



Northern Michigan University Athletics Policies and Procedures



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Note: The Northern Michigan University Athletics Policies and Procedures document is a supplement to Institutional, Conference, and NCAA rules, legislation, policies, and procedures.

Athletics Mission Statement 1.0

- **1.1 Mission Statement**

The mission of the Department of Intercollegiate Athletics, Recreational Sports and the United States Olympic Training Site is to create an environment that promotes academic excellence, interpersonal growth and social development; embraces diversity; teaches versatile lifetime skills; fosters spirit and tradition; and builds a lifelong connection to NMU.

- **1.2 NCAA Commitment Statement**

Northern Michigan University is committed to the principles of NCAA Division II highlighting the balance between academics and athletics. As an institution NMU is committed to complying with NCAA rules and the principles of self-reporting.

- **1.3 Compliance Oversight**

The Athletic Council Compliance Committee is responsible for centrally coordinating oversight of the compliance program at Northern Michigan University while all institutional control is maintained by the University President.

Academics 2.0

- **2.1 Accessing Academic Reports**

Coaches may request academic and other administrative reports (class schedules, grades, majors, e mail addresses, advisors) from the athletics compliance coordinator.

- **2.2 Academic Study Hall**

Study hall and academic services for student-athletes are applied at the coach's discretion.

- **2.3 Class Absence**

Per the student bulletin: *students are expected to attend all course meeting dates and times in which they enroll. Students who are absent from a course because of participation in university sponsored activities are excused. Students are responsible for all course work whether or not their absence is excused. Individuals are only permitted to attend courses in which they are currently enrolled.*

Student-athletes missing class for travel related to an away-from-home competition will be provided class absences forms that have been approved by the Athletic Council. Student-athletes should present the forms to their professors at the beginning of the semester to work through any assignments or work that will be missed in advance to missing class. It is the responsibility of the student-athlete to work with their professors to complete the work prior to missing class.

Student-athletes are not permitted to miss class for practice unless the practice is a part of team



travel.

- **2.4 Academic Feedback**

The athletic department has a centralized paper form which is available for coaches to utilize for academic feedback.

- **2.5 Centralized Communication**

Communications between coaches and the registrar's, financial aid, admissions, and ACAC offices will be general in nature. Any communication that is specific to an individual student-athlete or prospective student-athlete will be limited to the athletics compliance coordinator and the designated staff member in each area. Coaches will direct specific questions to the athletics compliance coordinator who will communicate with the other departments. Also, coaches shall not contact faculty directly.

- **2.5.1 Admissions**

Designated staff members are the Director of Admissions and the Admissions officer with Athletics duties. Any questions about prospective student-athlete admission status, documentation, admissions scholarships or other questions regarding a specific student-athlete will be directed to the athletics compliance coordinator. Any request for admissions materials will be directed to the athletics compliance coordinator by submitting a sample of what will be sent and to whom it will be sent. Any request for campus visits/admissions appointments can be made by coaches with the campus visit office.

- **2.5.2 Academic and Career Advisement Center**

Designated staff members are the Director of ACAC and the two designated athletics academic advisors. Coaches will direct all questions about a student-athlete's academic suspension, academic dismissal, appeal of the length of an academic suspension, or appeal to return from an academic dismissal to the athletics compliance coordinator.

- **2.5.3 Financial Aid**

Designated staff members are the Director and Associate Director of Financial Aid. Any question regarding specific student accounts or estimated financial aid packages will be directed to the athletics compliance coordinator.

- **2.5.4 Registrar**

Designated staff members are the Registrar and the Curricular and Athletic Certification Specialist. Any questions regarding the review of transcripts, specific grades, and certification will be directed to the athletics compliance coordinator.

NCAA Policies and Procedures 3.0

- **3.1 NCAA Rules Interpretations Process**

When faced with a question or concern regarding NCAA rules and regulations, the following process should be followed:



STEP 1: Utilize the NCAA Manual

If the information in the manual does not clearly answer your question, then move on to Step 2.

STEP 2: Contact the athletics compliance coordinator

Contact the athletics compliance coordinator, preferably via e-mail and do not hesitate to call and ask questions. The athletics compliance coordinator may contact the conference office or the NCAA staff for further interpretation.

- **3.2 NCAA Rules Education Policies and Procedures**

At a minimum of once per year the Director of Athletics or designees provide information to the NMU Foundation, University CEO, Board of Trustees, Alumni Board, and Athletic Council regarding relevant recruiting regulations, the university's commitment to sportsmanship, ethical conduct, and amateurism. The Board of Trustees and the Athletic Council will review the recruiting policies and procedures on a yearly basis.

At least on a quarterly basis all coaches will be required to attend compliance rules education coordinated by the athletics compliance coordinator. The subject areas are assigned according to the timing of the meeting and presentations will be made by coaches and other institutional staff members with compliance duties. Coaches may be tested on the content of the meetings. Head coaches are responsible for educating their staffs and student-athletes about NCAA rules.

Additionally, coaches may request continuing rules education for their staff.

Student-athletes will participate in pre-season and end-of-year compliance meetings with the athletics compliance coordinator. Student-athletes will also be e-mailed compliance updates each semester. Each student-athlete will be provided with a student-athlete handbook that contains information pertaining to their participation in Intercollegiate Athletics.

The athletics compliance coordinator will annually present to the Athletic Council Compliance Committee the athletics compliance policies and procedures document and a review of the compliance rules education sessions.

- **3.3 Reporting of Possible NCAA Rules Violations Policies and Procedures**

The following policies and procedures are to be used when NCAA rules violations occur and are designed to ensure the highest standards of ethical conduct and integrity in intercollegiate athletics.

- **3.3.1 Reporting of Alleged Violations**

It is the responsibility of all coaches, staff, administrators, and persons associated with intercollegiate athletics, or any member of the university community, to report any incidents, which appear to be violations of NCAA rules. Failure on the part of any athletic department coach or staff member to report a violation is itself considered a violation of this policy. All alleged violations should be reported to the athletics compliance coordinator, unless such violation involves the athletics compliance coordinator. Under such circumstances, the allegations may be reported to the Director of Athletics or Faculty Athletics Representative.

The athletics compliance coordinator informs the Director of Athletics both verbally and in writing of the allegations.

- **3.3.2 Processing and Investigating Alleged Violations**

In the case of an alleged secondary violation of NCAA rules, the athletics compliance coordinator consults with the Director of Athletics to establish a plan for investigating the allegations, including persons to be interviewed, documents to be obtained, etc. The athletics compliance coordinator is responsible for conducting and completing the investigation. The findings of this investigation are then reviewed with the Director of Athletics for determination as to whether or not a secondary violation occurred. In the event that there is substantive evidence to support the alleged violations, the athletics compliance coordinator and the Director of Athletics develop a set of recommendations regarding corrective actions to be taken. A written summary of the violation and course of action is completed and filed in the involved persons personnel file.

In the case of an alleged major violation of NCAA rules, the athletics compliance coordinator immediately notifies the Director of Athletics who then notifies the President, Conference Office, and University Legal Counsel. The Compliance Committee will then investigate the allegations. The committee should be chaired by the Faculty Athletics Representative and includes University Legal Counsel, the Director of Athletics, and the athletics compliance coordinator for the Department of Athletics. In the event that such allegations involve any member of the compliance investigative committee, that person shall not serve on such committee and a replacement will be named by the President. The committee will meet and establish an investigative plan, including persons to be interviewed, documents to be obtained, etc. The committee will also assign investigative responsibilities. Upon conclusion of the investigation, the committee will meet and make a determination as to whether or not substantive evidence exists to indicate that a major violation has occurred. In the event that a majority indicates that substantive evidence exists to support the allegations, the committee will then establish a set of recommendations for disciplinary actions. A final report indicating the investigative processes, findings, and recommendations will be forwarded to the President for final determination and disposition.

- **3.3.3 Communication to the NCAA**

All violations shall be reported to the NCAA.

- **3.3.4 Other Communication**

The NMU Chief Marketing Officer will be responsible for responding, or directing others to respond, to media inquiries and the release of information regarding internal investigations.

- **3.3.5 NCAA Reporting**

The athletics compliance coordinator will work with the registrar's office on the completion of the NCAA Academic Success Rate and the Academic Progress Rate reporting. The athletics compliance coordinator will prepare the reporting software and import the data that can be imported. The Registrar's office will review the report and notify the athletics compliance coordinator when the report is ready for submission. The athletics compliance coordinator will



complete and submit the NCAA demographic and sports sponsorship form.

Compliance Duties 4.0

On an annual basis, the following individuals or designee (the athletics compliance coordinator, their supervisor, the President, Faculty Athletics Representative, Director of Athletics, Provost, and Vice President for Finance and Administration, and a human resources staff member) will meet with the employees who are assigned compliance oversight to confirm the individual's compliance responsibilities and to confirm that they will be evaluated on these responsibilities. Following the meeting a summary of the meeting will be sent to all constituents.

Recruiting Logs Policies and Procedures 5.0

Coaches must ensure that they are following NMU policy and NCAA rules when contacting, evaluating and having in-person contact with prospective student-athletes.

- **5.1 Sport Programs with Evaluation/Contact Counts**

For sport programs who have specific NCAA rules regarding the number of evaluations and contacts those coaches are required to document such instances and turn in a list to the athletics compliance coordinator monthly if not using a Google doc. The athletics compliance coordinator will check their Google doc periodically. These logs should include initial telephone calls, all contacts and evaluations of prospects, as well as a cumulative tracking sheet of the total number of recruiting contacts utilized, if applicable.

- **5.2 Sport Programs with No Evaluation/Contact Counts**

For sport programs who do not have specific NCAA rules regarding the number of evaluations and contacts those coaches are required to document the initial recruiting contact they have with a prospective student-athlete and turn in a list to the athletics compliance coordinator monthly if not using a Google doc. The athletics compliance coordinator will check their Google doc periodically. These logs should include the initial date and form of recruitment.

- **5.3 Recruiting Logs and Cell Phone Usage**

All coaches are only permitted to use their University issued cell phone or their University office phone to make recruiting phone calls.

Coaches whose recruiting records are not up to date or incomplete will be required to complete weekly recruiting logs to turn into the compliance office or will be restricted from further off campus recruiting until problems are resolved.

The athletics compliance coordinator will administer the Recruiting Documentation form to ensure the recruiting logs are up to date at the end of each year.

Visits for Prospective Student-Athletes 6.0

Northern Michigan University endorses NCAA legislation to provide a framework for the recruiting of prospective student-athletes. The process of hosting a prospective student-athlete is an essential element in



determining whether the prospect is a good fit for the institution. More importantly the retention of the student is essential to help provide the student with powerful and meaningful experiences that will encourage enduring bonds with the University. The visit to the institution must be an accurate reflection of both academic and athletic experience on our campus. As part of the recruitment process, coaches and those permitted to have contact with the prospect will agree to manage their visits in an appropriate manner. We are committed to conduct prospects' visits without recruiting abuses. Any allegations of recruiting misconducts will be investigated and necessary reprimand or adjustments to the framework will be made.

- **6.1 Unofficial Visit**

The main purpose of the campus unofficial visit is for the prospective student-athlete to take a look at the University at their own expense. Although this is done at the prospect's expense it is still the coach's responsibility to document the occurrence of any such visit with the unofficial visit form. All forms for such visits shall be turned in to the athletics compliance coordinator on a monthly basis.

- **6.2 Official Visit**

The main purpose of the campus official visit is for the prospective student-athlete to receive a comprehensive look at what their experience could be like at Northern Michigan University. The general rule is that coaches and hosts must be aware that all entertainment for prospects should reflect the kinds of activities a typical college age student could afford. A Student Host Instructions/Receipt and Prospect's Declaration Form must be signed by the student host and the prospect.

- **6.3 Procedures and Guidelines**

The coach must file a pre-trip travel authorization.

The prospect must be sent a letter notifying the prospect of the regulations governing official visits and NCAA recruiting rules.

The coach must obtain the prospect's transcripts, and confirm that the prospect has registered with the NCAA Eligibility Center. Additionally, if the visit involves a try-out the coach must obtain the prospect's completed Prospective Student-Athlete Tryout required Health Information paperwork.

An e-mail or memo containing the prospect's itinerary and the items listed in #3 above must be given to the athletics compliance coordinator for approval at a minimum of one week prior to the visit. Such approval of any visit must be awarded prior to the prospect's arrival on campus.

If there is a host the Student Host Declaration Form must be completed by the hosting current student-athlete as well as the prospect. When the student host is receiving host money the form is to be attached to concur as a receipt. If student host is not receiving money, the form is to be given to the athletics compliance coordinator.

Accurate records of the prospect's official visit itinerary, try-outs, student host declaration form will be kept in the athletics compliance coordinators office. Records for prospective student-athletes that attend at NMU will be kept in the student-athletes file and the records for and all those who do not



attend will be kept for five (5) years. Official visit related receipts will be kept in accordance with NMU accounting procedures.

- **6.4 Sanctions for Violations**

Northern Michigan University accepts responsibility for implementing the recruiting plan. If a coach or student-athlete is found in violation, it will be reported to the athletics compliance coordinator. If necessary a NCAA self-report will be generated. The student-athlete will not be permitted to be involved with hosting prospects for the remainder of the academic year.

Transferring Student-Athlete Policies and Procedures 7.0

- **7.1 Transferring to Northern Michigan University**

If a student-athlete from another four-year institution contacts a coach regarding transfer possibilities to Northern Michigan University, follow these steps:

Coaches must inform the prospective student-athlete (PSA) that they may not speak to them until a transfer release from their current institution is received and approved by the athletics compliance coordinator or they appear on the transfer portal. A coach may not speak to an NAIA PSA until compliance emails a notice of recruitment to the Athletics Director.

Coaches must contact the athletics compliance coordinator for anyone who is not in the portal, providing the student-athlete's name and current institution and must wait to contact transfer student until permission is granted by the athletics compliance coordinator.

Coaches can request a transfer evaluation be completed by contacting the athletics compliance coordinator who will work with the registrar's office to complete the evaluation. Coaches are expected to make an initial evaluation by obtaining all transcripts and noting all transferable courses from the NMU transfer database.

- **7.2 Transferring from Northern Michigan University**

Per NCAA regulations and institution policies and procedures, a student-athlete that wishes to transfer will notify the coach and then contact the athletics compliance coordinator to be added to the transfer portal. The student-athlete will be required to complete a form to confirm in writing their notification of transfer. The athletics compliance coordinator will then add them to the transfer portal within the required days based on their division. A student-athlete entering the transfer portal does not mean they have quit/voluntarily withdrawn from the team therefore the athletics compliance coordinator will confirm their status on the team and based on that will communicate the services and benefits that they will or will not be provided. They will also be listed on the notification of transfer from the student-athlete is required to complete.

In addition, in order for a student-athlete to use the one-time transfer exception they must be granted a one-time transfer release. If an NMU student-athlete would like to transfer to another institution using the one-time transfer exception, they need to adhere to the following procedure. 1. Contact their coach. 2. Contact the athletics compliance coordinator and request one-time transfer release. 3. The Director of Athletics and coach will meet to discuss reasons for request and will come to a decision



on whether or not the student-athlete will be given one-time transfer release. 4. Once a decision is reached the student-athlete will be contacted in writing.

- **7.2.1 If the release under the one-time transfer is granted:**

The student-athlete will be allowed to use the one-time transfer exception.

- **7.2.2 If the release under the one-time transfer is not granted:**

The student-athlete shall not be allowed to use the one-time transfer exception to the transfer legislation. The student athlete may submit a written letter of appeal to the Faculty Athletic Representative within 2 weeks of the date of notification. The FAR will then review the case with his/her designated committee and notify the student-athlete and Director of Athletics of their decision.

- **7.3 NMU Intercollegiate Athletics Permission to Contact/Release Appeals**

- **7.3.1 Process**

When a release under the one-time transfer exception is denied, notification will be sent from the athletics compliance coordinator to the student-athlete. The notification will be sent within the timeline set forth by the applicable NCAA legislation. The letter will state the timing of the release decision as well as the opportunity to appeal the decision.

- **7.3.2 Appeal**

The committee will consist of members of the Athletic Council, as selected by the Faculty Athletics Representative.

The process for appeal will be closed. Any appeals must be written and submitted to the Faculty Athletics Representative on the appropriate appeal form and any applicable documentation. The appeal will be reviewed no later than two weeks after the appeal request is received. Upon receipt of the appeal, the Faculty Athletics Representative will request a written statement and supporting documentation, if applicable, from the Head Coach and/or Director of Athletics.

The student, head coach, and the Director of Athletics will be notified of the result of the appeal.

- **7.3.3 Actions of the Committee**

If the committee finds that the decision to not allow a one-time transfer release is not a violation of institutional policies or NCAA/conference rules the appeal is denied.

If the committee finds that the decision to not allow a one-time transfer release is a violation of institutional policies or NCAA/conference rules, the appeal is approved. The student athlete's request a one-time transfer release will then be available to the student as soon as possible.

The decision of the committee shall be binding.



Playing and Practice Season Reports 8.0

- **8.1 Declaration of Playing Season**

Head coaches are to declare their playing seasons 1 week prior to your 1st countable activity and the athletics compliance coordinator will enter such information in the Compliance Assistant Internet. Head coaches must notify the athletics compliance coordinator if they plan to change any declared dates.

- **8.2 Planning for Playing Season**

Head coaches must complete a detailed plan of countable activities on a monthly basis. This plan needs to specify the type of activity (strength training, meeting, team activity, individual skill instruction, competition, etc.), and must be approved by the athletics compliance coordinator prior to the beginning for the month.

- **8.3 Confirming Activities**

Weekly confirmations of countable athletically related activities must be turned in following every week of the season, signed by a student-athlete and the head coach. The confirmations will be checked against the playing season declaration.

Coaches whose records are not up to date or incomplete will be subject to practice restrictions until problems are resolved.

Athletically Related Financial Aid 9.0

Northern Michigan University's Athletically Related Financial Aid Policies and Procedures are coordinated and monitored by the athletics compliance coordinator and the Director of Financial Aid. All countable financial aid is factored and monitored per NCAA financial aid equivalency limitations for each sport to ensure that all athletically related financial aid policies and procedures for renewal, and non-renewal, student-athletes are compliance with NCAA regulations.

- **9.1 Athletics Grant-In-Aid**

An Athletics Grant-In-Aid (scholarship) is a one-year agreement between the Northern Michigan University Department of Athletics and the student-athlete, which stipulates the amount of athletic financial aid that the student-athlete is to receive in return for his/her participation in a sport and the obligations of both parties after the agreement is signed. The scholarship amount is represented as a percentage (equivalency rate) of a full-ride scholarship, ranging from 1% to 100% (full-ride) on the Tender of Financial Assistance form.

A full grant-in-aid (full-ride) consists of tuition and mandatory fees, room, board, and a book/supply allowance for Division II teams, while a full grant-in-aid (full-ride) for Division I consists of the entire Cost-of-Attendance (COA) as calculated by the Financial Aid Office. NCAA regulations specify that student-athletes cannot accept financial aid beyond these costs, except as permitted by NCAA legislation, when a student-athlete is only receiving an athletic scholarship and a Federal Pell Grant.

All financial assistance received by a student-athlete must be reported annually and be in compliance



with NCAA and Conference rules and regulations. Therefore, it is important that a student-athlete on athletic scholarship notify the coach and the athletics compliance coordinator before accepting any financial aid not awarded to the student-athlete by Northern Michigan University.

- **9.2 Allowable Costs Included in the Grant-in-Aid Calculation**

The NCAA allows the following: tuition, mandatory fees, room and board (for both on- and off campus students), and books.

- **9.2.1 Tuition/Fees:** to calculate a full-ride scholarship we will use the full-time tuition charges for students based on whether the student is a resident or a nonresident, or a graduate student. If a student exceeds 16 credit hours or has a tuition differential charge, we will increase the full-ride amount to include these charges. Similarly, if a student has reduced tuition charges (ex: nonresident students enrolling in web courses may result in lower tuition), adjustments will be made to reduce the full-ride calculation. Mandatory fees include the University Fee and Student Activity Fee.
- **9.2.2 Room/Board:** Consistent with the Cost-of-Attendance budget, we will only use the room/board double occupancy rates for the traditional residence halls for all students living on-campus (includes the NMU apartments) and the base required meal plan (Silver Constant meal plan). We will not recalculate the budgets when students opt to live in more expensive accommodations, whether The Woods, NMU apartments, or off campus. This is a choice that the students are making. Students enrolled below the half-time threshold (6 credit hours for an undergrad and 4 credit hours for a grad student) will not receive a room/board component to their full-ride calculation.
 - **Books:** We always use the standard \$800/year figure as outlined by the NCAA manual. Because books and supplies are incorporated into the full-ride amount calculation, student-athletes will receive funding for books as part of the award amount.
 - **Other:** Division I we include the Miscellaneous and Travel figures from the Cost-of-Attendance. For incoming students, we can include the one-time athletic fee. For international students, if charged to the student's NMU bill, we will include health insurance charges and the one-time NMU documentation fee charge. For the Art & Design students, if charged to the student's NMU bill, we can include the \$250/semester MacBook fee.

- **9.3 Period of Award**

Athletics grant-in-aid may not be awarded for a period of more than one academic year.

- **9.4 Timing of Award / Redistribution of the Award**

Each team is allotted a specific number of scholarships for the year by the Athletic Department. The coaches determine how best to allocate those scholarships, breaking out the scholarship amounts as a percentage of a full-ride.

Teams can award and/or increase individual student-athletes up until the period of the award begins.



The period of the award begins on the first day of class for the academic year or the first day of official team practice for the academic year, whichever is earlier for their team. If a student-athlete joins the team after the period of the award has begun they may receive an initial award so long as there are awards remaining in the team's allocation.

- **After the Period of the Award Begins:** The team will not be permitted to redistribute the scholarships should scholarships become available from cancellations, reductions, or proration. Additionally, the team will not be permitted to make initial or increased awards to any current member of the team after the period of the award begins.
- **Withdraw or Quitting the Team:** If a student-athlete voluntarily withdraws or quits the team, their athletic scholarship will be canceled on a prorated basis based on the timing in the academic year. Teams will not be permitted to redistribute the aid recuperated through this process.
- **Academically Eligible:** If a student-athlete is not academically eligible and has no way of getting academically eligible for any future competition their athletic scholarship will be canceled on a prorated basis based on the timing in the academic year. Teams will not be permitted to redistribute that aid.
- **Scholarship Cancellation:** If a student-athlete's athletic scholarship is canceled after the period of the award has begun the team will not be permitted to redistribute that aid.
- **Injury:** Should a student-athlete receive a career-ending injury settlement, 50% of the scholarship equivalency will not be eligible for re-distribution through the student's projected graduation date as noted in the student's career-ending injury memo. In this case, the student is still responsible to meet the conditions of the Tender to remain eligible for the settlement.
- **Other Examples,** of lost aid that will not be re-distributed include, student-athletes who have been awarded for the academic year and graduate after the first semester and do not return to NMU for the second semester. Also, student-athletes who lose their aid eligibility due to not meeting NMU's Satisfactory Academic Progress Standards, will not have the aid redistributed.

A student-athlete who has been awarded a scholarship but who does not begin their initial semester in the academic year and their award is canceled, the team will be permitted to redistribute their aid as NCAA and institutional rules permit.

A student-athlete who is on athletically related aid will not be permitted to be given an increase during the period of the award.

A student-athlete who is participating on an athletic team and is not on athletically related aid will not be permitted to be given an initial award during the current academic year during the period of the award.



- **9.5 Tender of Athletic Financial Assistance**

The Northern Michigan University Athletics Departments' Tender of Financial Assistance is the agreement with each student-athlete offered athletics' grant-in-aid. This Tender of Financial Assistance document must be signed by the recipient, and returned to the Department of Athletics to be official. The Tender will also require a parent or guardian signature for student athletes less than 18 years of age. Student-athletes should keep a copy of all official documents that they sign for their own records.

The Scholarship Conditions section of the tender outlines the student-athletes' responsibilities to maintain continued eligibility for the Grant-In-Aid.

- **9.6 Eligibility Requirements**

To be eligible for athletic aid a student must be admitted and eligible to continue enrollment at NMU and must meet all applicable conditions (institutional, conference, and NCAA) for athletic competition and athletic financial aid. This includes meeting NMU's Satisfactory Academic Progress Policy and Progress-Toward-Degree Requirement determined by the NCAA. This also includes full-time enrollment in a baccalaureate or graduate-level degree program for any semester during which athletic financial aid is being received or athletic participation is being sought. There is a one-time enrollment exception for the final graduating semester, though the equivalency calculation will be adjusted to account for actual enrollment level.

- **9.7 Other Aid**

NMU's financial aid office will review all financial aid sources which the student-athlete receives, whether institutional scholarships/grants, or federal/state/outside scholarships/grants/loans to ensure compliance with NCAA, institutional and federal guidelines/regulations. The Financial Aid Office will update all financial aid resources into the NCAA's CAi software.

All institutional scholarships received by Division I athletes through the admission process will be reviewed by the financial aid office to ensure that the scholarship meets the academic credentials identified in the NCAA Division I Manual. Those scholarships that do not meet these criteria will be counted towards the amount of Athletics Grant-In-Aid (as calculated in the above section).

For Division I student-athletes (Hockey only), one of the following criteria must be met (Per NCAA Division I Manual):

- High School Rank: Be in the top 10% of the high school graduating class
- High School GPA: Achieve a cumulative high school GPA of at least 3.50 (per final high school transcript)
- SAT Test
 - If SAT Test is before March 1, 2016: Score 1200 or higher on the SAT (This sum may be comprised of the best component results from multiple SAT exams.)
 - If SAT Test is after March 1, 2016: Score 1270 or higher on the SAT (This sum may be comprised of the best component results from multiple SAT exams.) · ACT Test: an ACT sum score of at least 105 (This sum may be comprised of the best component results from multiple ACT exams.)



- A cumulative NMU GPA (once established, after one year) of at least 3.00 for Division I may be used on a year-by-year basis to determine how NMU academic scholarships are counted. (An NMU academic scholarship could be counted as part of the athletic award for some years and not others if no qualifying high school/test score criteria are met.)
- **9.8 Procedure for Offering Initial Tender of Financial Assistance (Grant-In-Aid)/National Letter of Intent (NLI)**
 1. A request for NLI/tender request must be filled out and turned into the Associate Athletic Director for Sport Administration for approval. Transcripts and date of birth must accompany request form if the prospective student-athlete information is not already on file with the Associate Athletic Director for Sport Administration.
 2. The NLI/tender is prepared then signed by the Associate Athletic Director and Financial Aid Office, in that order. The Financial Aid Office will not sign the tender until the Associate Athletic Director or the Director of Athletics have signed. Student-athletes cannot sign the tender until the Financial Aid Office has signed the tender.
 3. The NLI/tender are sent to the prospect, one copy to be returned (original signatures not required, pictures are acceptable). Also included is a letter with instructions and any other required information.
 4. When the NLI/tender is returned it is registered with the NCAA and saved in athletics until the student-athlete becomes eligible for the scholarship award.
 5. The Financial Aid Office will identify an “estimated” athletic award to the student-athlete’s financial aid file until the student-athlete has been cleared through the NCAA eligibility center and is admitted to NMU (meaning admitted into the required level of degree program with all admission related checklist items having been submitted, other than the certification of finances for an international student.) Once cleared and admitted, the athletics compliance coordinator will send a copy of the tender/NLI to Financial Aid and the final athletic scholarship amount is applied to the student-athlete’s financial aid file.
 6. If the student-athlete is an international student the tender/NLI will also be sent to admissions so that the tender/NLI can be used as part of the certification of finances.
- **9.9 Procedures for Issuing Renewed Tender of Financial Assistance/NLI**
 1. Head Coach must fill in updated equivalency on roster form and turn in to the athletics compliance coordinator and review any changes in aid.
 2. The NLI/tender is prepared then signed by the Associate Athletic Director or Director of Athletics and Financial Aid Office, in that order. The Financial Aid Office will not sign the tender until the Associate Athletics Director or the Director of Athletics have signed. Student-athletes cannot sign the tender until the Financial Aid Office has signed the tender.



3. The NLI/tender are sent to the student-athlete, one copy to be returned. Also included is a letter with instructions and any other required information.
4. When a tender is returned a copy is sent to Financial Aid and the original is filed in the student-athlete file. Upon receipt, the athletics compliance coordinator will forward a copy of the finalized tender to the Financial Aid Office and the final athletic scholarship amount is applied to the student-athlete's financial aid file.

- **9.10 Non-Renewal/Reduction in Aid – For Subsequent Award**

It is the general discretion of the coach of each sport to make decisions about the amount of athletic awards.

- Before coaches make any decision about removing or reducing an athlete's aid, they must submit a Scholarship Reduction Form to the athletics compliance coordinator. The Director of Athletics will be consulted on the reduction and if approved will sign the Scholarship Reduction Form which will be in the student-athlete file.

After receiving approval on any scholarship reductions or non-renewals, coaches will communicate a preliminary plan of the reduction or non-renewal with their student-athletes individually.

The Associate Athletic Director for Sport Administration will then notify the Director of Financial Aid of the official scholarship renewals, reductions and non-renewals. In accordance with NCAA regulations, Northern Michigan University's Director of Financial Aid notifies the student-athlete in writing before July 1 about the aid reduction/cancellation and their opportunity for an appeal hearing per Athletic Aid Reduction/Cancellation Appeal Policies and Procedures. Appeal hearings shall only occur when there is a violation of institutional policies, conference rules or NCAA rules. (See Athletic Financial Aid Appeals Policy below)

- **9.11 Reduction/Termination for the Current Term**

Reduction/Terminations in athletic aid for the current term/award can only be completed as outlined in the Scholarship Conditions of the Tender.

If a student-athlete's aid is reduced/terminated during the academic year, the athletics compliance coordinator will notify the Financial Aid office. In accordance with NCAA regulation and the "Athletics Financial Aid Appeal" policy, the financial aid office will notify the student athlete about the aid reduction/cancellation, and the opportunity for an appeal if there has been a violation of institutional policies, conference rules or NCAA rules. (See Athletic Financial Aid Appeals Policy below)

Voluntarily withdraws from a team will be confirmed by the athletics compliance administrator with the student-athlete. The athletics compliance administrator will place a timeline on the voluntary withdrawal confirmation for the student-athlete to respond. The notice will contain information about the repercussions of a voluntary withdrawal which can include that the scholarship may be terminated/reduced and reimbursement of amounts already advanced, insofar as not prohibited by



NCAA rules, shall be on the basis of pro-rating the semester scholarship amount by the number of weeks eligible for the aid divided by the number of weeks in the semester (15). Loss of aid eligibility during the Fall semester will automatically result in a loss of aid eligibility for the subsequent semesters.

After the withdrawal is confirmed, or the timeline expires, the athletics compliance coordinator will notify the financial aid office to begin the reduction in aid process. If the student-athlete continues to be enrolled in courses after their voluntary withdrawal from a team, their financial aid reduction and right to appeal notice will be sent to their NMU email address. If the student athlete does not continue to be enrolled in courses after their voluntary withdrawal from a team, a hard copy of the notice will be sent to their permanent address in addition to their NMU email address.

Unofficial and official withdrawals from the University may cause the athletic aid to be terminated/reduced (and reimbursement of amounts already advanced required, insofar as not prohibited by NCAA rules) to reflect the portion of the academic period which was completed before the date of the withdrawal which resulted in the termination/reduction.

- **9.12 NMU Intercollegiate Athletics Financial Aid Appeal Policy**

Athletic scholarship recipients will be granted an opportunity to appeal any reductions, or subsequent year non-renewals, to athletic scholarships if the student-athlete believes there has been a violation of institutional policies, conference rules or NCAA rules.

- **9.12.1 In-year Reduction**

A scholarship that has been offered and accepted by the student-athlete which was subsequently reduced during the period of the award specified on the Tender.

- **9.12.2 Subsequent Year Reduction or Non-Renewals**

Prior to July 1st annually, team coaches and the Athletic Department will finalize renewal athletic scholarship tenders to eligible student-athletes. Because the athletic tenders are determined annually, there are times when student-athletes may not receive a renewal of the scholarship or the equivalency percentage may be reduced from the prior year.

If the scholarship is not renewed, or is reduced, and the student-athlete maintains eligibility, a notice will be sent to the student-athlete from the Financial Aid Office. Each notice will state the timing of the financial aid termination, as well as the opportunity to appeal the decision. Students who maintain enrollment at NMU will receive an email through their NMU email address, while students no longer enrolled will also receive a direct mailing communication, in addition to the e-mail notification.

This appeal process is only to ensure that reductions or non-renewals of athletic tenders do not violate NMU institutional policies, conference rules or NCAA rules. Appeals of student athlete violations of the conditions listed on the “Northern Michigan University – Tender of Financial Assistance” form will not be heard by this committee.

- **9.12.3 Appeal**



Students must appeal to the Financial Aid Office within 14 days of the appeal notice. Extensions may only be granted if the student contacts the Financial Aid Office within this time frame with valid reasons for a delay. Appeals submitted outside of this timeframe will not be considered.

Any appeals must be written and submitted to the Financial Aid Office, along with the appeal form and any applicable documentation. Specific institutional policies, conference rules or NCAA rules violated should be identified to the Financial Aid Appeals Committee (FAAC). Upon receipt of the appeal, the FAAC will request a written statement and applicable documentation from the head coach and/or Athletic Department. The coach and Athletic Department will not receive a copy of the appeal, but will be provided general information regarding the nature of the appeal in order to understand which aspects of the reduction/cancellation the student is appealing. The FAAC will review the information provided within 30 calendar days after the appeal request is received, allowing time for a response from the Athletic Department and/or coach. The student-athlete, head coach, and Athletic Department will be notified of the results of the FAAC meeting upon conclusion of the final determination.

■ **9.12.3.1 Actions of the Committee**

If the committee finds that the non-renewal, reduction or withdrawal of aid is not a violation of institutional policies, conference rules or NCAA rules, the appeal would be denied.

If the committee finds that the non-renewal, reduction or withdrawal of aid is a violation of institutional policies, conference rules or NCAA rules, the appeal would be approved. The athletic financial aid will be made available to the student as soon as possible. Reinstatement of athletic financial aid has no effect on the student-athlete's status as a member of the respective athletic team.

The decision of the committee shall be binding, and there will be no further appeal options available to the student-athlete.

● **9.13 Summer Aid**

Student Athletes will be eligible for summer athletic scholarships covering up to 4 credit hours at NMU. Summer Aid will be calculated at the same equivalency rate as athletically related financial aid during the previous academic year, up to 4 credit hours. Only courses enrolled in by June 1st will be considered. If the student-athlete withdraws from a course the athletic scholarship will be canceled or reduced.

If a student-athlete is enrolled in a 5-credit hour summer course an exception will be made to cover a 5th credit hour with athletics summer aid.

● **9.14 Post Eligibility Aid / NMU Degree Completion Award**

The Athletics Department makes every effort to financially assist a student-athlete if they have not graduated by the time their eligibility is complete and who have not attempted more than 150 college credits. Such assistance is overseen by the athletics compliance coordinator



Assistance will be available for student-athletes enrolled in NMU for their 9th semester of collegiate enrollment (includes prior enrollment at any college/university) and have exhausted eligibility while a member of an NMU intercollegiate team. The amount of aid is based on the final equivalency of the student-athlete calculated to the amount of tuition and mandatory fees. Only courses required for completion of the student's first bachelor's degree will be considered. Students must meet NMU's Satisfactory Academic Progress standards to be eligible for this award.

- **9.15 Statement of Financial Aid**

Every pre-season athletics will ask student-athletes to declare what income they have received in the past year and their intended income for the upcoming year. This documentation will be kept in the student-athletes file.

Squad Lists 10.0

Squad lists must be updated whenever student-athletes are added or dropped from the team. It is the coach's responsibility to promptly complete an Add/Drop form and turn it in to the athletics compliance coordinator to ensure that squad lists are up-to-date.

- **10.1 Adding**

After the add form is completed and turned in to the athletics compliance coordinator, eligibility for athletics participation will be verified. Following verification of eligibility, the new student athletes will meet with the athletics compliance coordinator to review policies and procedures and to sign paperwork. The student-athlete will also need to successfully complete a physical examination per athletic training guidelines before they are cleared to participate. The coach will need to hear from both the athletics compliance coordinator and athletic training that the student-athletes is cleared to participate.

- **10.2 Coding**

Student-athlete are coded in banner for the academic year in which they participate in varsity athletics. If a student-athlete participated beyond the NCAA try-out legislation they remain as a participant and are coded as a member of the team for the remaining portion of the academic year. They in turn are included in the team's academic statistics for the year.

- **10.3 Website**

The athletics compliance coordinator will send confirmation to Sports Information to add/remove names from the web roster. Coaches are expected to review their web roster and work through any changes with Compliance and Sports Information.

Athletics Eligibility 11.0

On-campus certification of athletics eligibility is completed by the Registrar's office. The Northern Michigan University Athletic Department does not have initial eligibility or continuing eligibility rules that are more stringent than NMU, NCAA, or conference rules. In terms of athletics eligibility the most stringent rule from NMU, NCAA, or the conference is the one that must be followed.

The Registrar's office is the official academic certification for student-athletes. The Registrar's office works



with the athletics compliance coordinator to complete certification and to review enrollment for future certification. The athletics compliance coordinator and the Registrar's office each complete a certification independently and then work together on a final eligibility decision. The athletics compliance coordinator maintains the squad list on the Compliance Assistant internet that both groups work with and the Registrar's office enters the date that certifies a student-athlete for practice or competition. Certification must be complete prior to any participation in countable activities. The athletics compliance coordinator notifies the Head Coach and the Director of Athletics who is able to participate.

Academic probation at Northern Michigan University is considered "good academic standing" per NCAA rules as Academic Probation at NMU does not restrict enrollment.

- **11.1 Athletics Certification**

To be certified for practice, a student-athlete only needs to be in a bachelor level program and full time so long as initial eligibility status is complete as partial or qualifier (only if in their first year of initial enrollment) and amateurism status is complete. All student-athletes are required to complete institutional athletics forms, the institutional Serious Misconduct Process, and sexual assault prevention training prior to any participation in athletics activities (countable or voluntary).

Student-athletes may pursue an associate's degree while also pursuing a bachelor's degree, which is typically seen for students wanting to pursue a TIP grant.

The student needs to be eligible for admission into the bachelor's degree and the associate's degree needs to be one that ladders into the bachelor's degree (classes will count toward both degrees) in order for the request to be approved. If the student is unsure of which degrees they'd like to pursue, they should meet with an academic adviser to discuss their options, not the registrar's office. Student-athletes must then send an email to the registrar stating:

Name _____
NMU IN _____

I would like to simultaneously pursue the following two degrees:

Associate degree in _____
Bachelor's degree in _____

- **11.2 New Students (First Time, Full Time Enrollment)**

- Admitted to a bachelor level degree-seeking program
- Enrolled full time (can count up to 12cr. (DII)/6 cr. (DI) of remedial work in 1st year)
- Determined to be a qualifier (academic only) by NCAA; have a copy of form in athlete file

*Note: If an athlete is a partial qualifier, he/she can practice, but not compete (DII only)

- **11.3 Continuing Students – Certification Steps for Fall semester**

- Admitted to a bachelor's degree program

- Enrolled full time (can count some remedial per NCAA rules)
- In good academic standing (if not, can't certify - don't need to go any further.)
- Completed 9 credits in their last semester of full-time enrollment (6 credits for DI)
- Completed 18 credits over the past two full-time semesters (can't count summers; 5th+ semester must be applicable to degree)
- Completed 24 credits over the past year (can include summers; 5th+ semester must be applicable to degree).
- Has a cumulative GPA of 2.0 or higher (can be prorated in DI)
- Declared a degree eligible major by the start of their 5th semester
- Completed required percentage of degree (only applies to Division I – hockey): 40% prior to start of third year (48 credits for programs with 120 required) 60% prior to start of fourth year (72 credits for programs with 120 required) 80% prior to start of fifth year (96 credits for programs with 120 required)
- **11.4 Continuing Students – Additional Planning Steps (Not Required for Certification)**
 - Students in 5+ semester should have an adviser form turned in (used as a certification tool by the registrar's office)
 - Enrolled in 12 credits that count toward degree (unless in final year of competition)
 - Has degree declared fully with any required concentrations or minors

- **11.5 Transfer Students**

As a general rule, transfer students from a 4-year school are required to sit out a year from competition, unless they meet one of the transfer exception criteria below. Other exceptions may apply if one of these is not met.

- **11.5.1 Transfer Students from 4-Year NCAA College**
 - Admitted to a bachelor level degree-seeking program
 - Enrolled full time (can count up to 12cr. (DII)/6 cr. (DI) of remedial work in 1st year)
 - Received verification from previous institution that athlete is eligible to play
 - Received final official transcript
 - Met residency requirement (two full-time semesters of college enrollment) or is a qualifier
 - Declared a degree eligible major by the start of their 5th semester
- **11.5.2 Transfer Students from 4-year non-NCAA college**
 - Admitted to a bachelor level degree-seeking program
 - Received final official transcript
 - Met residency requirement (two full-time semesters of college enrollment) or is a qualifier
 - Enrolled full time (can count up to 12cr. (DII)/6 cr. (DI) of remedial work in 1st year)
 - Declared a degree eligible major by the start of their 5th semester
 - In good academic standing (if not, can't certify - don't need to go any further.)
 - Completed 9 credits in their last semester of full-time enrollment
 - Completed 18 credits over the past two full-time semesters (can't count summers; 5th+

- semester must be applicable to degree)
- Completed 24 credits over the past year (can include summers; 5th+ semester must be applicable to degree)
- Has a cumulative NMU GPA of 2.0 or higher (can be prorated in DI)
- Declared a degree eligible major by the start of their 5th semester
- Completed required percentage of degree (only applies to Division I – hockey): 40% prior to start of third year (48 credits for programs with 120 required) 60% prior to start of fourth year (72 credits for programs with 120 required) 80% prior to start of fifth year (96 credits for programs with 120 required)
- **11.5.3 Transfer Students from 2-Year College**
 - Graduated with an associate of art's degree OR
 - Completed an average of 12 semester hours of transferrable credit per full-time semesters (one+ full-time semester if qualifier; 2+ full-time semesters if partial or non-qualifier) and
 - Have a cumulative GPA of 2.2 or higher in transferrable coursework (including courses that don't actually transfer due to low or failing grades)
 - Meet the course specific transfer requirements AND
 - Admitted to a bachelor level degree-seeking program
 - Received final official transcript
 - Met residency requirement (two (three if DI) full-time semesters of college enrollment) or is a qualifier
 - Enrolled full time (can count up to 12cr. (DI)/6 cr. (DI) of remedial work in 1st year)
 - Declared a degree eligible major by the start of their 5th semester
- **11.5.4 Transfer Students – Additional Planning Steps (Not required for Certification)**
 - Students in 5+ semester should have an adviser form turned in (used as a certification tool by the registrar's office)
 - Enrolled in 12 credits that count toward degree (unless in final year of competition)
 - Has degree declared fully with any required concentrations or minors

Employment 12.0

There are different classifications of coaches; full-time university employees, temporary/part time/hourly university employees, and volunteer employees. Additionally, if the employees are students (either part-time/hourly or volunteer) that adds another layer to their classification.

Before anyone performs any work-related duties, they must complete the requirements associated with their classification. It is the responsibility of the head coach in each sport to monitor and enforce the completion of the requirements.

- **12.1 Hiring - On-Boarding / Off-Boarding**

Head coaches are responsible for hiring their assistant coaches, or staff, and completing both their on- boarding and off-boarding.

When hiring a full-time assistant coach or administrative position the human resources hiring process



must be utilized and the head coach must work through the Director of Athletics, or his/her designee, who will serve as the administrative contact for the search and will be the person to work directly with Human Resources.

When hiring a non-full-time assistant coach or administrative position (i.e. volunteer, temporary labor, student) the Intercollegiate Athletics and Recreational Sports Employment Form must be completed and approved before the person performs any work-related duties. Payrate guidelines are as follows for non-full-time assistant coach and student staff for the FY23 period.

Non-full-time assistant coach (Temp Labor) - \$15 per hour

Student labor - \$11 per hour

Returning student labor - \$11.50 to \$13/hour range

**top pay rate reflects job duties that are supervisory in nature w/high degree of independence.*

Camp/clinic labor - \$13

- **12.2 Required Training Employee Training**

- **Background Checks**

- All coaches are required to undergo a background check. Full-time employees are background checked at their initial date of hire. Temporary/part-time/hourly labor and volunteers are background checked annually. Student employees are not required to undergo a background check.

- **Concussion Training**

- All coaches (full-time, temporary/part-time/hourly labor, volunteer, and student) must successfully complete Heads Up concussion training and have the certificate on file with the athletic department secretary.

All coaches must adhere to NMU's Concussion Management Protocol and any administrative procedures therein. On an annual basis all coaches (full-time, temporary labor, volunteer, and student) must have the signature page from NMU's Concussion Management Protocol on file with the athletic department secretary.

- **CPR /First Aid / AED Training**

- All coaches (full-time, temporary/part-time/hourly, volunteer, and student) must maintain current CPR/First Aid/AED training and must provide a copy of the training to the athletic department secretary.

- **Clery Act/CSA Training**

- All coaches (full-time, temporary/part-time/hourly, volunteer, and student) must complete Clery Act/CSA training on an annual basis.

- **NCAA Coaches Certification Curriculum**

- All NCAA coaches (full-time, temporary/part-time/hourly, volunteer, and student) that will be working with student-athletes in countable athletically related activities and/or recruiting off campus are required to complete D2 University on an annual basis.



- **12.3 Miscellaneous Coaching Responsibilities**

- **12.3.1 Reporting Time - Less than 1.0 FTE Employees Time-off**

Coaches who are less than a 1.0 FTE must maintain their contracted time off using my.nmu.edu. Upon hire and on an annual basis before July 1, head coaches who supervise a less than 1.0 FTE employee must schedule a meeting to discuss the plan for the contracted time off and to discuss the process for recording time. It is the responsibility of the head coach and the less than 1.0 FTE coach to report time accurately.

- **12.3.2 Community Service**

Student-athletes and coaches often participate in various community service activities. Coaches are to log community service activities and document the event with pictures.

- **12.3.3 Donation Requests**

The University utilizes a central location for donation requests. If any athletics staff member or coach is contacted by an entity outside of the University to make a donation on behalf of the University, that request should be directed to either the marketing office (<https://www.nmu.edu/mc/giveaway-request>) or the ticket office (http://www.nmuwildcats.com/general/2016-17/files/NMU_Ticket_Donation_Form.pdf).

- **12.3.4 Facility Scheduling**

To schedule use of a facility for practices or camps a request should be submitted to the NMU athletics facility manager. All scheduled activities should be used as requested and if there are any changes they must be approved by the NMU athletics facility manager or his/her designee.

- Teams in season will have priority when scheduling practice times. In-season home athletic competitions will have priority over other events, if scheduled in a timely manner, taking into consideration that some university/community events scheduled in advance may take first priority.

- **12.3.5 Schedules**

Scheduling contests is the responsibility of the head coach in each sport. Final schedules must be completed and submitted to the athletic department secretary by June 15. All team schedules must be comprised of contests that are half home and half away. All contests need to be scheduled to be played against in-region opponents (super region if applicable) and in a geographic location of in region opponents (super region if applicable). When contests are contracted each season all away games must include a reciprocating agreement of either a guarantee for the away game or a return home game.

- **12.3.6 Coaches Teaching University Courses**

Coaches teaching University courses are expected to adhere to the policies of the department in which they teach. In addition to the department's policies, coaches who have student-athletes in their courses must require the same from student-athletes as other students and shall not make special accommodations for student-athletes.



Student-athletes must add and drop courses taught by coaches in the add/drop period. If a course taught by a coach is full or if the add period (first week of school) has passed, then the student athlete and the coach must meet with the academic department head to discuss the extenuating circumstances as to why the student-athlete is adding into the course. If the add is approved the department head will sign the add card rather than the coach. No coach shall sign an add card of a student-athlete.

Coaches are expected to be fully engaged faculty members with their students. Coaches will not cancel class for any athletics purpose. Coaches are expected to find substitutes for their classes if necessary.

- **12.3.7 Cell Phones**

Cellular phones and related devices are provided to improve customer service and to enhance business efficiencies. University owned cell phones are only provided to employees who have a substantial business need, specifically recruiting and student-athlete oversight. An employee is required to place all recruiting calls to prospective student-athletes and/or their parents/guardians from a University owned telephone.

Being issued a university owned cell phone is a privilege and all employees are expected to use it in a responsible manner. Misuse, damage, or loss of a university owned cell phone is the responsibility of the employee and may result in disciplinary action that could include financial and/or criminal charges.

- **12.3.8 Out of Office – Coaches**

Coaches are required to notify the athletic department secretary if they will be out of the office. If they are away for business purposes and there is travel involved, a pre-trip authorization must be completed and approved in the Concur travel system prior to departure.

- **12.3.9 Outside Income**

Coaches must adhere to University policies in regards to income that they receive in addition to their University contract. All coaches must complete an Outside Income form with the athletics compliance coordinator on an annual basis.

- **12.3.10 Rental Property**

Any property that is owned or operated by an Intercollegiate Athletics and Recreational Sports Department staff member and/or their spouse shall not be rented or loaned to a student-athlete until the Staff Property Form is submitted to the athletics compliance coordinator and approved by the Director of Athletics.

Program Budgets/Credit Card/Cash 13.0

Head coaches are responsible for the budgets that are assigned to them. Coaches are expected to spend their money as it is budgeted in the budgeting process. If coaches want to spend money in a manner that was not identified in the budgeting process, head coaches need to work through the athletics business manager



before spending occurs.

Coaches are responsible for meeting their fundraising budget on an annual basis. Before coaches fundraise for purchases not budgeted for in the budgeting process they must first fulfill their annual fundraising budget and any prior program deficits.

- **13.1 Fundraising**

Per the NMU Fundraising and Soliciting Gifts policy all fundraising needs to go through an approval process. Coaches are required to complete a fundraising request form to the athletics business manager prior to engaging in any fundraising activities or the planning thereof. Coaches are not permitted to fundraise on behalf of an entity other than the University without written permission from the Director of Athletics.

- **13.2 Use of Funds**

Northern Michigan University funds are required to be spent in accordance with University and NCAA rules and regulations. NMU Athletic Department staff members are also prohibited from spending personal funds in violation of NCAA rules and regulations.

- **13.3 Athletics Credit Card Procedures**

The Internal Revenue Code under Section 274 requires us to substantiate the following elements: amount, date, place, business purpose, business relationship of the persons in attendance, and verification of an employee at the business meal. The card statement captures the first three and the other elements must be documented on each receipt (business purpose, and attendees name and relationship to the university.)

Company issued credit cards, in conjunction with the Concur system, are to be used for all business-related expenses that are incurred. A pre-trip authorization should be filed at least one week prior to scheduled travel and should contain a note breaking down all expenses. This should include recruiting trips, team travel for competition and staff professional development trips. No travel is to take place without travel authorization.

All expenses should be settled at the earliest possible time, taking into consideration the amount of time it takes for charges to come through onto Concur. Once a travel settlement is made all required receipts must be attached to the receipt report and sent to accounts payable. A copy of the receipts and report should be kept on file as back-up for a minimum of one year.

- **13.4 Team Travel**

Meal charges incurred by the team and per diem are considered business entertainment and therefore a list of attendees for each trip should be filed with your report and in each individual business entertainment charge this list should be reference (i.e. see attached travel roster).

- **13.5 Procedures for Athletic Department Cash and Credit Card Handling**

The intent of this policy is to provide guidelines for the handling of all cash and credit card transactions resulting from fundraising efforts within the Athletic department.

- **13.6 Reporting of Cash and Credit Card Collecting Activity**

Advance approval is required and the nature of the cash or credit card handling activity must be disclosed in the Athletic fundraising document. If a coach wants to accept funds via a credit card transaction they must first meet with the athletics business manager for approval.

- **13.7 Change Fund**

If necessary a change fund request can be made to the Ticket Manager in the Superior Dome. 1. Complete request form. Information required on the request form include reason fund is needed, signature of responsible custodian and amount of fund issued.

2. Use of change funds for miscellaneous petty cash purchases, loans, advances, or check cashing for employees and others (including students) is strictly prohibited. 3. Change fund is required to be returned to the Ticketing Manager within 24 hours of the completion of the fundraising activity.

- **13.8 Collection of Cash and/or Credit Card Receipts**

- All monies collected by employees or student-athletes for fundraising purposes are recorded on pre-numbered receipt forms immediately upon receipt if the purchase/donation made exceeds \$10. Department periodically performs a reconciliation of receipt forms to ensure all forms are accounted for. Voided receipt forms are kept on file.
- All checks should be made payable to Northern Michigan University and should be accepted only in the amount of the sale. Checks may not be cashed or written for more than the sale. Post-dated or two-party checks are not accepted. All checks need to be payable through a US Bank in US Dollars.
- Credit card transactions can be accepted with prior approval from the Associate Director of Business. A credit card processing unit will be assigned to the staff member for the event on an as needed basis. Training for proper handling and use of the machine will be reviewed with the staff member by the Ticketing Manager. Credit card terminals or swipe machines are required to be returned immediately upon the conclusion of the event or otherwise scheduled date and time with all receipts and settlement reports.
- Use of undeposited receipts for miscellaneous petty cash purchases, payments for services, loans, advances, or check cashing for employees and others (including students) is strictly prohibited.
- Cash is prohibited from being withheld from a deposit for the purpose of adding to or creating a change fund.
- Funds are required to be submitted to the athletics business manager for deposit preparation within 1 business day of completed fundraising activity.

- **13.9 Depositing of Cash and /or Credit Card Receipts**

1. Copy of deposit slip is forwarded to financial manager of event to confirm that deposits equal the cash and appear in the proper budget. Any discrepancies should be reported to the Director of Athletics and the Financial Services Manager.
2. Funds should be kept in a locked safe out of public view.
3. Access to the safe combination is limited to the athletics business manager and Director of Athletics.
4. Funds should be deposited with financial services within one business day of collection



5. The Public Safety Department will be requested to transport any cash deposits greater than \$1,000 to the Financial Services office.

- **13.10 Cash Shortages**

Whenever any cash shortages, unusual problems or questions arise involving the collections, receipting or remitting of cash the incident should be reported to the Director of Athletics and Financial Services Manager immediately.

- **13.11 Accessing Financial Reports**

Head coaches may electronically access financial reports for the accounts that they are budget managers for. If coaches need help initially, logging in to view the report the athletics business manager may provide assistance.

Athletic Equipment Policies and Procedures 14.0

The NCAA has provided some important legislation regarding equipment related issues:

- **14.1 Retention of Athletics Apparel and Equipment**

Per 16.11.1.4 (DII), a student-athlete may retain athletics apparel items and used equipment at the end of the individual's collegiate participation. In DI, per an April 3, 2014 educational column, student-athletes may also retain athletics apparel and used equipment at the end of the individual's collegiate participation.

Per 16.11.2.4 (DI), an item received for participation in intercollegiate athletics may not be sold or exchanged or assigned for another item of value.

- **14.2 Summer Use of Athletics Equipment**

A student-athlete may retain and use institutional athletics equipment during a summer vacation period.

- **14.3 Athletics Equipment**

A student-athlete may not accept athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, hockey sticks, balls, shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be utilized by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment.

- **14.4 Issuance and Retrieval**

Each Coach is responsible for managing their own sports athletic apparel and equipment inventory. Coaches are to utilize the Apparel/Equipment Inventory Information form in order to document the issuance and retrieval of athletic apparel and equipment. A copy of the Apparel/Equipment Inventory Information should be filed with the athletics business manager in conjunction with the Compliance Office no later than 10 working days following issuance of equipment or apparel. The form is set up to identify the following:

1. **Student/Athlete** - Name of individual receiving the apparel/equipment

2. **Date** - Tells what academic year the equipment was issued for.
3. **Sport** - Indicates the responsible athletic coaching staff
4. **Item** - Description of the issued athletic item. Aids in the distinction between apparel and equipment for permanent release purposes.
5. **Quantity** - Number of items issued
6. **Size** - Size of item(s) received
7. **Date Received** - Date when the student/athlete physically takes possession of the apparel/equipment.
8. **Date Returned** - To be filled annually when the apparel/equipment is returned or is marked for permanent release. When items are marked for permanent release, authorization from the Director of Athletics is mandatory before the equipment is finalized for permanent release.
9. **Signature - Student/Athlete** - To be signed when the Student-Athlete receives the listed equipment. Signing the form indicates that they will abide by the NCAA and NMU policies regarding apparel and equipment.
10. **Signature - Head Coach** - To be signed when the equipment is distributed to the student/athlete. Indicates that the coach has followed the NCAA and NMU policies and procedures for apparel and equipment.
11. **Signature - Director of Athletics** - To be signed by the Director of Athletics, indicating the authorization of the permanent release of the indicated apparel/equipment as per the NCAA and Northern Michigan University policies and procedures.

The student-athlete will be held financially responsible for all apparel and equipment assigned to them. In the event of lost, stolen or damaged equipment, it will be the responsibility of the student-athlete to replace the item, or to reimburse the athletic department as deemed appropriate by the Director of Athletics. If the student-athlete violates the NMU/NCAA rules for apparel and equipment issuance and retrieval, said student-athlete might be subject to punishment by NMU and/or NCAA, including termination of athletic eligibility.

The Head Coach is responsible for the proper application of the apparel and equipment issuance and retrieval process. All apparel and equipment must be accounted for and reported in a timely manner to the athletics business manager in conjunction with the athletics compliance coordinator. If the Head Coach violates the NMU/NCAA rules for apparel and equipment issuance and retrieval, said Head Coach may be subject to punishment by NMU and/or NCAA, including program probation/sanction and/or employment termination.

The retrieval of athletic apparel and equipment from the student-athletes must occur no later than 10 business days following the completion of the athletic competition (End of season, player leaves team, etc.). All Apparel/Equipment Inventory Information forms must be completed and copies filed with the athletic business manager no later than the end of the 10th business day following completion of athletic competition. If the sport has a split season (Soccer, Volleyball, Football, Golf), student-athletes not returning for the spring season must return their apparel and equipment within 10 business days of finishing the Fall season. Student-Athletes who do not comply with the apparel and equipment procedures are subject

to having their academic records suspended until the matter is settled.

- **14.5 Apparel vs. Equipment**

The biggest question in equipment management is the distinction between apparel and equipment. The NCAA does not set a specific list of what is apparel or equipment. For our general inventory purposes:

- **Apparel:** Pieces of clothing worn by the student-athlete. Items that after being issued and utilized for practice or competition CANNOT be utilized by other team members in subsequent seasons. (ap·par·el (-prl) n. Clothing, especially outer garments; attire.) Hats and Visors, T-Shirts, Shorts, Socks, Bras and Girdles, Biker Shorts, Mouth Guards, *Jerseys, *Sweatpants, *Sweatshirts, *Jackets, *Rain suits
*These items are technically apparel since they are utilized, but are not necessarily unusable for subsequent seasons. Therefore, they are more heavily scrutinized when determining the qualification for permanent release.
- **Equipment:** Items utilized by the student/athlete that CAN be utilized by other team members in subsequent seasons. Bags (travel/equip.), Balls, Hockey Sticks, Golf Bags, Golf Clubs, Umbrellas, *Shoes/Cleats.
*The NCAA defines shoes as equipment, but they can be treated as apparel if they are no longer usable at the end of the institution's playing season.

- **14.5.1 NCAA Rules Interpretations**

- **Issue: Retention of Athletics Apparel Subsequent to the Academic Year (Issued May 11, 1990)**

Interpretation: In regard to whether a member institution may permit a student-athlete to retain apparel items (e.g., warm-ups or uniform) subsequent to an academic year and prior to the end of the individual's collegiate participation; determined that in order for such items to be provided to the student athlete, they must not be reusable (e.g., they must have received normal usage through practice and competition) by other team members in subsequent seasons and then subject to the discretion of the institution, may be considered the property of the involved student-athlete; noted further that under such circumstances, such items may not be sold by the involved student-athletes.

- **Issue: Purchase of Used Equipment by Student-Athletes (Issued October 21, 1993)**

Interpretation: 1. Purchase of used equipment by student-athletes: The requirement set forth in NCAA Bylaw 16.12.1.5 that used equipment may be purchased by a student-athlete on the same cost basis as any other individual interested in purchasing such equipment does not preclude an institution from initially offering its student-athletes the opportunity to purchase the equipment at fair market value. Under such circumstances, it is not permissible to provide such equipment to a student-athlete free of charge even if the institution receives such equipment at no cost. [References: 16.02.3 (extra benefit) and 16.12.1.5 (retention of athletics apparel and equipment)]

- **Issue: Retention of Shoes (issued July 28, 1994)**

Interpretation: Although shoes are considered equipment under NCAA legislation, a student athlete is permitted to retain such items if they are no longer reusable at the end of the



institution's playing season. [References 16.12.1.5 (retention of athletics apparel and equipment), and 10/23/86 NCAA Interpretations Committee minutes, Item No.1-(p)]

Transportation 15.0

Coaches are expected to utilize transportation that is fiscally responsible while also maintaining the safety of student-athletes and coaches. For team travel coaches shall plan their transportation within the budgeting process. For all other transportation coaches shall first utilize the athletic department sponsored car. If the athletic department sponsored car is not available coaches are expected to then utilize a rental car unless use of a personal car is less expensive (i.e. travel to and from the Marquette or Escanaba airport may be less expensive in a personal car rather than a rental car).

Coaches are not permitted to provide a current student-athlete transportation (actual ride, or use of a vehicle) unless specifically allowed by the NCAA rules for team practice, team travel to competition, and community service.

Meals 16.0

- **16.1 Meals for Student-Athletes**

Coaches, University faculty/staff members, athletics boosters, nor community members, shall provide meals other than as permitted on official team travel (and listed in the travel party), for an approved pre-game or post-game meal per the meal planning document, or by what is listed within this document for occasional meals, vacation meals, and meals associated with hosting a prospective student-athlete. Additionally, no coach or staff member may alter nor utilized a student-athletes meal plan or arrange for charges to be incurred through a student-athletes meal plan without written permission from the Director of Athletics, or his/her designee.

- **16.2 Meals for Staff**

University funds shall not be used for meals for coaches/staff unless the meal is part of travel (i.e. team, recruiting) or business entertainment whereas the coach/staff is entertaining a person from outside the University (i.e. prospective student-athlete during an approved visit, candidate on a job interview, one coach per sport per meal during vacation meals to supervise team).

- **16.3 Vacation Meals**

Team meals that occur outside of the academic year, when meals are not provided through the campus meal plans, and are not a part of team travel need to be planned by the head coach and approved by the athletics business manager and athletics compliance coordinator. When approved the meals shall take place for approved student-athletes and one staff member per meal. The daily allowance shall not exceed the university daily allowance of \$32 per day whether the meals are an actual expense or issued as per diem.

- **16.4 Occasional Meals**

“Occasional” is defined as four times per student-athlete per semester (not per staff member or booster). Institutional staff members may provide a student-athlete or full team with an occasional meal at any location within the locale of Northern Michigan University. If the meal is being provided by



a booster, that occasional meal must be at the booster's home, on campus or at a facility that is regularly used for home competition. Local transportation may be provided to the student-athletes to attend the occasional meal.

During an official visit, a prospect may attend an occasional meal, provided the meal does not occur at a booster's home. This meal must count in permissible meals per day under the recruiting legislation.

Accident / Incident Reporting 17.0

Northern Michigan University's official "University Incident Reporting Policy for Accidents/Injuries/Illnesses" requires NMU campus residents and employees, as well as visitors, to inform their supervisors, persons of authority or NMU Public Safety whenever an incident takes place that requires more than self-administered first aid. These include accidents, on-the-job and on campus injuries and serious illnesses.

A university incident report must be prepared by the supervisor, Public Safety or other persons of authority within 24 hours of the incident.

The athletics complex building staff and NMU athletic trainers typically complete the university incident reports. Coaches and athletics staff members should confirm any incident that occurs with either the building staff on duty or NMU athletic training to ensure that all incidents are reported.

Alcohol, Tobacco/Vaping, and Drug Use 18.0

- All NMU Staff:
All Northern Michigan University staff must follow the alcohol and drugs rules set forth in the staff personnel policy manual.
- All NMU Students:
All Northern Michigan University students must follow the alcohol and drugs rules as stated in the student code.

• 18.1 Drugs

No NMU students shall illegally possess, use, or have under their control marijuana, barbiturates, amphetamines, hallucinogens, narcotics or other controlled substances in any building or on any property owned or controlled by the University.

• 18.2 Alcohol

No NMU students shall possess, consume, or use alcohol on the campus of Northern Michigan University or while in or on any property belonging to or under the control of the University except as permitted in Spooner Hall if you are 21 and live and consume in Spooner Hall. Under Michigan law, your body is a container. If you are given a PBT on campus and have any bodily alcohol content, you will be charged with an alcohol violation. You cannot drink on campus unless you're 21 and live and consume in Spooner Hall.



- **18.3 Tobacco/Vaping**

Students are not permitted to use tobacco or vaping products in any facility or vehicle owned or operated, or under control of the University except in designated areas identified by “Smoking Permitted” signs, in University apartments - with the exception of Woodland Park Apartments which are entirely smoke free - where all occupants of the living quarters agree to permit tobacco use, and as specified by the University “Smoking and Tobacco Use Policy.”

- **18.4 NMU Student-Athletes
Drug Use/Positive Drug Test**

Student-athletes are bound by the NMU Student-Athlete Drug Education and Testing Policy.

Tobacco Use

A student-athlete may not use tobacco products during any NMU athletics-related activity (i.e. competition, practice, locker room, pre-practice, post-practice, bus trip, volunteer activities, study-table).

Alcohol Use

Rules stay within team, but must have a minimum requirement of “no alcohol during the 48 hours prior to competition”.

Camps and Clinics Policies and Procedures 19.0

This summarizes the terms and conditions under which the administration will permit coaches to hold an athletic camp representing Northern Michigan University. Coaches are responsible for communicating this information to all staff working on their campus. NMU recognizes that athletic camps can be mutually beneficial for its coaches, staff, and institution. Therefore, coaches and staff members of the Department of Athletics working at NMU authorized camps will continue to receive their normal compensation and benefits without being charged vacation for time they spend engaging in camp activities. All NMU Athletics camps and clinics must be coordinated through NMU Recreational Sports.

- **19.1 Camp Declaration Form**

Head coaches must complete a camp declaration form for each sport camp. Completed forms must be submitted to the athletics business manager two weeks prior to the first day of camp.

- **19.2 Athletic Training Coverage**

All sport camps must have athletic training coverage coordinated through NMU Athletic Training. If there is a charge for athletic training coverage it will be assigned to the corresponding camp budget.

- **19.3 Camp Staff Training**

Background Checks for Staff

All volunteer and temporary labor camp employees (camp employees who are not students or full-time NMU employees) must successfully complete a University background check before working camp. If there is a charge for background checks it will be assigned to the corresponding camp budget. Camp director must work with the Athletic Department main office to complete the background check.



Concussion Training for Staff

All camp employees (full-time, temporary labor, volunteer, student) must successfully complete Heads Up concussion training and have the certificate on file with the athletic department secretary. In addition, staff must ensure that all prongs of the Michigan concussion law are being followed via michigan.gov/mdhhs.

- **19.4 Minors on Campus**

All camps must be operated in compliance with the NMU minors on campus policy.
<http://www.nmu.edu/minorsoncampus/>

- **19.5 Off-Site Camps**

Camps held in any location other than on the campus of NMU must adhere to the NMU Athletic Camps and Clinics Policies and Procedures. Additionally, all off-site camps must have a facility use agreement and then will be issued a certificate of insurance. The camp director is responsible for obtaining a facility use agreement and provide to the athletics business manager two weeks prior to the first day of camp.

- **19.6 Operating Costs**

Coaches will not be required to pay fees based on the income or profits generated by their camps. However, NMU must charge a fee to cover the cost of standard operating and administrative services. Camp operations will be handled through the Recreational Sports Office and it is the coach's responsibility to contact the office to schedule facilities and services.

- **19.7 Payment of Employees**

Payroll for all camp employees will take place through the Athletic Department. All payroll paperwork must be complete before the employee performs any work-related duties.

Full-time coaches will not be eligible for camp pay unless their sport's annual fundraising account balance has been zeroed and their sport's operating and recruiting budgets are in good standing. Camp directors must provide a financial report for revenues and expenses for all camps administered to the athletics business manager before payment of regularly contracted NMU employees will take place. Financial reports must be submitted within thirty days after the last camp.

- **19.8 Children of Institutional Staff Members**

Coaches', at his or her discretion, may allow children of institutional staff members (at the Coach's discretion limited to or not limited to the athletics department) to receive free or reduced admission to attend the institution's summer camp. These children must complete the registration process.

- **19.9 Communications**

All camp brochures/mailers must be pre-approved by the athletics compliance coordinator prior to being sent to the printer and/or distributed to potential campers.



Misconduct 20.0

- **20.1 Harassment (per the NMU Student Code)**

Students shall not engage in any conduct involving harassment of another individual, or group, that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, or that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested. This includes the creation of a hostile environment as well as attempts to create quid pro quo situations.

- **20.2 Hazing (Per the NMU Student Code)**

Students or members of any registered student organization, athletic team, or other organized student group, shall not engage or participate in any intentional or unintentional act(s) which endanger(s) the mental or physical health or safety of any member or prospective member of an organized group. This regulation will be **upheld regardless of location, intent, or consent of participants.**

- **20.3 Misconduct Reporting**

It is the responsibility of NMU Athletic Department Coaches and athletics staff members to report any alleged misconduct or crime to NMU Public Safety and/or the Equal Opportunity office.

Per the NMU Sexual Misconduct policy coaches and athletics staff members are considered Responsible Employees and are therefore bound by the reporting policy as so. Coaches and athletics staff members must notify NMU Public Safety and/or the Equal Opportunity office in any case or reported case of sexual misconduct.

Under the Clery Act coaches and athletics staff members are considered to be Campus Security Authorities and are therefore bound by the reporting requirements of the Clery Act. Coaches and athletics staff members must notify NMU Public Safety in any case or reported case of a Clery Act crime (and file a Campus Crime Statistic Form when applicable).

Student-Athlete Code 21.0

Per the NMU Student-Athlete Code, an NMU student-athlete who has allegedly violated the NMU Student Code is subject to the NMU Student-Athlete Code. The NMU Student-Athlete Code also requires coaches to notify the Director of Athletics of any alleged violations of the Student Code.

Team Travel 22.0

- **22.1 Reservation Process**

Bus and air transportation requests are to be made directly to the Associate AD for Business for team travel. Requests should specify travel party size, departure and return dates, and location. **Charter bus is required to be utilized in all travel scenarios for all exhibition, preseason, competitive season and post-season travel. In the event a team cannot meet this requirement, prior authorization must be obtained from the Director of Athletics.**

- **22.2 Departure and Return**



Coaches are expected to schedule travel arrangements that allow for student-athletes to maximize their class attendance. Teams shall not depart campus more than 48 hours prior to their scheduled competition. When traveling via air teams may depart earlier if approved by the Director of Athletics and athletics business manager. Teams will return to campus immediately following competition provided travel plans allow for such return.

- **22.3 Itineraries**

Coaches are required to upload a copy of their travel itinerary 7 days prior to departure to the shared google folder. Information should include addresses of all lodging, meal and facility locations and travel party. **Additionally, there is a mandatory Clery Act requirement that the name and address of the law enforcement agency having jurisdiction over the lodging location be included on the itinerary. If you have multiple lodging locations indicated on the travel itinerary you must include the law enforcement information for each lodging location.**

- **22.4 Travel Party**

Coaches are required to upload a copy of their travel party prior to departure to the shared google folder. If the travel party includes any individuals beyond the coaching staff, athletic training staff, broadcast staff, and eligible student-athletes, a coach must receive written permission from the Director of Athletics for the person to travel prior to the trip. A member of the coaching staff must be present on the bus during all times of team travel.

- **22.5 Meals**

Group meals during team travel should be prearranged and offer adequate nutritional support to the student athlete. Meal allowances are budgeted at \$32 per day per person. Tips on group meals should not exceed 20%.

- **22.6 Lodging**

As a general guideline, no more than 1 student-athlete per bed and no more than 3 per room. Hotel brand selections should be made staying above economy brand rating.

- **22.7 Trip Change or Cancellation**

If a trip, with a reserved charter bus is canceled within 10 days of the departure date the team's travel budget will be charged for 50% of the cost of the trip. Delays due to weather are not subject to the cancellation fee if the travel is rescheduled on a future date. For extreme weather conditions en route (such as Mackinac Bridge closure), Checker Transport will only charge for actual travel completed.

- **22.8 Post-Season Travel**

In the event that a team or individual student-athletes qualify for post-season travel, those charges are made through administrative post-season budgets as they cannot be planned for in the budgeting process. Coaches are expected to adhere to the same travel practices and procedures as are followed during regularly scheduled contests.

Additionally, in the event that a team or individual student-athlete qualify for the NCAA post season

coaches may request an additional single piece of apparel be purchased. This is limited to \$35 per person in the approved travel party.

Tickets Policies and Procedures 23.0

- **23.1 Staff Tickets for NMU Athletic Events**

Athletic department staff members and coaches must complete a staff ticket request form with the NMU ticket office to receive the tickets for themselves, and qualified family members, to attend ticketed NMU athletic events. Athletic department staff members, coaches, and their families MAY NOT receive tickets through either the staff nor student-athlete list for ticketed NMU athletic events.

- **23.2 Staff Requests for Additional Complimentary Admissions (All Sports)**

Athletic department staff members or coaches wishing to submit a request for complimentary tickets for recruiting (official or unofficial visit), sponsors, alumni or high school or two-year college coaches or teams, must complete a complimentary ticket request form which must be signed and approved by the athletics compliance coordinator and the athletics business manager. The ticket office will then process the approved request and have the tickets at the pass list at the event.

- **23.3 Student-Athlete Complimentary Admissions Administration Procedure**

1. Each eligible student-athlete may designate which persons (up to 2 per player) are to receive complimentary admissions prior to each home contest. The names of those individuals shall be submitted through the student-athletes profile with the University Ticket System.

2. All student-athletes will be able to submit the names of individuals to whom they wish to give complimentary admissions prior to each contest. No student-athlete is permitted to place another student from NMU on the pass list at any time as NMU students receive free tickets to all regular season home sporting events at NMU with their valid student I.D. If it is done and is recognized by the ticket office staff the name will be automatically removed from the list.

3. All student-athlete requests must be completed and turned-in no later than the time designated in the ticket system. A student-athlete cannot change or add any names after the cut-off point. The athletics compliance coordinator will check the pass list prior to each game.

4. To confirm the identity of the individuals receiving complimentary admissions, valid picture identification must be presented to the ticket office staff at the player pass list table.

5. Failure to follow these policies will result in a warning to the student-athlete the first time, with the loss of all complimentary ticket privileges for the remainder of the season for any ensuing violations.

6. Tickets for any Conference Tournament, NCAA Tournament, or any other postseason tournament will be administered on a situational basis. Policies vary depending on the tournament and where the tournament is played. Specific policies will be given to the particular team at the appropriate time before the particular tournament begins.



Athletic Facilities 24.0

- **24.1 Athletic Training Room Policies**

Athletic training is provided to intercollegiate athletes per the NMU Athletic Training Policies and Procedures. Student-athletes must work with Athletic Training to ensure that any insurance claims are fully filed within 104 weeks of the date of injury or the date of treatment, whichever is earlier.

- **24.2 Weight room and Athletics Facilities**

All Sports

- Student-athletes can use the weight room for core workouts and/or stretching as long as they are accompanied in the weight room at all times by a full-time staff member.
- Student-athletes can use the weight room for a workout (lifting, bike, or other) as long as they are directly supervised by strength staff or athletic training staff.
- Student-athletes can use the Superior Dome field/track, Vandament Arena and PEIF 150/152 gyms only when reserved for their sport by their coaching staff and all of the following are met:
 - The student-athlete is accompanied in the immediate space (in line of sight) at all times by another student-athlete, coach or athletic trainer.
 - All student-athletes using the facility should have access to their cell phone available, including their athletic trainer's cell phone number (in an emergency contact public safety/911).
 - A coach is present in the building and available to the student-athletes.
 - All users are current NMU student-athletes.
 - In football activities the use of footballs is permissible; however, the use of protective equipment (e.g., helmets, shoulder pads) is not permissible. The activities cannot contain any live contact (tackling nor thud). Furthermore, if field equipment is going to be used a coach must be on site for direct oversight (i.e. throwing machine).
 - Student-athletes can only use the pool under the current NMU PEIF Pool guidelines.
 - NMU department of athletics staff members can use the Superior Dome field/track, Vandament Arena and PEIF 150/152 gyms only when reserved and the staff member is accompanied at all times by another full-time staff member. During a staff member's use of a reserved facility, the only users can be NMU department of athletics staff members and NMU student-athletes.
 - NMU department of athletics staff can use the weight room for workouts as long as they are accompanied in the weight room at all times by another NMU department of athletics staff member.

- **24.3 Additional for Hockey**

- Student-athletes can use the weight room for light biking, core workouts, and/or stretching as long as they are accompanied in the weight room at all times by either another student-athlete or a full-time staff member.

- Student-athletes can use the weight room for a workout (lifting, bike, or other) as long as they are either: 1) directly supervised by strength staff; OR 2) accompanied in the weight room at all times by another student-athlete AND Megan (or whatever full-time AT is present) is made aware of workout and present in BEC athletic training room.
 - NMU department of athletics staff members can use the weight room for workouts as long as they are accompanied in the weight room at all times by another NMU department of athletics staff member.
 - Student-athletes can use the ice only when reserved for NMU Hockey. Anytime a student-athlete is using the ice an NMU Athletic Trainer must be made aware of the use and be present in the BEC athletic training room.

- **24.4 Current NCAA Division I/II and Professional Athletes**

A current NCAA Division I/II, current professional athlete or moving to be a professional player in the following year may be permitted to use the athletics facilities so long as the head coach of the sport the person participates in grants permission. At no time should the athlete be permitted to use the locker room nor shower space. A waiver must be signed by the person and the head coach granting permission.

- Approved current NCAA Division I/II and professional athletes can use the weight room for workouts as long as they are accompanied in the weight room at all times by an NMU department of athletics staff member.
- Approved current NCAA Division I/II and professional athletes can use the ice only when reserved for NMU Hockey. Anytime a current NCAA Division I/II or professional athlete is using the ice an NMU Athletic Trainer must be made aware of the use and be present in the BEC athletic training room. A minimum of a half face shield must be worn for hockey activities.

- **24.5 NMU Athletics Staff Family Member Use**

NMU Athletics Staff members may reserve an athletics facility for themselves or their immediate family members to use free of charge so long as the facility is not reserved by an athletic team or an outside renter. Reservations must be made with the athletics scheduler. Should an outside renter or athletic team need the facility the staff member will be given the opportunity to rent the space or will give up their reservation.

The NMU Athletics staff member must be present and directly supervising the facility usage. If the staff member cannot be present they must let the athletics scheduler know and if the user is under 18 the use must be supervised by a parent of the user. All usage requires 2 people present at all times so that no one is utilizing a facility alone.

- If the use is for the ice surface a minimum of a half face shield must be worn for hockey activities.



- If the use is for the pool all use must follow the NMU Pool regulations.
- At no time should the family members be permitted to use the locker room nor shower space.