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This handbook is to assist the Saint Augustine’s University coaching and support staff in building a competitive and successful program, while creating an environment to facilitate academic and athletic success by student athletes. Saint Augustine’s University expects each Head and Assistant Coach to follow this handbook for consistency, development, and well being of the student athletes, coaching staff, and the Falcons athletic program.

Saint Augustine’s University competes in the NCAA Division II and the Central Intercollegiate Athletic Association. Traditionally, Saint Augustine’s University has been one of the most represented institutions in All-Conference Honors and Championships both athletically and academically.

Saint Augustine’s University offers seven sports for men and seven sports for women. The sports offered are Baseball (M), Basketball (M & W), Cross-Country (M&W), Bowling (W), Football (M), Golf (M), Indoor and Outdoor Track and Field (M&W), Softball (W), and Volleyball (W).

As a departmental staff, we strive to have each student athlete develop physical, intellectual, and emotional growth while participating in our athletic program. Our philosophy is based upon the opportunity of all student athletes to have a positive experience athletically and have athletics be one aspect of the total educational experience at Saint Augustine’s University.

The SAU Athletic Department Policies and Procedures Manual is intended to be used by the members of the Athletic Department staff. This publication will aid in the daily performance of duties and should be used in conjunction with the Saint Augustine’s University Staff manual in resolving questions or situations that may arise.

This publication will be updated each year, more frequently if needed. All staff members are encouraged to submit to the Athletic Director any policies and/or revisions that are deemed necessary for this manual.
Welcome Letter from the Director of Athletics

Dear Staff Member:

Welcome to Saint Augustine’s University and the intercollegiate athletics program. I am pleased to welcome you as a member of our team! Saint Augustine’s University is committed to hiring outstanding individuals who will provide a positive environment and opportunity for our most important asset – our students.

This handbook is meant to provide important information for you, as an employee, about our intercollegiate athletics program. It should help familiarize you with information and facts about our department that are important for you to know.

We are ready to support you in any way we can – we want you to be successful and believe this handbook serves as an important first step in being a member of our Department of Intercollegiate Athletics team!

Here’s to your success at Saint Augustine’s University! We look forward to working with you.

Sincerely,

George Williams
Director of Athletics
1.1 Mission Statement

The mission of Saint Augustine’s University Department of Intercollegiate Athletics is to ensure that its athletic programs are operated in conformance with the overall institutional mission. We are committed to the highest standards of sportsmanship, teamwork, scholarship and citizenship.

Intercollegiate athletics enhance the University experience of all students, participants and non-participants alike, by developing school spirit and creating a sense of community. Athletics, thus serves the University’s mission of enhancing the quality of the student experience.

The Mission Statement of Saint Augustine’s University Athletics is based on a commitment to the following Core Principles:

- Academic Responsibility and Scholastic Achievement
- Student Athlete Personal Growth and Development
- Safety and Welfare of Student Athletes
- Fairness
- Sportsmanship
- Citizenship

Based on this mission statement and core principles of Intercollegiate Athletics at Saint Augustine’s University our objective is to:

- Provide equal opportunities for female and male student athletes of good character and academic performance, to compete in organized intercollegiate athletics while pursuing a baccalaureate degree.

- Provide an opportunity for each student athlete to grow as a total person by enabling involvement in other areas of student life and by providing the tools that will aid the student athlete after graduation.

- Provide financial opportunity through scholarship assistance to diverse and deserving student athletes of local, regional, national and international origins.

- Utilize intercollegiate athletics as a means to reach and draw together the University community, alumni and to provide a source of institutional pride to alumni, faculty, and students through athletic competition and academic integrity.

- Understand that in all areas of intercollegiate athletics, Saint Augustine’s University demands and functions with integrity, social responsibility, ethical standards, and strict adherence to the spirit and letter of all Saint Augustine’s University, Central Intercollegiate Athletic Association and NCAA rules.
THE STUDENT IS...

…the most important person on the campus. Without students, there would be no need for the institution.

…not a cold enrollment statistic, but a flesh and blood human being with feeling and emotions like our own.

…not someone to be treated so we can do our thing. They are OUR thing.

…not dependent on us. Rather we are dependent on them.

…not an interruption of our work, but the purpose of it. We are not doing them a favor by serving them. They are giving us the favor by giving us the opportunity to do so.
# Departmental Information

## Department of Athletics Information Quick Reference

<table>
<thead>
<tr>
<th>Issue</th>
<th>Who to Contact</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Policy</td>
<td>Athletic Academic Counselors</td>
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<td>Admissions</td>
<td>Admissions Office</td>
<td>Delany Hall</td>
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<td>Awards</td>
<td>Associate Athletic Director/SWA</td>
<td>Atkinson 113</td>
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<td>Budget Information</td>
<td>VP of Business and Finance</td>
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<td>Budget Requests</td>
<td>Office of Procurement</td>
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<td>Bus/Van Reservations</td>
<td>Automation</td>
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<td>Mosee Building</td>
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<td>Class Excuses</td>
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<td>Computer Help Desk</td>
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<td>Administrative Assistant</td>
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<td>Contracts (Games)</td>
<td>Chief Technology Officer</td>
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<td>Email Accounts</td>
<td>Administrative Assistant/AD</td>
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<td>Facilities (Reservations)</td>
<td>Human Resources</td>
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<td>Injuries (Staff)</td>
<td>Head Athletic Trainer</td>
<td>Emery Gymnasium</td>
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<td>Sports Information Director</td>
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<td>Media Relations</td>
<td>Vice President of Business and Finance</td>
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<td>Promotions and Special Events</td>
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<td>Bookstore</td>
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<td>Athletic Academic Counselors</td>
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<td>Student-Athlete Academic Progress</td>
<td>Janette Johnson</td>
<td>Hunter Building Basement</td>
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<td>Student-Athlete Advisory Committee</td>
<td>Office of Procurement</td>
<td>Benson Building 2nd Floor</td>
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<tr>
<td>Travel (advance/approval/expense)</td>
<td>Webmaster</td>
<td>Lynch Hall</td>
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<tr>
<td>Position</td>
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<td>Phone</td>
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<td>---------------------------------------------------------------</td>
<td>-----------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Athletic Director</td>
<td>George Williams</td>
<td>(919) 516-4236</td>
</tr>
<tr>
<td>Associate Athletic Director/Senior Woman Administrator</td>
<td>Kristene Kelly</td>
<td>(919) 516-4239</td>
</tr>
<tr>
<td>Director of Operations/Academic Advisor</td>
<td>Leon Carrington</td>
<td>(919) 516-4174</td>
</tr>
<tr>
<td>Faculty Athletic Representative</td>
<td>Richard Moore</td>
<td>(919) 516-4094</td>
</tr>
<tr>
<td>Assistant Athletic Director for Compliance</td>
<td>Andre Roach</td>
<td>(919) 516-4700</td>
</tr>
<tr>
<td>Sports Information Director</td>
<td>Anthony Jeffries</td>
<td>(919) 516-5158</td>
</tr>
<tr>
<td>Head Athletic Trainer</td>
<td>LeKida Whetstone</td>
<td>(919) 516-4219</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Tyler Vinson</td>
<td>(919) 516-4821</td>
</tr>
<tr>
<td>Assistant Athletic Trainer</td>
<td>Johnntavis Mallary</td>
<td>(919) 516-4821</td>
</tr>
<tr>
<td>Athletic Administrative Assistant</td>
<td>Felicia Rice</td>
<td>(919) 516-4250</td>
</tr>
<tr>
<td>Training Room</td>
<td></td>
<td>(919) 516-4595</td>
</tr>
<tr>
<td>Head Football Coach</td>
<td>Michael Morand</td>
<td>(919) 516-4777</td>
</tr>
<tr>
<td>Assistant Football Coaches</td>
<td>TBA</td>
<td>(919) 516-5182</td>
</tr>
<tr>
<td>Head Men's Basketball Coach</td>
<td>MarQus Johnson</td>
<td>(919) 516-4077</td>
</tr>
<tr>
<td>Assistant Men's Basketball Coach</td>
<td>Marque Carrington</td>
<td>(919) 516-4469</td>
</tr>
<tr>
<td>Head Women's Basketball Coach</td>
<td>Rachel Bullard</td>
<td>(919) 516-4822</td>
</tr>
<tr>
<td>Assistant Women's Basketball Coach</td>
<td>Jarita Crump</td>
<td>(919) 516-4081</td>
</tr>
<tr>
<td>Bowling Head Coach</td>
<td>Dorothy Neal</td>
<td>(919) 516-5160</td>
</tr>
<tr>
<td>Head Volleyball &amp; Softball Coach</td>
<td>Lynikka Bynum</td>
<td>(919) 516-4171</td>
</tr>
<tr>
<td>Assistant Volleyball/Softball Coach</td>
<td>Bruce Cozart</td>
<td>(919) 516-4171</td>
</tr>
<tr>
<td>Head Baseball Coach</td>
<td>Charles Whitaker</td>
<td>(919) 516-5155</td>
</tr>
<tr>
<td>Assistant Men's Baseball Coach</td>
<td>Tom Stewart</td>
<td>(919) 516-5155</td>
</tr>
<tr>
<td>Men's Golf Head Coach</td>
<td>Robert Hinton</td>
<td>(919) 516-4202</td>
</tr>
<tr>
<td>Head Cross Country / Track &amp; Field (men &amp; women) Coach</td>
<td>George Williams</td>
<td>(919) 516-4236</td>
</tr>
<tr>
<td>Assistant Women's Cross Country/Track &amp; Field Coach</td>
<td>Sandy Chapman</td>
<td>(919) 516-4236</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Ann L. Brown</td>
<td>(919) 516-4661</td>
</tr>
</tbody>
</table>
INCLEMENT WEATHER

Severe weather and natural disasters include, but are not limited to hurricanes, tornadoes, tropical storms, tropical depressions, ice and snowstorms. These weather conditions pose potential threats for the Saint Augustine’s University campus.

When catastrophic or life-threatening conditions such as hurricanes, tornadoes, floods or other disastrous circumstances require evacuation from the workplace, employees are not required to make up time lost during the period declared hazardous.

The President or her representative makes decisions regarding emergency situations.

It is the intent of the University to operate according to normal schedules whenever possible and to cancel classes or close offices only when it is extremely difficult for students or employees to commute.

When emergencies, such as severe weather or other situations occur that may threaten your safety, Saint Augustine’s University will use the RAVE Alert System to notify you. All students, faculty and staff members should register for the service today at https://www.getrave.com/login/st-aug. You can also check the website at www.st-aug.edu for additional information.

PURCHASE OF EQUIPMENT

All equipment purchases must have prior approval from the Director of Athletics.

A. All equipment orders are placed through the Office of Procurement.

B. All deliveries will be made to the Office of Central Receiving. Coaches must make arrangements for pickup.

C. Allow at least seven to ten days for any request of equipment to be received. It is important to give the Director of Athletics or the Office of Procurement time to process any given request.

CHECK REQUEST

A check request may be used for subscriptions, dues, reimbursement, etc. Requisitions must also be used to obtain supplies.

TRAVEL and TRAVEL REIMBURSEMENT

The University provides travel allowances when the Travel Authorization Form has been approved as follows:

A. Transportation
   a. Private car, $0.40 per mile
   b. Other modes of transportation must be supported with a ticket stub.

B. Hotel
   Will be reimbursed for actual cost supported with receipt.

C. Food
   Meals reimbursed up to $30.00 per day. Original, itemized, receipts must be attached for all food expenses. Subsistence that exceeds $30 per day WILL NOT be reimbursed.
D. Miscellaneous Fees (Receipt must be attached)
Reimbursed for registration fees, toll charges, parking charges, air line baggage fees.

II. We do not reimburse for the following:

- Non-business related telephone calls
- Speeding Tickets
- Entertainment
- Miscellaneous personal expenses
- Tips
- Bottled Water
- Alcoholic beverages

III. Following Procedures

You must complete a request for authorization to travel two weeks prior to the trip and have it approved prior to taking all trips. **The University will not reimburse you for travel expenses if you have not been authorized to travel.**

Upon returning to the University, prepare a Travel Expense Report with all receipts attached and submit it to the Director of Athletics for signature and then to the Office of Procurement for processing. Reimbursements are usually made within five (5) business days.

IV. With at least ten days advance notice, the University will make travel advances available to employees in an amount not to exceed 85% of the estimated travel cost.

For example:

*Travel to Atlanta, Georgia for five days at $30 per day for meals. The total is $150. The employee will receive $127.50 in advance. Once receipts and the appropriate expense forms are submitted, the employee is allowed to receive a reimbursement of up to the pre-approved amount (minus monies received in advance).*

Such advances are considered to be an advance against an employee’s salary and will be deducted from the employee’s paycheck if a Travel Expense Report is not filed within thirty (30) days. A travel advance may be requested on the Travel Authorization Form. In addition, the University reserves the right to deny additional travel advance requests until all outstanding expense reports have been submitted.

Saint Augustine’s University reimburses employees for the use of their personal vehicles for University business travel at the rate designated by the University (40 cents per mile).

For University business travel greater than 200 miles per day (24 hour period), it is suggested that employees rent a car. For more information refer to the Office of Procurement.
Coaches’ Responsibilities

► Maintain a commitment to your team, Athletic Department and University, while striving for athletic success.

► Recruitment of student athletes through admission inquiries, on-site contacts, and Open Houses.

► Knowledge of your sport’s NCAA and CIAA policies, regulations and operating codes (can be obtained through the Director of Athletics). **Each coach is required to take the NCAA Division II Rules Test annually (May, June, or July).**

► Required attendance at all Coaches’ Meetings, coaching/educational clinics, and athletic staff meetings.

► Responsibility for the safety and maintenance of the team’s equipment.

► Represent Saint Augustine’s University in an appropriate and professional manner (i.e., team appearance, sportsman-like conduct).

► Responsible for adhering to the annual budget.

► Responsible for knowledge and involvement of student athletes’ academic standing and growth.

► Responsible for coordinating all team statistical information with the Sports Information Director, to include individual and team recognition.

► Development of an off-season conditioning program for all team members in accordance with current NCAA rules. See Assistant AD for Compliance for further information.

► Responsible for informing the Director of Athletics of incidents, requests, and overall status of your athletic team.

► **All head coaches and full-time assistant coaches must have current CPR, First Aid and AED certification.** Saint Augustine’s University offers CPR and AED certification training.

► Develop and facilitate team fundraisers; **must have approval** of the Director of Athletics and the Vice President of Institutional Advancement & Development.

► Responsible for evaluation processes of team members and provide the opportunity for the student athletes to evaluate the coaching staff.

► Each coach is **required** to have a post-season evaluation by the Director of Athletics.
**Recruiting Information**

**Recruiting Manual:**

A. Recruiting becomes one of the most important factors in your coaching success. Each coach must first become familiar with all recruiting policies and procedures, which are located in the Division II Manual. This manual is available online via [http://www.ncaapublications.com/DownloadPublication.aspx?download=D215.pdf](http://www.ncaapublications.com/DownloadPublication.aspx?download=D215.pdf). There is also a Recruiting Manual with specific information regarding Saint Augustine’s University which can be obtained through the Assistant AD for Compliance.

**When can you begin contact with a Prospective Student Athlete?**

1. After the completion of the student’s junior year. *Use July 1 as a safe date.*
2. If an underclassman initiates a visit to campus.
3. If an underclassman initiates a telephone conversation.

*Note: After June 15th, coaches can send rising juniors information about Saint Augustine’s University and their program.*

**Enrollment Management:**

A. Each coach should provide a list of names of current recruits to Assistant AD for Compliance. In addition, any recruited student athlete can be sent an athletic schedule, letter from coach, player profile questionnaire form, etc.

**Open Houses:**

A. The Open House Program provides the opportunity for an athletic table that allows coaches and players to meet with prospective student athletes and their parents.

**2014-15 Open House Dates**

*November 8, 2014*

**Transfer Student Verification:**

A. If a student athlete transfers from another institution, coaches must provide the name(s) to Andre Roach to *start* the verification process, which takes about two weeks to complete.

**CIAA Transfer Rule**

**Transfer Restriction:** Student-athletes who have practiced or competed for a member institution and transfer to another conference member institution may not compete in that sport for two full calendar years from the date immediately prior to participation at the certifying institution. *Exception:* A student who transfers and enrolls in a graduate program, professional school or second baccalaureate or equivalent degree program at an institution other than the institution he or she previously attended as an undergraduate may participate in intercollegiate athletics, provided the student has eligibility remaining. *Transfer rule as relating to institutions that do not offer graduate programs for a student-athlete.*
### 2014-2015 Tuition & Fees Schedule

**Annual Costs**

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<th>Fall</th>
<th>Spring</th>
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<td>Tuition (Full-time)*</td>
<td>$6,445</td>
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<td>Mandatory Fees</td>
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<td>Board (Meal Plan) ***</td>
<td>2,255</td>
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<td>Room and Board</td>
<td>3,846</td>
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**Total Tuition, Fees, and Room and Board**

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<th>Fall</th>
<th>Spring</th>
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<tr>
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<td>$12,791</td>
<td>$12,791</td>
<td>$25,582</td>
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**Other Fees**

- **Enrollment Deposit******
  - $200 new students only
- **Housing Deposit******
  - $190 per year - returning students
- **Non-Pre-Registration Fee**
  - $100 per semester
- **Late Registration Fee**
  - $100 per semester
- **Deferred Payment Plan Fee ******
  - $75 per semester
- **Late Deferred Payment Fee**
  - $25 per occurrence
- **Graduation Fee**
  - $125

**Residence Hall Surcharges**

- Boyer Hall
  - $100 per semester
- Weston Hall
  - $100 per semester
- Falkcrest Apartments (includes single room surcharge)
  - $700 per semester
- Single Room Surcharge (All Residence Halls)
  - $500 per semester

**Other Charges**

- **ID Card Replacement**
  - $25
- **Immunization Fee**
  - $80
- **Parking Permit Student**
  - $30 per semester
- **Residence Hall Key or Core Replacement**
  - Up to $250
- **Transcript Fee (No personal checks accepted)**
  - $5 regular service
  - $7 same day service

* Students who carry more than 12 hours pay an overload charge of $547 per credit hour. Students with less than twelve (12) hours are charged based on a part-time rate of $745 per credit hour (see Part Time Tuition and Fees Schedule on the reverse side). Limited courses are subject to additional fees.

** Room charges vary based on the residence hall selected.

** Each resident is charged $150 per semester for telephone and cable service.

** Board is the meal plan charge for a boarding student and is subject to NC State Sales Tax. For more information, see the Other Important Financial Information Section on the reverse side.

** Non-refundable fees.

*All fees are subject to change.

Saint Augustine’s University is an equal opportunity institution.
SAINT AUGUSTINE’S UNIVERSITY

Overload Tuition  
(Above 18 hours)  $547 per credit hour

Part-Time Tuition and Fees Schedule  
(Less than 12 hours)

<table>
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<tr>
<th>Hours</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<td>832</td>
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<td>$2,980</td>
<td>$3,725</td>
<td>$4,470</td>
<td>$5,215</td>
<td>$5,960</td>
<td>$6,705</td>
<td>$7,450</td>
<td>$8,195</td>
</tr>
</tbody>
</table>

Other Important Financial Information

The total amount assessed for a semester is due at registration. Students with outstanding balances will not be allowed to register. Students are expected to meet their financial obligations promptly and without notice from the Office of Business and Finance. The University reserves the right to withhold services and accommodations, deny transcript requests, and/or place the student on financial suspension if payments are not made as agreed.

Payments may be made by cash, check, money order or the following credit cards: MasterCard, VISA and American Express.

The non-refundable Deferred Payment Plan Fee must be paid at approval of the agreement. Payments are due as indicated on the agreement. Late payments are assessed a $25 late payment fee.

Students attending the University under the provisions of Department of Veteran Affairs, GI Bill Programs are responsible for meeting their expenses at registration.

Students who officially withdraw, are suspended, or are expelled are subject to the return of Title IV and other financial aid return of funds requirements according to published refund policies.

Room charges are non-refundable. Students who register boarding and subsequently change to non-boarding will receive an adjustment for unused board only. Board charges are refunded on a prorated basis.

NC State Sales Taxes on Food: The State of North Carolina recently made taxable many items that were previously excluded from sales taxes, including food sold to students at higher education institutions. These changes took effect January 1, 2014. If you register as a boarding student, your board charges (meal plan) are subject to sales taxes. You will be charged sales taxes based on the applicable NC State and Wake County tax rates, in addition to the cost of your meal plan. The tax rates are determined by the State of North Carolina. Sales taxes will be charged at the point of sale for all food purchased at the Saint Augustine’s University Cafeteria and Grill.

Student Health Insurance: Full-time students are required to have health insurance. Saint Augustine’s University offers student health insurance coverage with BCS Insurance Company. The annual policy period is August 1, 2014 – July 31, 2015. Periods of coverage are annual. Fall Semester Only, Spring & Summer-Semester and Summer Semester (New Summer Students Only). Each period of coverage has a Waiver and Enrollment Deadline. Eligibility requirements allow you to submit an insurance waiver which would provide information on your existing coverage if you meet the deadline will automatically be enrolled in the University’s insurance plan and the fee for the student health insurance coverage will be charged to the student’s account. For more information, please refer to www.StAugustineInsurance.info and select PPACA Compliant Student Health Insurance.

All individual expenses incurred by a student, in an emergency, or otherwise, will be billed to the student’s account and must be paid immediately. Students are encouraged to obtain adequate insurance coverage for loss or damage of personal property. The University does not insure a student’s personal property.

Correspondence and payments should be addressed to: Office of Business and Finance
Saint Augustine’s University
1315 Oakwood Avenue
Raleigh, North Carolina 27610

Telephone numbers: (919) 516-4006 or 516-4491
Website: www.st-aug.edu

05/12/14
TRANSPORTATION and TRAVEL

Travel:
Each coach makes bus reservations and van arrangements.

The Head Coach is responsible for the team and all others traveling with the squad (i.e., trainers, managers, sports information personnel, etc.) The players accompanying an athletic team are expected to return with the team on all away trips. (Head Coach can make exceptions with Director of Athletics Approval.) Any coach who does not plan to accompany the team for the entire duration of the trip must receive prior approval from the Director of Athletics. The safety of the travel participants is of the utmost importance. Itineraries must be filed with the Athletic Office prior to departure. The Athletics Department budgets at a rate of $24 per day for per diem for student-athletes.

All coaches must be approved by the University to drive. A copy of your driver’s license must be on file with Human Resources and the Office of Procurement. If you have a volunteer (assistant coach), you must have that person fill out the proper paperwork to make sure he/she is covered under the University’s policy. If a coach believes a student athlete is willing to drive in an emergency situation, the student athlete must provide a copy of his/her driver’s license to be eligible.

The Office of Procurement maintains a fleet of vehicles on a first come, first served basis, and should be utilized whenever possible and appropriate for your travel circumstances. The University reimburses for the use of personal vehicles at a rate of .40 cents per mile.

Team Transportation includes:
- University Vans
- Charter Bus

- The Administrative Assistant will provide a monthly schedule to all in-season coaches stating what van(s) the team is assigned. The gas card and keys are located in the Office of Central Receiving. Keys for the vans or any University vehicle should be picked up in the Office of Procurement located in the basement of the Hunter Building.

- It is the NCAA’s recommendation for safe team travel is to limit the number of passengers in a 15-passenger van to a MAXIMUM of 11 travelers. SAU Athletics follows the NCAA recommendations.

- Each van must be returned to the proper designated area after use.

- All coaches are responsible for notifying the Director of Athletics, sport administrator in addition to the Office of Procurement of any scheduling changes that may affect the travel schedule.

- No alcoholic beverages will be allowed on University vans or chartered buses; Smoking is prohibited on all athletic trips.

- The vans must be kept clean at all times. Trash must be removed after each trip.

- Coaches are responsible for the proper dress and conduct of their teams while traveling. All student athletes are representatives of the institution and should act accordingly.

- Expense reports are due within five business days upon return from a trip. An additional travel advance will not be distributed with outstanding expense reports.
CONFERENCE AFFILIATION
Established in 1912, the CIAA is the nation's oldest black athletic conference, rich in history and heritage. The CIAA is entering its one-hundredth and first year of athletic competition in which they will continue to reap success and recognition on the field and on the court.

The conference is divided into Northern and Southern Divisions in all sports except baseball. The CIAA annually sponsors 16 men's and women's championships. The eight men's championships include football, cross country, indoor track, basketball, golf, tennis, baseball, and track & field. The eight women's champions are bowling, cross country, volleyball, indoor track, basketball, softball, tennis and track & field.

NORTH
Bowie State University    Bowie, Maryland
Chowan University    Murfreesboro, North Carolina
Elizabeth City State University   Elizabeth City, North Carolina
Lincoln University of Pennsylvania   Lincoln University, Pennsylvania
Virginia State University    Petersburg, Virginia
Virginia Union University    Richmond, Virginia

SOUTH
Fayetteville State University   Fayetteville, North Carolina
Johnson C. Smith University   Charlotte, North Carolina
Livingstone University    Salisbury, North Carolina
Saint Augustine’s University   Raleigh, North Carolina
Shaw University    Raleigh, North Carolina
Winston-Salem State University   Winston-Salem, North Carolina

GAME MANAGEMENT

Team Managers:

Most sports will be designate team managers by the head coach.

- IT IS RECOMMENDED THAT ALL MANAGERS HAVE UNIVERSITY WORK STUDY.

Managers can be used as Scorers, Statisticians, Equipment Managers, Laundry, etc.

- Managers cannot be used to drive the University vans.

Event Staff:

A. All home contests will have Event Staff present.

Event Staff will serve in all areas of operations, including statistics, scorekeeping and fan control.

The Event Staff will setup and breakdown the facilities, meet visiting teams and direct them to the appropriate locker and training rooms.

B. Event Staff is not responsible for laundry requests or carrying of team equipment.

For more information, consult the Director of Operations.
Officials:

A. All coaches must check their officials’ schedule with their games schedules to ensure continuity. In the sports of basketball, volleyball, softball, and baseball, it is imperative that the schedules are cross-referenced with the information listed in Arbiter Sports.

B. Coaches are responsible for calling the Administrative Assistant (Felicia Rice), if a contest is cancelled, postponed, or delayed. All schedule changes must be approved by the athletic director.

Coaches/administrator on duty should have the contact numbers for contest officials handy in the event of lateness.
STUDENT-ATHLETE --- COACH RELATIONSHIP

Discipline

► The Head Coach is responsible for the behavior of the athletes during ALL practices and contests and while they are representatives of the University.
► The Office of Student Development and Services shall handle disciplinary problems that arise when student athletes are not under the jurisdiction of the intercollegiate program, which may affect eligibility of student athletes.
► All Coaches are required to enforce the Saint Augustine’s University Athletic Department alcohol and other drug policies.

Team Rules:

The Head Coach provides Team Rules. These rules are important since they may affect the status of a student athlete at Saint Augustine’s. A written or verbal statement of the Team Rules could be players’ appearance, training, curfew, conduct, etc. These rules should be given to each team member prior to the season. A copy must also be given to the Sport Administrator. Every sport must have written policies and procedures with clearly defined consequences for violations of rules.

Hazing:

Saint Augustine’s University uses the Alfred Study of 1999 to define hazing. Hazing is defined as: “any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person’s willingness to participate. This does not include activities such as rookies carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises.”

Acceptable Behavior:
Doing Volunteer Work, Ropes Courses or Team Trip.

Questionable Behaviors:
Being forced to wear embarrassing clothing, servants to other players, consuming spicy/disgusting concoctions.

Unacceptable Behavior:
Harassing others, destroying property, simulating sexual acts, emotional, verbal or physical abuse, yelling or cursing at teammates, alcohol-related functions.

Alcohol and other Drug Policies: (Handout)
Saint Augustine’s University Athletic Department will provide student athletes with an Alcohol and Other Drug Policies handout. Each coach and student athlete is responsible to be aware of and enforce the policies contained in the handout.

Banned Substance List:
The uses of performance enhancing drugs are not permitted and are subject to NCAA regulations. All teams are subject to NCAA Drug Testing and may be tested according to NCAA policies.

The NCAA lists all the banned drug classes on its web page: http://www.ncaa.org
**Scheduling**

**Traditional Seasons:**

A. Scheduling of games will be made with institutions with comparable athletic programs and philosophies.

B. Conference scheduling is done by the CIAA Scheduling Committee and is usually completed one year in advance. The Director of Athletics will sign all contracts.

C. Each coach will schedule non-conference games.

D. Scrimmages can be scheduled by coaches but must have prior approval from the Director of Athletics.

E. Contracted dates will be adjusted only when a coach consults with the Director of Athletics.

F. The number of contests will depend upon the maximum number of contests allowed by the NCAA, budget constraints, and contests during the academic week.

G. A copy of all schedules must be submitted to the Sports Information Director, Assistant AD for Compliance and with the administrator with specific oversight over that sport.

H. Coaches can find their team’s schedule on the “S” Drive and in the appropriate binder (one for each season) in the Coordinator of Sports Administration and Operations’ Office. Copies of all contracts are kept in these binders, according to season.

I. Regular season games or contests may **NOT** be scheduled during reading or examination periods. Exceptions to this policy must be submitted to the Director of Athletics with final approval from the Office of the Provost. Exceptions that will normally be approved are events leading up to conference championship, qualifying events, or national championships. Games may be scheduled on Saturday of an exam period weekend provided it is not a designated exam day and that all off-campus travel, if necessary, is limited to that day. Compulsory practice sessions shall **NOT** be scheduled on designated reading days or final exam days.

**Officials:**

Each coach will be provided a list of assigned officials for each home contest. The officials’ list must be checked against the contracts for each home contest.

**Contracts:**

A contract is a written agreement between both institutions which states the time and place of each contest. Coaches will receive a copy of the contract for each contest. **Coaches are responsible to double-check each contract with the officials’ schedule for each home contest to ensure the dates match.**

**Cancellations:**

All cancellations (Home or Away) must be made with consultation and approval from the Director of Athletics.

**Each Coach Must:**

1. Call Director of Athletics, Sport Supervisor and the Administrative Assistant
2. Call Head Athletic Trainer
3. Call Switchboard Operator (ext 0)
4. Call or Text Student Athletes (a phone chain is highly encouraged)
5. Call the Sports Information Director
6. Physical Plant for Home games
Pre-Season:

- **Rosters:** A list of those student athletes who are invited to pre-season workouts is to be presented to the Assistant AD for Compliance and the Head Athletic Trainer by August 1st (Fall & Bowling), October 1st (M&W Basketball and Indoor T&F), and August 30th (Spring).

- **NCAA Clearance:** All student athletes must have their eligibility certified by the Assistant AD for Compliance and must have all NCAA paperwork, summary of NCAA Regulations, Student Athlete Statement completed before their first practice.

- **Physicals:** All student athletes are required to have physicals and sickle cell testing before they can compete. A student athlete cannot take part in any kind of activity until cleared by the Head Athletic Trainer. This includes try-outs.

- **Practice Schedule:** A schedule of practices must be presented to the Head Athletic Trainer and the Director of Athletics for approval. During the regular season, your team must have one (1) day off every seven (7) days.

- **Meals:** All student athletes (both residents and commuters) should be encouraged to eat the meals provided in the Dining Room during Pre-season. Each sport’s budget is paying for meals if the student eats or not. Meal times will be posted one week prior to the first day of Pre-season.

Non Traditional Seasons:

- Any team that is conducting practices must be supervised by the Head or Assistant Coaches who are First Aid/CPR certified.

- Each coach must get prior approval from the Director of Athletics and the Head Trainer in order to conduct non-traditional practices.

- Dates for Non-Traditional Season must be approved by the Assistant AD for Compliance.

- All student athletes participating in the Non-Traditional Season practices must have their eligibility certified by the Assistant AD for Compliance (Andre Roach) and must have all NCAA paperwork completed before their first practice.

- Coaches conducting a Non-Traditional Season must submit a roster to the Assistant AD for Compliance.

- Facility times will not interfere with other in-season sports.

- Student athletes participating in a traditional sport cannot practice with a non-traditional sport without permission of the in-season coach.

*NO OUTSIDE COMPETITION IS ALLOWED DURING NON-TRADITIONAL SEASONS.*
ATHLETIC TRAINING

Training Room Hours:

Training Room Hours are set prior to each season. Daily operational hours have been chosen based on previous practice schedules. With sufficient prior notice, opening/closing times can vary for teams traveling to an Away contest.

The Head Athletic Trainer, prior to each semester, will post Training Room Hours.

For reasons of liability, no organized, mandatory practices or competitions should occur when the Training Room is closed. (NCAA Sports Medicine Handbook)

Practice Schedule:

A. A practice schedule should be given to the Head Athletic Trainer as soon as possible. In addition, any off-season or pre-season programs must be discussed and approved by the Head Athletic Trainer. If changes in a practice schedule occur, they need to be reported to the Head Athletic Trainer and the Director of Athletics as soon as possible.

B. Training Room-staffing schedules are set two weeks in advance: a two-week schedule will be given to all coaches and one will be posted in the Training Room. Please check your schedule for up-to-date game/practice information, as this will be the only way of checking accuracy. Anything incorrect on the schedule needs to be brought to the Head Trainer’s attention ASAP.

EQUIPMENT and APPAREL

By virtue of its membership in the CIAA, Saint Augustine’s University is a Russell Apparel/Nike footwear institution. Any fines incurred by a coach or student-athlete for failure to abide by the agreement become the responsibility of the coach or student-athlete. No University funds may be used to satisfy fines owed to the CIAA. All fines must be paid by the end of the regular academic year in which the fine was issued.

- Any equipment or apparel purchased by the institution must be returned.
- Any equipment or apparel purchased by the student-athlete belongs to them and can be kept.

FACILITIES

Athletics facilities include the gym floor, the training room, equipment storage closets and locker rooms. The use of these facilities is shared with the Department of Physical Education, Exercise Science and Athletic Training (PEESAT). Academic classes and functions have first priority; however, we have a good working relationship with the PEESAT department and have always managed to share with very few conflicts. Please work to maintain that relationship. In-season sports have priority over gym use, but we will work to give every team that needs indoor time an opportunity to use it. When using the facilities, please report any damage or problem areas to the Director of Operations, Mr. Leon Carrington at ext. 4372.
Sports Information

The Sports Information Director (SID), can be reached at the following numbers:

Office: 919-516-4517  
Cell: 919-348-5355  
Fax: 919-516-4639  
Email: awjeffries@st-aug.edu

A. The SID is responsible to report the scores and computerized statistics of each contest to the CIAA, NCAA and news media. Each coach must ensure the reporting of complete game results to the SID immediately following each contest.

<table>
<thead>
<tr>
<th>Home Contests</th>
<th>Away Contests</th>
</tr>
</thead>
<tbody>
<tr>
<td>SID will make arrangements</td>
<td>SID will make arrangements</td>
</tr>
<tr>
<td>with Event Staff to coordinate statistics and score reporting.</td>
<td>with coach to coordinate score reporting.</td>
</tr>
<tr>
<td>It is recommended that Coaches review the score sheet following the contest.</td>
<td>Opponent schools are responsible to send computerized stats to SID; Coaches may be asked to provide a team score sheet immediately following the contest.</td>
</tr>
<tr>
<td>Coach should provide contest highlights to SID.</td>
<td></td>
</tr>
</tbody>
</table>

B. Coaches will work with the SID and Coordinator of Sports Administration and Operations in generating All-Rookie, All-Conference, All-Regional and All-American nominations. These processes usually begin during post-season play; so, it is important to adhere to imposed deadlines. Since nominations are statistics driven, it is important to work with SID throughout the entire season to ensure accuracy and a smoother nominating process.

C. Rosters need to be submitted electronically to SID by the deadline below and must be updated with the SID (also the Assistant AD for Compliance) as soon as there is a change.

   Fall Sports – August 1   Winter Sports – October 1   Spring Sports – January 15

D. Player of the Week nominations are due to the CIAA each Sunday morning by 10 AM. The SID is responsible for nominating student-athletes in all sports that have player of the week awards. CIAA office announces winners by Monday morning.

E. Other requests…. Throughout the academic year, the SID will ask for information on your team. This can include: Season preview, news/promotion of fundraisers, camps, clinics, community service, special events, milestones, human interest stories. If there is news you want promoted, please don’t hesitate to contact the SID!

F. Print Publications currently include schedule cards, game programs, and posters. Game programs will be distributed at all Home contests. Please inform SID of any announcements of individual/team achievements, at least 2 days ahead of time, so an appropriate insert can be made. Print media guides will be made available as the budgets allow.

G. Photography is coordinated through the Sports Information Office. The SID will coordinate with the coach, schedules for individual head shots and team photo. Photographs will be used to promote student athletes/teams in University publications, on website and external media. Game photos will be available online via the S: drive and every effort will be made to create a photo gallery on the athletics website.
Dining Services

Dining Room Hours are as follows:

Monday through Friday –

- Breakfast: 7:00 am – 9:00 am
- Lunch: 11:00 am – 2:00 pm
- Dinner: 4:30 pm – 7:30 pm

Saturday and Sunday –

- Brunch: 10:00 am – 1:00 pm
- Dinner: 4:00 pm – 6:00 pm

Bag Lunches:

Each coach must send a request form with dates and times to Dining Services for bag lunches. On the date requested, pick up the lunches in the cafeteria at least a half-hour before you leave. If there is a cancellation or a change in the schedule, contact Dining Services as soon as possible at 821-7646. All non-board plan students will be charged to your budget if they are to receive bag lunches.

Meal Money:

Each coach will receive meal money for Away contests for team members. (Estimated: $8.00 per breakfast; $8.00 per lunch; $8.00 for dinner.) Each coach is responsible for keeping all receipts for money spent.
All student athletes must comply with academic requirements set by Saint Augustine’s University and the NCAA. In order to be eligible for intercollegiate competition, a student-athlete must meet the following criteria:

1. Student-athletes must be enrolled in no less than 12 credits during their playing season and making successful progress toward a degree.
2. Student-athletes must complete 24 credits in an academic year, regardless of GPA.
3. Student-athletes must maintain a GPA (Grade Point Average) of 1.80 for the first year, 1.9 for the second year, and a 2.0 cumulative GPA for all upperclassmen. If a student athlete does not achieve a 2.0 GPA in the semester prior to their playing season, he/she is placed on academic probation and will be ineligible to practice or compete for that sport during the entire playing season, or until their GPA is brought back up to the minimum 2.0, whichever is earlier.
4. Student-athletes can compete in a maximum of four seasons in any one sport during the first ten (10) semesters of being enrolled as a full-time student.
5. Only a full-time second degree seeking student, who graduated from Saint Augustine’s University as an undergraduate, may practice and compete while enrolled in a minimum twelve (12) credit hours, if he/she has eligibility remaining in that sport.
6. Student-athletes must complete all necessary NCAA and Saint Augustine’s University forms prior to their first practice. If these forms are not completed, the student-athlete cannot practice or compete, and will be removed from the roster until the forms are completed.

Summer Classes:
Student-athletes who attend summer school classes at Saint Augustine’s University have both the credits and the grade calculated at the end of the next Fall semester, not toward the previous Spring semester. Classes taken at another institution transfer as pass/fail, and do not affect the student’s overall grade point average. [Ex., A student who is ineligible following the Spring semester, cannot use summer sessions as a way to improve GPA.]

Transfer Students:
All coaches must contact the Assistant AD for Compliance immediately if contacted by a transfer.

The Assistant AD for Compliance will deem a transfer student eligible for practice and competition when:

1. Permission to contact is granted by transfer institution.
2. Transfer student is verified by the transfer institution as academically eligible had he/she remained at the institution… if not, the student-athlete must complete one year of residency as a full-time student (complete a minimum of 24 credits), per NCAA rules.
3. Verified that the student-athlete is not currently suspended or disqualified from the previous institution.
4. If a student-athlete is enrolled as a Saint Augustine’s student after transferring into Saint Augustine’s from another institution, and decides to join the team, his/her eligibility must be verified by the Assistant AD for Compliance before he/she can practice or compete. Important Questions to ask a Transfer Student-Athlete:
   (Assistant AD for Compliance will certify this information)
   - Why are you thinking of transferring?
   - How many semesters (PT/FT) did you complete?
   - What was your cumulative GPA?
   - What was your GPA last semester?
   - Have you attended any other colleges (2 year/4 year)?
   - How many years did you play at your institution(s)?
   - Did you play any other sports?
Inform the student-athlete the Saint Augustine’s Assistant AD for Compliance will contact the transferring institution, stating the student’s intention to transfer and to officially receive clearance on their eligibility.

**ROSTERS**

1. Coaches must submit initial rosters to the Director of Athletics, Assistant AD for Compliance, and the Sports Information Director according to the following dates:

<table>
<thead>
<tr>
<th>Season</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Sports and Bowling</td>
<td>August 1st</td>
</tr>
<tr>
<td>Winter Sports</td>
<td>October 1st</td>
</tr>
<tr>
<td>Spring Sports</td>
<td>August 30th</td>
</tr>
<tr>
<td>Outdoor Track &amp; Field</td>
<td>January 5th</td>
</tr>
</tbody>
</table>

2. Coaches are responsible to have all completed and up-to-date rosters given to the Sports Information Director in advance of the first contest.

3. **If an athlete is added to the squad after the submission of the initial roster, the coach must inform the Assistant AD for Compliance and the SID. STUDENTS MAY NOT PRACTICE OR PLAY IN A SCRIMMAGE OR CONTEST UNTIL HIS/HER ELIGIBILITY IS VERIFIED.**

4. All rosters and updates are central in ensuring accurate academic eligibility for student-athletes and will be verified by the Assistant AD for Compliance.
INFORMATION SECTION
Voice Mail/E-Mail:

Coaches are encouraged to check their voice mail messages and e-mail as often as possible. While your sport is in season, you are responsible for checking your voice mail messages and e-mail messages daily. When your sport is out of season, check your messages weekly.

Uniforms/Equipment:

A. Each student athlete will fill out a Sports Equipment Contract on receiving their uniform and return the contract to the Coach or person distributing equipment.

Emery Gymnasium/Athletic Fields Usage Priorities:

Emery Gymnasium and all athletic fields are prioritized for athletic teams, with the understanding that some University functions may interfere with practice times. The following is the procedure the University uses to determine gym and field times and usage:

1. Main University events
2. Athletic team practices and games
3. Scheduled intramurals
4. General student and campus use

Fundraising:

1. The Director of Athletics and the Office of Institutional Advancement and Development (IAD) must approve all fundraising prior to all activity, including any t-shirt slogans/designs. Logos must be approved by Shelley Willingham-Hinton, VP of Marketing and Communications/Chief Communications Officer.

2. Student athletes are not permitted to miss class due to a fundraising activity.

Frequently Dialed Numbers

<table>
<thead>
<tr>
<th>Admissions</th>
<th>Jorge Sousa</th>
<th>4012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Aid</td>
<td>Nadine Ford</td>
<td>4128</td>
</tr>
<tr>
<td>Residential Life</td>
<td>Dr. Roland Bullard</td>
<td>4232</td>
</tr>
<tr>
<td></td>
<td>Ayanna Eaddy</td>
<td>4353</td>
</tr>
<tr>
<td>Registrar</td>
<td>Carla Washington</td>
<td>4118</td>
</tr>
</tbody>
</table>
## 2014-15 CIAA/NCAA KEY DEADLINES

<table>
<thead>
<tr>
<th>SUBMISSION</th>
<th>DESTINATION</th>
<th>DEADLINE</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football Schedules due</td>
<td>CIAA Office</td>
<td>April 1, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Volleyball Schedules due</td>
<td>CIAA Office</td>
<td>July 1, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Declaration of Playing Season</td>
<td>CIAA Office/AD</td>
<td>Prior to the beginning of</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Cross-Country Schedules due</td>
<td>CIAA Office</td>
<td>August 1, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Basketball Schedules due</td>
<td>CIAA Office</td>
<td>August 1, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>CIAA Pass List Form</td>
<td>CIAA Office</td>
<td>August 1, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Sports Sponsorship Institutional Demographic Report</td>
<td>NCAA/CIAA Office</td>
<td>August 8, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Cross-Country Rosters due</td>
<td>CIAA Office</td>
<td>August 15, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Football Rosters due</td>
<td>CIAA Office</td>
<td>August 15, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Volleyball Rosters due</td>
<td>CIAA Office</td>
<td>August 15, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Academic Performance Census (APC)</td>
<td>NCAA</td>
<td>15 weeks following first</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Eligibility Checklist – All Sports</td>
<td>CIAA Office/AD</td>
<td>Prior to first competition</td>
<td>AD/Financial Aid</td>
</tr>
<tr>
<td>Certification of Compliance for Institutions</td>
<td>CIAA Office/AD</td>
<td>September 15, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Certification of Compliance for Staff Members of Athletic Departments</td>
<td>CIAA Office/AD</td>
<td>September 15, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Indoor Track and Field Schedules due</td>
<td>CIAA Office</td>
<td>October 1, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Basketball Rosters due</td>
<td>CIAA Office</td>
<td>October 1, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>EADA</td>
<td>CIAA Office/AD</td>
<td>October 15, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>Indoor Track and Field Rosters due</td>
<td>CIAA Office</td>
<td>October 20, 2014</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>*Baseball Schedules due</td>
<td>CIAA Office</td>
<td>January 16, 2015</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>*Golf Schedules due</td>
<td>CIAA Office</td>
<td>January 16, 2015</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>*Softball Schedules due</td>
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<td>January 16, 2015</td>
<td>Athletic Director</td>
</tr>
<tr>
<td>*Tennis Schedules due</td>
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</tr>
<tr>
<td>*Outdoor Track and Field Schedules due</td>
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</tr>
<tr>
<td>*Bowling Schedules due</td>
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<tr>
<td>Academic Success Rate (ASR)</td>
<td>NCAA</td>
<td>June 1, 2015</td>
<td>Athletic Director</td>
</tr>
</tbody>
</table>

* Spring Sports participating in the fall must submit schedules by August 15 and rosters by September 1.
**Compliance**
Failure to submit all required eligibility forms by deadline.

**Fine**
$250.00

Use of an athlete prior to submission of required documentation to the CIAA Office.

100.00/per contest

Failure to submit Certified Participation Forms 10 days after the end of the season.

100.00 per month

Failure to submit practice calendars the 5th of each month.

150.00 per month

Participation of an ineligible student-athlete.

1,000.00/per contest

Failure to upload video for Game Tape Exchange

500.00

**Public Relations**
Failure of SID (or designated school official) to submit CIAA publication Information/materials/schedules by prescribed deadlines.

100.00

Failure of SID (or designated school official) to report game scores and/or game statistics by prescribed deadline.

100.00/per contest

per day

Failure to attend mandatory meetings/workshops/awards ceremony/banquets

200.00

**Scheduling**
Failure to provide contracts for home games (all sports) by deadline.

100.00/per contest

Failure to follow composite schedules.

1,000.00/per contest

Cancellation of contest less than forty-eight (48) hours before game (excluding emergency situations).

<table>
<thead>
<tr>
<th>Sport</th>
<th>Cost of Officials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Basketball</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Volleyball</td>
<td>300.00 Single</td>
</tr>
<tr>
<td></td>
<td>400.00 Tri</td>
</tr>
<tr>
<td>Any other sport</td>
<td>500.00</td>
</tr>
</tbody>
</table>
**Sportsmanship**

Disrespect to game officials or interfering with official’s responsibilities. $1,000.00

Inappropriate/derogatory comments to media. 1,000.00

Unsportsmanlike behavior by head or assistant coach (after investigation by the Commissioner). 1,000.00

Unsportsmanlike behavior by student-athlete (profanity, gestures, etc.) (after investigation by the Commissioner). 100.00/per contest

Student-athlete leaving designated team bench/area. 1,000.00

**Others**

Failure of Athletic Personnel to attend mandatory meetings. $1,000.00

Failure of AD, SWA, FAR to attend NCAA Convention and Compliance Officer to attend NCAA Regional Rules Seminar (Coaches’ Spring Meeting mandatory for all Coaches) (Coaches’ Championship Meeting mandatory for Participating Coaches) 1,000.00

Failure of coach to complete basketball game report and file at CIAA Office within 48 hours of game. (All Games, home or away) 100.00/per contest

Failure to wear Nike shoes/Russell Athletic apparel in athletic competition. 150.00/per person per contest

Failure to participate in conference championships. 2,000.00

Failure to play prescribed conference schedule. (football only) 10,000.00

Failure of athletic staff/personnel to maintain control of student-athlete. 1,000.00

Post Game Fight on or off the court 2,000.00

Failure to maintain game control 12,000.00

Failure to shake hands with opposing players and coaches 100.00 per occurrence

Failure to correctly seed student-athletes for CIAA Championships (tennis only) 1,000.00

Failure to follow Conference Regulations (e.g. for not escorting officials with security) 150.00

All fine letters will be forwarded to the athletic director in writing with a copy to the President/Chancellor. Fines of $2,000.00 and above may be appealed. All fines are due and payable. Fines will be subject to President/Chancellor and Commissioner.

Note: Other fines may be assessed by the CIAA Office for failure to meet required Deadlines or abide by CIAA policies and procedures approved by the CIAA Board of Directors. Schools will be notified in advance the expected penalty for failure to meet CIAA requirements.