practice or compete. When a student-athlete drops below full-time credit 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).

1. All students are prevented from making changes to their schedule without approval from their professor, Academic Advising and the Coordinator of Records: Academic Eligibility from the first day of week 3 through week 11. Students are not permitted to drop a class after week 11.

2. The critical period in which athletes must be full time status (12 credit hours) begins the first day of each term – through the last day to drop without record of enrollment.

3. After the last day to drop without record of enrollment no student may drop a course without approval from the professor, Academic Advising and the Coordinator of Records: Academic Eligibility via an add/drop form.
   - Allows students to seek approval for closed classes
   - Make necessary changes to maintain full-time status

4. All students who enroll in courses for the upcoming term are able to make changes (add and drop) between their priority date and the last day to drop without record of enrollment.

4. POLICY FOR STUDENT-ATHLETES:
   a. Student-athletes will abide by the registration and add/drop procedures in place for all students at the university.

   b. A minimum registration limit of 12 credit hours will be placed on each active student-athlete prior to the beginning of each term to ensure full time enrollment is maintained.

   c. During the first two weeks of attendance in each term, the Coordinator of Records: Academic Eligibility will monitor full time (12 unit) enrollment for all student-athletes by running a daily report.

   d. Throughout the term and prior to each team’s first athletic contest, the Coordinator of Records: Academic Eligibility Office and Compliance Office will check full time status for all student-athletes who will be competing.

   e. After the last day to drop without record of enrollment, no student-athlete may drop a course without approval from the professor, Academic Advising and the Coordinator of Records: Academic Eligibility.
f. Coaches will be notified by the Associate Athletic Director for Compliance if any student-athlete has fallen below full-time. It is the responsibility of the head coach to make certain that a student-athlete does not practice or compete until notified in writing by the Associate Athletic Director for Compliance that the student-athlete has enrolled full-time.

g. Remedial (such as 099 classes or AEIP courses below Level 7) coursework completed at Concordia University Irvine must meet all established standards as defined by NCAA Division II Manual Bylaw 14.4 in order to be considered as progress-toward-degree coursework in regard to meeting continuing eligibility requirements.

a. Good Academic Standing
   1. The definition of good academic standing is used to determine a student-athlete’s eligibility for Federal, State and Institutional financial aid. Academic standing is determined twice a year; once at the completion of fall term and again upon completion of spring term. Academic standing is not determined at the end of a summer term. A student-athlete is considered “in good academic standing” when all of the following conditions are met:
      • The student-athletes Concordia University Irvine cumulative GPA is 2.00 or higher.

b. Nine-Hour Rule
   1. All student-athletes, including transfers, are required to earn a minimum of 9 semester credit hours in the previous full-time term of attendance to be eligible for competition in the next semester.
   2. The procedure for certifying the nine-hour requirement follows:
      • The Coordinator of Records: Academic Eligibility checks the credit hours earned for all student-athletes at the end of each semester.
      • The Coordinator of Records: Academic Eligibility notifies the Associate Athletic Director for Compliance, and Faculty Athletics Representative of each student-athlete’s eligibility status (9-credit hour requirement).
      • The Associate Athletic Director for Compliance notifies the Head Coach and the student-athlete if the nine-hour minimum has not been met.
      • It is the Head Coach’s responsibility to make certain that the student-athlete does not practice or compete if the standard has not been met.

c. 24-Hour Rule
   1. Once a year, a student-athlete will be certified as either passing 24 Progress toward Degree (PTD) credit hours in the last 2 semesters or an average of 12 PTD credit hours per full time semester of enrollment at Concordia University Irvine.
   2. The Coordinator of Records: Academic Eligibility checks the credit hours earned for all student-athletes at the end of each academic year. The Coordinator of Records: Academic Eligibility also checks again at the beginning of the second semester for those found ineligible in the fall.
   3. The Coordinator of Records: Academic Eligibility notifies the Associate Athletic Director for Compliance and Faculty Athletics Representative of each student-athlete’s eligibility status.
4. The Associate Athletic Director for Compliance notifies the Head Coach and the student-athlete if the 24-hour minimum has not been met.
5. It is the Head Coach’s responsibility to make certain that the student-athlete does not practice or compete if the standard has not been met.
6. Student-athletes not meeting this requirement may become eligible by attending summer school.

d. 75-25 Rule
   1. At least 75 percent, or 18 semester credit hours, earned for eligibility certification MUST be earned within the regular Academic year (Fall-Spring). Therefore, a maximum of 6 credit hours (25 percent) can be taken in the summer and be applied for eligibility purposes.
   2. The Coordinator of Records: Academic Eligibility checks the credit hours earned for all student-athletes at the end of each semester.
   3. The Coordinator of Records: Academic Eligibility, The Associate Athletic Director for Compliance and Faculty Athletics Representative review the student-athletes the Coordinator of Records: Academic Eligibility has identified as being at-risk of not completing sufficient credit hours to be eligible the following fall.
   4. The Coordinator of Records: Academic Eligibility will send a report of all student-athletes who are not eligible at the end of the spring semester to the Associate Athletic Director for Compliance. The Associate Athletic Director for Compliance will then notify the Head Coach. It is the Head Coach’s responsibility to make certain that the student-athlete understands his/her eligibility status.

e. GPA Requirements
   In order to be eligible for competition, all student-athletes must meet the 2.0 minimum cumulative grade point average (GPA) standard required by Concordia University Irvine.
   1. Coordinator of Records: Academic Eligibility certifies GPA at the end of each semester. It is calculated based on the same method used by the institution for all student-athletes and includes all coursework normally counted by the institution in calculating the GPA.
   2. Coordinator of Records: Academic Eligibility notifies the Associate Athletic Director for Compliance and Faculty Athletics Representative of each student-athlete’s eligibility status and updates Banner with the current semester’s session and cumulative GPA.
   3. The Associate Athletic Director for Compliance notifies the Head Coach and the student-athlete if the minimum GPA requirement has not been met.
   4. It is the Head Coach’s responsibility to make certain that the student-athlete does not practice or compete if the standard has not been met.

f. Designation of Degree Program
   1. During the first 4 semesters of full-time enrollment, a student-athlete can use credit hours acceptable toward ANY degree program. After a student-athlete’s fourth semester of enrollment, he or she must have declared a specific degree program prior to the beginning of the next semester.
2. It is the student-athlete’s responsibility to declare a degree program no later than before the fifth semester of full time enrollment.

3. After the fifth semester, only courses attempted which count toward the student-athletes designated degree program may be used for determining eligibility.

4. Student-athletes who want to change their major must meet with Academic Advising. The Academic Advisor will update the graduation plan and enter the new major into Banner. Once the new major has been updated in Banner the Academic Adviser will email the Coordinator of Records: Academic Eligibility.

5. The Office of the Registrar documents all approved change of degree program decisions and confirms the change will not affect eligibility through the Coordinator of Records: Academic Eligibility. The new major will become effective the upcoming semester or term of attendance if the change takes place after the last day of Final exams until Census date of the following term. Otherwise the change will be delayed until the next term of attendance.

6. The Coordinator of Records: Academic Eligibility checks to verify if any student-athlete who has completed their 4th semester has not yet declared a degree program.

g. Progress-Toward-Degree

1. The Coordinator of Records: Academic Eligibility completes degree audits for all student-athletes prior to each semester to verify enrollment in progress toward degree credit hours including the 9-credit hour, 24-credit hour, 75/25 credit hour rule and designated degree program.

2. The Academic Advising Office follows up with high risk student-athletes to make sure they are registering for the right classes for the upcoming semesters.

3. The Athlete Academic Eligibility Certification Calendar is used to identify checkpoint due dates. The calendar is used by the Office of the Registrar to certify continuing eligibility for all student-athletes, identify those who have not met progress toward degree requirements, and identify those who “got well” during the previous semester.

h. Exceptions

1. The responsibility to determine if a student-athlete meets any of the exceptions listed below, resides with the Associate Athletic Director for Compliance, Faculty Athletics Representative and Coordinator of Records: Academic Eligibility. Exceptions may include:
   - Missed-Term Exception
   - Mid-Year Enrollee Exception
   - Non-recruited, Non-Participant Exception
   - Graduate-Student-Athlete Exception
   - 2 Year Non-Participation Exception
   - Medical Absence Waiver
   - International Competition
   - One-Time Transfer Exception
5. **USE OF SUMMER SCHOOL CREDIT HOURS**
   Student-athletes cannot use more than six semester credit hours of summer school coursework towards the annual 24 Progress Towards Degree credit hours needed to be eligible for intercollegiate competition from one year to the next. Transferable credit hours achieved at another institution may be used toward eligibility credit hours as long as the coursework satisfies Progress Toward Degree. The student-athlete should meet with an Academic Advisor and Coordinator of Records: Academic Eligibility to determine whether the course will transfer and meet Progress Toward Degree.

6. **CONCURRENT ENROLLMENT**
   a. Notification from the student-athlete, Compliance Office, or Academic Advising stating that a specific student-athlete is planning on enrolling in courses at another institution or in a summer course to meet eligibility requirements is received by the Coordinator of Records: Academic Eligibility.
   b. The Coordinator of Records: Academic Eligibility reviews the course and verifies that the course will be transferable to CUI and ensures that the course will meet progress-toward-degree (PTD).
   c. The Coordinator of Records: Academic Eligibility also confirms that the end date of the course is used to apply the course to the correct term for eligibility purposes.
   d. An email is sent to the student athlete informing them of the decision made.
   e. Emails and attachments are filed in the student athlete’s athletic file.

7. **TRANSFER ELIGIBILITY CERTIFICATION**
   a. 4-4 Transfers:
      1. After the “Permission to Contact/One-Time Transfer Exception” has been granted and the PSA has been placed into the NCAA Transfer Portal, the Associate Athletic Director for Compliance notifies the Head Coach that they may contact the transfer student-athlete and initiate the recruiting process. The Faculty Athletics Representative, Coordinator of Records: Academic Eligibility and Associate Athletic Director for Compliance will review all documents to determine viability of transfer of the prospective student-athlete based on eligibility status and seasons of eligibility used at end of last term at former institution. If the transfer prospective student-athlete is viable, then the Associate Athletic Director for Compliance will inform the coach of the viability of the transfer.
      2. The Head Coach is responsible for informing 4-4 transfer student-athletes that they must apply to the university, have official transcripts from each institution previously attended sent to the university, and complete a Historical Questionnaire.
      3. Those transfer student-athletes who attended an NAIA institution or Junior/Community College for at least 2 full-time semesters, who did not register with the NCAA Eligibility Center, must do so for Amateurism Certification.
      4. Upon receipt of a transfer student-athlete’s application and the submission of official transcripts to the institution, the Coordinator of Records: Academic Eligibility evaluates the transcripts,
confirms transferable degree credit hours, verifies terms of attendance, and calculates GPA in accordance with NCAA rules.

5. Upon receipt of a transfer student-athlete’s application and the submission of official transcripts to the institution, the Associate Athletic Director for Compliance confirms the results of information from the NCAA Eligibility Center about what other schools the transfer student-athlete has attended and compares them with the information provided by the student-athlete on the Historical Questionnaire. Associate Athletic Director for Compliance also sends a tracer to any institution the prospective student-athlete previously attended. A final tracer is requested in July. Once a final tracer is received a copy is sent to the Coordinator of Records: Academic Eligibility.

6. The Coordinator of Records: Academic Eligibility e-mails the Associate Athletic Director for Compliance and Faculty Athletics Representative indicating the transferable degree credit hours for the transfer student-athlete and updates ARMS.

7. The Faculty Athletics Representative and Coordinator of Records: Academic Eligibility confirm whether the transfer student-athlete is eligible or not, and updates ARMS. If the transfer student-athlete is found to be ineligible, the Associate Athletic Director for Compliance will inform the coach.

8. For transfers who are beginning their 5th full-time term, the Coordinator of Records: Academic Eligibility must ensure that the student-athlete has declared a major and is enrolled in courses that will count toward the designated degree program.

b. 2-4 Transfers:

1. The Head Coach is responsible for informing 2-4 transfer student-athletes that they must apply to the university, have official transcripts from each institution previously attended sent to the university, and complete a Historical Questionnaire.

2. Upon receipt of a transfer student-athlete’s application and the submission of official transcripts to the institution, the Coordinator of Records: Academic Eligibility evaluates the transcripts, confirms transferable degree credit hours, verifies terms of attendance, and calculates GPA in accordance with NCAA rules. Note: Specific attention needs to be paid to the calculation of GPA for 2-year college transfers because all courses that are transferable or would have been transferable, if the grades were higher, need to be included in the calculation of the 2-year college transfers GPA.

3. Upon receipt of a transfer student-athlete’s application and the submission of official transcripts to the institution, the Associate Athletic Director for Compliance confirms the results of information from the NCAA Eligibility Center what other schools the transfer student-athlete has attended and compares them with the information provided by the student-athlete on the Historical Questionnaire.

4. The Coordinator of Records: Academic Eligibility e-mails the Associate Athletic Director for Compliance and Faculty Athletics Representative indicating the transferable degree credit hours for the transfer student-athlete.

5. The Coordinator of Records: Academic Eligibility, Faculty Athletics Representative and Associate Athletic Director for Compliance confirm whether the transfer student-athlete is eligible or not.
6. For transfers who are beginning their 5th full-time term, the Coordinator of Records: Academic Eligibility must ensure that the student-athlete has declared a major and is enrolled in courses that will count toward the designated degree program.

7. All transfer student-athletes are required to certify amateurism through the Eligibility Center prior to attending Concordia University Irvine/participating in any team functions. 4-4 transfers do not have a 45-day grace period.

8. **FINAL CERTIFICATION PRIOR TO PRACTICE AND COMPETITION**
   a. The Head Coach is responsible for entering and maintaining all roster and prospective student-athlete information in ARMS. Ten days before practice begins or approximately August 1st/ January 5th (whichever occurs first for specific sport) the coach will confirm via e-mail, the first date of competition as stated on the Declaration of Playing Seasons form submitted to the Associate Athletic Director for Compliance. The Head Coach will also double check to make sure the ARMS roster list is complete and accurate. This list should include every current student-athlete on a given sport’s roster, whether eligible or ineligible (including those receiving an athletic scholarship and not participating) and how many seasons each student-athlete has used. When a coach wishes to ADD a student-athlete to his/her roster, he/she will immediately complete a Roster Change form in ARMS to notify the Associate Athletic Director for Compliance of the change. The Associate Athletic Director for Compliance will notify the Institutional Compliance Committee.

   b. The Coordinator of Records: Academic Eligibility tracks each student-athlete’s academic eligibility in ARMS and Banner. PacWest Eligibility Reports will be kept on file in the Office of the Registrar and in the Associate Athletic Director for Compliance Office. These forms will provide a specific academic historical record for eligibility purposes for each student-athlete.

   c. The Coordinator of Records: Academic Eligibility will certify all aspects of the student-athlete’s academic eligibility criteria (e.g. 9-hour requirement, 24-hour requirement, progress toward degree, 12-transferable credit hours per term at 2-year college, transfer GPA) for all student-athletes on the ARMS rosters. Once each sport’s individual student-athlete’s academic eligibility has been determined by the Coordinator of Records: Academic Eligibility, the data will be reviewed by the Associate Athletic Director for Compliance and Faculty Athletics Representative before marking final certification in ARMS and printing PacWest Eligibility lists for the conference office and the NCAA.

   d. The signed PacWest Conference eligibility form will be e-mailed to the conference office and copied to the Faculty Athletics Representative prior to outside competition for each sports team.

   The following form is completed electronically on ARMS:
   ROSTER CHANGE FORM

   The following form is completed electronically:
   PACWEST ELIGIBILITY REPORT
IX. EQUIPMENT AND APPAREL PROCEDURES

Equipment and apparel are the property of the institution and must be returned to inventory at the conclusion of each academic year or conclusion of the playing season.

- Student-athletes must be on the ARMS Roster in order to be issued equipment and/or apparel.
- The Head Coach or designee is responsible for completing an inventory form for each student-athlete. This inventory form must be accurate and current at all times and subject to an audit.
- This form will be approved by the Director of Athletics or designee and kept on file in the Compliance Office.
- On the initial issuance the student-athlete and coach must sign the inventory form indicating receipt of the equipment and apparel.
- If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the student-athlete’s inventory form and signed by the student-athlete and the coach.
- If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year/ conclusion of playing season, the student-athlete shall be held financially responsible and a hold will be placed on their Bursar account until they have paid for or returned the equipment.
- A student-athlete may retain athletics apparel, not equipment, at the end of the individual’s collegiate career, at the discretion of the Head Coach and with the approval of the Director of Athletics. (NCAA Bylaw 16.11.1.5)
- 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, hockey sticks, ball, shirts) 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.

1. DONATION OF EQUIPMENT POLICY

Concordia University Irvine is permitted, per NCAA Bylaw 13.15.1.6.1, to provide used athletics equipment to a high school or a bona fide youth organization (e.g., the YMCA, YWCA, Boy Scout troops, Girl Scout troops, a summer recreation league) that may consist of some prospective student-athletes. Donation of all equipment must receive prior written approval by the Director of Athletics.

The following forms are completed electronically on ARMS: EQUIPMENT DONATION FORM

The following form is submitted as a hard copy and is in Appendix B: ISSUE AND RETRIEVAL FORM
X. **FINANCIAL AID**

Monitoring of financial aid limits and requirements is the responsibility of the Director of Financial Aid. Student-athletes may not receive athletically related financial aid over a full grant-in-aid, which includes tuition, fees, room, board, and books. A student-athlete may receive other non-countable financial aid unrelated to athletic ability up to the full cost of attendance or the value of a full grant-in-aid plus aid that is permissible by federal regulations. Loans and work study are NOT countable in financial aid limits under NCAA regulations. It is the responsibility of the Head Coach and the Associate Athletic Director for Compliance to monitor the individual team limits for financial aid.

1. **INITIAL ATHLETIC GRANT-IN-AID (AGIA) TO NEW STUDENT-ATHLETES**
   a. The Director of Athletics reviews scholarship budgets for each sport for the following academic year with each team’s Head Coach to determine available funds for returning student-athletes and potential available funds for new entering class.
   b. The Head Coach of each sport is responsible for verifying, with the Director of Athletics, that sufficient funds are available for awards and for monitoring the permissible number of equivalencies in his or her sport. The Director of Financial Aid is responsible for monitoring awards and team equivalency limits.
   c. The Head Coach must complete an Athletic Grant-in-Aid (AGIA) Request Form via ARMS. The form is then reviewed and approved by the Associate Athletic Director for Compliance and the Director of Athletics. Final approval is given by the Financial Aid office.
   d. The Associate Athletic Director for Compliance verifies that the prospective student-athlete is registered with the NCAA Eligibility Center, is on the IRL and the institution has transcripts.
   e. The Associate Athletic Director for Compliance adds the prospective student-athlete to the scholarship spreadsheet which is a shared document between Compliance, the Head Coach and the Financial Aid office. The Financial Aid office enters any additional information into the scholarship spreadsheet such as other non-athletic financial aid.
   f. Once the scholarship spreadsheet is updated, the Financial Aid Office verifies individual and team equivalencies to ensure compliance.
   g. The Financial Aid Office will post the scholarship award to the prospective student-athlete’s account at a point in time consistent with all financial aid awards in Banner.
   h. The Financial Aid office prepares and signs two copies of the AGIA award letter and returns them to the Compliance Office.
   i. Once the AGIA has been approved and signed by the Financial Aid Office, the Associate Athletic Director for Compliance generates a National Letter of Intent or Institutional Letter of Intent and has the Head Coach and Athletic Director sign both the award letter and Institutional Letter of Intent (ILI), or National Letter of Intent (NLI).
j. The Compliance Office sends all copies of ILI/NLI agreement and AGIA award letter to the student-athlete and his/her parents. The Associate Athletic Director for Compliance will notify the Coach when all documents are ready for mailing and/or electronically sent. If the Coach wants to Fed Ex the ILI/NLI or AGIA the Coach will be responsible for mailing the documents.

k. The prospective student-athlete and parents (if the prospective student-athlete is under 18 for AGIA and under 21 for the NLI) must sign all copies of each agreement and return one copy of the AGIA award and one copy of the ILI/NLI to the Athletic Office.

l. Once the AGIA/ILI has been returned, one copy will be scanned and kept in the Financial Aid Office and the original will be scanned and uploaded to the student-athletes profile in ARMS. If the prospective student-athlete is signing an NLI, the NLI must be returned within 14 days in order to be uploaded to the NCAA. The Associate Athletic Director for Compliance will track dates (submitted to student-athlete, returned to the institution, submitted to conference office (once applicable) to ensure proper administration of the ILI/NLI.

m. Athletic Aid will not be disbursed until the Financial Aid office has verification from the Associate Athletic Director for Compliance and Coordinator of Records: Academic Eligibility that the prospective student-athlete is eligible.

2. RENEWAL OF ATHLETIC SCHOLARSHIPS TO RETURNING STUDENT-ATHLETES
All returning student-athletes must be sent a letter or Athletic Grant-in-Aid from the Financial Aid Office regarding their Athletic Scholarship for the subsequent year on or before July 1st.

This letter/ Athletic Grant-in-Aid will inform each returning student-athlete if their aid will be increased or renewed at the same rate, cancelled or decreased. The Financial Office annually reviews countable and non-countable aid for any exemption changes and updates individual and team equivalencies if any changes occur. Every student-athlete whose aid has been reduced or cancelled has the opportunity, under NCAA rules, to appeal this decision to the Financial Aid Appeals Committee.

a. All Head Coaches will submit to the Associate Athletic Director for Compliance, an email and/or submit a reduction, cancellation or increase form to ARMS indicating who the Head Coach is planning to renew at the same rate, reduce to another rate, cancel, or increase for the following academic year. Emails are due by March 1st for fall sports (soccer, women’s volleyball, men’s water polo), April 15th for winter sports (basketball, swim) and June 1st for spring sports (softball, baseball, men’s lacrosse, tennis, track, men’s volleyball, women’s water polo).

b. All renewals including increases or decreases to current athletic scholarships must be approved by the Associate Athletic Director for Compliance and Director of Athletics within one week of the March 1st, April 15th or June 1st deadlines. Any changes after the deadlines will need to be submitted via a subsequent form in ARMS indicating any changes and will only be approved by the Director of Athletics in very rare circumstances (such as a student-athlete decides he/she is not returning in the fall). If the Director of Athletics does not approve the Head Coach’s recommendations for awards, then the coach may request a meeting with the Director of Athletics to discuss the decision.
c. For all reductions and cancellations, the Head Coach must submit a Reduction/Cancellation form via ARMS to the Associate Athletic Director for Compliance and the Director of Athletics explaining the justification for recommending reduction or cancellation of the student-athlete’s scholarship. Without this documentation, all requests for reduction or cancellation will be denied. This documentation will be reviewed by the Director of Athletics for approval. If the recommendation is approved, the “Reduction/Cancellation and Appeals/Non-Renewal” process below will be initiated.

d. The Associate Athletic Director for Compliance will use the email from the Head Coach as an electronic signature and will place the renewals and increases into the 2nd tab of the team’s scholarship spreadsheet. Once the Associate Athletic Director for Compliance and the Director of Athletics approve the renewals/increases and sign on the 2nd tab, the Financial Aid Office will review and update the scholarship spreadsheet. The Financial Aid Office will also review and approve renewal of non-athletic aid (if applicable).

e. The Financial Aid Office will send out, if applicable, reduction letters, and submit the AGIA award letter to all student-athletes through ARMS, who had received an Athletic Scholarship the prior year, by the July 1 deadline. The Financial Aid Office will also send out non-renewal and cancellation by the July 1st deadline.

f. The student-athlete must approve the AGIA award on ARMS.

g. Once the AGIA has been approved, one copy will be scanned and kept in the Financial Aid Office and the original will be uploaded to the student-athletes profile in ARMS. Once received by the Athletic Department, the Head Coach will be notified that the student-athlete has accepted the renewal offer. A copy of the AGIA award can be provided to the Head Coach upon request.

h. The Financial Aid Office will post the scholarship award to the student-athlete’s account after the signed copy of the AGIA has been received and will enter the information in Banner in order to process Financial Aid Report.

3. REDUCTION/CANCELLATIONS AND APPEALS PROCEDURE

It is NCAA policy that institutional aid, based in any degree on athletic ability, may not be reduced or cancelled during the period of the award, however aid may be reduced or canceled during the period of the award if the recipient:

a. Renders him or herself ineligible for intercollegiate competition; or

b. Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or

c. Engages in serious misconduct warranting substantial disciplinary penalty; or

d. Voluntarily withdraws from a sport at any time for personal reasons; or
e. Violates any other conditions in the Athletic Scholarship (e.g. team rules)

Any such reduction or cancellation of aid will be approved only if such action is taken for proper cause and written documentation is submitted to the Associate Athletic Director for Compliance and the Director of Athletics.

a. The Head Coach recommends to the Director of Athletics via ARMS Reduction/Cancellation form that a student-athlete’s athletic financial aid be reduced, cancelled, or not renewed.

b. The Director of Athletics will review the Head Coach’s recommendation with the Associate Athletic Director for Compliance. The Director of Athletics will decide whether to approve or deny the Head Coach’s recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the student-athlete’s athletic financial aid will not be cancelled, reduced, or not renewed. If a non-renewal request is denied, the aid will be renewed at the same rate as the previous academic year.

c. If the recommendation is approved, the Associate Athletic Director for Compliance and the Director of Athletics will approve the form in ARMS to notify the Financial Aid Office that a student-athlete’s athletic financial aid award be reduced, cancelled, or not renewed.

d. The Director of Athletics will also notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform the student-athlete of the decision. The Head Coach will advise the student-athlete of the appeal process and direct the student-athlete to the Student-Athlete Handbook.

e. The Financial Aid Office shall send written notification of the reduction/cancellation to the student-athlete and also notify the student-athlete about the opportunity for an appeal hearing. The student-athlete shall have 14 business days upon the date of issuance of this letter to respond, in writing, to the Financial Aid Office to formally request a hearing.

f. A late notification from the student-athlete, or failure to submit a written request for a hearing, shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination to cancel or reduce the athletic grant-in-aid shall be made final and binding.

g. Upon receiving a written request for the hearing from the student-athlete, the Financial Aid Office will email the student-athlete with detailed appeal procedure instructions. The Financial Aid Appeals Committee shall conduct the hearing within 30 consecutive calendar days of the written request. The student-athlete and the Athletic Department shall receive written notification as to the time, date, and location of the hearing. The Financial Aid Appeals Committee, comprised of five members of the Leadership Council and the Financial Aid Office, shall preside over this hearing and make the final determination. The committee members include Vice President & Chief Financial Officer, Senior Vice President & Provost, Associate Vice President of Student Affairs & Dean of Students, Director of Financial Aid, and the Financial Aid Assistant Director.

1. At this hearing, the student-athlete and the Athletic Department shall be allowed an opportunity to present their case regarding the reduction or cancellation of athletics aid. Either party is permitted to present witnesses and/or documents to the committee that may support their position.
h. At the conclusion of the hearing, the Financial Aid Appeals Committee shall have 24 hours to render a final decision as to the status of athletics aid. Both the Athletic Department and the student-athlete shall be informed of this decision in writing. This decision shall be final and not subject to appeal.

4. **NON-INSTITUTIONAL OUTSIDE FINANCIAL AID**

All student-athletes must report any outside financial aid to the Associate Athletic Director for Compliance. If a student-athlete is receiving any non-institutional outside financial aid, the aid will be reviewed with the Financial Aid Office to ensure that applicable outside aid is counted toward individual and team equivalencies. The student athlete must fill out the Outside Financial Aid Scholarship Form and submit it to the organization(s) that have awarded the outside aid. Once that form has been submitted with the completed information from the outside organization, the Financial Aid Office will review the aid to determine whether it is countable or non-countable aid.

The following forms are completed electronically on ARMS:
- ATHLETICS GRANT-IN-AID AND INSTITUTIONAL LETTER OF INTENT REQUEST
- REDUCTION AND NON-RENEWAL OF ATHLETICS GRANT-IN-AID REQUEST
- INCREASE OF ATHLETICS GRANT-IN-AID REQUEST
- ATHLETICS GRANT-IN-AID

The following forms are completed in hard copy format and can be found in Appendix C-H:
- ATHLETICS GRANT-IN-AID CANCELLATION NOTIFICATION LETTER
- ATHLETICS GRANT-IN-AID REDUCTION NOTIFICATION LETTER
- ATHLETICS GRANT-IN-AID RENEWAL LETTER
- NATIONAL LETTER OF INTENT
- INSTITUTIONAL LETTER OF INTENT
- INSTITUTIONAL LETTER OF INTENT COVER LETTER
- OUTSIDE FINANCIAL AID SCHOLARSHIP FORM

**XI. MALE PRACTICE PLAYERS**

Female sports are permitted to use male practice players who meet all the following qualifications:

- The male student must be a current student listed on the women’s team Eligibility Report
- The male student must be a non-scholarship student
- The male student must be enrolled full-time during the term that he practices with a women’s team.
- Additional guidelines concerning male practice players for women’s sports are the following:
  - Each male practice player may only practice up to the number of hours in that specific teams current playing season
  - 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 maximum number of male practice players practicing at the same time with a women’s team shall be determined upon the number of players needed to scrimmage for each sport. The maximum numbers are the following:

- Women’s basketball – 3 male practice players
- Women’s soccer – 6 male practice players
- Women’s softball – 5 male practice players
- Women’s volleyball – 3 male practice players

1. **PROCEDURES**

The procedures for male practice players for female sports are the following:

a. The Head Coach is responsible for notifying the Associate Athletic Director for Compliance and Faculty Athletics Representative via e-mail of the names and phone numbers of any male student-athletes who they recommend to serve as male practice players.

b. The Head Coach is responsible for coordinating an eligibility meeting for potential male-practice players with the Associate Athletic Director for Compliance.

c. The Head Coach notifies prospective male-practice players about date and time of meeting.

d. All male practice players are required to complete NCAA required paperwork and attend a compliance eligibility meeting with the Associate Athletic Director for Compliance prior to engaging in practice sessions with a women’s team. During the compliance meeting male practice players fill-out the Male Practice Player Certification Form.

e. Once the Faculty Athletics Representative certifies male practice players for practice, the Associate Athletic Director for Compliance is responsible for adding them to the squad list and sending an email confirmation to Head Coach.

f. The Head Coach is responsible for ensuring that male practice players practice no more than 2 days per week with the women’s team.

g. 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.

h. A male student or male student-athlete who is serving an academic year in residence as a non-qualifier may not participate in practice sessions with a women’s team.

i. Nor is it permissible for the following to be provided by the institution to male students for practicing with the women’s team(s)

1. Financial assistance, including room and board, tuition and fees, and books
2. Awards and benefits as described in Bylaw 16 of the NCAA Division II Manual, including transportation or other benefits of away competition
3. Room and board to remain on campus during a vacation period to participate in practice sessions with a women’s team
4. It is permissible for an institution to provide practice apparel to male students for the purpose of practicing with a women’s team.

The following forms are completed electronically on ARMS:
CERTIFICATION OF MALE PRACTICE PLAYERS WITH WOMEN’S TEAMS FORM

XII. MEDICAL HARDSHIP WAIVERS
If there is reason to believe a student-athlete may be eligible for a medical hardship waiver, the Head Athletic Trainer works with the Associate Athletic Director for Compliance to assess whether the student-athlete is in fact eligible for a medical hardship waiver. If the student-athlete meets the conditions for the waiver, the following process ensues.

1. PROCEDURE
   a. The Head Athletic Trainer gathers all pertinent medical documentation, including a physician’s assessment of the student-athlete’s incapacitating injury or illness. This information, along with a draft of the PacWest Conference Hardship Waiver form, is passed along to the Associate Athletic Director for Compliance for review.
   b. The Associate Athletic Director for Compliance reviews the waiver and the attached documentation and contacts the Head Athletic Trainer with any questions or concerns.
   c. The Associate Athletic Director for Compliance does a final review and submits to the Conference Office prior to the deadline.
   d. If the waiver is approved, the Associate Athletic Director for Compliance receives a notification from the Conference Office. Associate Athletic Director for Compliance notifies the Director of Athletics, Faculty Athletics Representative, Head Coach, Head Athletic Trainer and Sports Information Director. All will make appropriate notes of seasons of eligibility used for the student-athlete, with the Associate Athletic Director for Compliance maintaining the central, department-wide participation record.

Any other medical documents, operation report(s), surgery report(s), or emergency room document(s) that describe severity of injury/illness and/or time of incapacitation complete required signature section.

The following form is completed in hard copy format and can be found in Appendix I-J:
PacWest ELIGIBILITY PETITION
PacWest CONFERENCE MEDICAL HARDSHIP CHECKLIST

XIII. MISSED CLASS TIME PROCEDURES / GAME SCHEDULING PROCEDURES
Student-athletes are expected to attend class. Each instructor may determine their own class attendance policy including the effect, if any, of missing classes on a student’s course grade. Each instructor’s attendance policy
must be stated in writing in the course syllabus and communicated to students in a clear manner at the beginning of each academic term. Since class attendance may have an effect on a student’s financial aid eligibility and enrollment status, instructors are required to keep records of student attendance and may be asked to present these records at any time during the term. If a student’s class attendance is poor, instructors are strongly urged to send an Academic Warning whether or not their class attendance policy penalizes students for missing class.

At the beginning of each season, coaches give each student-athlete the Class Conflict Letter which outlines any missed class time that will occur during the semester due to team travel. Student-athletes provide a hard copy of this letter to their professors as well as send them an electronic copy via email.

1. **GAME CONTRACTS**
   Game schedules are not official until a contract is implemented. Details of game contracts should include time of competition, location, game guarantees if applicable, and any other pertinent information. Once the schedule is approved by the Director of Athletics, the game contracts can be submitted. The game contracts are to be sent approximately 12 weeks prior to game. The contract is to be signed by the Director of Athletics at Concordia University Irvine and sent to the Director of Athletics of the opposing school and returned for our records. The original is kept in the Athletic Office.

   Contracts need to be completed well before the season begins so that the Athletics Administration can begin preparations. A game contract does not eliminate the possibility of a forfeit, but provides information for action if a game is canceled.

2. **SCHEDULE APPROVAL**
   Conference schedules will be given to the coach as soon as they are approved by the Athletic Directors. Once the schedule is approved, the coach then adds the non-conference games to the schedule and have the final schedule approved by the Director of Athletics. A form is provided to clarify exactly what information is needed and must be filled out completely including the number of days/classes missed for each contest and the time of team departure.

3. **ATHLETIC EVENT CHANGE FORMS**
   All coaches must submit this form whenever a change in their teams approved athletic schedule occurs. The following is the sequence in which the form is sent for approval via e-mail:

   a. Coach sends the Event Change Form to Sports Information Director
   b. Sports Information Director sends to Head Athletic Trainer
   c. Head Athletic Trainer sends to Associate Athletic Director for Compliance
   d. Associate Athletic Director for Compliance sends to University Services
   e. University Services then will send to Director of Athletics
   f. PacWest Conference *game change forms must be signed by the home and away Athletic Director’s and the PacWest Office. (All PacWest forms are on the PacWest website)
XIV. OUTSIDE EMPLOYMENT

1. STUDENT-ATHLETE EMPLOYMENT

a. Academic Year:
   1. The Associate Athletic Director for Compliance will review NCAA regulations governing student-athlete employment, and all required employment monitoring procedures to be completed by student-athletes, during the mandatory meeting each fall.
   2. The student-athlete must complete a Student-Athlete Employment Form. 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 Associate Athletic Director for Compliance will review the Student-Athlete Employment Form and will sign the form indicating that all steps have been completed by the student-athlete.
   4. The Associate Athletic Director for Compliance will provide the student-athlete with a copy of the signed agreement and will keep the original on file in Compliance Office.

b. Summer Break:
   1. Prior to summer break, all student-athletes will be asked to fill out a Student-Athlete End-of-Year Information Form indicating where he or she will be living over the summer, whether or not the student-athlete intends to work over the summer, and whether or not the student-athlete has already obtained a job. If the student-athlete has already obtained a job, the student-athlete will be asked to complete employment information on the information form.
   2. The Associate Athletic Director for Compliance will keep on file all Student-Athlete End-of-Year Information Forms and maintain a master list of student-athletes’ employment status.
   3. At the first-of-the-year team meetings, student-athletes will be asked to complete a section within the student packets entitled Student-Athlete Employment Form for the summer. The Associate Athletic Director for Compliance will compare the Student-Athlete Employment Form with the Student-Athlete End-of-Year Information Form.

2. TEAM MANAGERS

Concordia University Irvine permits the use of team managers so long as they abide by institutional guidelines and NCAA regulations. It is not permissible for a student-athlete who is ineligible for any reason to serve as a team manager. Although it is permissible for a male student to serve as a team manager for a women’s team, the individual’s duties should be limited to those traditionally performed as managers. It is not permissible to place a male student in the position of a manager for the purpose of practicing or traveling with the women’s team (See Male Practice Player section of the Athletics Compliance Manual for the proper procedure). Student managers at Concordia University Irvine will be required to maintain a high
level of academic performance and are expected to positively represent Concordia University Irvine Athletics during their tenure as manager.

a. Procedure:
   1. The Head Coach is responsible for receiving the Director of Athletics approval of a team manager position and notifying the Associate Athletic Director for Compliance of the names and phone numbers of any students they would like to use as team managers. If the team manager is receiving athletics grant-in-aid, the standard athletics grant-in-aid procedures are followed (See Financial Aid section of the Athletics Compliance Manual).
   2. The Head Coach is responsible for monitoring the student manager’s actions in accordance with NCAA legislation.

3. COACHES AND STAFF OUTSIDE INCOME
   All members of the Athletics Department are required to disclose to the Director of Athletics all athletically related income and benefits from sources outside the institution. The University reserves the right to request information regarding outside income. This includes the following:

   a. Sports camps/clinics
   b. Club Organizations, AAU teams, ODP
   c. Housing benefits
   d. Club memberships
   e. Complimentary tickets
   f. Television or radio appearances
   g. Endorsements or consultation contracts with athletic shoe apparel or equipment manufactures
      Coaches and staff members are required to complete a disclosure form annually.

The forms below are completed electronically in ARMS:
STUDENT-ATHLETE OUTSIDE EMPLOYMENT FORM
ATHLETICALLY RELATED INCOME FORM
PRIVATE LESSON APPROVAL
FUNDRAISING REQUEST FORM
LOCAL SPORTS CLUB INFORMATION FORM
STUDENT-ATHLETE SUMMER INFORMATION FORM
STUDENT-ATHLETE OUTSIDE EMPLOYMENT FORM
XV. PLAYING AND PRACTICE SEASONS PROCEDURES

The Compliance Office is responsible for monitoring the playing and practice seasons of all sports. This includes monitoring playing season declarations, athletically-related activities, practice hours in-season and out-of-season, and number of contests.

Head Coaches are responsible for completing and submitting Playing Season Declarations to the Compliance Office as described below. Changes are permitted but must be submitted in advance. All documentation is kept on file in the Compliance Office.

Head Coaches are also responsible for completing and submitting all documentation of countable athletically related activities.

Bylaw 17 of the NCAA Division II Manual fully describes all rules pertaining to playing and practice seasons, including sport specific regulations.

1. DECLARATION OF PLAYING SEASON

The Head Coach will complete and submit the Declaration of Playing Season to the Compliance Office in June for the following academic year. Coaches must meet with the Compliance Office to verify that their dates are within boundaries set by the NCAA and the season is then set in ARMS.

The dates and times proposed by the Head Coach must be approved by the Compliance Office for adherence to rules, and confirmed in consultation with the Director of Athletics and Head Athletic Trainer.

Any request for change of a previously approved competition schedule must be formally submitted via a Schedule Change Form and approved by the appropriate entities.

Any changes to practice days must be emailed to the Associate Athletic Director for Compliance for approval prior to the desired change.

a. Playing Season
   
   This time period includes both championship and non-championship or non-traditional seasons. All athletic activities shall be limited to a maximum of four (4) hours per day and twenty (20) hours per week.
   
   Rules require one day off per seven-day period Monday to Sunday (except during conference, postseason or NCAA championships).
   
   The non-championship segment for Baseball, Beach Volleyball, Cross Country, Soccer, Softball, Tennis and Women’s Volleyball shall be limited to a maximum of 4 hours of athletic activities per day and 15 hours per week during a 45-consecutive calendar day period.
   
   Rules require 2 days off per seven-day period Monday to Sunday.

b. Outside of Playing Season
   
   Required athletically related activities are limited to weight training, conditioning and individual skill instruction. A maximum of eight (8) hours per week are permitted, with no more than four hours devoted to skill instruction. (Some sports have greater constraints.) Two (2) days off per seven-day
period Monday to Sunday are required. All athletically related activities are prohibited from one week prior to the beginning of final exams through the end of the final exam period.

c. Additional Guidelines
1. All competition counts as three (3) hours regardless of actual length.
2. Practice may not occur at any time after competition, unless between tournament games or double-headers.
3. A student-athlete may not participate in any countable athletically related activities outside of the playing season during any vacation period (academic year or summer).
4. No student-athletes shall participate in any voluntary athletically related activities on campus during the NCAA Winter Break unless the facility is open to the general student body.
5. No competition or transportation to competition shall take place during the NCAA Winter Break.

d. Countable Athletically Related Activities
The following are representative of activities considered countable athletically related for the purpose of practice hour limitations:
1. Practice (no more than four hours per day)
2. Athletic meetings with a coach that are initiated or required by the coach
3. Competition (counts as 3 hours regardless of actual length)
4. Field, track, pool, or on-court activities
5. Setting up offensive and defensive alignments
6. Required weight training and conditioning activities
7. Required participation in camps/clinics
8. Visiting the competition site in cross country
9. Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
10. Discussion or review of film
11. Participation in a physical activity class for student-athletes only and taught by athletics staff
12. Participation in clinics in which student-athletes and coaches are both present

e. Non-Countable Athletically Related Activities
The following activities are not considered countable athletically related activities for the purpose of practice hour limitations.
1. Compliance meetings
2. Meetings with a coach that are initiated by the student-athlete
3. Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
4. Study hall, tutoring, or academic meetings
5. Student-athlete advisory committee (SAAC) meetings
6. Voluntary weight training not conducted by a coach, no attendance taken
7. Voluntary sport-related activities, no attendance taken, no coach present
8. Traveling to/from the site of competition
9. Training room activities
10. Recruiting activities (e.g., student host)
11. Training table meals
12. Attending banquets
13. Fund-raising activities or public relations/promotional activities or community service project

f. CARA Logs

Head Coaches are responsible for monitoring and logging all practices, competitions and any other athletically-related activities. Countable Athletically Related Activities (CARA) logs are to be completed each week for this documentation. The practice week is defined as Sunday through Saturday, or as declared by a coach, in conjunction with the Compliance Office.

1. Head Coaches are responsible for indicating sport, dates, the activities, and duration, and the student-athlete participation information. All CARA logs are submitted electronically through ARMS by Tuesday morning at 9 a.m. At that time the form is reviewed by the Compliance Office and either approved or sent back to the coach to review. Practice logs are then reviewed by the SAAC member on each team for student-athlete approval. This process is done without the coaches’ knowledge or input, and the student-athletes then approve, deny or submit a written response to the log provided by the coach.

2. Practice Log Audits

The Compliance Office will audit Practice Logs weekly to ensure proper hours are being maintained for each team throughout the academic year. The Head Coach will be notified of incomplete logs and expected to finalize them within 24 hours.

The Director of Athletics is notified when forms are missing or persistently incomplete or inaccurate.

In addition, the Associate Athletic Director for Compliance will check CARA logs once monthly against facility requests, and the Head Athletic Trainer will monthly check their AT logs against the CARA logs as well. The weeks not being checked by the above mentioned staff are checked and verified by random, in-person, checks done by the Compliance Office. All verified information is sent to the Compliance Office once weekly checks are complete.

The Compliance Office will notify the Director of Athletics and follow up with each coach whose log is presented with a seeming inaccuracy per the information provided by our weekly checks from student-athletes, facility requests, in person checks, or Athletic Training logs.

g. Voluntary Activities

1. In order for any athletic activity to be considered voluntary, all of the following conditions must be met:
   - Student-athletes must not be required to report back to any coach or athletic staff and no coaches can observe the activities.
   - The activity must be initiated and requested by the student-athlete, and then a coach or staff member can arrange facility times.
   - Student-athlete attendance (or lack thereof) may not be recorded.
• Student-athletes cannot be penalized or rewarded for attending or not attending the activities.

h. Participation Record
   1. At the close of the season the Head Coach is responsible for reviewing the complete statistical record for the season and identifying all participants, non-participants, medical hardships, student-athletes who have quit the team, and/or any corrections that need to be made.
   2. The Participation Record shall be submitted to the Compliance Office within two weeks of the close of the season for corroboration with Sports Information Director, Athletic Training, and approval of the Director of Athletics.

XVI. RECRUITING

1. RECRUITING DEFINITIONS
   a. Contact
      A contact is any face-to-face encounter between a prospect or the prospect’s relatives or legal guardian(s) and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged (e.g., positions himself/herself in a location where contact is possible) or that takes place on the grounds of the prospect’s educational institution or at the site of organized competition or practice involving the prospect or the prospect’s high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of whether any conversation occurs. However, an institutional staff member or athletics representative who is approached by a prospect or the prospect’s relatives or legal guardian(s) at any location shall not use a contact, provided the encounter was not prearranged and the staff member or athletics representative does not engage in any dialogue in excess of a greeting and takes appropriate steps to immediately terminate the encounter.

   b. Evaluation
      Evaluation is any off-campus activity designed to assess the academic qualifications or athletics ability of a prospect, including any visit to a prospect’s educational institution (during which no contact occurs) or the observation of a prospect participating in any practice or competition at any site.

   c. Prospective Student-Athlete
      A prospective student-athlete is a student who has started classes for the ninth grade. In addition, a student who has not started classes for the ninth grade becomes a prospective student-athlete, if the institution provides such an individual (or the individual’s relatives or friends) any financial assistance or other benefits that the institution does not provide to prospective student-athletes generally. An individual remains a prospective student-athlete until one of the following occurs (whichever occurs earlier):
1. The individual officially registers and enrolls in a minimum full-time program of studies and attends classes in any term of a four-year collegiate institution’s regular academic year (excluding summer); or
2. The individual participates in a regular-squad practice or competition at a four-year collegiate institution.

d. Recruited Prospective Student-Athlete
   Actions by staff members or athletics representatives that cause a prospect to become a recruited prospect at that institution are:
   1. Providing the prospect with an official visit;
   2. Having an arranged, in-person, off-campus encounter with the prospect or the prospect’s relatives or legal guardian(s);
   3. Initiating or arranging a telephone contact with the prospect, the prospect’s relatives or legal guardian(s) on more than one occasion for the purpose of recruitment; or
   4. Issuing a National Letter of Intent or the institution’s written offer of athletically related financial aid to the prospect.

e. Telephone Calls
   1. All electronically transmitted human voice exchange (including video conferencing and video phones) shall be considered telephone calls

f. Telephone Calls During Conduct of Athletics Contest
   1. Telephone calls to a prospect [or the prospect’s relatives or legal guardian(s)] may not be made during the conduct of any of the institution’s intercollegiate athletics contests in that sport until the competition has concluded and the team has been dismissed by the coach.

g. Visits to a Prospect’s Educational Institution
   1. Visits to a prospect’s educational institution that will occur during that portion of the day when classes are being conducted for all student-athletes must receive the approval of the executive officer (or the executive officer’s designated representative) of the prospect’s educational institution.

h. Practice or Competition Site
   1. Recruiting contact may not be made with a prospect prior to any athletics competition in which the prospect is a participant during the day or days of competition, even if the prospect is on an official or unofficial visit.
   2. Contact includes the passing of notes to a prospective by a third party on behalf of an institutional staff member. Contact shall not be made with the prospect as follows:
      • At any site prior to the contest on the day or days of competition;
      • From the time the prospect reports on call and becomes involved in competition-related activity to the end of the competition; and
• After the competition, including competition that requires more than one day of participation (e.g., a tournament), until the prospect is released by the appropriate institutional authority and departs the dressing and meeting facility.

• Monitoring the recruitment of prospective student-athletes is the responsibility of each Head Coach and the Associate Athletic Director for Compliance. The Associate Athletic Director for Compliance will conduct monthly checks of recruiting documentation. Such documentation must be kept on file for seven years.

• Please refer to Bylaw 13 in the Division II NCAA Manual for the definition and applications of recruiting rules and Representatives of Athletics Interests.

2. COACHES CERTIFICATION CURRICULUM

According to NCAA rules, all coaches, graduate assistants, and volunteers are required to pass the yearly Coaches Certification Curriculum. All six courses must be successfully completed in order to be certified to recruit off campus or to direct, observe or supervise countable athletically related activities during the certification period. If any other athletics department staff is going to be engaged in practice, competition (CARA hours) off-campus recruiting, those individuals must also pass the test.

The Coaches Certification Curriculum procedures are as follows:

a. The Associate Athletic Director for Compliance will add all coaches, graduate assistants, and volunteers to the NCAA (myApps) and give them access to the NCAA Learning Portal.

b. The Associate Athletic Director for Compliance will assign all coaches, graduate assistants, and volunteers to the Coaches Certification Curriculum for that certification period. Coaches can access Division II University through the single-source sign-on application, NCAA Learning Portal, and the system will track which courses have been completed.

c. The curriculum includes six modules that will be required for the 2020-21 coaches certification period, as follows: (1) Health and Safety: Sleep; (2) Eligibility: Progress-Toward-Degree; (3) Eligibility – Two-Year College Transfers; (4) Recruiting – Official Visits; (5) Recruiting – Publicity; and (6) Bylaw 17 and Life in the Balance.

d. The modules can be completed by the coaches on their own time with instructions provided by the NCAA. Each course will include a five-question test the coach must pass to successfully complete the course. If a coach has previously taken one or more of these courses, they will have to retake the course again before taking the test.

e. All five questions must be answered correctly to pass the test. If a coach fails the test, he or she will have to wait 24 hours to retake the course and test that was failed.

f. The Compliance Office will update the shared Google Doc to reflect the coaches who are properly certified to participate in CARA hours and recruit for the year.

g. The Coaches Certification Curriculum must be completed by August 1st.
3. **RECRUIT IDENTIFICATION**

   a. The Head Coach is responsible for:
      1. Placing all prospective student-athletes in ARMS.
      2. Informing the Associate Athletic Director for Compliance of each new prospect. The Associate Athletic Director for Compliance enters each new prospect on the Institutional Request List (IRL).
      3. Emailing the recruit a historical questionnaire to obtain important information as soon as possible. This information will be automatically uploaded into ARMS.

   b. Early communication with a prospective student-athlete must include:
      1. Information regarding acceptable recruiting practices in NCAA Division II and penalties for violations.
      2. Information regarding the organized-competition legislation (14.2.4.2).
      3. Information regarding the NCAA Eligibility Center.

4. **TELEPHONE CALLS**

   a. Procedures for telephone recruiting calls are as follows:
      1. The Head Coach is responsible for logging the initial phone call and every additional phone call of significance (scholarship offer, roster spot, etc.) within 24 hours of the time the phone call was made, using the recruiting module of ARMS.

5. **RECRUITING OFF CAMPUS**

   Before engaging in any kind of recruiting activities off-campus, the Head Coach is required to abide by the following procedures:

   a. The Coach must complete a Recruiting Travel Pre-Approval form on ARMS and have the form approved by the Associate Athletic Director for Compliance at least 48 hours prior to visit. Emergency situations should be the exception, not the rule and will be dealt with on an individual basis. Coaches are expected to plan ahead and avoid last minute requests.

   b. The Coach must use their university issued credit card to pay for expenses. If cash is needed a check request must be submitted to the Assistant Athletic Director, Development and Operations. All cash purchases are subject to approval – as any other purchase – and receipts are required. Receipts and any cash that is left from the check request must be returned to the business office.

   c. Within 3 days of returning to campus from recruiting activities, the Coach must submit to the Assistant Athletic Director, Development and Operations all receipts and a completed Expense Report with receipts.

   d. The Assistant Athletic Director, Development and Operations verifies with the Associate Athletic Director for Compliance that a Recruiting Travel Pre-Approval form was submitted and compares the Expense Report and receipts to the approved Recruiting Travel Pre-Approval Form to see if they match.
e. The Assistant Athletic Director, Development and Operations files copies of all receipts.

6. CONTACTS AND EVALUATIONS
   Procedures for contacts and evaluations are as follows:
   a. All Coaches are responsible for knowing the specifics of their respective sports’ recruiting calendars and abiding by the recruiting calendar in all recruiting activities.
   b. Coaches are responsible for contacting the Associate Athletic Director for Compliance with questions regarding a particular recruiting calendar.
   c. Once the Associate Athletic Director for Compliance has approved the Recruiting Travel Pre-Approval Form, the Head Coach and assistant coach are responsible for monitoring all recruiting activities involving off-campus contacts by all coaches certified to recruit off-campus for that sport.
   d. The Head Coach and assistant coach are required to maintain documentation regarding which prospective student-athletes (PSA) the coaching staff sees during an off-campus recruiting trip.
   e. The Head Coach and assistant coach are responsible for ensuring all information pertaining to the prospective student-athlete and the contact is recorded in ARMS within 48 hours after returning to the institution from the off-campus recruiting trip.
   f. The Associate Athletic Director for Compliance is responsible for forwarding to the Director of Athletics the name of any Head Coach who is not compliant with the contact guidelines.

7. OFFICIAL VISITS
   Procedures for official visits are as follows:
   a. The Head Coach identifies a prospective student-athlete he/she would like to bring to campus for an official visit.
   b. Prior to requesting an official visit, the Head Coach must:
      1. Request copies of transcripts and test scores from the prospective student-athlete.
      2. Verify with the student-athlete that they are registered with the NCAA Eligibility Center. If the student-athlete is not on the Institution Request List (IRL) the coach must:
         • Submit an IRL Request via e-mail, with the prospective student-athletes Eligibility Center ID#, to the Associate Athletic Director for Compliance to place the prospect on the IRL.
      3. If the prospective student-athlete is not registered with the Eligibility Center:
         • The Head Coach must contact the prospective student-athlete to register with the Eligibility Center.
         • The Official Visit will not occur until the prospective student-athlete is registered with the Eligibility Center.
   c. Once the prospective student-athlete is registered with the Eligibility Center and placed on the IRL, a preliminary report is reviewed and evaluated by the Associate Athletic Director for Compliance at that point in time.
d. The Associate Athletic Director for Compliance will obtain a copy of the student-athlete’s transcript(s) and test scores from the Head Coach, for an eligibility evaluation by the Coordinator of Records: Academic Eligibility and Admissions Office.

e. Coach completes the Official Visit Pre-Approval Form via ARMS. This should be done at least one week prior to the visit. Per institutional policy any request turned in less than 48-hours in advance of the official visit will result in an automatic denial.

f. The Associate Athletic Director for Compliance reviews the Official Visit Pre-Approval form and either approves or denies the official visit. A notification is sent to the Head Coach.

g. The coach establishes a visit schedule that includes the Admissions Office.

h. If the prospect is staying with a student host, the coach must meet with the student host. After review of the student host instructions, the Student Host Contract is signed. This must occur before the prospect arrives on campus and must be approved by the Associate Athletic Director for Compliance before any funds are distributed to the host for entertainment purposes.

i. If the prospect is staying overnight in the residence hall, the Associate Athletic Director for Compliance will upload the Waiver Athletics Overnight Visit Form and Policy Consent Form Overnight Visit to the Google drive shared with the Director of Housing Services. The Associate Athletic Director for Compliance then emails the Director of Housing Services the name of the prospective student-athlete and the number to the dorm they will be staying in.

j. When the prospect arrives on campus, the 48-hour time limit begins. Both the coach and the prospective student-athlete complete and sign the Official Visit Prospect Form at the start of the visit and at the conclusion of the visit. This form provides important information that indicates what is and is not permissible during the visit and verifies what occurred during the visit.

k. If the prospective student-athlete is planning to attend an athletic event, the Coach adds the prospect’s name to the complimentary admissions pass list which is submitted to the Associate Athletic Director for Compliance to be given to Event Management. After the event, the signed pass list will be given to the Associate Athletic Director for Compliance for review and filing. PSAAs are not eligible for complimentary tickets, reduced admission or pass lists for NCAA Championships and Conference Tournaments.

l. The prospective student-athlete concludes the official visit within the 48-hour limit and leaves campus. Official visits may not be longer than 48 hours. If a recruit wishes to stay in the area for any reason before returning home, The University cannot pay any expenses after his/her departure from the campus, including transportation home.

m. The coach submits an Official Visit Post-Approval Form via ARMS to the Associate Athletic Director for Compliance within two days of the visit.

n. The coach documents the official visit in ARMS.
o. Concordia University Irvine prohibits discrimination on the basis of sex. Please visit our Title IX website at www.cui.edu/titleix for more information including contact information for the Title IX Deputy Coordinator as well as a list on non-mandatory reporters on campus.

8. UNOFFICIAL VISITS
   The procedures for unofficial visits follow:
   
a. The Head Coach identifies a prospective student-athlete that he/she intends to invite on an unofficial visit.
   
b. The Head Coach submits an Unofficial Visit Request form via ARMS to the Compliance Office prior to the visit taking place.
   
c. If the prospective student-athlete is planning to attend an athletic event, the Coach adds the prospect’s name to the complimentary admissions pass list which is submitted to the Associate Athletic Director for Compliance to be given to Event Management. The institution may provide three complimentary admissions to watch an on campus event. After the event, the signed pass list will be given to the Associate Athletic Director for Compliance for review and filing. PSAs are not eligible for complimentary tickets, reduced admission or pass lists for NCAA Championships and Conference Tournaments.
   
d. When the prospective student-athlete comes on the unofficial visit, the Coach is allowed to provide one meal in the cafeteria or off campus in the locale of the institution.
   
e. The Coach enters all unofficial visit information in ARMS within 48 hours of the visit.

9. TRYOUTS
   The tryout must occur at the regular university competition or practice facilities. Competition against team members is permissible during the academic year. A tryout cannot last more than two hours on a given day. Prospective student-athletes are only permitted one tryout per institution per sport. Current students can tryout for 14 days and must follow weekly hour limitations. No coaching activities may occur with enrolled student-athletes participating in the tryout.
   
   • Currently enrolled students are allowed to tryout in accordance with NCAA Bylaw 17 specific to the respective sport.
   
   • 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. See Bylaw 13 for details.
   
   • 2-year transfer prospective student-athletes can tryout at the conclusion of that sports season or any time after they have exhausted their eligibility in that sport.
   
   • 4-year transfer prospective student-athletes may try out at the conclusion of that sport’s season with permission from their current institution’s Director of Athletics.
a. Enrolled Student-Athletes

Any currently enrolled Concordia University Irvine student who has the head coach’s approval to try out for a team must be in good academic standing and enrolled full-time (at least 12 credit hours). The following procedures govern tryouts for enrolled student-athletes:

1. The Head Coach must obtain from the student documentation of medical examination within six months of the tryout, sickle cell solubility results and a Liability Release Waiver.
2. The Head Coach must submit a Tryout Request Form in ARMS and above documentation to the Head Athletic Trainer within a week of the tryout.
3. The Head Athletic Trainer reviews all medical documentation and the Compliance Office reviews the student’s academic eligibility. This may take up to three days, possibly longer if issues arise.
4. The Head Coach is emailed an ARMS notification once the tryout has been approved.
5. If the student trying out is kept on the team as a participant, the coach must enter the student information in ARMS and submit a Roster Change form via ARMS. The coach must also ensure that the student is registered with the NCAA Eligibility Center so that the student can be added to the IRL. If the student has not already done so, they must complete the steps with the NCAA Eligibility Center to receive their Final Amateurism Certification.
6. The student must meet with the Athletic Trainer in order to be cleared for additional participation. Due to timing, this may result in non-participation by the student-athlete until additional paperwork, a physical examination and clearance is granted by the Athletic Trainer. Once clearance is granted, the Athletic Trainer will notify the Associate Athletic Director for Compliance and the Head Coach.
7. The Compliance Office will set up a meeting with the student to complete all eligibility paperwork or attend the regular season-opening team meeting, if it has not already taken place.
8. The Associate Athletic Director for Compliance is responsible for notifying respective institutional staff members (e.g. Director of Athletics, Coordinator of Records: Academic Eligibility, Financial Aid, Faculty Athletics Representative, Sports Information Director) when a student-athlete is added to a team’s roster.
9. The Associate Athletic Director for Compliance will have an official eligibility certification performed by the Coordinator of Records: Academic Eligibility and print a new Eligibility Report.
10. The Associate Athletic Director for Compliance, Faculty Athletics Representative, and Coordinator of Records: Academic Eligibility and Financial Aid Office will review the updated Squad List to ensure eligibility and financial aid limits are acceptable.
11. The Associate Athletic Director for Compliance will send an updated Eligibility Report to the conference office.

b. Prospective Student-Athletes:

The following procedures apply to tryouts for prospective student-athletes:

1. The coach identifies prospective student-athletes who are going to be invited for a tryout.
2. The coach must verify, with each prospective student-athlete, that he/she has exhausted eligibility and/or the prospective student-athlete is not in the traditional season of the sport.
3. The coach completes the prospective student-athlete Tryout Form in ARMS.
4. The Head Coach sends information to each prospective student-athlete specifying the requirements for a tryout, including proof of insurance, a recent physical exam (last six months), sickle cell results and a medical/tryout waiver.
5. The prospective student-athlete/coach must submit medical documentation to the Head Athletic Trainer prior to the tryout. Once approved by the Head Athletic Trainer the Compliance office will review and approve the Tryout Request in ARMS.
6. If necessary, the prospective student-athlete may bring the required forms and signatures to campus when the tryout is to be conducted. If the prospective student-athlete does not bring all required forms and signatures the prospective student-athlete will not be permitted to tryout.
7. If the PSA is invited to potentially be a member of the team, s/he will need to proceed with the normal admissions process and receive NCAA Eligibility Center certification.

10. TWO-YEAR COLLEGE PROSPECTS—TRANSFER PROCEDURES
Refer to Bylaw 14.5 in the Division II NCAA Manual for the regulations governing 2-year college transfers. The procedures for recruiting 2-year college transfers are the following:

a. At the earliest opportunity, the Head Coach is responsible for e-mailing the Associate Athletic Director for Compliance the name of the prospective student-athlete and the institution the prospective student-athlete currently attends.

b. The Associate Athletic Director for Compliance is responsible for sending a tracer form to the prospective student-athletes institution within 48 hours of the coach’s initial e-mail.

c. The Associate Athletic Director for Compliance is responsible for communicating with the Head Coach upon receipt of the tracer being returned by the 2-year college.

d. The Associate Athletic Director for Compliance will review the information on the tracer to determine student-athlete’s seasons of competition.

e. If the 2-year prospect is viable, the Associate Athletic Director for Compliance notifies the Head Coach that they may begin recruiting the prospective student-athlete.

11. FOUR YEAR COLLEGE PROSPECT TRANSFER PROCEDURES
Refer to Bylaw 14.5 in the Division II NCAA Manual for the regulations governing 4-year college transfers. The procedures for recruiting 4-year college transfers are as follows:

a. The Head Coach must notify the Associate Athletic Director for Compliance, via email, of any student-athlete who seeks a transfer to Concordia University Irvine prior to their discussing the possibility of transferring with the prospective student-athlete. The Associate Athletic Director for Compliance is responsible for confirming that the PSA is in the NCAA Transfer Portal and has received permission to contact.
b. The Associate Athletic Director for Compliance provides the Head Coach with the status of the prospective student-athlete with the information given from the student-athlete’s current institution in the NCAA Transfer Portal.

c. The Compliance Office will notify the Head Coach whether or not permission to contact has been granted.

12. PROCEDURES TO AUDIT RECRUITING ACTIVITY

The Associate Athletic Director for Compliance is responsible for regularly auditing recruiting activities. The process is below:

a. Coaches are required to keep recruiting records up to date in ARMS.

b. The Compliance Office monitors each sport’s recruiting records in ARMS, on a monthly basis, to ensure coaches are up to date on required record keeping.

c. Requests for recruiting travel are periodically checked against contacts and evaluations recorded in ARMS. They are also cross-referenced with coaches’ requests for travel reimbursement.

d. Visit and tryout forms are periodically checked against visits and tryouts recorded in ARMS.

e. Pass Lists are checked for compliance with NCAA and institutional policy. If there are errors or violations, the Associate Athletic Director for Compliance will notify the Director of Athletics.

f. The Faculty Athletics Representative will periodically monitor recruiting policies and procedures.

13. DIRECTIONS FOR WEEKLY SUMMARY OF CONTACTS, EVALUATIONS, TELEPHONE CALLS/INDIVIDUAL RECRUITMENT RECORD

a. An Individual Recruitment Record (IRR) should be started for all contacts. Coaching staff needs to keep records for all recruiting contacts including, phone calls, and/or a contact, evaluation, unofficial or official visits. [An IRR should also be started if the first contact the coaching staff has with the prospective student-athlete is a contact or an evaluation.]

b. From then on, the coaching staff should keep track of all contacts, evaluations, and telephone calls of significance in ARMS (for the appropriate week), and all contacts and evaluations must be listed in ARMS, for that week. Official and unofficial visits must be kept track of in ARMS under the athlete history.

c. Periodic audits will be made by the Compliance Office to double-check that the phone calls, contacts and evaluations are being entered in ARMS.

14. BEST PRACTICES FOR RECRUITING CHECKLIST

a. Freshmen:
   1. Copies of all transcripts and test scores.
2. Register with NCAA Eligibility Center.
3. Submit NCAA ID to Associate Athletic Director for Compliance.
4. Continue to monitor that prospect has all documents into NCAA.

b. Two-Year Transfer:
   1. Copies of all transcripts.
   2. Request in writing that the Compliance Office send tracer report request to JC.
   3. Register with NCAA Eligibility Center.
   4. Submit NCAA ID to Associate Athletic Director for Compliance.
   5. Always ask if student-athlete is going to receive AA degree, if not ask if they were a “Qualifier” out of high school.
   6. Continue to monitor that prospect has all documents into NCAA.

c. Four-Year Transfer:
   1. Check the NCAA Transfer Portal to confirm the prospective student-athlete has received “Permission to Contact."
   2. Submit any “Release” that is sent to you from prospect to Compliance Office.
   3. Once “Permission to Contact” is granted, you may begin recruiting process with prospect.
   4. Register with NCAA Eligibility Center (if transferring from a non-NCAA institution or prospect has never participated in intercollegiate athletics at a DI or DII institution).
   5. Submit NCAA ID to Compliance Office.
   6. Check NCAA Profile to see if PSA has signed an NLI.
   7. If they have a valid NLI, the student-athlete will need to seek a release.
   8. Continue to monitor that prospect has all documents into NCAA.

The following forms are completed electronically on ARMS:
HISTORICAL QUESTIONNAIRE
OFFICIAL VISIT PRE-APPROVAL
OFFICIAL VISIT POST-APPROVAL
UNOFFICIAL VISIT FORM
RECRUITING TRAVEL PRE-APPROVAL
TRYOUT FORM-CURRENT STUDENT
TRYOUT FORM-HIGH SCHOOL, 2-YEAR OR 4-YEAR PROSPECT
STUDENT HOST AGREEMENT

The following forms are completed in hard copy format and can be found in Appendix O-R:
SICKLE CELL TRAIT WAIVER FORM
PERMISSION TO CONTACT – TRANSFER CERTIFICATION
WAIVER ATHLETICS OVERNIGHT VISIT FORM
POLICY CONSENT FORM OVERNIGHT VISIT
ATHLETIC PARTICIPATION/TRYOUT WAIVER
XVII. RULES INTERPRETATIONS-EDUCATION

Rules education is a critical component of the compliance program. Education and knowledge of institutional, conference, and NCAA rules are the first steps in maintaining compliance and upholding the integrity of Concordia University Irvine. Coaches and staff are expected to know and keep current on NCAA rules, to use the NCAA Manual as a reference point, and to ask for interpretations before acting when the rules or situation seems unclear. The rules education program is intended to prepare coaches and staff to identify areas where compliance problems may exist and to identify infractions, should they occur.

The rules education program is also intended to inform coaches and staff of proposals and changes to NCAA rules throughout the legislative process. In addition, the Associate Athletic Director for Compliance will seek input from coaches, staff and SAAC regarding legislation that relates to their specific sport or area. All rules interpretations are submitted in writing and may be submitted via email.

The Associate Athletic Director for Compliance is responsible for providing rules education to the groups identified below, in the manner outlined:

1. HEAD AND ASSISTANT COACHES

The Associate Athletic Director for Compliance will schedule and conduct rules education meetings throughout the year as follows:

a. A group compliance meeting will be held at the beginning of the academic year to review NCAA rules, regulations and procedures for the upcoming year. All full-time athletics staff are required to attend. If a coach is unable to attend, the coach is responsible for scheduling a review with the Associate Athletic Director for Compliance.

b. Regular department meetings will be held to discuss important information relevant to the time of year, as well as new information or rules interpretations that have just developed. NCAA Compliance education is also incorporated at each department meeting. All coaches are required to attend the meetings. Absences will only be due to approved off-campus competition or recruiting that was scheduled prior to the meeting and/or emergency situations. In all instances, when a coach is unable to attend, the coach is responsible for scheduling a review with the Associate Athletic Director for Compliance.

c. Head coaches are responsible to promote an atmosphere of compliance within their program and to monitor the activities regarding compliance of all assistants and other staff members involved with their program who report directly or indirectly to the coach.

d. Interpretations of legislation and “hot topics,” as defined by the NCAA, will be distributed via e-mail to coaches, as necessary.

e. All coaches will be given the following:

   1. Athletics Compliance Manual (electronic version)
   2. NCAA Manual
   3. The Student-Athlete Handbook (electronic version)

f. Coaches are encouraged to regularly refer to the NCAA website (NCAA.org) for updates on rules and pending legislation.

The Associate Athletic Director for Compliance is primarily responsible for the education of new staff as soon as an individual has accepted a position at this institution even though the person may not “officially” start work immediately. This will ensure the new employee does not engage in activities that are not permissible. PLEASE NOTE: Once an individual accepts employment, that person becomes an agent of the institution.

h. All Part-time, graduate assistant and volunteer coaches will be required to attend a rules education session with the Associate Athletic Director for Compliance once a semester.

2. Athletics Department Staff Members

a. Staff members are required to attend the departmental compliance meeting to be scheduled at the beginning of each academic year. This meeting will review appropriate legislation and newly adopted legislation for the upcoming year.

b. The Associate Athletic Director for Compliance is responsible for distributing educational materials to staff members, as needed.

c. The Associate Athletic Director for Compliance will provide an Athletics Compliance Manual and a NCAA Manual to all staff members with NCAA compliance responsibilities and others as appropriate.

3. Institutional Compliance Committee

a. The Associate Athletic Director for Compliance is responsible for educating the members of the Institutional Compliance Committee.

b. The Institutional Compliance Committee will meet regularly as needed to discuss NCAA rules and compliance policies and procedures for the institution.

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

d. The Institutional Compliance Committee is ultimately responsible for the effectiveness and efficiency of the overall compliance program.

4. Student-Athletes

a. The Associate Athletic Director for Compliance and Head Coaches share responsibility for educating student-athletes.

b. The Associate Athletic Director for Compliance will conduct a rules education meeting at the beginning of the academic year with each sports team. This meeting will review important NCAA and institutional regulations, including the summary of NCAA regulations, academic eligibility rules, financial aid, Code of Conduct, amateurism guidelines, student-athlete employment and playing and practice seasons (signature requirements). All mandatory NCAA and institutional paperwork will be distributed
electronically via ARMS prior to this meeting. The NCAA Drug Consent Forms, Buckley Amendment Forms and the Student-Athlete Statement will be explained in greater detail.

c. Additional compliance meetings will be held at the beginning of the spring semester to issue reminders and any additional information the administrative staff deems necessary. Compliance meetings will also be held at the end of the spring to collect summer contact information and issue any relevant reminders.

d. The Associate Athletic Director for Compliance is responsible for providing rules education materials to the SAAC liaison for each team which is to be distributed to each team by the SAAC members at the initial SAAC meeting of the year.

e. The Head Coach and Associate Athletic Director for Compliance are responsible for providing student-athletes with written materials regarding relevant rules and interpretations.

5. BOOSTERS, FACULTY, STAFF, ALUMNI AND FANS
a. Information for faculty, staff, boosters, alumni, and fans will be published on the institution’s Athletics website, distributed to boosters, and available in hard copy format.

b. The Associate Athletic Director for Compliance will meet periodically with staff (including staff from departments on campus outside student-athletes) to inform and educate on NCAA rules and bylaws.

c. The Associate Athletic Director for Compliance will communicate annually with boosters to discuss relevant legislation and their involvement with athletics.

6. PROSPECTIVE STUDENT-ATHLETES
a. The Associate Athletic Director for Compliance and coaches share responsibility for prospective student-athlete rules education.

b. The prospective student-athlete is provided the NCAA Graduation Rates Report, Initial Eligibility Standards and Banned Substances and Nutritional Substances List via registration through the NCAA Eligibility Center.

c. The Associate Athletic Director for Compliance will provide relevant rules information to prospective student-athletes and their families on or before the student-athlete’s official visit to the institution as needed.

d. The Head Coach will provide all prospective student-athletes with initial eligibility and Eligibility Center information.

e. The Head coach will be responsible for communicating with each prospective student-athlete regarding his/her initial eligibility status when provided updated information from the Associate Athletic Director for Compliance.

f. NCAA educational website links are also available on the CUI Athletics website.
7. **RULES INTERPRETATIONS**

The interpretation process is essential for compliance with NCAA legislation. In many cases, the NCAA Manual does not provide a definitive answer to questions, and an interpretation is required. It is the responsibility of all coaches and staff to seek an accurate interpretation before acting. The procedures for interpretation of NCAA rules are designed to provide accurate and timely answers to questions as they arise for all those involved with athletics.

Procedures for requesting rules interpretations are below:

a. All coaches and staff members must direct rule and interpretation questions to the Associate Athletic Director for Compliance.

b. Coaches can submit their requests via e-mail. If a question is discussed verbally, the Associate Athletic Director for Compliance will ask the coach to follow up the discussion with an e-mail regarding the question.

c. If the Associate Athletic Director for Compliance cannot provide a definitive interpretation, the question will be forwarded, in writing, to the conference office or NCAA staff.

d. Once an official interpretation has been received, the Associate Athletic Director for Compliance will contact the individual who requested the interpretation and/or send a written response. If relevant, the interpretation will be disseminated to all coaches and staff.

e. A copy of the follow-up e-mail outlining the question, along with the response, will be filed by the Associate Athletic Director for Compliance under the pertinent bylaw(s) involved in the question.

The following document can be found in Appendix S:

**BOOSTER DO’S AND DON’TS**

Note: This can also be found at http://www.cuieagles.com/f/Compliance.php

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**XVIII. TRANSFERRING OUT**

Student-athletes, who wish to transfer from Concordia University Irvine, are not permitted to contact another 4-year institution about the possibility of transferring into their program without first being added to the NCAA Transfer Portal. Conversely, other institutions are not permitted to contact Concordia University Irvine student-athletes without first getting permission to speak through the NCAA Transfer Portal.

1. **TRANSFER PROTOCOLS:**

   a. Student-athlete meets with the head coach to discuss their desire to transfer.

   b. Head Coach or Student-Athlete contacts the Associate Athletic Director for Compliance:

      1. If the head coach wishes to grant a full release, the head coach contacts the Associate Athletic Director for Compliance to request a full release to be granted to the student-athlete.
2. **APPEALS PROCESS**

The procedures for requesting an appeal hearing are as follows:

a. The student-athlete will have 14 consecutive calendar days upon the date of issuance of the e-mail to respond, in writing, to the Director of Athletics or designee and formally request a hearing conducted by the Student-Athlete Appeals Committee.

b. 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.

c. If the student-athlete notifies the Director of Athletics or designee, in writing, of their intent to appeal within the required time limit, the Director of Athletics or designee will notify the Faculty Athletics Representative.

d. The Faculty Athletics Representative or designee will chair the Student-Athlete Appeals Committee.

e. The Student-Athlete Appeals Committee, comprised of the Faculty Athletics Representative or designee, at least one member of Institutional Compliance Committee (not employed by the Athletic Department), and a representative of Student Affairs shall preside over this hearing and make the final determination.

f. 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 via e-mail.

g. The student-athlete and Head Coach and/or Director of Athletics 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.

h. 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.

i. The student-athlete may be advised by any person of his or her choosing during the hearing, but the advisor may not participate directly.

j. At the conclusion of the hearing, the Student-Athlete Appeals Committee shall have up to 5 business days to render a final decision. With written agreement from both the student-athlete and the Athletic Department, an extension to the 5 business days may be granted, if requested by the Appeals Committee.

k. The Faculty Athletics Representative or designee will notify the Director of Athletics, Institutional Compliance Committee and the student-athlete of the committee’s decision in writing. This decision shall be final and not subject to appeal.

l. The appeal process, related e-mails, documentation presented, and decision of the Student-Athlete Appeals Committee should be considered confidential. The student-athlete, their family members or friends, 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 Concordia University Irvine may result in disciplinary action, up to and including termination.

The following form is completed in ARMS:
NCAA TRANSFER PORTAL/REQUEST

XIX. VIOLATIONS INVESTIGATING AND REPORTING

It is the policy of Concordia University Irvine to self-report to the Pac West and the NCAA any instances where athletic compliance has not been achieved. By signing the NCAA Certification of Compliance for Staff Members Athletic Departments, staff members have certified that they have reported any knowledge of violations of NCAA legislation involving Concordia University Irvine.

1. TYPES OF VIOLATIONS:
   a. 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. Multiple secondary violations by a member institution may be collectively considered as a major violation.

   b. Major: All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage.
The following procedures outline the process for reporting and investigating secondary and major violations:

a. Any coach or staff member who becomes aware of behavior or actions that might lead to a violation or any alleged violation shall immediately report the information to the Associate Athletic Director for Compliance.

b. The Associate Athletic Director for Compliance shall make a complete record of what is reported including dates, times, circumstances, events, names and any other relevant information. A preliminary inquiry will be conducted to obtain complete information regarding the alleged violation.

c. The Associate Athletic Director for Compliance will determine if a violation has occurred and meet with the Faculty Athletics Representative and the Director of Athletics to discuss the issue if necessary.

d. If it is determined that no violation has occurred, no further action will be taken.

e. If it is determined that a violation has occurred, the Associate Athletic Director for Compliance will discuss corrective and disciplinary actions with the Faculty Athletics Representative and Director of Athletics.

f. All violations will be submitted to the NCAA via Requests/Self-Report Online and a copy of the violation report will be submitted to the Pac West Conference office. The Associate Athletic Director for Compliance will also follow-up any cases involving restoration of eligibility with the NCAA.

g. In the case of a major violation, the Faculty Athletics Representative and Director of Athletics will inform the President prior to submitting the violation to the NCAA, following University Crisis Communication Plan.

h. All violations will be reported to the President, Executive Vice President, Chief Enrollment Officer, Faculty Athletics Representative and Director of Athletics. The entire coaching staff will be made aware of the violation by using the violation as a training opportunity in compliance/rules education meetings.

i. A copy of the violation as well as a letter of admonishment/reprimand is part of the coach’s performance evaluation and the reports are kept on file in the office of the Associate Athletic Director for Compliance.

j. All violations will be included in the NCAA Annual Report.

k. All violations are reviewed by the Athletics Advisory Committee and Compliance Committee on a regular/quarterly basis.

l. If a possible violation is reported that could involve any athletics administrator, the President’s Office will appoint an Executive Vice President or legal counsel to investigate the allegations. They will follow the process for investigating an NCAA violation and present findings to the President. The President’s Office will work with the Associate Athletic Director for Compliance to prepare the proper paperwork.
for the NCAA and make contact with the NCAA Director of Enforcement for recommendations, sanctions and/or fines.

2. ALLEGED VIOLATIONS INVOLVING OTHER NCAA INSTITUTIONS
   a. If an individual has knowledge of an alleged violation that involves another NCAA member institution and impacts our institution, he/she must report the alleged violation(s) to the Associate Athletic Director for Compliance and/or the Director of Athletics.

   b. Options for dealing with an alleged violation at another NCAA institution may include:

      1. The Director of Athletics may contact the Director of Athletics at the other member institution in an attempt to persuade the parties to refrain from further wrongdoing and self-report. It is assumed the other member institution will address the alleged violation so that they can rectify the matter.

      2. If the other member institution does not address the issue, the Director of Athletics may contact the conference office in an attempt to have the conference deal with the alleged violation.

      3. If the conference office does not take action, the Director of Athletics may contact the NCAA to inform the enforcement staff of alleged violations of NCAA rules.

XX. VOLUNTEER COACH

1. PROCEDURES
   a. The Head Coach notifies the Director of Athletics regarding any individuals they would like to add to their coaching staff as a “Volunteer Coach”.

   b. If coach’s selection is approved by the Director of Athletics, then the Associate Athletic Director for Compliance will have the Volunteer Coach fill out the Volunteer Coach Form and complete a background check with HR.

   c. The Associate Athletic Director for Compliance will review all rules and regulations associated with being a volunteer coach with the new volunteer. The following provisions apply:

      1. The individual is prohibited from contacting and evaluating prospective student-athletes off campus or from scouting opponents off campus and may not perform recruiting coordination functions (see Bylaw 11.5.1.1).

      2. The individual may receive a maximum of two complimentary admissions to home athletics contests in the coach’s sport.

      3. The individual may receive complimentary meals incidental to organized team activities (e.g., pre- or post-game meals, occasional meals, but not training table meals) or meals provided during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.

      4. Volunteers will not begin until cleared by the Director of Athletics and the Associate Athletic Director for Compliance.
5. All volunteers are subject to NCAA enforcement and held accountable to all NCAA, PacWest Conference and Concordia University Irvine policies and procedures.

6. The Volunteer will complete a background check as well as the Concordia University Irvine Human Resources Volunteer Release, Waiver and Indemnity Agreement and the Associate Athletic Director for Compliance will forward the completed form to HR.

The following form is completed in hard copy format and can be found in Appendix V: VOLUNTEER RELEASE, WAIVER AND INDEMNITY AGREEMENT

XXI. WALK-ON PROCEDURES

1. PROCEDURES
It is the walk-on student-athlete’s responsibility to complete the Walk-On Form and get all of the required signatures on the form, in the order listed. The form must be completed prior to any participation in any practice activities. Questions regarding this procedure should be referred to the Associate Athletic Director for Compliance.

   a. The walk-on must complete the personal information portion of the Walk-On Form.
   b. The Head Coach must confirm that she/he has spoken with the walk-on student-athlete and is willing to provide an opportunity to be a part of the program, if eligible. The Head Coach must also confirm that this student-athlete was not recruited.
   c. The Training Room staff must confirm that the walk-on student-athlete has a current physical examination form and proof of insurance on file in the training room.
   d. The Associate Athletic Director for Compliance must confirm that the walk-on student-athlete is enrolled as a full-time student-athlete in the current semester.
   e. The Associate Athletic Director for Compliance must also confirm that this student-athlete has completed the following:
      1. Historical Questionnaire documenting schools attended and athletics participation since high school
      2. NCAA Student-Athlete Statement
      3. NCAA Drug Testing Consent Form
      4. Student-Athlete Information Form
      5. Required Athletic Training pre-participation paperwork
   f. The Associate Athletic Director for Compliance is responsible for initiating the appropriate procedures for certifying the eligibility status of the walk-on student-athlete.
   g. The Associate Athletic Director for Compliance is responsible for adding the walk-on to the Eligibility Report.

The following form is completed in hard copy format and can be found in Appendix V: WALK-ON CLEARANCE FORM
APPENDIX A: PERMISSION FOR OUTSIDE/UNATTACHED COMPETITION

This form is to be completed and approved 2 weeks prior to any student-athlete participating in outside or unattached competition. Additional documentation regarding the student-athlete’s participation (e.g., National Team Letter, Meet Entry, etc.) should be attached with this permission form.

- Student-Athlete understands that their expenses for the competition cannot be paid for by an outside entity.
- Student-Athlete understands that he or she may not use any school equipment with a Concordia logo on it.
- Student-Athlete understands that he/she may NOT compete in scramble, team events, member guest events, etc.

14.7.1 OUTSIDE COMPETITION, EFFECTS ON ELIGIBILITY

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 (e.g., tournament play, exhibition games or other activity) during the institution’s intercollegiate season in the sport (see Bylaw 14.7.5 for exceptions) until eligibility is restored by the Committee on Student-Athlete Reinstatement. (Revised: 1/16/93, 1/11/94, 4/11/06)

Student-Athlete Name: ___________________________ Sport: ___________________________

Date(s) of contest: ___________________________ Location of contest: ___________________________

Will you be required to miss any class time? Yes/No If Yes, when? ___________________________

Will you receive any benefits (money, gear, travel, lodging, prizes, etc.) Yes/No
If yes, what? ___________________________

Will you be competing “unattached” or on a team? Team/Unattached

If you are competing unattached, will you be representing a team? Yes/No

Name of team: ___________________________

Are there any additional CUI athletes competing on the team with you? Yes/No

If Yes who? ___________________________

Team Contact (name & phone number/email): ___________________________

Student-Athlete Affirmation

I certify that the above information is complete and accurate. I understand that providing false or misleading information may result in loss of eligibility.

Student-Athlete Signature(s) Date ___________________________

Office Use Only

The above named student athlete(s) is approved/not approved to compete in the outside, non-collegiate amateur contest.

Compliance Signature ___________________________
APPENDIX B: ISSUE AND RETRIEVAL FORM

Equipment Inventory: SIGNATURE PAGE

Sport: ____________________________________________

Head Coach: ______________________________________

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<tr>
<th>STUDENT-ATHLETE NAME (TYPED)</th>
<th>DATE EQUIPMENT ISSUED</th>
<th>STUDENT-ATHLETE SIGNATURE</th>
<th>DATE EQUIPMENT RETURNED</th>
<th>STUDENT-ATHLETE SIGNATURE</th>
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Head Coach Signature: ______________________________________
APPENDIX C: ATHLETIC GRANT-IN-AID

I. CONTRACT
This is a contract between Concordia University Irvine and:
Name: ____________________________  Sport: ____________________________
E#: ____________________________  Academic Year: ____________________________ (only)
Address: ____________________________  City: ____________________________  State: ____________________________  Zip: ____________________________

II. CONCORDIA UNIVERSITY IRVINE AGREES TO:
Credit the student-athlete’s account in the amounts indicated below during the respective sessions provided the student-athlete has adequately fulfilled all the requirements listed under section III.

Athletic Scholarship
Fall: $__________________________  Comments: ____________________________
Spring: $__________________________

Athletic scholarship not used in a particular semester is forfeited

I. THE STUDENT-ATHLETE:
1. Understands that he/she must be admitted and academically eligible for participation per NCAA, Conference and Concordia University Irvine requirements or all parts of this award may be rendered “null and void.”
2. Understands that the Athletic Grant-in-Aid will not be dispersed until he/she has completed all requirements set by Admissions, the Registrar, Financial Aid, and Bursar by appropriate deadline. Fraudulently misrepresenting any information may result in loss of the Athletic Grant-in-Aid.
3. Understands Federal and State Grants may replace Institutional Funds.
4. Must meet Financial Aid Office-Satisfactory Academic Progress (SAP) requirement; which includes GPA, units and maximum timeframe standards as listed in the University General Catalog. If he/she does not The Financial Aid office has the right to adjust the Athletic Grant-in-Aid.
5. Understands that if he/she lives off campus all institutional aid will not exceed tuition and if he/she moves from on-campus to off-campus housing The Financial Aid Office has the right to adjust the Athletic Grant-in-Aid.
6. Understands that if he/she enrolls as a graduate student-athlete the Athletic Grant-in-Aid will not exceed tuition and if he/she changes status from an undergraduate to graduate student The Financial Aid Office has the right to adjust the Athletic Grant-in-Aid.
7. Understands that if any non-countable institutional aid becomes countable per NCAA regulations The Financial Aid office has the right to adjust the Athletic Grant-in-Aid.
8. Understands that it is his/her obligation to make adequate provisions for college expenses not underwritten by his/her Athletic Grant-in-Aid.
9. Agrees to abide by the ideals, standards, philosophies, policies and regulations of Concordia University Irvine as listed in the Student Code of Conduct, the Student Handbook and the Student-Athlete Handbook which include: policies against sexual misconduct, the use or possession of tobacco, alcoholic beverages, and non-prescribed drugs. Also, agrees that behavior both on and off campus will positively reflect the philosophy and mission of Concordia University Irvine.
10. Understands that this Athletic Grant-in-Aid amount may be adjusted if he/she becomes ineligible due to judicial action. The Athletic Grant-in-Aid may be prorated on a weekly basis per the General University Catalog as a judicial consequence.
11. Understands that the offering of Athletic Grant-in-Aid and the renewal of Athletic Grant-in-Aid is dependent upon the professional evaluation of the Head Coach.
12. Agrees to comply with the standards, rules, regulations, and policies of Concordia University Irvine, the NCAA, the Conference, the Athletic Department and the team rules/policies established by the Head Coach.
13. Agrees to participate in random drug testing and/or educational programs at the discretion of Concordia University Irvine.

14. Understands that self-imposed separation (i.e. quitting a team, withdrawing from and/or ceasing to attend Concordia University Irvine) from an athletic team will result in forfeiture of Athletic Grant-in-Aid. The Athletic Grant-in-Aid may be prorated on a weekly basis per the General University Catalog.

15. Has the right to appeal a change in the Athletic Grant-in-Aid to the Financial Aid Office. Invalid if not returned within 7 days of signing.

Signature of Student-Athlete: ____________________________ Date: ____________

Signature of Parent/Legal Guardian: ____________________________ Date: ____________
(only required if student-athlete is under the age of 18)

Signature of Coach: ____________________________ Date: ____________

Signature of Director of Athletics: ____________________________ Date: ____________

Signature of Financial Aid: ____________________________ Date: ____________
APPENDIX D: ATHLETICS GRANT-IN-AID CANCELLATION NOTIFICATION LETTER

Date

Name
Address

Dear XXXX,

This letter is to advise you that upon recommendation of the Athletic Department, your Athletics Grant-in-Aid (Athletic Scholarship) will not be renewed for the XXX term of the XXXX-XXXX academic year because (reason).

This action is in accordance with the NCAA Constitution and the conference and institutional regulations that apply. If you feel that the cancellation of your aid is unfair or unjustified, you can request a hearing as provided by NCAA regulations. To make this request, contact the Financial Aid Office in writing within 14 business days of the date of this letter and an appeals hearing will be scheduled for you with the Financial Aid Appeals Committee within 10 days of the receipt of your appeal request.

If you have any questions, please contact the Financial Aid office.

Sincerely,

Financial Aid Director

cc: Director of Athletics
Associate Athletic Director for Compliance
**APPENDIX E: ATHLETICS GRANT-IN-AID REDUCTION NOTIFICATION LETTER**

Date

Name

Address

Dear XXXX,

This letter is to advise you that upon recommendation of the Athletic Department, your Athletics Grant-in-Aid has been renewed for the XXXX-XXXX academic year; however it has been reduced as follows:

<table>
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<th>Current Reduction</th>
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The period, terms, and conditions of the award are described in the enclosed Athletics Grant-in-Aid Agreement. Please note that NCAA rules permit cancellation of your Athletics Grant-in-Aid at any time if you are or become ineligible for intercollegiate competition. The Athletic Department will notify you prior to July 1 if you are currently ineligible and thus subject to cancellation. If you feel that the reduction of your aid is unfair or unjustified, you can request a hearing as provided by NCAA regulations. To make this request, contact the Financial Aid Office in writing within 14 business days of the date of this letter and an appeals hearing will be scheduled for you with the Financial Aid Appeals Committee within 10 business days of the receipt of your appeal request.

Review the Athletics Grant-in-Aid Agreement carefully. Note that if you receive other financial aid, it may affect your Athletic Grant-in-Aid. The total amount of your aid cannot exceed the maximum allowed by the National Collegiate Athletic Association (NCAA). We keep track of all aid that is given through our Financial Aid office, but if you receive other aid, you need to notify us so that you can maintain your eligibility.

If you accept the reduction of this athletics financial aid, please sign both copies of the Athletics Grant-in-Aid Agreement and return one agreement in the enclosed envelope to the Athletics Department Associate Athletic Director for Compliance by July 1. Keep one copy for your records. Your award does not become effective until we receive the signed copy in this office. If you have any questions, feel free to contact your head coach.

Congratulations on your fine efforts in the past year and best wishes for continued success.

Sincerely,

Financial Aid Director

cc: Director of Athletics, Associate Athletic Director for Compliance

Enclosure
APPENDIX F: ATHLETICS GRANT-IN-AID RENEWAL LETTER

Date

Name
Address

Dear XXXX

I am pleased to notify you that upon the recommendation of the Athletic Department, your Athletics Grant-in-Aid has been renewed for the XXXX-XXXX academic year. The period of award, amount of aid, terms, and conditions of the award are described in the enclosed Athletics Grant-in-Aid Agreement. Please note that NCAA rules permit cancellation of our Athletics Grant-in-Aid at any time if you are or become ineligible for intercollegiate competition. The Athletic Department will notify you prior to July 1 if you are currently ineligible and thus subject to cancellation.

Review the Athletics Grant-in-Aid Agreement carefully. Note that if you receive other financial aid, it may affect your grant. The total amount of your aid cannot exceed the maximum allowed by the National Collegiate Athletic Association (NCAA). We keep track of all aid that is given through our Financial Aid office, but if you receive other aid, you need to notify us so that you can maintain your eligibility.

If you accept the renewal of this athletics aid, please sign both copies and return one agreement in the enclosed envelope to the Athletic Department Associate Athletic Director for Compliance by July 1. Keep one copy for your records. Your award does not become effective until we receive the signed copy in the Financial Aid Office. If you have any questions, feel free to contact your head coach.

Congratulations on your fine efforts in the past year and best wishes for continued success.

Sincerely,

Financial Aid Director
# APPENDIX G: NATIONAL LETTER OF INTENT

## National Letter of Intent

### 2018-2019

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<th>Name of Prospective Student-Athlete</th>
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<th>Prospective Student-Athlete’s NCAA ID</th>
<th>Date of Birth</th>
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<td>(must be registered with the NCAA Eligibility Center and on the Institutional Request List)</td>
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Submission of this NLI has been authorized by:

**SIGNED**

Director of Athletics (or designee)

Date Issued to Prospective Student-Athlete

### For Institutional Use Only:

- [ ] Two-year college transfer
- [ ] Two-year college expected graduation date (if required to graduate)

### Sport:

This is to certify my decision to enroll at

Concordia University Irvine

Name of Institution

---

I certify that I have read all terms and conditions included in this document, discussed them with the coach and/or other staff representatives of the institution named above, and I fully understand, accept and agree to be bound by them. I understand that signing this NLI is voluntary and I am not required to sign the NLI to receive athletics aid and participate in intercollegiate athletics. Additionally, I give my consent to the signing institution, to disclose to authorized representatives of its athletics conference, the NCAA and the NLI Office any documents or information pertaining to my NLI signing. Further, I give my consent to the NLI Office to disclose my name and personally identifiable information from my education record to a third party (including but not limited to the media) as necessary to correct any inaccuracies reported by the media or related to my NLI signing, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act.

If I falsify any part of this NLI or if I have knowledge that my parent or legal guardian falsified any part of this NLI, I understand I shall forfeit the first year of my athlete’s competition at any NLI member institution.

My signature on this NLI nullifies any agreements, oral or otherwise, which would relieve me from the conditions stated within this NLI.

**SIGNED**

Prospective Student-Athlete Signature

Signing Date (MM/DD/YY)

Time (Designate - A.M. P.M.)

Do not sign prior to 7:00 a.m. (local time) on the initial signing date.

---

**SIGNED**

Parent/legal guardian signature required if prospective student-athlete has not reached his or her 21st birthday.

---

**SIGNED**

(Check one) [ ] Parent or [ ] Legal Guardian Signature

Signing Date (MM/DD/YY)

Time (Designate - A.M. P.M.)

Do not sign prior to 7:00 a.m. (local time) on the initial signing date.

---

Print Name of Parent/Legal Guardian

Telephone Number (including area code)

Email Address

---

Copyright @ National Letter of Intent

Rev: 10/2017
APPENDIX H: INSTITUTIONAL LETTER OF INTENT

By signing this letter, I commit to attend Concordia University Irvine and to participate in intercollegiate athletics under the supervision of the Athletic Department.

I agree to comply with the standards, rules, regulations, and policies of Concordia University Irvine, the NCAA, the PacWest Conference, the Athletic Department, and the team rules/policies established by the Head Coach.

I understand that if I become academically ineligible, I voluntarily withdraw from the team, or if I am removed from the team for a just cause, that any Athletic Award I receive may be reduced or canceled and may not be renewed the following school year.

I understand that I must meet the NCAA, PacWest Conference, and Concordia University Irvine academic standards to renew an Athletic Award.

If I am prevented from participating in my sport by virtue of illness or injury as determined by the Head Athletic Trainer, any Athletics Award offered will not be reduced or cancelled during the period of the award.

I understand that I have misrepresented prior records or other information requested during the admission and financial aid application process, that I may be ineligible to participate in intercollegiate athletics and/or attend Concordia University Irvine.

I understand that an Athletics Award may be removed immediately if I violate any terms of this agreement or the rules established for the conduct of all student-athletes as detailed in the University Student Handbook and Concordia University Irvine Student-Athlete Handbook.

Athletics Awards are renewable under the above conditions as well as under the conditions outlined on your official Athletic Grant-In-Aid form from the Financial Aid Office. The amount of any Athletics Award offered will be included on your official Athletic Grant-In-Aid from the Financial Aid Office.

Signature of Student-Athlete: ___________________________ Date: ________________

Signature of Parent/Legal Guardian: ___________________________ Date: ________________
(only required if student-athlete is under the age of 18)

Signature of Coach: ___________________________ Date: ________________

Signature of Director of Athletics: ___________________________ Date: ________________

We wish you well in your academic and athletic pursuits at Concordia University Irvine.
APPENDIX I: INSTITUTIONAL LETTER OF INTENT COVER LETTER

Dear XXXX

On behalf of the Concordia University program and Coach ____________, Congratulations! You have chosen an outstanding institution at which to obtain your degree. Coach is excited to have you as a member of his program.

I am eager to have you as a part of our Concordia University Athletic family, one that is blessed with longstanding traditions of excellence in both the classroom and the competitive arena. The Eagle Athletic Department, in concert with the University, is committed to providing our student-athletes the best possible environment for growth academically, spiritually, and athletically.

The privilege of representing Concordia University while using the talents and abilities God has given you now make you a part of this tradition of faithfulness and excellence, seeking honor in Him in all that we do.

Please sign both of the attached Letters of Intent indicating your desire to enroll in Concordia University and participate on the team for the fall 2014 semester. Please keep one copy for your records and return the other to ____________.

Again, Congratulations and Welcome to Concordia Athletics!

Sincerely,

Crystal Rosenthal
Director of Athletics
APPENDIX J: OUTSIDE FINANCIAL AID SCHOLARSHIP FORM

Why are you being asked to complete this form? The NCAA requires that non-institutional scholarships for student-athletes be verified by the Financial Aid Office to ensure that the scholarship is permissible based on NCAA bylaws.

Outside scholarships include awards you may have received prior to your freshman year, or may still be receiving, like a scholarship from a business, a sports club or a non-profit organization. Please complete section 1 and then have the organization that has awarded you the scholarship fill out the information below.

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<thead>
<tr>
<th>Section 1: <em>To be filled out by the student</em></th>
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<tbody>
<tr>
<td><strong>Last Name</strong></td>
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<td><strong>Sport</strong></td>
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<th>Section 2: <em>To be filled out by the awarding organization</em></th>
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<tr>
<td><strong>Scholarship Name</strong></td>
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<td><strong>Is this scholarship based upon athletic ability?</strong> <em>Yes</em> <em>No</em></td>
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<td><strong>Is this the first year that this scholarship has been awarded to any student?</strong> <em>Yes</em> <em>No</em></td>
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<td><strong>Is the scholarship contingent upon the student attending Concordia University, Irvine?</strong> <em>Yes</em> <em>No</em></td>
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<td><strong>Were other students able to apply for this scholarship?</strong> <em>Yes</em> <em>No</em></td>
</tr>
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**Contact Information:**

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<tr>
<th><strong>Contact Name</strong></th>
<th><strong>Phone Number</strong></th>
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<tr>
<td><strong>Contact Signature</strong></td>
<td><strong>Date</strong></td>
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**Office Use Only**

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<th><strong>Verified By</strong></th>
<th><strong>Title</strong></th>
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APPENDIX K: ELIGIBILITY PETITION

The PacWest

Submission Date of Petition: __________________ Full name of student-athlete: ________________________________

Type of waiver: ☐ Medical Hardship ☐ Intra conference

Sport: __________________

Eligibility/Bylaw rule involved: __________________

Academic Information: ☐ Qualifier ☐ Non Qualifier

Previous intercollegiate competition:

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<th>YEAR</th>
<th>SCHOOL</th>
<th>SPORT</th>
<th>NO. OF CONTESTS PLAYED</th>
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Complete practice record (for injury or illness): When was SA certified to practice; when did injury occur; etc.

Financial Aid: ☐ Yes ☐ No National Letter of Intent: ☐ Yes ☐ No

Circumstances (including date student-athlete was cleared to return to competition):

____________________________________________________________________

If this waiver is granted, the student-athlete will have _______ seasons of competition remaining in baseball.
If not, s/he will have _______ seasons left.

Signature of Compliance Administrator: ________________________________ Date: _____________

ATTACHMENTS

Hardship Waiver Petition (Check off:)

☐ Student-Athlete Statement
☐ Contemporaneous medical documentation (signed by treating physician or athletic trainer)
☐ Signed & dated letter from treating physician indicating whether the injury or illness was incapacitating for the reminder of season
☐ Contest/Dates of competition schedule
☐ Petitioning student-athlete competition record
☐ Signed Buckley Statement

For Hardship waiver petition (Check one:)

☐ Scheduled events
☐ Completed Events

Number of contests/dates of competition played or scheduled by team: ____________

Number of contests/dates of competition played by petitioning student-athlete:

Number of contest/dates competition that equals 30% of the season: ____________

Date of first contest of second half of the season:

Date of petitioning student-athlete’s final competition:

For intra-Conference transfer waiver petition (Check off:)

☐ Statement from petitioning student
☐ Any relevant documentation to support waiver
APPENDIX L:  CONFERENCE MEDICAL HARDSHIP CHECKLIST PACWEST CONFERENCE

☐ Copy of final stat sheet for season, showing student-athlete participation

☐ Signed documentation of official letterhead from treating physician, dated on or near the official time of injury/illness that establishes onset of injury/illness

☐ Written acknowledgment from treating physician that injury/illness was ultimately incapacitating for the remainder of the season.

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<th>B</th>
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| Contemporaneous letter or diagnosis from a treating physician identifying an injury/illness as incapacitating | Non-contemporaneous letter or diagnosis from a training physician stating:  
- Severity of injury/illness;  
- Injury/illness was ultimately incapacitating i.e. Prevented student-athlete from participating in more than two contests or dates of competition, 30 percent of the institution’s completed contests or dates of competition or 30 percent of the maximum permissible number of contests or dates of competition set forth in Bylaw 17 in his or her sport  
AND  
- Treatment logs or training room notes (indicating continuing rehabilitation efforts) |

Two ways to demonstrate:

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| Estimated length of incapacitation or recovery time-range contained within original contemporaneous medical documents  
OR  
Contemporaneous documentation of follow-up doctors’ visits (within estimated time-range) in which the student-athlete is not cleared to play | Estimated length of incapacitation or recovery time-range contained within the original contemporaneous medical documentation;  
AND  
Treatment logs or training room notes (indicating continuous rehabilitation efforts). |

☐ Length of incapacitation verified. Two ways to demonstrate:
Dear Professor,

This is to inform you that ____________________________ will be participating in Intercollegiate Athletic competition for the University. We have provided the dates below during which the student-athlete will be missing class. Academics is the first priority for our student-athletes, and we want to insure their success.

Our student-athletes recognize that it is their responsibility to contact you prior to departure regarding any exams or assignments that may be missed. This notification is only for classes that occur during times listed below. Everyone on the roster may not travel to each game. It is our expectation that our student-athletes will attend class if they are not appointed to travel for competition. The coaching staff will continue to provide academic support as we value teaching our student-athletes the importance of communication and responsibility.

We greatly appreciate your partnership and understanding as we strive together for excellence. If you have any further questions, please contact:

<table>
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<tr>
<th>HEAD COACH</th>
<th>FAR</th>
<th>DIRECTOR OF ATHLETICS</th>
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<tbody>
<tr>
<td>Name Email Phone:</td>
<td>Cliff Pawley</td>
<td>Crystal Rosenthal</td>
</tr>
<tr>
<td></td>
<td>Cliff <a href="mailto:Pawley@cui.edu">Pawley@cui.edu</a></td>
<td><a href="mailto:Crystal.Rosenthal@cui.edu">Crystal.Rosenthal@cui.edu</a></td>
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<tr>
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<td>(949) 214-3556</td>
<td>(949) 214-3223</td>
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2020-2021 Schedule

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Home Contest: ALL CAPS  
Away Contest: Lower Case (at . . )  
Conference Denoted by *  
Year: ____________________

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<th>DATE</th>
<th>DAY</th>
<th>OPPONENT</th>
<th>LOCATION</th>
<th>TIME</th>
<th>CLASS MISSED</th>
<th>TEAM DEPARTURE DATE/TIME (APPROX.)</th>
<th>TEAM RETURN DATE/TIME (APPROX.)</th>
<th>BUS OR VAN SIZE</th>
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Total Contest Number: ____________________  
Total Dates allowed by NCAA D II Regulations: ____________________  
Total class days missed: ____________________

Head Coach: ___________________________________________ Date: ______________
Associate Director of Athletics/Compliance: __________________________ Date: ______________
Head Athletic Trainer: _______________________________________ Date: ______________
Sports Information Director: ____________________________________ Date: ______________
Director of Athletics: _________________________________________ Date: ______________
Faculty Athletic Representative: _________________________________ Date: ______________
APPENDIX O: STUDENT-ATHLETE SUMMER INFORMATION FORM

Student-Athlete: ____________________________  Sport: ____________________________
E# ____________________________  Cell: ____________________________
Summer Address: ____________________________  Dates at summer address: ____________________________
Emergency Contact: ____________________________  Return Date to campus: ____________________________
                             Phone: ____________________________

Please list any dates and locations during the summer in which you will not be at the summer address:

Dates: ________ to ________  Location: ____________________________
Dates: ________ to ________  Location: ____________________________
Dates: ________ to ________  Location: ____________________________

EMPLOYMENT INFORMATION

Do you plan on working over the summer? ☐ YES ☐ NO

If yes:
Place of Employment: ____________________________  Employer Phone: ____________________________
Employer Street Address: ____________________________
City: ____________________________ State: ____________________________ Zip: ____________________________
Job Title: ____________________________
Performed Duties:

___________________________________________________________________________________________

Rate of Pay: $ ________ / (hour)  $ ________ / (week)  $ ________ / (project)

My signature certifies that to the best of my knowledge, the above responses are correct. Furthermore, I understand that any
improper employment may cause me to become ineligible to participate in intercollegiate athletics.

I understand that student-athlete employment may not be based on 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  Date

SUMMER COMPETITION

Do you plan to compete on a team or at an event/tournament as an unattached student-athlete at any point during the
summer? ☐ YES ☐ NO

If Yes:
Type of Activity: ____________________________
Location: ____________________________
Dates of Competition: ____________________________

Is this out of state? ☐ YES ☐ NO
If yes: Date Leaving: ____________________________  Date Returning: ____________________________

I understand that while I am a student-athlete at Concordia University Irvine I must report all competition that I compete that is
not with a Concordia University Irvine intercollegiate athletic sport team.
I verify that the above information is complete and accurate to my knowledge. If I appear in any additional contests/events I am responsible for notifying Concordia University Irvine’s Compliance Office prior to the start of the event.

__________________________________________  ________________________
Student-Athlete Signature                      Date
APPENDIX P: STUDENT-ATHLETE OUTSIDE EMPLOYMENT FORM

Student-Athlete: ____________________________ Sport: ____________________________

Employer Name/Address: ____________________________________________________________

Contact Person: ____________________________ Employer Phone: ____________________________

Employment title: ____________________________

Description of duties: ________________________________________________________________

_______________________________________________________________________________

Dates of employment: From: ____________________________ To: ____________________________

Rate of pay: $_____/hr  $_____/week  $_____/(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 Concordia University Irvine.

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  Date
APPENDIX Q: SICKLE CELL TRAIT WAIVER FORM

About Sickle Cell Trait:
Sickle cell trait is an inherited condition of the oxygen-carrying protein-hemoglobin, in the red blood cells. It’s a condition that occurs when an individual has inherited one gene for sickle hemoglobin from one parent and another gene for a normal hemoglobin from the other parent. Individuals who are sickle cell trait positive are at increased risk for injury, illness and/or death when engaged in strenuous physical activities.

Sickle cell trait is a common condition (over 3 million Americans.) Although sickle cell trait is most predominant in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South/Central American ancestry, persons of all races and ancestry may test positive for sickle cell trait.

Sickle cell trait is usually benign, but during intense, sustained exercise, hypoxia (lack of oxygen) in the muscles may cause sickling of red blood cells. The cells change from their normal disc shape to a crescent or “sickle” shape. They can then accumulate in the bloodstream and block blood vessels, leading to collapse from the breakdown of muscles starved of blood.

Sickle Cell Trait Testing:
Concordia University Athletics recommends that all athletes have knowledge of their sickle cell trait status. All current student-athletes are required to show proof of prior sickle cell testing or be tested for sickle cell trait. However, as an un-enrolled student-athlete at Concordia University you may sign a waiver before participating in any athletic events, including conditioning, try-outs, camps, practices, or competitions acknowledging the risks of potential complications resulting from a sickling episode.

Sickle Cell Trait Testing Waiver
I, __________________________, understand and acknowledge that Concordia University Athletic Department strongly recommends that all athletes have knowledge of their sickle cell status so that they can (a) make an informed decision as to whether to participate, and (b) take appropriate precautions to minimize risks if they elect to participate. Additionally, I have read and fully understand the aforementioned facts and the University’s policy about sickle cell trait and sickle cell trait testing. I recognize that my true physical condition is dependent upon an accurate medical history and a full disclosure of any symptoms, complaints, prior injuries, ailments, and/or disabilities experienced, I hereby affirm that I have fully disclosed in writing any prior medical history and/or knowledge of sickle cell trait status to Concordia University’s Athletic Department.

I do not wish to undergo sickle cell trait testing and I voluntarily agree to release, discharge, indemnify, and hold harmless Concordia University, 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.

Athlete’s Signature: ____________________________ Date: ____________________
Athlete’s Printed Name: ____________________________ Date: ____________________
Parent/Guardian’s Signature: ____________________________ Date: ____________________
Parent/Guardian’s Print Name: ____________________________ Date: ____________________
(if under 18 years of age)
APPENDIX R: PERMISSION TO CONTACT - TRANSFER CERTIFICATION

Student-Athlete: ________________________________________________________________
Institution: ___________________________________________ Sport: _______________________
The above named student-athlete has contacted our institution regarding the possibility of transferring to Concordia University-Irvine.

Please complete and return the below information.
In accordance with NCAA regulations, do we have your permission to contact this student-athlete? ☐ No ☐ Yes
If yes, please certify the following:
Enter date (term/year) at your institution: ______________________ Last term/year attended: ______________________
Number of semester/quarters attended: ______________________ Full-time semesters/quarters: ______________________
Part-time semester/quarter: ______________________

Has this student-athlete attended any other institution? ☐ Yes ☐ No
School: ____________________________________________
Enrollment: _______Sem/_________Yr to _________Sem/_________Yr
Did the student-athlete compete at this institution: ☐ Yes ☐ No
☐ Four Year ☐ J.C.
School: ____________________________________________
☐ Four Year ☐ J.C.
Enrollment: _______Sem/_________Yr to _________Sem/_________Yr
Did the student-athlete compete at this institution: ☐ Yes ☐ No

This student was not an athlete at this institution: ☐ Yes ☐ No
Was the student-athlete recruited by your institution? ☐ Yes ☐ No
Did the student-athlete sign a National Letter of Intent with your institution? ☐ Yes ☐ No
Did this student-athlete receive countable athletic aid at your institution? ☐ Yes ☐ No
If yes, how many terms did this student-athlete receive athletically-related aid?
Was this student-athlete an ☐ NCAA qualifier, ☐ partial qualifier, ☐ non qualifier out of high school? (please select one)
Was/will this student-athlete be considered in "good academic standing" upon withdrawal? ☐ Yes ☐ No
Has/had this student-athlete fulfilled the “progress toward a degree” (satisfactory progress) requirement? ☐ Yes ☐ No
If no, please comment: (Bylaw 14.5)
Did this athlete pass 9 credit hours his/her last academic term? ☐ Yes ☐ No
Would this athlete be eligible if he/she were to remain at your institution? ☐ Yes ☐ No
Has this athlete’s sport been dropped from your program? ☐ Yes ☐ No If yes, date: ______________________
If applicable, do you grant a one-time exception to the transfer residence requirement? ☐ Yes ☐ No
If no, why? ____________________________________________
Did this student-athlete receive a "Hardship Waiver" at your institution? ☐ Yes ☐ No
Is this student-athlete on disciplinary suspension from your institution? ☐ Yes ☐ No
Did this student earn a degree: ☐ Yes ☐ No
If yes, what degree: ____________________________________________ Date degree conferred: ______________________
### Participation Record at YOUR Institution:

<table>
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<tr>
<th>Sport</th>
<th>TERM/YEAR</th>
<th>PARTICIPATION (Circle all that apply)</th>
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### Person Completing Form:

- **Print Name:**
- **Signature:**
- **Title:**
- **Date:**
- **Phone:** ( ) -

### PLEASE RETURN TO:

Andrea Riche  
Associate Athletic Director for Compliance

Concordia University Irvine  
1530 Concordia West  
Irvine, CA 92612

949-214-3227  
Fax: 949\*854-6771  
andrea.riche@cui.edu
APPENDIX S: STUDENT-ATHLETE HOST AGREEMENT

Thank you for agreeing to serve as a student-athlete host. While serving as a student-athlete host, you will be expected to adhere to the guidelines outlined below. A member of the coaching staff will review these guidelines with you and answer any questions you may have prior to the start of the prospect’s visit.

By signing below, you acknowledge that you understand and agree to adhere to the following guidelines:

1. All entertainment must be within 10 miles of the institution’s campus during the official visit.
2. A maximum of $30 per day may be provided to you to cover the entertainment expenses of both you and the prospect. You may be provided with an additional $15 per day for each additional prospect that you entertain.
3. Host money may not be given to the prospect or anyone else connected with that prospect at any time.
4. Host money may not be used to pay for the expenses of other team members. Other team members must pay for their own expenses.
5. Host money may not be used to purchase souvenirs such as t-shirts or other institutional mementos for the prospect.
6. You may not provide the prospect with any athletic apparel or equipment.
7. You and the prospect can receive complimentary admissions to athletics events that are issued through a pass list. No hard tickets may be provided.
8. You must use your own vehicle during the visit. An institutional staff member or booster may not arrange or provide you with a vehicle.
9. Do not allow recruiting conversations to occur on- or off-campus between the prospect and a booster of the athletics program. If an unplanned meeting occurs, only an exchange of greetings is permissible.
10. Do not allow the prospect to participate in any athletics activity involving or related to the sport for which the prospect is being recruited, unless no coaches are present and the activity is not arranged by a coach or staff member.
11. You and the prospect are prohibited from consuming alcoholic beverages and using illegal drugs during the official visit, even if you and/or the student-athlete host are of legal age.
12. You and the prospect are prohibited from participating in any gambling or gaming activities during the official visit.
13. Do not take photos that include the prospect and post those on Facebook, Twitter or any other social website. The NCAA does not allow the institution to publicize a prospect’s visit to campus.

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

PSA (s) Name: ________________________________

Student-Athlete Name (print) ________________________________
Dorm/Apartment name and number ________________________________
APPENDIX T: WAIVER ATHLETICS OVERNIGHT VISIT FORM

Insurance and Risk Management

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

I, the undersigned participant, am requesting participation in the Concordia University (CUI), Irvine, Office of Residential Education & Services Prospective Athlete Overnight Recruitment Visit that begins on: [Date] and ends on: [Date].

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of Concordia University; Concordia University, Irvine and their employees, officers, directors, volunteers and agents (collectively “University”) from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney’s fees or damage to my personal property that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I agree that photographs, pictures, slides, movies, video, or other media coverage of me may be taken in connection with my participation in the activity without compensation from Concordia University Irvine, its regents, officers, employees, representatives, volunteers or agents, or any of them, and I consent to the use of photographs, pictures, slides, movies, videos, or other media coverage for any legal purpose.

I am 18 years or older. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b), promising not to sue on my behalf, (c) and assuming all risks of the Participant’s participation in the Activity, including travel to, from and during the Activity. I understand that this document is written to as broad and inclusive as legally permitted by the State of California. I agree that is any portion is held invalid or unenforceable, I will continue to be bound by remaining terms.

I have read this document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

Participant’s Signature ___________________________ Date __________

Print Participant’s Name ___________________________ Phone Number ______________

Event Leader’s Name ___________________________ Date __________

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I understand the legal consequences of signing this document, including (a) releasing the University from all liability in my and the Participant’s behalf, (b) promising not to sue on my and the Participant’s behalf, (c) and assuming all risks of the Participant’s participation in the Activity, including travel to, from and during the Activity. I
allow Participant to participate in this Activity. I understand that I am responsible for the obligations and acts of Participant as described in the document. I agree to be bound by the terms of the document.

I have read this two-page document, and I am signing it freely. No other representations concerning the legal effect of this document have been made to me.

_________________________________________  __________________________
Print Name of Minor Participant’s Parent/Guardian  Date

_________________________________________  __________________________
Signature of Minor Participant’s Parent/Guardian  Parent/Guardian Phone Number

Minor Participant’s Name
APPENDIX U:  POLICY CONSENT FORM OVERNIGHT VISIT

Welcome! We are glad you are considering Concordia as you further your athletic and academic goals. One important thing to learn about life on Concordia’s campus is that living in the Residence Halls here at Concordia is about community. We value our students as individuals but our program is about bringing individuals together to experience, learn from and be challenged within the makeup of a community. For any community to be healthy and thriving, it has to have limits, expectations and guidelines. The safety and well-being of the campus community are critical to supporting Concordia University Irvine’s academic mission. Because we face this journey as a community it is vital that we have community standards and expectations. While you are here as our guest, we want you to have the best experience that you can. Our hope is that you gain a true glimpse of life on campus and on the field/court. This opportunity that you have been given is a privilege and it is our expectation that you embrace and follow our policies while visiting with us during your stay. Here are some of our policies highlighted for your convenience.

1. Quiet Hours: Anytime individuals live together in a community, a reasonable level of noise is expected. It is important to be respectful of your neighbors and their needs regardless of the time of day, but each day there are specific quiet hours. Each night between 10:00 p.m. and 10:00 a.m., a greater degree of quiet is expected during “Quiet Hours”. The right to quiet supersedes the privilege to make noise, even outside of the designated hours.

2. Privacy Hours: The primary purpose of privacy hours is to ensure that privacy is maintained within the residence halls. During privacy hours, students of the opposite gender are not allowed to visit inside residence hall rooms/apartments. Privacy hours are as follows: Sunday through Thursday from 12:00 a.m. through 8:00 a.m. the next day and Friday through Saturday from 2:00 a.m. through 8:00 a.m.

3. Alcohol Policy:
   a. Alcohol is not permitted on campus
   b. As our guest tonight you will not be permitted to consume any alcoholic beverages or be in the presence of anyone else who is consuming alcoholic beverages.

4. Drugs: Possession of drugs or drug paraphernalia is strictly prohibited.

5. Noncompliance with University Personnel: Residents and their guests must cooperate with and act respectfully toward University personnel who are acting in the performance of their duties. This includes all university staff members; professional staff and student staff members (including RA’s).

6. Athletic Activities: Sports, skateboarding, rollerblading and skates are not allowed in the residents halls.

As a guest of the University I agree to abide by the above listed policies as well as all other policies as listed in the Concordia University Code of Conduct. The Code of Conduct can be found at http://www.cui.edu/studentlife/studentconduct/index.aspx?id=23210. I understand that any violation of University policy may lead to the notification of my parents and my removal from campus immediately. I understand that I/my child will be responsible for any damage to University property.

Student’s Printed Name: ____________________________ Student’s Signature: ____________________________ Date: __________

Parent’s Printed Name: ____________________________ Parent’s Signature: ____________________________ Date: __________
APPENDIX V  ATHLETIC PARTICIPATION/Tryout Waiver

CONDITIONAL WAIVER AND RELEASE (TRYOUT)

Name of Participant: ________________________________ Date of Birth: _______ Age: _______
Address: __________________________________________ State: __________ Zip Code: ________
City: ___________________________ Zip Code: ________
Home Phone: __________________________ Cell: __________
Parent/Guardian: __________________________ Best Contact Number: __________________

I, (print name) __________________________, intend to participate/tryout (no more than 72 hours or 3 practices) for a Concordia University athletics team in the sport(s) of ________________, under the following conditions:

I understand the nature of the program and believe that (Participant)(I) am qualified and in proper physical condition to fully participate in the CUI program.

I understand that a position on the roster of the above named sport is based on the outcome of my tryout (if applicable).

Therefore, I waive my right to a Pre-Participation Physical Examination at the expense of Concordia University Department of Athletics. If a position on the roster of the above named sport is secured, I will obtain a Pre-Participation Physical at my own expense.

I understand that participation in the CUI Program carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from activity to activity, but range from (1) minor injuries (e.g. scratches, bruises, strains, and sprains) to (2) major injuries (e.g. allergic reactions) to (3) catastrophic injuries (including paralysis and death). Additional risks to participant include, but are not limited to, damage or loss of property or other economic damage and loss. Such risks are present before, during, and after CUI program activities.

I have read the previous paragraph, and I understand and appreciate these and other risks are inherent in participation in the CUI Program. I hereby acknowledge that my participation in the CUI Program is voluntary, and I knowingly consent to participation in the CUI Program and assume full responsibility for any and all such risks.

I agree and acknowledge that the participant will abide by all safety requirements and instructions given to Participant by any and all CUI personnel during participation in the program.

I authorize CUI staff and faculty the right to give consent for and authorization to obtain any medical and/or dental care for participant including but not limited to emergency diagnostic procedure, medical, dental, surgical care, hospitalization and travel related thereto that CUI deems advisable and which the physician, dentist, or hospital personnel deems advisable and to provide these health care providers with any personal health information regarding participant, including but not limited to this form.

I understand that if an injury should occur that requires emergency medical treatment beyond the capabilities of the Athletic Treatment Clinic and Concordia University, I am financially responsible and liable for any and all medical bills pursuant to that medical treatment.

I understand that my participation with the intercollegiate athletic program at Concordia University, in the above
named sport is dependent on my possession of primary insurance, and that a roster spot (if applicable) will not be secured until proof of primary insurance is provided.

WAIVER OF LIABILITY AND INDEMNIFICATION

(I)(We), in consideration for Participant being accepted into and allowed to participate in the CUI Program, for the Participant, myself/ourselves, and our heirs, personal representatives and assigns, do hereby waive, release, discharge and covenant not to sue CUI, its CUI affiliates and its/their trustees, officers, employees, agents and volunteers, from liability from any and all claims, including the negligence of CUI, its affiliates, and its/their trustees, officers, employees, agents and volunteers, myself/ourselves, heirs, personal representatives and assigns resulting in damage or loss to me/ourselves/heirs/personal representatives/assigns or our property including, but not limited to, personal injury (including death), accidents or illness, and property damage, loss, or other injury arising from, but not limited to, participation in the CUI Program whether the risks are known or unknown to me.

(I)(We) agree to indemnify and hold CUI, its officials, trustees, faculty, employees, volunteers and agents harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities (including attorneys’ fees) brought as a result of Participant’s involvement in the CUI Program, and (I)(We) also agree to reimburse CUI for any such expenses incurred by it. Further, I shall defend at my own expense, including attorneys’ fees, CUI and their officials, officers, employees, volunteers and agents in any action or proceeding, legal, administrative or otherwise, based upon such acts, omissions or willful misconduct.

ACKNOWLEDGEMENT OF UNDERSTANDING

(I)(We) have carefully read this consent to participation and risk, waiver of liability, medical treatment and indemnity agreement, fully understand its terms, and understand that (I)(We) am/are giving up substantial rights, including the right to sue. (I)(We) acknowledge that (I)(We) am/are signing this agreement freely and voluntarily and, by signing below, (I)(We) intend this agreement to be a complete and unconditional release of all liability to the greatest extent allowed by law. If any portion of this agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. (I)(We) understand that this form is in effect form the dated signed and furthermore that it is (my)(our) responsibility to notify CUI in writing of any changes to this form. (I)(We) understand we may consult with legal counsel prior to signing this Agreement.

Signature of Participant: __________________________ Date: __________
Signature of Parent or Guardian: __________________________ Date: __________
(if under the age of 18 years)
Signature of Head Coach: __________________________ Date: __________
Signature of Certified Athletic Trainer: __________________________ Date: __________

In case of emergency, please notify:
Name: __________________________ Relationship: _______ Phone: _______
Allergic reaction to: __________________________
Medications currently taken: __________________________
Medical Conditions or limitations on activities __________________________

***INSURANCE COMPANY INFORMATION***
Insurance Company: __________________________ Policy Number: __________________________
Insurance Phone #: __________________________ Policy Holder Name: __________________________
Date of last Tetanus Shot: __________________________
Representative of Athletics Interest (NCAA Bylaw 13.02.11)
A Representative of Athletics Interest (booster) is anyone who is known (or should be known) by a member of the institution’s executive or athletic administration to:
1. Participate in or have been a member of a sport support group or booster club.
2. Provide or have helped arrange employment for student-athletes or provided benefits to enrolled student-athletes.
3. Have been involved in the promotion of Concordia University Irvine’s intercollegiate athletic program.
4. Participated as a varsity student-athlete at Concordia University Irvine.
5. Make or have made a donation to the Concordia University Irvine Athletics Booster Club.
6. Note: Once an individual is identified as a Representative of the Institution’s Athletics Interest, the person retains that identity forever.

Institutional Control and Compliance (NCAA Bylaw 6.01)
Institutional Control of athletics is a fundamental requirement of NCAA Legislation. Specifically, the NCAA Constitution provides that each institution shall be responsible for:
1. Controlling its intercollegiate athletic program in compliance with the rules and regulations of the NCAA.
2. Monitoring its program to insure compliance, identifying and reporting to the NCAA any instances in which compliance has not been achieved and taking appropriate corrective actions.
3. Ensuring that members of the institution’s staff, student-athletes and other individuals or groups representing the institution’s athletics interests comply with NCAA rules.

Rules Governing Recruitment of Prospective Student-Athletes (PSA’s) (NCAA Bylaw 13)
1. A prospective student-athlete is defined by the NCAA as any person who has begun classes in the ninth grade.
2. A prospective student-athlete remains a prospect even after he or she has signed an Institutional or National Letter of Intent or accepts an offer of financial aid to attend Concordia University Irvine.
3. The prospect remains a prospect until they report for the first day of classes for a regular term (fall or spring).
4. Only coaches and Athletic Department staff members can be involved in the recruiting process off campus. A contact is defined as any face-to-face encounter between a prospect or the prospect’s parent or legal guardians during which time any dialogue in excess of an exchange of a greeting occurs.
5. In general, all representatives of the institution’s athletics interest who are not employed by Concordia University Irvine are prohibited from contacting off campus a prospect or prospect’s family to encourage the prospect to participate in intercollegiate athletics at Concordia University Irvine.

You are prohibited from: (NCAA Bylaw 13)
1. Contacting a prospect in person on or off our campus.
2. Writing or telephoning a prospect or a member of the prospect’s family.
3. Making arrangements for a prospect or the prospect’s relatives or friends, to receive money or financial aid of any kind.
4. Providing transportation for a prospect or the prospect’s relatives or friends to visit our campus.
5. Providing free tickets or tickets at a reduced cost for prospects or the prospect’s relatives or friends to attend an athletic event.
6. Entertaining high school, prep school or community college coaches.

As a representative of the institution’s athletic interest, you are permitted to: (NCAA Bylaw 1.2.3)
1. Notify our coaches about prospects in your area that may be strong additions to our teams.
2. Attend high school or two-year college athletic contests or other events where prospects may compete; however, you may not contact the prospect or the prospect’s relatives.
3. Continue existing friendships with families of prospects, but you may not attempt to recruit the prospect.

Rules Governing Contacts and Benefits for Student-Athletes (NCAA Bylaw 16)

1. In addition to regulating contact of our representative of athletics interest with prospects, the NCAA also regulates contact with current Concordia University Irvine student-athletes, as well as their relatives and friends.
2. An extra benefit is any special arrangement by an institutional employee or a representatives of athletics interest to provide a student-athlete, prospect, or their relatives or friends a benefit not expressly authorized by NCAA legislation.
3. In general, you may not provide a benefit that is not authorized by NCAA legislation or make special arrangements for student-athletes and prospective student-athletes that are not available to the general student population.

Examples of prohibited extra benefit not allowed by NCAA rules, include but are not limited to, the following: (NCAA Bylaw 16)

1. Providing cash or loans in any amount, or signing or co-signing for a loan.
2. Providing gifts of any kind, including birthday cards and holiday gifts.
3. Providing special discounts for goods and services (e.g. car repairs, legal services, meals).
4. Providing free rent or reduced rent-housing.
5. Purchasing complimentary admissions from a student-athlete.
6. Providing an honorarium to a student-athlete for a speaking engagement.

As a representative of the institution’s athletics interest, you are permitted to: (NCAA Bylaw 16)

1. Invite a student-athlete into your home for an occasional meal, but please coordinate such activity with the Director of Athletics and the Associate Athletic Director for Compliance.
2. Provide summer employment for enrolled student-athletes

Consequences to Boosters for NCAA violations:

1. Institutions are required by the NCAA to notify boosters of consequences regarding rules violations. Boosters found in violation of NCAA rules are subject to losing benefits and privileges, including season tickets.
2. The NCAA Committee on Infractions has processed cases in which penalties have included both the disassociation of boosters with the institution and the loss of season ticket privileges.

Rules Governing Student-Athlete Employment

Student-athletes receiving grant-in-aid will be eligible for employment during the regular academic year as well as during the university’s official vacation periods (winter and spring break) and the summer.

The following rules are applicable to student-athlete employment:

1. The student-athlete is compensated only for work actually performed
2. The student-athlete is compensated only at the “going rate” for the work performed
3. The student-athlete has not been hired based on his or her athletic ability

Rules Governing Promotional Activities for Student-Athletes:

1. All charitable, educational, and nonprofit promotional activities involving student-athletes must have prior approval from the Director of Athletics.
2. Student-athletes are not permitted to be involved in the advertisement, recommendation or promotion of sales or use of a commercial product or service of any kind.

Rules Governing Agents and Amateurism (NCAA Bylaw 12)

A student-athlete who loses his or her amateur status shall not be eligible for intercollegiate competition in a particular sport if:

1. The student-athlete or family member negotiate, sign or enter into any written or oral agreement with an agent.
2. The student-athlete or family member accepts or receives any extra benefits from an agent or anyone who wishes to represent the student-athlete.
3. The student-athlete competes with a professional sports team or competes as a professional in any individual sport and receives any compensation for participation.
4. The student-athlete uses his or her skills for pay or promise of pay.

Rules Governing Gambling (NCAA Bylaw 10.3)
A student-athlete, coach and/or employee of the Concordia University Irvine Athletic Department may not provide information to individuals involved in any type of organized gambling concerning sporting events. In addition, student-athletes, coaches and staff of the Concordia University Irvine Athletics Department may not solicit or accept any wager on any intercollegiate or professional athletics contest.

FREQUENTLY ASKED QUESTIONS
Q: Can an Athletics Representative be involved in any way when a prospect is on an official or unofficial visit?
A: Yes. However, the Athletics Representative may have contact only on campus during the student-athletes official or unofficial visit. Off campus contact is prohibited.

Q: Is it permissible for an Athletics Representative to provide summer employment for student-athletes?
A: Yes. Please remember that compensation must be paid only for work actually performed and at a rate commensurate with the going rate in that locality for services of like character.
APPENDIX X: NCAA TRANSFER PORTAL SIGNATURE PAGE

TRANSFER REQUEST/NCAA TRANSFER PORTAL APPROVAL

Compliance Office
CONCORDIA UNIVERSITY IRVINE

Student-Athlete Name: ________________________ Sport ________________________

Email (for transfer portal): ___________________________ Phone #(for transfer portal): ___________________________

Would you like to be contacted by other institutions in the NCAA Transfer Portal: YES NO

By signing below, I am notifying CONCORDIA UNIVERSITY IRVINE of my intent to transfer. In doing so, I also acknowledge that by signing and submitting this Transfer Notification Form, my athletics financial aid (if applicable) may be reduced or cancelled.

Student-Athlete Signature: ________________________ Date: ________________________

I give my permission to the CONCORDIA UNIVERSITY IRVINE to disclose to other higher education institutions who request information for athletic recruitment purposes and in order to verify my ability to transfer to a new institution in accordance with NCAA and/or applicable Conference regulations. My protected academic/educational record information, including but not limited to: terms of attendance, academic standing, academic eligibility status, medical and mental health information, and disciplinary/conduct information (please circle one): YES NO

If I circled “YES” above, this consent shall remain in effect for one year from the date of my signature, however, I understand that I may revoke this consent in writing at any time to the CONCORDIA UNIVERSITY IRVINE Athletics Department.

13.1.1.2 Four-Year College Prospective Student-Athletes
An athletics staff member or other representative of the institution’s athletics interests shall not make contact with the student-athlete of an NCAA institution, directly or indirectly, without first obtaining the written permission of the first institution’s athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact. If permission is not granted, the second institution shall not encourage the transfer and shall not provide athletically related financial assistance to the student-athlete until the student-athlete has attended the second institution for one academic year. If permission is granted to contact the student-athlete, all applicable NCAA recruiting rules apply. (See Bylaw 13.1.3.1 for legislation regarding telephone calls.) If an institution receives a written request from a student-athlete to permit another institution to contact the student-athlete about transferring, the institution shall grant or deny the request within 14 consecutive calendar days of receipt of the request. If the institution fails to respond to the student-athlete’s written request within 14 consecutive calendar days, permission shall be granted by default and the institution shall provide written permission to the student-athlete. Permission to contact is not required for a student-athlete at an NAIA institution; however, the Division II institution’s director of athletics (or an individual designated by the director of athletics) must send notification of recruitment to the NAIA institution prior to contact with an NAIA student-athlete. [D] (Revised: 1/10/91, 1/16/93, 1/11/94, 1/10/05 effective 8/1/05, 1/11/12 effective 8/15/12 for any prospective student-athlete entering his or her junior year in high school 6/15/12 and thereafter, 1/17/15 effective 8/1/15, 1/21/17 for prospective student-athletes transferring from an NAIA institution for the 2017-18 academic year and thereafter)

<table>
<thead>
<tr>
<th>Head Coach Recommendations</th>
<th>Director of Athletics/Designee</th>
</tr>
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<tbody>
<tr>
<td><strong>Recommendation</strong> regarding permitting “permission to contact” and the use of the “one time transfer exception” for student-athlete listed above (circle one):</td>
<td><strong>Permission to contact and the use of the “one time transfer exception” for student-athlete listed above is (circle one):</strong></td>
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<td>APPROVE</td>
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<td>DENY</td>
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<tr>
<td>APPROVE W/STIPULATIONS</td>
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If denial or with stipulations is recommended, please explain rationale:

__________________________
__________________________
__________________________
__________________________
__________________________

Signature of Coach/Designee Date

Signature of Director of Athletics/Designee Date

Compliance Office

Student-Athlete has been activated on the NCAA Transfer Database on: ____________________________  
(Date and Initials)
APPENDIX Y: VOLUNTEER RELEASE, WAIVER AND INDEMNITY AGREEMENT

I request to volunteer my services to Concordia University Irvine (“CUI”) as part of their [_____________] Program (“Program”). I hereby acknowledge, understand and agree that by participating in the Program, including entering premises and facilities, I may be exposed to risks of damage to my person or property, including but not limited to, illness, injury to my person or personal property, accident or death. I understand, acknowledge and agree that such damage may be caused, either directly or indirectly, in whole or in part, by my participation in the Program.

I HEREBY AGREE that I am fully aware of the risks and hazards inherent in participating in the Program, and I agree to accept and assume full responsibility for any and all risks of damage, injury, illness or death resulting to me or my property while participating in the Program. ____________ (Initial)

I HEREBY AGREE, in consideration for CUI allowing me to participate in the Program, that I, my personal representatives, heirs, next-of-kin and assigns (collectively the “Releasors”) hereby release, waive, discharge and covenant not to sue CUI and their officials, officers, employees, volunteers and agents from and for any and all liability for any loss or damage to me or the other Releasors, and from and for any claim or demands therefore on account of injury to the person or property of me or the other Releasors, including illness and death, whether caused by the negligence of me or the other Releasors or otherwise while I participate in the Program, whether the risks are known or unknown to me. ____________ (Initial)

I HEREBY AGREE to defend, indemnify, save and hold free and harmless CUI and their officials, officers, employees, volunteers and agents from any and all liability from loss, damage, cost or injury, including wrongful death, to any property or persons, including third parties, in any manner arising out of or incident to any acts, omissions or willful misconduct of me while I participate in the Program, including without limitation the payment of attorneys’ fees. Further, I shall defend at my own expense, including attorneys’ fees, CUI and their officials, officers, employees, volunteers and agents in any action or proceeding, legal, administrative or otherwise, based upon such acts, omissions or willful misconduct. ____________ (Initial)

I HEREBY AGREE that I am not covered by CUI’s Workers’ Compensation Insurance policy, and that I shall not be considered an employee of CUI for any purpose, including, but not limited to, retirement benefits, health benefits, seniority, sick leave and vacation leave. ____________ (Initial)

I HEREBY AGREE that this release, waiver and indemnity agreement is intended to be as broad and inclusive as is permitted by the laws of the State of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. ____________ (Initial)

I HEREBY AGREE that I have read and voluntarily sign this release, waiver and indemnity agreement, and further agree that no oral representations, statements or inducements apart from the foregoing written agreement have been made. ____________ (Initial)

I HEREBY AGREE that this release, waiver and indemnity agreement shall be binding on me and my personal representatives, heirs, assigns and next-of-kin. ____________ (Initial)

I HEREBY AGREE and acknowledge that I will abide by all safety requirements and instructions given to me by any and all CUI personnel during my participation in the Program. ____________ (Initial)

I HAVE CAREFULLY READ, UNDERSTAND, ACKNOWLEDGE AND AGREE TO THIS RELEASE, WAIVER AND INDEMNITY AGREEMENT. I UNDERSTAND THAT I AM GIVING UP VALUABLE LEGAL RIGHTS BY SIGNING THIS RELEASE, WAIVER AND INDEMNIFY AGREEMENT. I HAVE AGREED TO SIGN THIS AGREEMENT OF MY OWN FREE WILL.
I understand that volunteers are urged to carry insurance (life, disability) and the appropriate hospitalization insurance before entering into the Program.

Volunteer’s Signature: ____________________________ Date: ______________
Volunteer’s Name: __________________________________________

Legal Guardian’s Signature: ____________________________ Date: ______________
Legal Guardian’s Name: __________________________________________
(if volunteer is a minor)

Reviewed and Accepted by:

________________________________________
Authorized Representative
Concordia University Irvine
APPENDIX Z:  ATHLETIC DEPARTMENT WALK-ON CLEARANCE FORM

Directions: It is the student-athlete’s responsibility to complete this worksheet with all of the required signatures. All signatures must be obtained in the order listed. Steps 1-4 must be completed prior to any practice activities. All questions regarding this form should be directed to the Associate Athletic Director for Compliance.

Step 1: General Information (Completed by the Student-Athlete)
Name: ____________________________ Social Security #: ________________________________
Sport: ____________________________ Phone #: ________________________________
Student ID: ______________________

Step 2: Head Coach Information
I confirm that I have spoken with this student-athlete and am willing to provide him/her an opportunity to be a part of my program through a tryout opportunity. I also confirm that this student-athlete was not recruited by our program.

Signature of Head Coach: ____________________________ Date: ______________________

Step 3: Training Room Staff
I confirm that this student-athlete has a current physical examination form, sickle cell results and proof of insurance card on file in the training room.

Signature of Athletic Trainer: ____________________________ Date: ______________________

Step 4: Director for Compliance
I confirm that this student-athlete is enrolled as a full-time student (minimum of 12 credit hours) for the current semester. I also confirm that this student-athlete has completed the following:

1. Historical Questionnaire
2. NCAA Student-Athlete Statement,
3. NCAA Drug Testing Consent Form
4. Student-Athlete Information Form.

Signature of Associate Athletic Director for Compliance: ____________________________ Date: ______________________