

# **EASTERN OREGON UNIVERSITY**

## **Division of Athletics and Recreation Policy and Procedure Manual**



**PRIDE • ACCOUNTABILITY • RESPECT**

# WHAT DOES A MOUNTAINEER LOOK LIKE?

## **PRIDE**

- Take **Pride** in the privilege to participate in intercollegiate athletics whether as a staff member or an athlete
- Take **Pride** in wearing the Mountaineer Blue and Gold and representing yourself, your family, the program and the University
- Take **Pride** in putting student first and athlete second. The ultimate goal is attaining a degree

## **RESPECT**

- Respect** the game, officials and the opponent
- Respect** everyone involved and their role with the team (coaches, support staff, each other)
- Respect** those outside of the team who show support (family, fans, media)

## **ACCOUNTABILITY**

- Take **Accountability** for your actions on the court or playing field
- Be **Accountable** for academic performance
- Take **Accountability** for your personal behavior, actions and attitude



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# Athletics Mission



# **DIVISION OF INTERCOLLEGIATE ATHLETICS**

## **EASTERN OREGON UNIVERSITY**

**PRIDE · ACCOUNTABILITY · RESPECT**

### **MISSION**

Intercollegiate athletics are integral to the overall educational experience at Eastern Oregon University. As a cultural attraction of campus life, EOU athletic programs endeavor to connect the University with the Eastern Oregon region, and reflect high standards of studentship, sportsmanship, fair play, and concern for the individual and community. All student participants and Division personnel are dedicated to academic and athletic excellence at the conference, regional and national levels. EOU is dedicated to a philosophy of firm institutional control of athletics, to the unquestioned academic and financial integrity of the athletics program, and to the accountability of the athletics Division to the values and goals befitting higher education.

### **VISION STATEMENT**

The educational values, practices and mission of the institution determine the standards by which we will conduct our intercollegiate athletics program.

The primary responsibilities of student-athletes are academic pursuits: their academic outcomes and engagement with a wide variety of campus and community activities should positively represent their peers.

Students on intercollegiate teams at EOU will strive to be representative of the overall student body from the standpoints of academic preparation and especially academic outcomes.

The EOU Athletic program contributes to the affordability of high quality education for students by providing grants-in-aid and opportunity to learn valuable life lessons.

Student-athletes, coaches and administrators will efficiently utilize available funding to effectively compete at the highest level of competition.

### **STRATEGIC PRIORITIES**

- **Recruit, retain, educate and graduate student-athletes.**

Graduation is the ultimate goal for each and every student at EOU.

Intercollegiate athletics contributes to the development of academically qualified and athletically talented student-athletes as people by instilling a variety of values including teamwork, competitiveness, work ethic, mentoring of teammates, wellness and culturally diverse experiences that serve as the foundation for success in life. The Division promotes, encourages and honors high academic achievement by student-athletes.

- **Integrate and engage student athletes in the campus community.**  
Student-athletes should be encouraged to be participating members of their campus communities, not isolated from others as a 'culture apart'. Student-athletes, like other students at EOU, shall have opportunities to participate in a wide variety of co-curricular activities (e.g., more than one sport, student government, fine arts). Student-athletes will be measured by the same standards as other students in admissions, financial aid, and academic programs.
- **Support, appreciate, and promote gender equity and diversity.**  
Intercollegiate Athletics plays a central role in diversifying the institution, and will contribute to a spirit of tolerance, respect for others, and a willingness to be open-minded. Athletic personnel are committed to maintain an environment that values cultural diversity and gender equity among its student-athletes and intercollegiate athletics Division staff. Every student-athlete -- male and female, majority and minority, in all sports -- will receive equitable and fair treatment.
- **Promote good citizenship via responsible and reflective action in community affairs.**  
EOU Athletics is committed to the education of the student-athlete as a whole person by expecting positive behavior and character development. As role models throughout the Eastern Oregon region, EOU student-athletes and personnel have a social responsibility to improve the community they live in. The Division of Intercollegiate Athletics personnel and student-athletes will reflect a positive image by adhering to high standards of conduct reflected in the NAIA Champions of Character Program, the EOU Student Handbook and the EOU Student Representative Code of Conduct.
- **Promote and encourage competitive excellence.**  
While all of our programs seek to achieve a high level of competitive excellence, the academic integrity of the student-athlete experience is never to be compromised in the pursuit of winning. The program will strictly adhere to the rules, policies and directives of the institution and the Oregon University System, along with the constitution and bylaws of the NAIA, Cascade Collegiate Conference, and Frontier Conference. Coaches and administrators will be ever vigilant to ensure the integrity of the academic and competitive experience for all student-athletes.

### **MEASURABLE OBJECTIVES**

- The retention, graduation and transfer degree completion rates for student athletes will exceed those of full-time on-campus student non-athletes at EOU.
- The academic performance of each EOU athletic team will be evaluated on an annual basis, utilizing the following criteria; (a) Team Grade Point Average over 3.00; (b) Percentage of team members on Dean's List  $\geq 10\%$ ; (c) Percentage of team members in Academic Peril (Academic Warning + Probation + Suspension)  $< 10\%$ .
- The Division, with participation from all teams, will annually engage the campus community in a service-learning project.

# Student Leadership







## CHAMPIONS OF CHARACTER

As an NAIA Institution, Eastern Oregon University believes in the Champions of Character Initiative. We pledge to strive for excellence in the 5 core value areas of Respect, Responsibility, Integrity, Sportsmanship, and Servant leadership

A minimum of one Servant leadership project per year is required of all teams and one per year by Division. Documentation of project should be on file in the Athletics main office. Two weeks prior to event. This will allow for sports information coverage, any required forms etc.

Coaches will be asked to read and sign the Coaches' Code at the first staff meeting of the year and are required to complete the online Champions of Character Coaches course. By signing this code you accept the responsibility to model the 5 core values at all times.

Throughout the year coaches, staff, and student- athletes will be asked to participate in training and education involving the Champions of Character initiative.



## National Society of Leadership and Success

Eastern Oregon University Athletics has partnered with the department of Student leadership to offer a unique opportunity for student athletes to engage in Leadership training. EOU is a member of the National Society of Leadership and Success. Throughout the year Athletes and staff will be able to take advantage of targeted programs geared to enhance their character and leadership skills. These skills are transferable to all walks of an individual's life including family, career and relationships.

### History

The National Society of Leadership and Success began with a vision of the founder, Gary Tuerack, who wanted to build a community to truly impact lives in a positive and lasting way. He teamed together a nationwide effort of professional speakers and staff members at universities who believed in the mission of making a long-term positive impact in peoples' lives and began creating a program designed to offer continual motivation and support with accountability steps to help people take the necessary actions to achieve their goals.

The vision was to create a community where like-minded success oriented individuals could come together to learn from and support each other. The vision included a supportive group dynamic with presentations from the nation's top presenters along with proven useful tools and strategies for achieving goals. The Society began with 131 members at 16 chapters in the first year. As word of mouth spread and the offering improved, the Society rapidly continued to grow, and still continues today.

## **Mission**

The Society is a nationwide community that dramatically improves one's ability to successfully attain desired outcomes. The Society guides individuals through the process of identifying and committing to focused and dedicated actions that lead to their personal success.

## **Core Philosophy:**

One can achieve their desired life's work and goals with proper support and dedicated action, and that we accomplish more together than we would achieve on our own.

## **How It All Works**

### **1. You Receive The Complete Speakers Series**



***The presentations are delivered to your school via satellite videoconference.***

Though our partnerships with various U.S. Universities, the presentations are delivered to your school via live interactive web broadcast (or streaming video online available after event). Streaming video after the event allows schools to show the presentations at the time of their choice.

### **2. You Receive More Than Just a Speaker Series:**

***Students receive additional benefits that reinforce the concepts of success offered by the speaker series.***



***Students Taking Ownership***

The more people feel ownership, the more likely they are to have a vested interest in attending and promoting the events. We have tools and resources that make it easier to target motivated individuals who would want to take on the responsibility of leading your Society Chapter. We work alongside you and this individual to help run an effective program. We supply a constitution if you decide you would like to make your chapter a formal organization on campus.



## **Membership Requirements**

To be inducted as a member, one must attend an Orientation, three Speaker Broadcasts, three consecutive Success Networking Team meetings, and participate in the three-hour interactive video based Leadership Training Day. The Leadership Training Day is held twice a year and focuses on exploring one's challenges, recognizing one's strengths, identifying one's passions, and setting up a personal plan to initiate the changes needed to move forward. After completion of the requirements, members are issued their certificate of leadership training by the National Society of Leadership and Success. Their certificate, membership pin and other items are mailed to the advisor to present at an induction ceremony at the end of the semester.



## **Success Networking Team (SNT)**

The Success Networking Team concept is used by many of the most successful people nationwide, and in many ways Success Networking Teams are the most important part of the Society. Success Networking Teams are what gets individuals to take action. They are what empower people to make positive changes in their lives, as well as feel connected to a group that believes in them.

SNT meetings are designed to encourage participants to work together and provide peer coaching around achieving personal and professional goals. During their SNT meetings, participants are encouraged to follow up on the initial Leadership Training by discussing personal desires, setting goals and objectives, creating timelines, and holding each other accountable. Success Networking Teams meet twice a month. Sometimes groups like to meet right before broadcasts and others like to meet over dinner.

We know that in order to empower people to follow-through with positive actions, they need consistent motivation as well as accountability rather than a one-time lecture. The continuity of the program was designed to keep participants motivated long-term and help them take continued action towards improving their personal growth and well-being.



## **Student Membership**

The Speaker Broadcasts are open to all students and are usually promoted campus-wide. If students wish, they have the option of becoming members of the national organization as well. These students get to take advantage of numerous additional benefits as a member. In addition to having the opportunity to hear some of the nation's leading presenters, authors, and success coaches, students who become members of the Society become part of a community of likeminded goal-oriented individuals. Students are placed into teams where fellow students share challenges, goals and aspirations, make commitments to each other,

and hold each other accountable for their actions.

Members of the Society have the opportunity to use what they learn during the presentations from the speaker series in their personal lives. By surrounding themselves with likeminded individuals, students are exposed to peer mentoring, which often leads to positive change in their lives.

Unlike other honor societies that only enable those on the Dean's list to qualify; you get to customize who qualifies to receive an application for membership, as we realize that often students who can benefit from leadership training aren't always just those on the Dean's list.

***In addition to the presentations, members have access to these privileges:***

- Success Networking Teams
- Giveaways, props, and supplies
- Speaker Handouts for attendees
- Interactive trivia questions/prizes
- Online Coaching Program
- Text Message Q&A
- Leadership Training Day

**Materials to Build Turnout**

- Flyers
- Press releases and pre-written promotional emails
- Help with getting faculty support
- Leadership certification for students attending events
- Personalized invitations to a select group of individuals
- Numerous other resources



***Members also receive***

The membership fee goes back to support the members. This fee covers their certificate of leadership training, membership pin, t-shirt, scholarships and awards, online job bank, access to Success Coaches, customized personalized letter of recommendation (upon completing their membership requirements), access to several years of past Speaker Broadcasts, Success Talk (15 additional minutes of video content of each presenter), Interview Series (audio interviews with experts on various topics), use of a resource collection of leadership books and CD's, Motivational Mondays (weekly e-mails with five-minutes of motivational audio recordings), and participation in Success Networking Teams (a proven process where students help one another achieve goals).



## ***Society Invitations***

Similar to other honor societies, students receive an invitation from you in the mail informing them the program exists on campus and inviting them to participate. The Society's National Office manages the process of generating interest for you by helping you send your invitations and covering all postage expenses.

# Athletic Department Directory



## **DIVISION OF ATHLETICS DIRECTORY**

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<b><u>Position</u></b>	<b><u>Phone #</u></b>	<b><u>Office #</u></b>
Athletic Director	962-3497	QC 126G
Athletic Business Coordinator	962-3929	QC 126F
Athletic Administrative Assistant	962-3497	QC 126
Athletic Student Assistant	962-3597	QC 126
Faculty Athletic Representative	962-3558	ZH 214
Sports Information Director	962-3946	QC 126B
Eligibility Coordinator	962-3518	IH 105A
Equipment Manager	962-3697	QC106
Head Athletic Trainer	962-3650	QC 128D
Intramurals	962-3687	QC 126D
Head FB Coach	962-3396	QC Football Complex
Head Volleyball Coach	962-3687	QC 126D
Head XC/Track Coach	962-3851	QC101B
Head Soccer Coach	962-3850	QC 101A
Head Men's BB Coach	962-3569	QC 126E
Head Women's BB Coach	962-3743	QC 129B
Head Softball Coach	962-3808	QC 101F
Financial Aid	962-3550	IH 105
Student Accounts	962-3590	IH 119
Student Affairs	962-3635	IH 206B
Registrar	962-3519	IH 109
Safety and Security	962-3350	
Health Center	962-3524	

# NAIA Important Dates







# 2011-12 NAIA Calendar

**Note: Reminders and deadlines for conference commissioners are shaded**

AUGUST	
August 6	NAIA Wrestling Coaches Association Annual Business Meeting, Fort Lauderdale, Florida.
SEPTEMBER	
September 1	Year-End Reports for previous year due to national office. Visit <a href="http://www.naiahelp.com">www.naiahelp.com</a> to submit reports online.
September 1	Unpaid membership dues delinquent.
September 1	Deadline for fall qualifying tournament plans (conference/A.I.I./unaffiliated) to be sent by commissioners to national office.
September 1	Nomination information packets for Wally Schwartz FAR of the Year Award are distributed to institutions, conferences, and A.I.I.
September 15-16	Conference Commissioners Association fall meeting, Kansas City, Missouri
September 25-26	Council of Presidents fall meeting, Kansas City, Missouri
OCTOBER	
October 15	Deadline for NAIA-CTSA "All That's Right in Sport" Award nomination to national office.
NOVEMBER	
November 1	Deadline for winter qualifying tournament plans (conference/A.I.I./unaffiliated) to be sent by conference commissioners/A.I.I. to national office.
November 1	NAIA-CTSA "All That's Right in Sport" National Award winner announced.
November 1	Deadline to submit bid to host Soccer and Volleyball Opening Round events.
November 4	Nomination deadline for Daktronics-NAIA Scholar-Athlete awards in the sports of Soccer, Cross Country, Football and Volleyball.
November 4	Nomination deadline for Buffalo Funds Five-Star <i>Champions of Character</i> team awards in Soccer, Volleyball and Cross Country.
November 15	Deadline for Wally Schwartz FAR of the Year nominations to be sent by schools to conferences/A.I.I.
November 16	Nomination deadline for Volleyball, men's and women's Soccer All-America awards. All-conference/A.I.I./unaffiliated teams and support materials are sent to NAIA National Office.
November 18	Nomination deadline for Buffalo Funds Five-Star <i>Champions of Character</i> team award in Football.
November 18	NAIA-Cross Country Coaches Association Annual Business Meeting, Portland, Oregon.
November 18	Release of Daktronics-NAIA Scholar-Athletes in Men's & Women's Cross Country.
November 19	Soccer and Volleyball National Championship Opening Rounds.
November 19	Men's & Women's Cross Country National Championships, Fort Vancouver – National Historic Site, Portland/Vancouver
November 19	Football Championship Series First Round, campus sites.
November 19	Release of Men's & Women's Cross Country All-Americans.
November 23	Nomination deadline for Football conference/independent Player of the Year forms to be sent to the national office.
November 26	Football Championship Series Quarterfinals, campus sites.
Nov. 28 – Dec. 3	Men's Soccer National Championship Final Site, Orange Beach, Alabama.
Nov. 28 – Dec. 3	Women's Soccer National Championship Final Site, Decatur, Alabama.



# 2011-12 NAIA Calendar

**Note: Reminders and deadlines for conference commissioners are shaded**

<b>Nov. 29 – Dec. 3</b>	Volleyball National Championship, Tyson Events Center, Sioux City, Iowa
<b>Nov. 30 – Dec. 3</b>	National Fastpitch Coaches Association Convention, Las Vegas, Nevada

<b>DECEMBER</b>	
<b>December 1</b>	NAIA-Softball Coaches Association Annual Business Meeting, Las Vegas, Nevada
<b>December 2</b>	Release of Daktronics-NAIA Scholar-Athletes in Men's & Women's Soccer and Volleyball.
<b>December 2</b>	Nomination information packets for A.O. Duer and Emil Liston Scholarship Awards are distributed to faculty athletics representatives.
<b>December 5</b>	Release of NAIA All-Americans in Men's and Women's Soccer and Volleyball.
<b>December 3</b>	Football Championship Series Semifinals, campus sites.
<b>December 5-7</b>	Men's Golf Coaches Association of America Convention, Las Vegas, Nevada.
<b>December 6</b>	NAIA-Men's Golf Coaches Association Annual Business Meeting, Las Vegas, Nevada.
<b>December 12-15</b>	US Track & Field and Cross Country (USTFCCCA) Annual Meeting, San Antonio, Texas
<b>December 15</b>	Deadline for conferences/A.I.I. Wally Schwartz FAR of the Year nominations to be sent to the national office.
<b>December 14-18</b>	American Volleyball Coaches Association Convention, San Antonio, Texas
<b>December 15</b>	Release of AFCA Football All-Americans.
<b>December 16</b>	NAIA-Volleyball Coaches Association Annual Business Meeting, San Antonio, Texas
<b>December 16</b>	Release of Football National Player of the Year.
<b>December 16</b>	Release of Daktronics-NAIA Football Scholar-Athletes.
<b>December 17</b>	Russell Athletic – NAIA Football National Championship Game, Rome, Georgia.

<b>JANUARY</b>	
<b>January 5</b>	NAIA-Baseball Coaches Association Annual Business Meeting, Anaheim, Calif.
<b>January 8-10</b>	American Football Coaches Association Convention, San Antonio, Texas
<b>January 9</b>	NAIA-Football Coaches Association Annual Business Meeting, San Antonio, Texas
<b>January 10</b>	Release of Football National Coach of the Year.
<b>January 16</b>	Deadline for submission of proposed amendments to the NAIA Constitution and Bylaws. Proposals will be voted upon at the April 2011 Convention.
<b>January 11-15</b>	National Soccer Coaches Association of America Convention, Kansas City, Missouri.
<b>January 13</b>	NAIA-Men's and Women's Soccer Coaches Association Annual Business Meeting, Kansas City, Missouri.
<b>January 17</b>	Deadline for submission of basketball, football, soccer and volleyball brochures for NAIA-Sports Information Directors Association Publications Contests.
<b>January 17</b>	Deadline to web sync fall statistics through Daktronics.

# 2011-12 NAIA Calendar

**Note: Reminders and deadlines for conference commissioners are shaded**

F E B R U A R Y	
February 1	Deadline for qualifying tournament plans (conference/A.I.I./unaffiliated) to be sent by commissioners to national office.
February 3	Deadline for A.O. Duer and Emil Liston Scholarship award nominees to be sent by schools to conferences and A.I.I.
February 15	Deadline for Dr. Leroy Walker <i>Champions of Character</i> Award and NAIA Coach of Character Award nomination forms to conference commissioner.
February 17	Nomination deadline for Buffalo Funds Five-Star <i>Champions of Character</i> team awards in Swimming & Diving, Basketball, Wrestling and Indoor Track and Field.
February 17	Nomination deadline for Daktronics-NAIA Scholar-Athlete awards in the sports of Swimming & Diving, Basketball and Wrestling.
February 20	Receipt deadline for entries for the NAIA Indoor Track & Field and Wrestling National Championships.
February 24	Deadline for Conference/A.I.I. A.O. Duer and Emil Liston Scholarship award nominees to be sent to national office.
February 29	Nomination deadline for Division II Men's and Women's Basketball All-America award. All-conference/independent teams to be sent to NAIA National Office.
February 29	NAIA-Swimming & Diving Coaches Association Annual Business Meeting, Oklahoma City, Oklahoma.
February 29	NAIA-Track & Field Coaches Association Business Meeting, Geneva, Ohio.
Feb 29-March 3	Men's & Women's Swimming & Diving National Championships, Oklahoma City, Oklahoma.
March 1	Nomination deadline for Clarence "Ike" Pearson Sports Information Director of the Year Award.
March 1	Declaration of Intent to Participate Forms, Emerging Sports Designation Form, Sunday Declaration Form, and Sport Exception Form available online at <a href="http://www.naiahelp.com">www.naiahelp.com</a> .
March 1	Deadline for commissioners to send Leroy Walker Award nominee and Coach of Character nominee to national office.
March 1-3	Men's & Women's Indoor Track & Field National Championships, Geneva, Ohio.
March 1-3	Wrestling National Championships, Des Moines, Iowa.
March 2	Release of Daktronics-NAIA Scholar-Athletes in Wrestling and Men's & Women's Swimming & Diving.
March 2	Proposed Constitution and Bylaws Amendments for the 2012 NAIA Convention are distributed to the membership.
March 5	Release of Wrestling and Men's & Women's Indoor Track & Field All-Americans.
March 7	Nomination deadline for Division I Men's and Women's Basketball All-America award. All-conference/independent teams and support materials to be sent to NAIA National Office.
March 7-13	Division II Men's Basketball National Championship, College of the Ozarks, Point Lookout, Missouri.
March 7-13	State Farm – NAIA Division II Women's Basketball National Championship, Sioux City, Iowa.
March 12	Release of Daktronics-NAIA Scholar-Athletes in Division II Men's and Women's Basketball.
March 14	Release of Division II Men's & Women's Basketball All-Americans.
March 14-20	Division I Women's Basketball National Championship, Frankfort, Kentucky.
March 14-20	Buffalo Funds – NAIA Division I Men's Basketball National Championship, Kansas City, Missouri.
March 19	Release of Daktronics-NAIA Scholar-Athletes in Division I Men's and Women's Basketball.
March 21	Release of Division I Men's & Women's Basketball All-Americans.
March 30	Deadline for submission of baseball brochures, softball brochures, multi-sport brochures, individual sport brochures for NAIA-Sports Information Directors Association Publications Contests.
March 30	Announcement of A.O. Duer & Emil Liston National Award Winners.
March 30-April 3	Women's Basketball Coaches Association Convention, Denver, Colorado.

# 2011-12 NAIA Calendar

**Note: Reminders and deadlines for conference commissioners are shaded**

<b>March 29-April 2</b>	National Association of Basketball Coaches (NABC) Convention – New Orleans, Louisiana
<b>March 30</b>	NAIA-NABC Men's Basketball Coaches Annual Business Meeting, New Orleans, Louisiana.

## A P R I L

<b>April 1</b>	Deadline to submit bid to host Baseball Opening Round tournament.
<b>April 1</b>	Announcement of Dr. Leroy <i>Champions of Character</i> and NAIA Coach of Character National Award Winners
<b>April 2</b>	NAIA-Women's Basketball Coaches Association Annual Business Meeting, Denver, Colorado.
<b>April 9</b>	Deadline to receive voting delegate forms for NAIA National Convention.
<b>April 12-16</b>	71 <sup>st</sup> Annual NAIA National Convention – Newport Beach, California
<b>April 15</b>	Release of the nine NAIA Baseball National Championship Opening Rounds Hosts/Sites.
<b>April 15</b>	Nomination deadline for Athletic Trainers Association Al Ortolani Undergraduate Scholarship.
<b>April 15</b>	Nomination deadline for the Athletic Trainer of the Year Award.
<b>April 20</b>	Deadline to web sync winter statistics through Daktronics.
<b>April 27</b>	Membership dues invoices sent to all Accounts Payable and NAIA presidents with copies sent to athletics directors.
<b>April 27</b>	Nomination deadline for Buffalo Funds Five-Star <i>Champions of Character</i> team awards in Softball, Golf, Tennis, Baseball, and Outdoor Track & Field.
<b>April 27</b>	Nomination deadline for Daktronics-NAIA Scholar-Athlete awards in the sports of Softball, Golf, Tennis, Baseball and Track and Field.
<b>April 30</b>	Announcement of Al Ortolani Undergraduate Scholarship and Athletic Trainer of the Year Award Winners.

## M A Y

<b>May 1</b>	Receipt deadline for Declaration of Intent to Participate Forms, Emerging Sports Designation Form, Sunday Declaration Forms, and Sport Exception Form to be completed online at <a href="http://www.naiahelp.com">www.naiahelp.com</a>
<b>May 1</b>	Deadline for conference commissioners to submit Affiliated Conference Certification form and conference governing documents to the national office.
<b>May 1</b>	Deadline for conference commissioners to submit Football Certification forms to the national office.
<b>May 1</b>	Year-End Report forms available online at <a href="http://www.naiahelp.com">www.naiahelp.com</a>
<b>May 2</b>	Deadline for entries for NAIA-Sports Information Directors Association Web Site and writing contest.
<b>May 3</b>	Nomination deadline for Women's Golf All-America awards. Nomination forms and support materials to be sent to All-America Selection Committee Chair.
<b>May 9</b>	Nomination deadline for Men's Golf and Men's and Women's Tennis All-America awards. Nomination forms to be sent to All-America Selection Committee Chair for Golf and NAIA National Office for Tennis.
<b>May 10-14</b>	Baseball National Championship Opening Round Tournaments
<b>May 11</b>	Nomination deadline for Baseball All-America awards. Nomination forms to be sent to NAIA National Office and All-America Committee Chair.
<b>May 11</b>	Nomination deadline for Softball All-America awards. Nomination forms to be sent to NAIA National Office.
<b>May 13</b>	NAIA-Women's Golf Coaches Association Annual Business Meeting, Greeneville, Tennessee
<b>May 14</b>	NAIA-Tennis Coaches Association Annual Business Meeting, Mobile, Alabama.
<b>May 14</b>	Receipt deadline for entries for the NAIA Outdoor Track & Field National Championships.
<b>May 17</b>	Release of Daktronics-NAIA Scholar-Athletes in Women's Golf.

# 2011-12 NAIA Calendar

**Note: Reminders and deadlines for conference commissioners are shaded**

May 15-18	Women's Golf National Championships, Link Hills Country Club, Greeneville, Tennessee.
May 15-19	Men's & Women's Tennis National Championships, Mobile, Alabama.
May 17-23	Softball National Championship, Gulf Shores, Alabama.
May 18	Release of Daktronics-NAIA Scholar-Athletes in Men's & Women's Tennis.
May 21	Release of Men's & Women's Tennis All-Americans.
May 21	Release of Women's Golf All-Americans.
May 22	Release of Daktronics-NAIA Scholar-Athletes in Softball.
May 22-25	Men's Golf National Championships, Creekside Country Club, Salem, Oregon.
May 23	NAIA-Track & Field Coaches Association Business Meeting, Marion, Indiana.
May 24	Release of Daktronics-NAIA Scholar-Athletes in Men's Golf.
May 24	Release of Softball All-Americans.
May 28	Release of Men's Golf All-Americans.
May 24-26	Men's & Women's Outdoor Track & Field National Championships, Indiana Wesleyan University, Marion, Indiana.
May 25	Release of Daktronics-NAIA Scholar-Athletes in Men's & Women's Track & Field.
May 25 – June 1	Avista-NAIA Baseball World Series, Lewis-Clark State College, Lewiston, Idaho.
May 28	Release of Men's & Women's Outdoor Track & Field All-Americans.
May 31	Release of Daktronics-NAIA Scholar-Athletes in Baseball.

## JUNE

June 1	Nomination receipt deadline for NAIA Hall of Fame.
June 1	Deadline for conference commissioners to send basketball referee ranking forms to the National Office.
June 4	Release of Baseball All-Americans.
June 15	Nomination deadline for Larry Lady Officiating Award.
June 15	Release of Softball Coach of the Year
June 25-28	National Association of Collegiate Directors of Athletics Convention, Dallas, Texas.
June 22	NAIA-Sports Information Directors Association Annual Business Meeting, St. Louis, Missouri
June TBD	NAIA-Athletic Trainers Association Annual Business Meeting, St. Louis, Missouri.
June 23	Release NAIA-SIDA Publication Award Winners.
June 23-26	College Sports Information Directors of America Convention (COSIDA), St. Louis, Missouri
June 26-29	National Athletic Trainers Association Convention, St. Louis, Missouri.
June 30	Nomination deadline for Scholar Team award in all team sports and LATE scholar-athletes from 2010-11 academic year.
June 29	Deadline to web sync spring statistics through Daktronics

## JULY

July 1	Due date for membership dues to be sent to national office.
July 2	Nomination deadline for previous year's Conference/A.I.I. Athletics Director of the Year Award. Nomination forms to be sent from commissioners to national office.
July 2	Nomination deadline for previous year's Charles Morris Athletics Administrator of the Year Award.
July 9	Release of Baseball Coach of the Year

# 2011-12 NAIA Calendar

**Note: Reminders and deadlines for conference commissioners are shaded**

<b>July 15</b>	Deadline for commissioners to submit conference information (Personnel, committees, raters, and meeting schedules through NAIAHelp. Visit <a href="http://www.naiahelp.com">www.naiahelp.com</a> to submit report.
<b>July 15</b>	Deadline for coaches hired after July 1, 2011 to complete the Character-Driven Coaching online course.
<b>AUGUST</b>	
<b>August 4</b>	NAIA Wrestling Coaches Association Business Meeting – Site TBD
<b>August 15</b>	<i>Champions of Character</i> Scorecards for previous year submitted online to national office.

## What is the National Association of Intercollegiate Athletics (NAIA)?

The purpose of the National Association of Intercollegiate Athletics (NAIA) is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

When you attend one of nearly 300 [NAIA member colleges or universities](#) throughout the United States and Canada, you are welcomed into a supportive environment of students and faculty that are likely to become lifelong friends. Small classes and closer student-faculty interaction make it easy to form strong friendships with classmates and faculty, which could have a great impact on your success and career preparation. The NAIA has 50,000 student-athletes participating at nearly 300 member colleges and universities throughout the United States and Canada. Divided into 25 conferences and the Association of Independent Institutions (A.I.I.), the NAIA offers 23 championships in 13 sports.

The NAIA launched the [Champions of Character](#) program in 2000 to help students build character through sport. Promoting [values](#) like respect, responsibility, integrity, servant leadership and sportsmanship, the NAIA Champions of Character program can help you make good choices in all aspects of your life. *To learn more visit [www.NAIA.org](http://www.NAIA.org)*

### QUICK FACTS:

- **60,000 student-athletes at nearly 300 colleges and universities throughout the U.S. and Canada**
- **23 national championships in 13 sports**
- **More than \$450 million annually in financial aid awards**
- **Standards that focus on athletic participation as one part of the total education process**

☐ **MEN:** Baseball | Basketball (Division I and II) | Cross Country | Football | Golf | Indoor Track & Field, Outdoor Track & Field | Soccer | Swimming & Diving | Tennis | Wrestling

☐ **WOMEN:** Basketball (Division I and II) | Cross Country | Golf | Indoor Track & Field | Outdoor Track & Field | Soccer | Softball | Swimming & Diving | Tennis | Volleyball

The **NAIA Eligibility Center** is responsible for determining the NAIA eligibility of first-time student-athletes. Any student playing NAIA championship sports for the first time must meet the eligibility requirements. Students must have their eligibility determined by the NAIA Eligibility Center, and all NAIA schools are bound by the center's decisions.

☐ Every student interested in playing championship sports at NAIA colleges for the first time in fall 2011 or later needs to register and receive an eligibility determination. This applies to:

- **High school seniors**

- **Current NAIA students who will play sports for the first time at an NAIA school\***
- **Transfers from two-year colleges**
- **Transfers from four-year colleges**

Go to [www.PlayNAIA.org](http://www.PlayNAIA.org) to apply for eligibility certification.

How to register:

Step 1: Create a password-protected account

Step 2: Fill out your personal registration

Step 3: Submit your information and learn more about your opportunities in the NAIA

Step 4: Check the status of your certification

Information required

You'll be asked to submit basic information required by the NAIA certification process.

In addition to a valid email address, students must supply:

- ☐ Current contact information
- ☐ Current and previous residences and addresses
- ☐ High schools attended
- ☐ History of your sports participation during and after high school graduation
- ☐ **Test scores:** When you take the ACT or SAT, be sure to specify the code "9876" to have your test scores sent directly to the NAIA Eligibility Center.
- ☐ **Transcripts:** Ask your high school guidance counselor or college registrar to send your official transcript to the NAIA Eligibility Center.
- ☐ **Payment:** Through a secure transaction, your credit card or electronic check can be used for payment of the one-time fee when you register. Students that qualify for a waiver of SAT or ACT testing fees or for a free or reduced school lunch program are eligible for a waiver of the registration fee. Fee waivers will be verified by your high school.
- ☐ **Other eligibility:** Certification of NAIA eligibility is separate from NCAA certification – the NAIA and certification centers NCAA are two different associations with different eligibility rules and certification processes.



## EOU IMPORTANT DATES –

Academic Calendar 2011-2012	Fall 2011	Winter 2012	Spring 2012
<b>Holidays/Campus Closure</b>	Labor Day, Sep 5 Thanksgiving, Nov 23-27 Christmas, Dec 24-25	New Year's Day, Jan 1 Martin Luther King, Jr. Day, Jan 16	Memorial Day, May 28
<b>Registration Begins*</b> (Schedule by Class Standing)	May 5	Nov 3	Feb 9
<b>Book Vouchers Available</b>	Aug 29	Dec 12	Mar 5
<b>Financial Aid Refund Dates:</b> E-Disbursement(Direct Deposit) accounts	Sep 21 & 22	Jan 5 & 6	Mar 30 & Apr 2
Auto Refund checks mailed	Sep 23	Jan 6	Mar 30
Refund checks available for pick up @ Student Accounts Office	Sep 26	Jan 9	Apr 2
<b>Classes Begin</b>	Sep 26	Jan 9	Apr 2
<b>Drop Fee Begins</b>	Oct 5	Jan 18	Apr 11
<b>Last Day to Pay Fees Without Payment Penalty</b>	Oct 10	Jan 23	Apr 16
<b>Last Day for:</b> 100% Refund	Oct 3	Jan 16	Apr 9
85% Refund	Oct 10	Jan 23	Apr 16
50% Refund	Oct 17	Jan 30	Apr 23
25% Refund	Oct 24	Feb 6	Apr 30
<b>Late Payment Fee Begins</b>	Oct 11	Jan 24	Apr 17
<b>Last Day to:</b> Change Grading Mode	Oct 7	Jan 20	Apr 13
Drop Course (no grade)	Oct 21	Feb 3	Apr 27
Add a course via Webster	Sep 30	Jan 13	Apr 6
Add a course via Dean's Approval	Dec 2	Mar 16	Jun 8
Withdraw from Course	Nov 11	Feb 24	May 18
Withdraw from EOU	Dec 2	Mar 16	Jun 8
<b>Graduation Application:</b> Winter 2012	Oct 14		
Spring/Summer 2012		Nov 11	
Fall 2012			Apr 6
<b>Final Examinations</b> (Final Exam Schedule)	Dec 5-9	Mar 19-23	Jun 11-15
<b>Term Ends</b>	Dec 10	Mar 24	Jun 16
<b>Grades Due (noon)</b>	Dec 12	Mar 26	Jun 18
<b>Commencement</b>			Jun 16

\*Summer term registration begins April 30, 2012.

[Registration Schedule by Standing](#)

<b>Seniors</b> may begin registering at <b>6pm, Thursday</b>	May 5	Nov 3	Feb 9
<b>Freshman</b> may begin registering at <b>6pm, Sunday</b>	May 8	Nov 6	Feb 12
<b>Juniors</b> may begin registering at <b>6pm, Monday</b>	May 9	Nov 7	Feb 13
<b>Sophomores</b> may begin registering at <b>6pm, Tuesday</b>	May 10	Nov 8	Feb 14

# Cascade Conference Bylaws



# CASCADE COLLEGIATE CONFERENCE BYLAWS

## ARTICLE 1. RECOGNIZED SPORTS

### Section 1.1 **Required Core Sports.**

1.1.1. Each member institution is required to compete in the following core sports:

Women: Basketball, Volleyball

Men: Basketball

1.1.2. Conference sports sponsored by the CCC are determined annually by the Council of Athletic Directors with approval by the Council of Presidents.

### Section 1.2. **Official Conference Sports.**

1.2.1. It is recommended that conference members participate in both men's and women's competition in a minimum of three CCC sponsored sports for each gender. A minimum number of sports shall be sponsored by each new member of the CCC. (Volleyball, Men's Basketball, and Women's Basketball)

1.2.2. All member institutions must compete in the Conference sports which the institution sponsors unless the Council of Athletic Directors grants an exception. A member institution desiring an exception to the membership shall submit a petition requesting the exception to the membership requirement. An exception must be approved by two-thirds (2/3) vote of the Council of Athletic Directors and is subject to reconsideration at the end of each calendar year.

1.2.3. Each member institution shall compete against member institutions as scheduled each season in each of the Conference sports in which it is participating.

1.2.4. Member institutions agree that their primary responsibility and loyalty are to this Conference, including priorities in the scheduling of athletic events, participation in Conference championships and events, and as representatives of this Conference to NAIA sponsored championships and extra events.

### Section 1.3. **Elimination of Sports.**

1.3.1. Member institutions agree to notify the Conference of local intent to drop a currently sponsored sport in a timely manner (usually 12 months).

1.3.2. Should the elimination of a sport by a member institution affect the Conference sports championships criteria, the minimum sports requirements for championships, the minimum number of championships required, or automatic qualification for national championships, it is imperative that formal discussions occur at a regularly scheduled Conference meeting prior to final institutional action. The Commissioner may initiate such discussions.

Section 1.4. **Exclusivity.** A Conference institution may not participate as a member in any other conference in a sport recognized and sponsored by the Cascade Collegiate Conference.

### Section 1.5. **Championships**

1.5.1. The CCC Champion will be the team with the best won-loss record in CCC play unless otherwise designated by the Council of Athletic Directors.

1.5.2. A conference champion will be named in each CCC sponsored sport.

1.5.3. The NAIA representative for postseason play shall be the CCC Champion in sports where automatic berths are awarded by the NAIA.

1.5.4. Playing rules and conditions for all conference championships shall be governed as set forth in the Sports Guidelines.

## ARTICLE 2. CONFERENCE COMMISSIONER

### Section 2.1. **Selection and Terms of Employment.**

2.1.1. The Conference shall employ a Chief Administrative Officer known as the "Commissioner."

2.1.2. The COP shall approve the contract terms and the selection of the Commissioner.

- 2.1.3. The Commissioner shall be employed on a two-year contract unless otherwise provided by agreement, with tenure in office continuing for a period such as the COP may determine.
- 2.1.4. The term of employment of the Commissioner shall commence July 1, unless otherwise provided by agreement.
- 2.1.5. Two members of the COP and three members of the Council of Athletic Directors shall evaluate the Commissioner annually with the results forwarded to the COP for review.
- 2.1.6. Prior to the expiration of the Commissioner's contract, the COP shall determine whether the contract shall be renewed, unless otherwise provided by agreement.

**Section 2.2 Acting Commissioner.**

In the case of a vacancy prior to the expiration of the term of the contract held by the Commissioner, a special meeting of the Council of Athletic Directors shall be called by the Chair, within four (4) calendar weeks, to consider and recommend to the COP the appointment of an acting Commissioner.

**Section 2.3. Responsibilities of the Commissioner:**

- 2.3.1. Serve as chief administrative officer for the Conference under the authority of the COP.
  - 2.3.2. Serve as the principal enforcement officer of the Conference rules, regulations and agreements, and is responsible to initiate investigations of any member or institution when there is sufficient evidence presented of potential NAIA or Conference violations, or if they have been officially notified by the NAIA, or by another institution, of alleged violations.
  - 2.3.3. Serve as an ex-officio, non-voting member of the COP, the Council of Athletic Directors, all advisory groups, all standing and ad hoc committees, and sports' committees, unless otherwise specified.
  - 2.3.4. Promote the general welfare of the Conference at all times, studying the problems of the Conference and offering advice and guidance to the members in the solution of those problems.
  - 2.3.5. Interpret and enforce NAIA and Conference rules and regulations, as well as interpret and rule upon Eligibility Regulations, sending copies of the Commissioner's interpretations and rulings to the Faculty Athletic Representatives and athletics administrators. In addition, the Commissioner shall recommend changes deemed advisable in the Bylaws and Sports Guidelines.
  - 2.3.6. Act as the liaison between the Conference and representatives of the media, taking responsibility for the administration of Conference policies involving television, radio, and related programs.
  - 2.3.7. Schedule and supervise, in conjunction with the site manager, all Conference championships.
  - 2.3.8. Represent the Conference in external affairs, maintaining a liaison with, and assuming a leadership role in, organizations that promote the continued growth and development of men's and women's athletics, and serve as the official delegate of the Conference to the NAIA Convention.
  - 2.3.9. Perform such duties as directed by the COP or the Presidents' designee.
  - 2.3.10. Conduct on-going educational programs under the umbrella of the NAIA Champions of Character program.
  - 2.3.11. Direct all aspects of fundraising for the Conference that benefit the membership.
  - 2.3.12. Enhance CCC media coverage locally, regionally, and nationally.
  - 2.3.13. Develop overall branding and marketing strategies for CCC.
- Section 2.4. Administrative Duties of the Commissioner:**
- 2.4.1. Issue the call, facilitate and chair all meetings of the Council of Athletic Directors.
  - 2.4.2. Provide for the keeping and distribution of the minutes of all COP, Council of Athletic Directors, and committee meetings.

- 2.4.3. Oversee maintenance and distribution of historical and statistical records to Conference members for all Conference athletic competition, and provide for the performance of all duties associated with the sports information function of a conference office.
- 2.4.4. Maintain a compilation of precedents and interpretations of NAIA and Conference rules and regulations.
- 2.4.5. Prepare the regular season Conference schedules as directed by the membership and in accordance with prescribed Conference guidelines, with the assistance of coaches, administrative, and sport committees as required.
- 2.4.6. Arrange for and facilitate all mandatory Conference meetings, and for other meetings authorized by the COP and the Council of Athletic Directors.
- 2.4.7. Prepare and distribute the reporting forms required by Conference rules and regulations.
- 2.4.8. With the assistance of the CCC treasurer, prepare the annual budget of the conference office and related fiscal data at the direction of the COP.
- 2.4.9. Present a budget report to the COP and Council of Athletic Directors at all scheduled meetings.
- 2.4.10. Select, employ, and supervise the Conference Office staff.
- 2.4.11. Annually evaluate staff with input from the Executive Council of the Athletic Directors.

### **ARTICLE 3. COMMITTEES**

#### **Section 3.1. Standing Committees**

- 3.1.1. **Appeals Committee.** The committee shall be composed of three athletic directors and two faculty athletic representatives selected by the Council of Athletic Directors for a two-year term. The committee shall rule on appeals not involving eligibility issues submitted to it by the Conference office, including appeals of rulings on unsportsmanlike conduct and appeals of CCC or NAIA rules violations in which the committee may determine which teams and/or individuals will represent the conference in post-season play. If the institutional representative of the accused institution is on the Appeals Committee, he or she shall abstain from all votes. Rulings of the committee shall be by majority vote and shall be final. In case of a tie, the Commissioner will cast the tie-breaking vote. (Constitution 3.3.7.1)  
(Revised: June 2008)
- 3.1.2. **Finance Committee.** The Finance Committee shall consist of one president and two athletic administrators. The Committee shall audit expenditures annually, work with the Commissioner on future year budgets, and make recommendations on all financial issues to the Council of Presidents. (Constitution 3.3.7.2.)
- 3.1.3. **Constitution and Bylaws Committee.** The Constitution and Bylaws Committee shall consist of at least one faculty athletic representative and two athletic administrators. The Committee shall study the rules and regulations and recommend necessary revisions to the Constitution, Bylaws, and Sports Guidelines as directed by the Council of Athletic Directors and the NAIA. (Constitution 3.3.7.3.)
- 3.1.4. **Eligibility Committee.** The Eligibility Committee shall be appointed by the Council of Presidents from the Faculty Athletics Representatives of conference institutions and shall consist of the Eligibility Chair and two at-large members whose selection will be based on their experience and expertise with NAIA and CCC eligibility rules and regulations. The Eligibility Committee shall have the responsibility to administer eligibility rules and policies for the conference. (NAIA Article IX, Section C). (Revised: June 2008)  
This includes recommendations to the National Eligibility Committee regarding:
  - 1. Eligibility cases (defined as actual or possible violations of NAIA rules or regulations) (NAIA Article V, Section K.)
  - 2. Academic hardship requests. (NAIA Article V, Section M.)

If an Eligibility Committee member's institution is involved, the Conference Commissioner shall name a replacement for action on that case.

The Eligibility Chair shall: (a) Act as liaison to the NAIA for eligibility and appeals; (b) Coordinate the eligibility efforts of the Conference by receiving and verifying the certification of athletes for all sports within the conference; (c) Coordinate investigation of potential eligibility infractions by member institutions; (d) Coordinate committee review of Eligibility cases, Requests for exceptional rulings, and academic hardship requests and forward recommendations to the National Eligibility Committee for decisions; (e) Communicate eligibility decisions to the Commissioner and other affected parties; (f) Maintain the eligibility files for the conference and advise institutions on procedures for filing eligibility as requested; and (g) report on eligibility activity to the Conference in person or in writing at the regular meetings of the CCC.

**3.1.5. Champions of Character Conference Committee.** The Champions of Character

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Conference Committee shall be composed primarily of Champions of Character campus liaisons. The committee shall be charged with development and oversight of conference character education and activities. This committee should be comprised of three Champions of Character liaisons (one of whom must be a head coach), one AD and one president.

Each institution's liaison will be identified by August 1st and the selections be made by the CAD at the fall meeting.

**3.1.6. Conduct in Competition Committee.** The Conduct in Competition Committee, comprised of three athletic directors, is charged with recommending the scope of the CCC's activities related to event management; hospitality; conduct in competition; and sanctions related to conduct in competition within the CCC.

**Section 3.2. Advisory Groups**

**3.2.1. Faculty Athletic Representatives (FAR) Group.** The FAR Group shall consist of the Faculty Athletic Representative from each institution. The committee will select an executive committee with the Chair serving on the Council of Athletic Directors as an ex-officio nonvoting member per Constitution 3.3.6.1. The FAR Group shall address academic concerns and the welfare of student-athletes and make recommendations to the Council of Athletic Directors.

**3.2.2. Sports Information Directors (SID) Group.** The SID Group shall consist of the Sports Information Director from each institution. The chair of the group shall be elected by the sports information directors. The SID Group shall address conference concerns in the area of sports information and make recommendations to the Council of Athletic Directors.

**3.2.3. Athletic Trainers Group.** The Athletic Trainers Group shall consist of the athletic trainer from each institution. The Chair of the group shall be elected by a vote of the athletic trainers. The Group shall address medical issues, competitive safeguards, and other training concerns and makes recommendations to the Council of Athletic Directors.

**Section 3.3. Ad Hoc Committees**

**3.3.1.** The COP, the Council Athletic Directors or Commissioner may establish ad hoc committees as needed to conduct the business of the Conference.

**3.3.2.** The COP Chair or the Council of Athletic Directors' Chair shall appoint members of ad hoc committees, name the chair, define the goals of the committee, specify the term of appointment, and establish the reporting procedure for special committees.

**3.3.3.** An Ad Hoc Committee shall become a Standing Committee if, by a two-thirds vote of the Council of Athletic Directors, that committee is deemed appropriate to the continuing operation of the Conference.

### Section 3.4. **Sport Committees**

3.4.1. Each Conference-sponsored sport shall have a Committee. Membership on each committee shall be the head coach of the respective sport.

## **ARTICLE 4. CONDUCT OF MEETINGS**

### **Section 4.1. Official Meetings**

4.1.1. **Sites and Dates.** The Council of Athletic Directors shall annually hold regularly scheduled meetings – fall, winter and spring. The commissioner may call a special meeting at any time with two weeks' notice.

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4.1.2. **Agenda.** The Commissioner, working with the President of the Council of Athletic Directors, shall request items for the agenda of official meetings, prepare and distribute the agenda for such meetings three weeks prior to the date of the meeting.

4.1.3. **Minutes.** Minutes of official meetings shall be distributed to the President and Athletic Directors of each member institution and filed in the Conference office.

4.1.4. **Order of Business.** The order of business at each official Council of Athletic Director's meeting of the Conference shall be:

1. Roll Call
2. Approval of the agenda
3. Approval of the minutes of the previous meeting
4. Report of COP Chair
5. Report of the CAD Chair
6. Report of the Commissioner
7. Report of the Advisory Groups
8. Report of Sport Committees
9. Report of Standing Committees and Ad Hoc Committees
10. Unfinished business
11. New business

Section 4.2. **Representatives.** Voting representatives for each of the following groups are designated as follows:

4.2.1. **Council of Athletic Directors.** Delegates are normally the Director of Athletics at the member Institution. The institution may designate another athletic department administrator.

Section 4.3. **Rules of Order.** The rules contained in Robert's Rules of Order shall govern the Conference in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of the Conference.

Section 4.4. **Types of Meetings.** Meetings may be held in person, on a conference call or via other electronic medium. Voting may be verbal, by roll call, by fax, or by other electronic medium.

### **Section 4.5. Sport and Support Committee Meetings**

4.5.1. Each of the sport committees shall meet annually in person.

4.5.2. For Baseball, Softball, Track & Field, Cross Country, Golf and the Faculty Athletic Representative/Eligibility Group, this meeting will be on Sunday coinciding with the scheduled fall Council of Athletic Directors meetings.

4.5.3. For Basketball, Soccer, Volleyball and Athletic Trainers group, this meeting will be the Sunday coinciding with the spring Council of Athletic Directors meetings.

4.5.4. For the Sports Information Directors, this meeting will be the third week of August.

4.5.5. The meetings as specified in 4.5.2, 4.5.3, and 4.5.4 are considered mandatory. All participating schools must be represented with a person that is empowered to participate and make decisions of behalf of their institution.

- 4.5.6. Additional meetings may be conducted by these groups as necessary. All coaches or members of a specific group and that group's Athletic Director Liaison must be given at least two weeks notice of the location and time of any additional meetings.
- 4.5.7. The chair of each of the sports committees and support groups shall be elected by those groups and serve for two years.
- 4.5.8. Elected chairs will be reported to the Council of Athletic Directors following each year's annual meeting along with the length of term remaining.  
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- Section 4.6. **Expense of Meetings.** The expense of delegates to official meetings of the Conference shall be paid as prescribed in Article 5 of these Bylaws.
- Section 4.7. **Meeting Format.** The format for conducting Conference business is intended to accommodate a wide variety of organizational structures as might be deemed appropriate on the campuses of various institutions. In no case should the organization and method of conducting Conference business be deemed as dictating organizational structure to member institutions.

## **ARTICLE 5. FINANCES**

### **Section 5.1. Annual Dues**

- 5.1.1. One month prior to the spring meeting, the Commissioner shall submit to the Finance Committee a proposed budget showing the income projections and the general operating expenses of the Conference for the subsequent fiscal year. The Finance Committee shall review the proposal and submit its recommendation to the Council of Presidents for review and approval.
- 5.1.2. This budget shall be the basis for the annual dues to be paid by each member institution.
- 5.1.3. The annual dues from each member institution will be invoiced on July 1 and are due August 15. The penalty for late payment of the annual dues is one percent each month, assessed for any portion of a month beyond October 1.

Section 5.2. **Special Assessments.** Special assessments may be levied by the Council of Athletic Directors to cover the expense of special projects or for any other purpose approved by a majority of the COP.

### **Section 5.3. General Fund**

- 5.3.1. All income from dues or from other Conference activities shall be placed in a general fund and be available to pay the expense of Conference operations.
- 5.3.2. The Commissioner is authorized to pay the expenses of the operation of the Conference as authorized by budget appropriations from the general fund. Written approval by the Council of Athletic Director's Chair is required for an expenditure exceeding \$5,000.
- 5.3.3. Any part of the general fund not needed for current operating expenses of the Conference shall be placed in an interest-bearing account with the interest income added to the general fund.

Section 5.4. **Audit.** The financial records of the Conference shall be audited annually. The Finance Committee shall review the audit and make recommendations deemed appropriate.

Section 5.5. **Fiscal Year.** The fiscal year of the Conference shall be from July 1 to June 30 inclusive.

### **Section 5.6. Conference Meeting Expense**

- 5.6.1. The expenses of the Commissioner and the Conference Sports Information Director to attend designated official Conference and sports meetings shall be paid by the Conference, if attendance is requested.
- 5.6.2. All other expenses incurred for attendance at official meetings by institutional representatives and coaches shall be paid by the institution.



## **ARTICLE 6. ELIGIBILITY AND HARDSHIP**

### **Section 6.1. Eligibility Rules**

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6.1.1. All member institutions will conduct their intercollegiate athletic programs in compliance with all eligibility rules adopted by their institution, the Conference, and the NAIA.

6.1.2. The Conference will use NAIA eligibility Bylaws.

**Section 6.2. Request for Exceptional Ruling to Standard Rule.** The Eligibility Chair shall receive requests for academic hardships. The Eligibility Committee shall act upon all such cases submitted and recommend action to the National Eligibility Committee. (*Revised: June 2008*)

**Section 6.3. Eligibility Sanctions.** Upon an investigation by the Eligibility Committee, a student-athlete who may be ineligible will be withheld from further competition until his/her eligibility is resolved. (*Revised: June 2008*)

6.3.1. In addition to NAIA sanctions (NAIA Article VI, Section B), any contests, individual or team, in which an ineligible student-athlete participates, may be forfeited and the individual and team standings will be revised as timely and necessary. (*Revised: June 2008*)

6.3.2. In addition to NAIA sanctions (NAIA Article VI, Section B), a student-athlete may be declared ineligible for the same number of contests in which the student-athlete competed while ineligible under the rules of the Conference and the NAIA. Such penalty shall take effect the first season in which the student-athlete becomes eligible following the ineligible competition. (*Revised: June 2008*)

### **Section 6.4. Student-Athlete Transfer Eligibility Exception**

6.4.1. A student-athlete transferring from one conference institution to another shall not be eligible to compete in the same sport(s) at the subsequent institution until 365 days have elapsed from the date of withdrawal from enrollment at the previous institution. (*Revised 6-18-08*)

6.4.2. In those cases where a student-athlete is attending a school and the sport in which they participate is discontinued by the school, this restriction is waived.

6.4.3. If a student has not been certified in any sport at the school from which they transfer, and they receive a release from the athletic director at that school, this restriction is waived.

6.4.4. If the student-athlete transfers to another Conference institution and is identified with the second institution as defined by the NAIA (Article V, Section B, 7), but does not participate in any countable intercollegiate contest as defined by NAIA (Article V, Section B, 9 & 12) in the involved sport at the second institution beyond a 14 consecutive calendar day period and returns to the original institution, this restriction will be waived.

6.4.5. A student-athlete may receive athletic-related aid at the school in which he/she is transferring during the first academic year of attendance.

6.4.6. A student-athlete may participate in practice sessions at the school in which he/she is transferring during the first academic year of attendance.

## **ARTICLE 7. RECRUITING**

### **Section 7.1. Rules Governing Recruiting**

Member institutions shall abide by all sections and interpretations of NAIA

Handbook, "Section C Code of Ethics, Item (9.) governing the recruitment of student athletes.

## **ARTICLE 8. CONDUCTING CONFERENCE EVENTS**

### **Section 8.1. Schedules**

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8.1.1 Each Sports Chair or Liaison will submit to the conference office at least one and up to three

proposed conference schedules. Multi-year schedule plans are suggested.

- 8.1.2. Schedule proposals will be submitted to the conference office 30 days prior to the Council of Athletic Director meeting so that the schools can evaluate the options prior to the coaches' and Council of Athletic Director meetings.
- 8.1.3. Fall, winter and spring sports will submit schedules for the spring Council of Athletic Director meeting.
- 8.1.4. Spring sports will submit schedule proposals for the fall Council of Athletic Director meetings.
- 8.1.5. Coaches groups shall recommend to the Athletic Directors a preference of the presented options.
- 8.1.6. Schedules are to be finalized at least 18 months prior to the start of a season.
- 8.1.7. The Council of Athletic Directors shall approve all conference schedules. Once approved, changes to any schedule require the consent of participating school's Athletic Director and the approval of the Commissioner.

#### **Section 8.2. Delay or Termination of Conference Events**

- 8.2.1. The following are recognized as legitimate causes for delay or termination of a Conference contest:
  - a) Weather or other travel conditions causing delay in timely arrival at the game site.
  - b) Weather that presents hazardous conditions that may threaten an athlete's safety.
  - c) Failure of electrical power or other services necessary for the continuance of a contest.
  - d) Conduct or condition of any persons is such that the health or safety of persons in attendance is in jeopardy.
  - e) Transportation problems not in control of the traveling institution.
- 8.2.2 The host athletic administrator in consultation with the commissioner and/or the chief game official shall determine when a contest is to be delayed, terminated, or resumed.
- 8.2.3. If a contest cannot be completed on the date scheduled or on a date agreed to by both members, the contest shall be terminated and not count as win, loss, or tie for either team, unless specified otherwise in the sports guidelines.

**Section 8.3. Responsibility of Home Management.** It is the responsibility of the host institution to provide conditions and facilities conducive to the proper administration of the Conference contest and consistent with the highest standards of sportsmanship.

**Section 8.4. Athletic Trainer and Training Room Services.** Training room facilities and the services of a certified athletic trainer will be provided by the host institution for all CCC sports in accordance with conference guidelines.

#### **Section 8.5. Pre-Game or Contest Information**

- 8.5.1. The following standard starting times shall be in effect for all conference regular season and post season contests: Volleyball 7:00 p.m. Basketball (single game) – 7:30 p.m. Basketball (doubleheader) - 5:30 p.m. and 7:30 p.m. (men's and women's start times alternate during the CCC regular season; in one half men play at 5:30 p.m., in the other half women play at 5:30; rotation schedule flips annually). CCC men's and women's basketball postseason tournament games – 7 p.m. Any changes to the standard time may be made by the host athletic administrator in consultation with the commissioner and/or the chief game official. Starting times for non-conference contests and for sports not included in this section shall be determined by the host institution.  
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- 8.5.2. It is the responsibility of the athletic administrator of the host institution to provide information to the athletic administrator of the visiting team regarding access to the facilities, dressing room accommodations, starting time, and any special arrangements such as pregame

or contest ceremonies or other information important to the planning of the visiting team. This information shall be made available at least one week prior to the event.

Section 8.6. **Courtesies to Visiting Groups from Member Institutions.** All requests for special consideration for groups from member institutions shall be made by the director of athletics of the visiting team to the director of athletics of the host institution.

Section 8.7. **Conveying Information to Non-Conference Opponents.** Staff members of member institutions shall not provide or exchange information in any form with representatives of non-Conference opponents that may be used for scouting purposes or to the disadvantage of any member institution's athletic teams.

Section 8.8. **Conference Publicity and Statistical Service.**

8.8.1. The Conference shall maintain Conference publicity and statistical bureau and all releases regarding official business of the Conference shall be released at the discretion of the Commissioner.

8.8.2. It shall be the responsibility of the host institution to file statistical reports covering each Conference contest with the CCC Sports Information Director (SID) immediately following each contest as stipulated in the Sport Information Guidelines.

8.8.3. Specific statistical and publicity responsibilities of member institutions shall be stated in the Sports Guidelines for each sport.

Section 8.9. **Complimentary Tickets**

8.9.1. The Conference members will not offer complimentary tickets.

8.9.2. The Conference will issue passes for admission to any Conference contest to coaches, assistant coaches and athletic and university administrators by use of their NAIA membership card.

Section 8.10. **Media Policy**

8.10.1. Conference institutions shall file with the Commissioner the name of their designated radio station one month prior to the start of the sport season to be broadcast.

8.10.2. Each member institution shall provide a courtesy line for radio broadcasts by visiting institutions when requested.

## **ARTICLE 9. ALL-CONFERENCE TEAMS, COACH OF THE YEAR, AND AWARDS**

### **Section 9.1. All-Conference Teams**

9.1.1. The balloting will be conducted by the Conference Office for all official conference sports. All ballots are open for review by the coaches of their sports and the AD sponsoring the sport.

9.1.2. The size of each sports' all-conference team shall be according to the following formula: number of starters in a sport X number of institutions in the CCC sponsoring the sport X 25%.

9.1.3. The number of student-athletes named honorable mention all-conference shall not exceed Aug. 23, 2007 / Revised Sept. 18, 2007 / Revised June 18, 2008 / Revised June 20, 2009 / Revised June 28, 2010) 11

the number of the all-conference team (a minimum of two votes are required to be named honorable mention all-conference).

Section 9.2. **Academic All-Conference Teams.**

9.2.1. Each institution shall submit to the conference a list of athletes meeting the minimum requirements as nomination for All-Conference Scholar-Athlete recognition.

9.2.2. There is no limit on the number of players each institution may submit.

9.2.3. Minimum GPA is 3.2 on a 4.00 scale using only credits from the institution submitting the nomination.

9.2.4. Has been identified with the institution for 2 semesters or 3 quarters and have sophomore

standing.

- 9.2.5. All members meeting these requirements will receive conference honors and shall receive a certificate from the Conference Office.

### Section 9.3. **Conference Coach of the Year**

- 9.3.1. The coaches of their respective sport shall select Conference Coach of the Year. Coaches may not vote for themselves.
- 9.3.2. Coach of the Year ballots will accompany the All-Conference ballots.
- 9.3.3. The announcement of the selected coach shall be made by the Conference Office along with the announcement of the All-Conference team for each sport.

### Section 9.4. **Awards**

- 9.4.1. Each Conference Champion and Conference Tournament Champion shall receive a trophy. In case of ties, duplicate trophies shall be awarded.
- 9.4.2. The Conference Coach of the Year shall receive a Conference plaque.
- 9.4.3. The Player of the Year shall receive a Conference plaque.
- 9.4.4. The Newcomer of the Year shall receive a Conference plaque. There shall be a space on the All-Conference ballot for the coaches' selection. All first-year participants except freshmen are eligible for the Newcomer of the Year award.
- 9.4.5. The Freshman of the Year shall receive a Conference plaque. There shall be a space on the All-Conference ballot for the coaches' selection.
- 9.4.6. A Conference plaque shall be awarded to each of the student-athletes named to the All-Conference First Teams.
- 9.4.7. A Conference certificate shall be awarded to each student-athlete named to the All-Conference Second and Honorable Mention Teams and to the Academic All-Conference Teams.

### Section 9.5. **Player of the Week**

- 9.5.1. A conference Player of the Week shall be named by a Conference selection committee for each particular sport.
- 9.5.2. The Conference selection committee shall submit their nomination for Player of the Week each week.  
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- 9.5.3. Players of the Week certificates shall be sent to the student-athlete's institution.

### Section 9.6. **Athlete of the Year**

- 9.6.1. The Conference shall select a Male and Female Athlete of the Year to be voted on by the athletic directors. Athletic directors may not vote for student-athletes from their own institution.
- 9.6.2. Each school may nominate one player in each gender. Nominations will be due to the conference office by *May 20*. Ballots will be distributed by *May 25* and due back to the conference office by *June 1*.

### Section 9.7. **Scholar-Athlete of the Year**

- 9.7.1. The Conference shall select a Male and Female Scholar-Athlete of the Year to be voted on by the athletic directors. Athletic directors may not vote for student-athletes from their own institution.
- 9.7.2. Each school may nominate one player in each gender. Nominations will be due to the conference office by *May 1*. Ballots will be distributed by *May 10* and due back to the conference office by *May 20*.

### Section 9.8. **Champion of Character Award**

- 9.8.1. The Conference shall select a Male and Female Champion of Character award winner to be voted on by the athletic directors. Athletic directors may not vote for student-athletes from

their own institution.

9.8.2. Each school may nominate a player of each gender using the official form.

### **Section 9.9. All-Sports Awards**

9.9.1. The conference shall implement an All-Sports Award with each institution selecting eight (8) sports for scoring.

9.9.2. Scoring will be based on two (2) points per participating school in regular season standings or final team scoring finish. (If six teams participate in a sport; first place receives 12 points, second place receives 10 points, etc.)

9.9.3. Ties for place will split points.

9.9.4. Only the top five (5) schools will be listed or publicized by the conference.

9.9.5. A Banner will be used by the conference to recognize the winner.

## **ARTICLE 10. CONDUCT AND SANCTIONS**

### **Section 10.1. Sportsmanship / Conduct**

#### **10.1.1. CCC Code of Behavior**

In upholding and acting upon the principles, traditions and responsibilities enunciated in the Cascade Collegiate Conference Statement of Philosophy, the Conference expects, and will insist upon, maintenance of commendably respectable standards of decorum and personal deportment of all players, coaches, officials and spectators at Conference contests. In this regard, Referees are recognized as fully in charge of such events, with full and undeniable Aug. 23, 2007 / Revised Sept. 18, 2007 / Revised June 18, 2008 / Revised June 20, 2009 / Revised June 28, 2010) 13

authority to sustain such standards and take whatever enforcement or disciplinary actions, including declaration of game forfeiture, as are necessary and appropriate. Specifically; threatening, disruptive, unsportsmanlike, disrespectful, violent, harassing, and/or seriously distracting behavior will not be tolerated. In implementing this policy, the senior game official should, at the beginning of each game, clearly outline with the team captains and coaches the standards of behavior and decorum that will be upheld and enforced.

As a matter of Conference policy, all Referees have the full support of the Conference Commissioner's authority, as authorized by the COP and Council of Athletic Directors.

The Cascade Collegiate Conference wishes to exemplify behavior of a kind that will deserve and command the respect and support of the public and campus communities which they represent and with which they relate, as well as the NAIA at large.

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

10.1.3. Unsportsmanlike conduct shall subject the individual to disciplinary action. The institution with which the offending individual is associated may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.

#### **10.1.4. Ejections, Acts of Unsportsmanlike Conduct and Individual Penalties**

10.1.4.1. Acts of unsportsmanlike conduct shall include, but not be limited to: any person who strikes or physically abuses an official, opposing coach, player, or spectator. This person may be ejected from the contest and may be suspended for additional contests, as the Commissioner deems appropriate.

10.1.4.2. If a student-athlete, coach or other bench personnel in any sport is ejected from a contest (conference or non-conference, regular season or postseason):

10.1.4.2.1. For any CCC conference contest the host coach must report such ejection(s)

to the host athletics director within 24 hours. The host athletics director is then to immediately notify the CCC Commissioner.

- 10.1.4.2.2. For a non-conference contest, the CCC coach must report within 24 hours the ejection(s) of any CCC participant(s) to his or her athletics director, who is then to immediately to notify the CCC Commissioner.
- 10.1.4.2.3. Any student-athlete, coach or other bench personnel ejected must serve a suspension as listed in Article VI, Section C, Item 6 of the NAIA bylaws.
- 10.1.4.2.4. Ejections not by book rule are subject to the appeal of the CCC Conduct in Competition Committee. Appeals must be made through the institution's athletic director (in the event the athletic director is the coach of the sport involved, the appeal must be made through the individual to whom the athletic director reports).
- 10.1.4.3. The following actions shall be subject to a public reprimand for the first offense and a suspension for one contest for an additional offense (a flagrant offense is subject to suspension on the first offense):
  - a) Intentionally inciting participants or spectators to violent or abusive action.
  - b) Using obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators.
  - c) Publicly criticizing any game official, Conference personnel, another institution or its personnel.
  - d) Acts of unsportsmanlike conduct not specifically described herein.
- 10.1.4.4. Any person who engages in negative recruiting by making statements to a prospective student-athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are derogatory of another member institution, its personnel, Aug. 23, 2007 / Revised Sept. 18, 2007 / Revised June 18, 2008 / Revised June 20, 2009 / Revised June 28, 2010) 14  
or its athletic program shall be subject to a public reprimand for the first offense, *and to the suspension of the privilege of recruiting for one season for an additional offense.*
- 10.1.5. **Penalty Imposition and Appeal Procedures**
  - 10.1.5.1. Whenever the Commissioner concludes that there has been a violation of this regulation, he/she shall impose the penalty prescribed above or, where he/she is given discretion as to penalty, he/she shall impose a penalty that he/she deems appropriate.
  - 10.1.5.2. Whenever the Commissioner decides to impose a penalty, he/she shall first give notice of the decision to the individual and the institution involved, and to the Council of Athletic Directors.
  - 10.1.5.3. In the event that the individual or the institution feels that the penalty is inappropriate because the violation did not occur or because the penalty is excessive, there shall be the right to appeal the matter to the Appeals Committee. The appeal must be filed in writing to the Commissioner's office within five (5) calendar days of receipt of notice of the penalty imposed.
  - 10.1.5.4. The Appeals Committee shall conduct a prompt hearing, giving the individual or institution opportunity to be heard. The Committee may reaffirm, set aside, or increase the penalty as is deemed appropriate, giving the individual or institution written notice of its decision and its reasons.
  - 10.1.5.5. The Appeals Committee shall stay the penalty imposed by the Commissioner pending the decision. No public announcement of the penalty shall be made until the individual or institution fails to give notice of the desire to appeal within the five-day period.
  - 10.1.5.6. Whenever a penalty of suspension is imposed at or near the end of a season of competition, the penalty will be carried over into the next season of competition. Should

a student-athlete or employee change institutions, penalties imposed are subject to Article VI, Section C, Item 6 of the NAIA bylaws.

10.1.5.7. Definition of terms used in this bylaw.

a) Suspension in the case of a player means that the player cannot participate in the designated number of contests but may practice.

b) In the case of a coach, suspension means that the coach cannot be present in the playing arena for the designated number of contests but may conduct practice sessions.

**Section 10.2. Protest Procedures**

10.2.1. Allegations of violations of Conference rules or of conduct detrimental to the welfare of the Conference must be filed with the Commissioner and may only be filed by another member's athletic director.

10.2.2. An allegation must be filed with the Commissioner within seven (7) days upon discovery of the alleged offense and include a description of the incident or violation and all other relevant facts. The source of the information will be confidential.

10.2.3. The accused institution is required to investigate the charges and file a written report with the conference office in a timely manner, to be jointly determined by the institution and the Commissioner, but not to exceed 30 days. The Commissioner will determine if the school has conducted a thorough investigation.

10.2.4. The Commissioner shall rule on the accusation and issue appropriate penalties. The accused institution may then appeal the Commissioner's ruling to the Appeals Committee.

10.2.5. If the accused institution appeals the commissioner's ruling, the Commissioner shall place Aug. 23, 10.2.2. An allegation must be filed with the Commissioner within seven (7) days upon discovery of the alleged offense and include a description of the incident or violation and all other relevant facts. The source of the information will be confidential.

10.2.3. The accused institution is required to investigate the charges and file a written report with the conference office in a timely manner, to be jointly determined by the institution and the Commissioner, but not to exceed 30 days. The Commissioner will determine if the school has conducted a thorough investigation.

10.2.4. The Commissioner shall rule on the accusation and issue appropriate penalties. The accused institution may then appeal the Commissioner's ruling to the Appeals Committee.

10.2.5. If the accused institution appeals the commissioner's ruling, the Commissioner shall place the appeal on the agenda of the Appeals Committee for a full hearing of the charges.

10.2.6. The Commissioner shall present information concerning the allegations at the hearing, and the accused member shall have equal opportunity to reply to the charges.

10.2.7. Following the hearing, the Appeals Committee may rule by an affirmative vote of at least two-thirds (2/3) of those voting that the evidence is sufficient to justify disciplinary action. Section 10.3. Disciplinary Action. When the institutional representatives have determined the adequacy of the evidence as prescribed in Bylaw 10.2.6, action may be applied as indicated in Article 2.4 of the Constitution.

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# Frontier Conference Bylaws





AMENDED AND RESTATED BYLAWS  
OF  
FRONTIER CONFERENCE

**ARTICLE I. OFFICES**

**Section 1.1 Business Office.**

The corporation's principal office shall be located at 966 Colorado Avenue, Whitefish, Montana 59937. The corporation shall maintain at its principal office a copy of the corporate records described in Section 35-2-906(5), Montana Code Annotated.

**Section 1.2 Registered Office.**

The street address and mailing address of the corporation's registered office shall be 966 Colorado Avenue, Whitefish, Montana 59937. The name of the registered agent at that office shall be Kent Paulson. The Board of Directors may change the registered agent and the address of the registered office from time to time, upon filing the appropriate statement with the Secretary of State.

**ARTICLE II. MEMBERSHIP**

**Section 2.1 Members.**

Membership in the Frontier Conference shall be limited to private or state four year colleges/universities adhering to the purposes and standards of the National Association of Intercollegiate Athletics (NAIA) and Frontier Conference. The entity shall be considered the member. The control of athletics of each member institution shall be the responsibility of its President/Chancellor. There shall be an athletic committee appointed by each President/Chancellor to act in an advisory capacity to the President/Chancellor for each member institution. Each member will demonstrate a strong commitment to emphasizing and enhancing the educational values gained through the principles of intercollegiate athletic competition. Membership is based on mutual trust and respect among member institutions dedicated to the education of men and women and a sense of fair play in the competitive arenas. The members of the Frontier Conference are:

**Charter Members**

- (a) Carroll College, Helena, Montana (1938);
- (b) Montana Tech of the University of Montana, Butte, Montana (1935);
- (c) Montana State University - Northern, Havre, Montana (1935);
- (d) Rocky Mountain College, Billings, Montana (1935);
- (e) University of Montana - Western, Dillon, Montana (1935);

**Additional Members**

- (f) Lewis-Clark State College, Lewiston, Idaho (1998);
- (g) Westminster College of Salt Lake City, Salt Lake City, Utah (1998);
- (h) University of Great Falls, Great Falls, Montana (2000);

**Associate Members**

- (i) Eastern Oregon University, La Grande, Oregon (2004).

**Section 2.2 New Membership Procedure.**

Any four-year institution may be admitted as a member of the Frontier Conference by unanimous vote of the Board of Directors at its Fall meeting. Applications must be submitted in writing by July 1, with membership becoming effective July 1 of the ensuing year. A representative from the interested institution will be expected to make a formal presentation to the Board of Directors prior to any vote being taken on its application. Membership in the Frontier Conference is nontransferable and non-assignable.

Items to be included in the application:

- (a) Name of institution, location;
- (b) Enrollment (3 years prior, current year, and projected for upcoming year);
- (c) Whether it is a public or private institution;
- (d) Sport sponsorship with projection for new sports;
- (e) Overview of athletic facilities;
- (f) Financial Aid report;
- (g) General information about the institution.

## **Section 2.3 Withdrawal of Members.**

A member may withdraw from the Frontier Conference upon written notice to all Frontier Conference members by the President/Chancellor of the withdrawing institution at least one year prior to the effective date of withdrawal. All scheduled commitments of the withdrawing member with other member institutions shall be honored or fulfilled unless dissolved by mutual agreement of the affected members.

## **Section 2.4 Expulsion, Suspension, and Probation of Members.**

Frontier Conference may, upon unanimous vote of the Board of Directors, except the Director appointed by the member institution concerned, expel, suspend, or place on probation any member that violates the rules and regulations of the Frontier Conference. A member may not be expelled or suspended unless at least 15 days prior written notice of the expulsion, suspension, or termination and the reasons for it are given to the member, and the member has an opportunity to be heard, orally or in writing, not less than five (5) days before the effective date of the expulsion, suspension, or termination by the Board of Directors. Final action on expulsion, suspension, or probation shall not be taken at the same meeting at which such action is proposed. The Council of Athletic Directors shall make recommendations in cases of expulsion, suspension, or probation, but the final decision in such cases rests with the Board of Directors. Disciplinary actions of a lesser nature, such as forfeiture of a game or games, loss of a championship, declaration of ineligibility for a championship, suspension of players, or lesser disciplinary action may be decided by the Council of Athletic Directors. The Board of Directors is the court of appeal for Council of Athletic Directors decisions. NAIA appeal procedures apply when appropriate. See also Article XI.

## **Section 2.5 Reinstatement of Member Institutions.**

Frontier Conference shall have the power by unanimous vote of the Board of Directors, except the Director appointed by the member institution concerned, to reinstate any member that has withdrawn, been expelled, suspended, or put on probation. The Council of Athletic Directors shall make recommendations in such cases, but the final decision rests with the Board of Directors.

## **Section 2.6 Classes of Membership.**

Frontier Conference will have two classes of members:

- (a) *Members*: members that participate in at least two of the sports listed in Article IX for men and at least two of the sports listed in Article IX for women.
- (b) *Associated Members*: members that participate in one or more sports listed in Article IX, but less than the number required for full membership.

Each member shall have the same rights, privileges, and obligations, except that school dues for Associated Members shall be seventy-five percent (75%) of then present Member dues.

# **ARTICLE III BOARD OF DIRECTORS**

## **Section 3.1 Power, Number, Tenure and Qualifications of Directors.**

Except as otherwise provided in the Montana Nonprofit Corporation Act, or as otherwise provided in these Bylaws, all corporate powers shall be exercised by or under the authority of the Board of Directors, and the

business and affairs of the corporation shall be managed under the direction of the Board of Directors. The Board of Directors shall consist of nine (9) individuals. Each member shall appoint the Chief Executive Officer of its institution as one (1) Director. Each Director shall have one vote on any matter that comes before the Board. Each Director shall hold office for a term of three (3) years, and until his or her successor is duly appointed and qualified, unless the Director resigns or is removed as provided in these Bylaws. Directors may be appointed for successive terms.

### **Section 3.2 Removal of Directors.**

An appointed Director may be removed by an amendment to these Bylaws by deleting or changing the appointment.

### **Section 3.3 Board of Director Vacancies.**

If a vacancy occurs on the Board of Directors, the vacancy shall be filled by appointment of a successor by the member who had appointed the Director ceasing to act. If a Director resigns effective a specific date, the vacancy may be filled before the vacancy actually occurs, but the new Director may not take office until the vacancy actually occurs. A Director appointed to fill a vacancy shall be appointed for the unexpired term of his or her predecessor in office.

### **Section 3.4 Regular Meetings of the Board of Directors.**

The Board of Directors shall hold a minimum of one (1) meeting a year. The Chairperson of the Board of Directors shall determine the times, locations, and dates of the regular meeting, but the meeting shall take place between the spring meeting of the Council of Athletic Directors and the opening of the fall term. Members of the Board of Directors or any committee designated thereby may participate in regular and special meetings of the Board or other such committee by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can simultaneously hear each other, and participation by such means constitutes presence in person at a meeting.

### **Section 3.5 Special Meetings of the Board of Directors.**

The Chairperson of the Board of Directors may call special meetings of the Board of Directors. The Chairperson may determine the time, location, and date of the special meeting.

### **Section 3.6 Notice of Regular and Special Directors' Meetings.**

The Secretary of the corporation shall give notice of a meeting by mail, telephone, or fax to all Directors at their last known addresses at least two (2) weeks before the meeting. The notice shall include the meeting place, day and hour.

### **Section 3.7 Directors' Quorum.**

A majority of the number of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors.

### **Section 3.8 Manner of Acting at a Meeting of the Board of Directors.**

- (a) *Required Number To Constitute Act.* The act of a majority of the Directors present at a meeting at which a quorum is present (when the vote is taken) shall be the act of the Board of Directors, unless otherwise provided in these Bylaws. If no quorum is present at a meeting of the Directors, the Directors may not take action on any Board matter other than to adjourn the meeting to a later date.
- (b) *Director Approval.* The corporation shall deem a Director to have approved of an action taken if the Director is present at a meeting of the Board unless:

- (1) The Director objects at the beginning of the meeting (or promptly upon arrival) to holding it or transacting business at the meeting; or
  - (2) The Director's dissent or abstention from action taken is entered in the Minutes of the meeting; or
  - (3) The Director delivers written notice of dissent or abstention to the presiding officer of the meeting before its adjournment or to the corporation immediately after adjournment of the meeting. The right of dissent or abstention is not available to a Director who votes in favor of the action taken.
- (c) *Director Conflict of Interest.* A Director may attend a meeting that involves a vote on a transaction in which the Director has a conflict of interest as defined by Montana Code Annotated § 35-2-418 (2005), but the Director may not vote on any transaction in which he has a conflict of interest.

## **Section 3.9 Conduct of Meetings of the Board of Directors.**

The Chairperson, or in the Chairperson's absence, any person chosen by the Directors present shall call the meeting of the Directors to order and shall act as the Chairperson of the meeting. The Chairperson, or the Chairperson's designee, shall establish rules of the meeting that will freely facilitate debate and decision making. The Chairperson will indicate who may speak when and when a vote will be taken. The Secretary of the corporation shall act as the Secretary of all meetings of the Directors, but in the Secretary's absence, the Chairperson may appoint any other person to act as the secretary of the meeting.

## **Section 3.10 Director Action without a Meeting.**

The Directors may act on any matter generally required or permitted at a Board of Directors meeting without actually meeting if all the Directors take the action, each one signs a Written Consent describing the action taken, and the Directors file the Consent with the records of the corporation. Action taken by written consent is effective when the last Director signs the Consent, unless the Consent specifies a different effective date. A signed Consent has the effect of a meeting vote and may be referred to as a meeting vote in any document.

## **Section 3.11 Powers of the Board of Directors.**

- (a) *General Powers.* The Board of Directors shall have the responsibility to promote, safeguard, and be accountable for the investments of the corporation.
- (b) *Receipt and Acceptance of Contributions.* The Board of Directors may receive and accept real or personal property by way of gift, bequest, or devise, from any person, firm, trust, corporation, or other legal entity. The Board of Directors may not receive and accept any gift, bequest, or devise of property that is conditioned or limited in such manner as to require the disposition of all or part of the property or the property's income for a purpose other than the charitable, educational, or religious purposes of the corporation or that, in the Board of Director's discretion, may jeopardize the federal income tax exemption of this corporation pursuant to Sections 501(a) and 501(c)(3) of the Code.
- (c) *Investments.* The Board of Directors shall invest and reinvest the assets of the corporation in such real and personal property and in such manner as it shall deem proper. The Board may invest in or retain any marketable securities, stocks, bonds, mutual funds, notes, obligations, or real or personal property. The Board may change from time to time investments as it shall deem advisable.
- (d) *Voting of Corporate Stock.* The Board of Directors may vote, or cause to be voted, any corporate stock which is at any time a part of the corporation's investments, for any purpose whatsoever, including but not limited to corporate merger, corporate dissolution, or the sale of all corporate assets.
- (e) *Employment of Other Parties.* The Board of Directors may employ a bank or trust company as custodian for any of the corporation's funds or investments and may delegate to such bank or trust company such powers as it may deem appropriate. The Board of Directors may keep any or all of the corporation's funds or investments in any place or places in the United States of America. The Board of Directors may employ accountants, investment counsel, investment agents, and other qualified persons, and may pay such persons reasonable compensation for services rendered.
- (f) *Contracts or Leases.* The Board of Directors may authorize any officer or agent to enter into any contracts or execute and deliver any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instruments. Unless authorized by the Board, no officer, agent or employee shall have the power or authority to bind the corporation on any contract or engagement, or render it liable pecuniary for any purpose or for any amount. The Board of Directors shall approve all contracts and leases.

- (g) *Checks*. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the corporation shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors.
- (h) *Deposits*. All liquid funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select.
- (i) *Payment of Costs and Expenses*. The Board of Directors shall pay from the corporation's funds all costs, charges, and expenses incurred in the management of the corporation's investments and all taxes imposed on the corporation.
- (j) *Distributions and Payments from the Corporation*. The Board of Directors shall make payments or distributions from the corporation's funds in such amounts as it deems appropriate and for the exempt purposes set forth in the corporation's Articles of Incorporation.
- (k) *Compensation*. The Board of Directors shall serve without compensation. By resolution of the Board of Directors, the Directors may be reimbursed for reasonable expenses incurred by them on behalf of the corporation, including all travel and related expenses incurred by the Directors enabling them to attend meetings and conduct the business of the corporation.
- (l) *Specific Functions*. The Board of Directors shall have the following specific functions:
  - (1) To elect officers of the Board of Directors;
  - (2) To approve the Frontier Conference Bylaws, and amendments to same;
  - (3) To guide the Frontier Conference in major policy decisions;
  - (4) To act in cases of expulsion, suspension, probation, or reinstatement of Frontier Conference members;
  - (5) To approve new Frontier Conference members;
  - (6) To serve as court of appeal regarding decisions of the Council of Athletic Directors; and
  - (7) To select and employ a Commissioner of the Frontier Conference.

## **Section 3.12 Officers of the Board of Directors.**

The Board of Directors shall have officers consisting of a Chairperson and a Vice-Chairperson. These officers shall be elected by the Board of Directors and serve a two-year term in accordance with the following conditions:

- (a) The Chairperson of the Board of Directors shall be from the same member institution as the Chairperson of the Council of Athletic Directors (see Article V, Section 5.1(f)(1)). The Vice-Chairperson of the Board of Directors shall be the Director from the institution next in line of rotation. Officers serve two-year terms.
- (b) The order of rotation is:
  - Montana Tech of the University of Montana
  - Carroll College
  - Montana State University - Northern
  - Rocky Mountain College
  - University of Montana - Western
  - Lewis-Clark State College
  - Westminster College of Salt Lake City
  - University of Great Falls
  - Eastern Oregon University

## **ARTICLE IV. OFFICERS**

### **Section 4.1 Number of Officers.**

The officer of the corporation shall be a Secretary, also known as the Conference Commissioner, who shall be selected by the Board of Directors by a majority vote of the entire Board.

### **Section 4.2 Term of Office.**

An officer of the corporation shall hold office until the Board of Directors duly elects his or her successor. The Board may remove an officer at any time, with or without cause, by a vote of two-thirds of the entire Board of Directors.

## Section 4.3 Conference Commissioner.

The Conference Commissioner shall report directly to the Board of Directors and perform those duties and responsibilities so specified in these Bylaws, as well as those listed in the position description. Compensation shall be determined by the Board of Directors. The Conference Commissioner shall in good faith:

- (a) Serve as Secretary of Frontier Conference, assembling, submitting, and distributing materials, information and/or agencies for all Conference meetings.
- (b) Be present at all Frontier Conference meetings for Board of Directors, Council of Athletic Directors, and sport specific coaches' meetings.
- (c) Prepare or have prepared the Minutes of the meetings of the Board of Directors and sign the official Minutes of the Board of Directors.
- (d) Provide that all notices are served in accordance with these Bylaws or as required by law.
- (e) Be custodian of the corporate records, and, when requested or required, authenticate any records of the corporation.
- (f) Develop and implement an operational budget for the Frontier Conference.
- (g) Prepare and disseminate all necessary reports to meet needs of the Frontier Conference and all national/regional guidelines. 10
- (h) Coordinate Frontier Conference scheduling for all Frontier Conference sponsored sports and, once completed, distribute to member athletic directors and all appropriate personnel.
- (i) Provide oversight of all public relations for the Frontier Conference to include, but not limited to, weekly statistical reports, Player of the Week, All-Conference selections, All-America nominations, academic honors, etc. This will include supervision of the Frontier Conference S.I.D.s.
- (j) Provide oversight of all (national, regional, Conference) academic, athletic, and financial aid compliance requirements for member institutions.
- (k) Supervise assignors of Frontier Conference officials and provide leadership for the evaluation and development for a broad pool of qualified officials.
- (l) Standardize and purchase all Frontier Conference awards and distribute them to appropriate individuals and/or institutions.
- (m) Provide oversight of the Frontier Conference Constitution and Bylaws, recommending and implementing any necessary changes approved by the Board of Directors. At the time changes are made to the Constitution and/or Bylaws, updated page(s) are to be immediately distributed to member institutions.
- (n) Seek corporate sponsors for Frontier Conference and Frontier Conference-sponsored activities, etc.
- (o) Be authorized to issue and sign checks in the name of the corporation.
- (p) Other duties as assigned by the Board of Directors.

## ARTICLE V. COMMITTEES

### Section 5.1 Council of Athletic Directors Committee.

The Council of Athletic Directors Committee shall consist of the Director of Athletics of each member institution, or a designated person from each member institution. Each member of the Council of Athletic Directors shall have one vote in the Council. The Council will have two or more members of the Board of Directors who serve at the pleasure of the board. A majority of affirmative votes shall decide all questions.

- (a) *Functions.* The Council of Athletic Directors shall have the following duties:
  - (1) Elect a Chairperson and a Vice-Chairperson of the Council;
  - (2) Recommend to the Board of Directors amendments to the Bylaws;
  - (3) Recommend changes in the eligibility rules of the Frontier Conference when necessary or desirable;
  - (4) Conduct all Frontier Conference athletic activities in compliance with policies approved by the Board of Directors;
  - (5) Make decisions on technical matters pertaining to the conduct of athletic activities;
  - (6) Recommend to the Frontier Conference Commissioner annual budget items for consideration by the Board of Directors;
- (b) *Regional Chair Coordinating Committee.* The most recent past Chairperson serves on the Regional Chair Coordinating Committee.
- (c) *Regular Meetings of the Council of Athletic Directors.* The Council of Athletic Directors shall hold a minimum of two (2) meetings a year. The Chairperson shall determine the times, locations, and dates of the regular meetings, but the meetings shall occur prior to the Board of Director's regular annual meeting. Members of the Council of Athletic Directors may participate in regular and special meetings of the Council by means of a conference telephone or similar communications equipment by

means of which all persons participating in the meeting can simultaneously hear each other, and participation by such means constitutes presence in person at a meeting.

- (d) *Special Meetings of the Council of Athletic Directors.* The Chairperson of the Council of Athletic Directors may call special meetings of the Council of Athletic Directors. The Chairperson shall determine the time, location, and date of the special meeting.
- (e) *Notice of Regular and Special Council of Athletic Directors' Meetings.* The Secretary of the corporation shall give notice of a meeting by mail, telephone, or fact to all members of the Council of Athletics Directors at their last known addresses at least two (2) weeks before the meeting, except in the event of an emergency. The notice shall include the meeting place, day, and hour.
- (f) *Officers of the Council of Athletic Directors.* The Council of Athletic Directors shall have officers consisting of a Chairperson and a Vice-Chairperson. These officers shall be elected by the Council of Athletic Directors and serve a two-year term in accordance with the following conditions:
  - (1) The Chairperson of the Council of Athletic Directors shall be from the same member institution as the Chairperson of the Board of Directors (see Article III, Section 3.12). The Vice-Chairperson of the Council of Athletic Directors shall be the Athletic Director from the member institution next in line in the order of rotation.
  - (2) The order of rotation is:  
Montana Tech of the University of Montana  
Carroll College  
Montana State University - Northern  
Rocky Mountain College  
University of Montana - Western  
Lewis-Clark State College  
Westminster College of Salt Lake City  
University of Great Falls  
Eastern Oregon University

## **Section 5.2 Committees of Directors.**

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more committees, each of which shall consist of two or more directors, which committees, to the extent provided in said resolution and not restricted by law, shall have and exercise the authority of the Board of Directors in the management of the corporation; but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon him or her by law.

## **Section 5.3 Special Purpose Committees.**

The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate one or more special purpose committees which shall consist of persons who have certain financial, legal, philanthropic or accounting expertise. A special purpose committee shall advise the Board of Directors on the matters that have been assigned to such committee.

## **Section 5.4 Term of Office.**

Each member of a committee shall continue as such until the next annual meeting of the corporation and until his successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member ceases to qualify as a member thereof.

## **Section 5.5 Chairpersons.**

One member of each committee shall be appointed chairperson.

## **Section 5.6 Vacancies.**

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

## **Section 5.7 Quorum.**

Unless otherwise provided in the resolution of the Board of Directors designating a committee, the majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of a committee.

## **Section 5.8 Rules.**

Each committee shall adopt rules for its own government not inconsistent with these bylaws or with the rules adopted by the Board of Directors.

## **ARTICLE VI. INDEMNIFICATION OF DIRECTORS, OFFICERS, AGENTS AND EMPLOYEES**

### **Section 6.1 Indemnification.**

The corporation shall indemnify any person, including the heirs and legal representatives of such person, made a party to a proceeding by reason of the fact that he or she is or was a director, officer, employee or agent of the corporation, provided the individual:

- (a) conducted himself or herself in good faith; and
- (b) reasonably believed:
  - (1) in the case of conduct in his or her official capacity with the corporation, that his or her conduct was in the best interests of the corporation; and
  - (2) in all other cases, that his or her conduct was at least not opposed to the best interests of the corporation; and
- (c) in the case of any criminal proceeding, he or she had no reasonable cause to believe his or her conduct was unlawful; provided, however, that:
- (d) an individual shall not be indemnified in connection with the proceeding by or in the right of the corporation in which the individual was adjudged liable to the corporation;
- (e) an individual shall not be indemnified in connection with any proceeding that charges improper personal benefit to him or her, whether or not involving action in his or her official capacity, in which he or she has been adjudged to be liable on the basis that personal benefit was improperly received by him or her; and
- (f) if the proceeding was by or in the right of the corporation, indemnification shall be made only against reasonable expenses actually incurred by the person in connection with the proceeding and shall not be made with respect to any proceeding in which the person shall have been adjudged liable to the corporation. The indemnification under this Section 6.1 is for liability incurred in the proceeding by such individual.

### **Section 6.2 Determination.**

No indemnification shall be made under this Article VI unless authorized in the specific case after determination has been made that indemnification of the individual is permissible under the circumstances because he or she has met the standards of conduct set forth in Section 6.1. Such determination shall be made in accordance with Montana Code Annotated § 35-2-451 (2005), or any future corresponding section under the Montana Nonprofit Corporation Act.

### **Section 6.3 Advances.**

Reasonable expenses incurred by a director, officer, employee or agent who is a party to a proceeding may be paid or reimbursed by the corporation in advance of the final disposition of such proceeding upon receipt by the corporation of:

- (a) a written affirmation by the director, officer, employee or agent of his or her good faith belief that he or she has met the standard of conduct necessary for indemnification by the corporation under Section 6.1;
- (b) a written undertaking by or on behalf of the director, officer, employee or agent to repay the advance amount if it is ultimately determined that he or she has not met such standard of conduct; and 15



- (c) a determination is made that the facts then known to those making the determination would not preclude indemnification under this Article VI. The undertaking required herein must be an unlimited general obligation of the individual requesting the advance, but it need not be secured and may be accepted without reference to financial ability to make repayment. The determination to make an advance herein shall be made in accordance with Montana Code Annotated § 35-2-451 (2005) or any future corresponding section under the Montana Nonprofit Corporation Act.

## **Section 6.4 Miscellaneous.**

The indemnification provisions contained herein, including all definitions thereto, shall be interpreted and construed as broadly as possible in favor of indemnification of the corporation's directors, officers, employees and agents, past or present, consistent with Montana Code Annotated §§ 35-2-446 through 35-2-454 (2005), or any future corresponding sections under the Montana Nonprofit Corporation Act.

## **I. ARTICLE VII PROHIBITED TRANSACTIONS**

### **Section 7.1 Prohibited Transactions.**

- (a) *Prohibition Against Sharing In Corporation Earnings.* No Director, officer, employee, committee member, agent or other person connected with the corporation, shall receive at any time any of the net earnings or pecuniary profit from the operations of the corporation, provided that this shall not prevent the corporation from making payments in furtherance of its exempt purposes as described in its Articles of Incorporation and from paying reasonable compensation to any person for services rendered to or for the corporation in effecting any of its exempt purposes as determined by the Board of Directors.
- (b) *Prohibition Against Issuance of Stock, Dividends, Distributions.* The corporation shall not have or issue shares of stock. No dividends shall be paid by the corporation. No part of the income or assets of the corporation shall be distributed to any director, officer, employee, committee member or agent of the corporation, without full consideration.
- (c) *No Personal Distributions Upon Dissolution.* No director, officer, employee, committee member or agent of the corporation shall be entitled to share in the distribution of any of the corporation's assets upon the dissolution of the corporation. Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities and obligations of the corporation and after considering the conditions that donors may have imposed on their charitable contributions to the corporation, distribute, transfer, convey and deliver the corporation's remaining assets to such organization or organizations organized and operated exclusively for charitable, educational and/or religious purposes as shall at the time qualify as a tax-exempt organization or organizations under Sections 501(a) and 501(c)(3) of the Code, as the Board of Directors shall, in its sole discretion, determine. Any such assets not so disposed of shall be disposed of by the District Court of the Montana Thirteenth Judicial District in Yellowstone County, exclusively for such exempt purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such exempt purposes.

### **Section 7.2 Prohibited Activities.**

Notwithstanding any other provision of these Bylaws, no Director, officer, committee member, employee or agent of this corporation shall take any action or carry on any activity by or on behalf of the corporation not permitted to be taken or carried on

- (a) by an organization exempt from federal income tax under Sections 501(a) and 501(c)(3) of the Code, or (b) by a corporation, contributions to which are deductible under Section 170(e)(2) of the Code.

## **ARTICLE VIII FISCAL POLICY**

### **Section 8.1 Fiscal Year.**

The corporation shall have a fiscal year which begins on July 1 and ends on June 30 of each year.

### **Section 8.2 Annual Fees.**

An annual fee shall be charged to each member, payable upon receipt of statement from the Conference Commissioner. All fees not paid by October 1 of the current year shall make that member ineligible for any championship awards until payment is received.

## **Section 8.3 Annual Budget.**

An annual budget for the operation of the Frontier Conference will be prepared by the Conference Commissioner at the spring meeting and submitted to the Board of Directors for approval.

## **ARTICLE IX. RECOGNIZED SPORTS**

### **Section 9.1 Recognized Sports.**

- (a) Category I – Frontier Conference shall sponsor sports in football, volleyball, men's and women's basketball, and men's and women's golf. In an institution where a sport does not satisfy the criteria of Category I, then that sport shall be classified as Category II until criteria is met (see Section 9.1(b)). Category I sports shall conduct a double round robin schedule including all eligible Conference members.
- (b) Category II – Category II sports are sports for which Category I criteria are not met. To be recognized, a Category II competition must include at least three members of Frontier Conference and be authorized by the Board of Directors and the Council of Athletic Directors.

### **Section 9.2 “George Bandy Memorial All Sports Trophy.”**

- (a) Member institutions or teams not eligible to compete for the Frontier Conference championship in a particular sport will not be awarded any points toward the All Sports Trophy in that sport.
- (b) The All Sports Trophy is determined each year on the basis of the following:

The sports are divided into two categories:

Category #1 Includes three or more teams which competed in double round robin with conference opponents (football, volleyball, men's and women's basketball, men's and women's golf, men's and women's cross country, and women's soccer).

Category #2 All other sports competition in a Frontier Conference sanctioned meet.

Sports in each category shall be determined by the Board of Directors. The point system to be used is found in Appendix A – George Bandy Memorial.

- (c) Points will be determined based on the final regular season standings in all sports considered where a regular schedule of competition occurs. In those sports where the conference standings are determined by a single tournament or competition (event), the standings at the conclusion of that event will determine how the points will be awarded.

## **ARTICLE X. ELIGIBILITY, LETTER OF INTENT, RECRUITMENT, and TRANSFERRING STUDENTS**

### **Section 10.1 Eligibility.**

All incoming student-athletes receiving athletic scholarship funds shall be required to sign the “Frontier Conference Letter of Intent.” Student-athletes will have five days to rescind the agreement without penalty. Copies of “Frontier Conference Letter of Intent” shall be forwarded to the Conference Commissioner.

### **Section 10.2 Frontier Conference Letter of Intent.**

See Appendix B.

### **Section 10.3 Recruitment.**

Frontier Conference members may not provide airline intra state travel (commercial or private) for a student athlete for purposes of recruitment; however, notwithstanding the foregoing, member institutions may provide air transportation to prospective student-athletes if they provide air transportation to non-student athletes.

## **Section 10.4 Transferring Students**

Any student-athlete transferring within the Frontier Conference must sit out one year from competition, unless the certifying institution provides a written release for the student-athlete. The academic year is defined as the last day of the last academic term of the certifying institution, which is the conference school that the student is transferring from. .

## **ARTICLE XI. VIOLATIONS, PROTESTS, DISCIPLINARY ACTION**

### **Section 11.1 Reports of Violations.**

It is the duty of every staff member and student to report to the Faculty Athletic Representative of his or her member institution any alleged, reported, or indicated violations including all pertinent data and the names of the players or staff members involved. The Faculty Athletic Representative will present the report to the President/Chancellor of his or her institution. The President/Chancellor will forward the report to the Conference Commissioner and to the President/Chancellor and Faculty Athletic Representative of the accused member institution.

### **Section 11.2 Action on a Violation Report.**

Upon receipt of a report of an alleged violation, the Conference Commissioner, at his discretion, will appoint a Violations Committee to investigate.

### **Section 11.3 Violations Committee.**

A Violations Committee consisting of three faculty representatives from member institutions other than those involved in the protest or alleged violation shall be appointed by the Conference Commissioner to investigate and make reports of protests, disputes, and alleged violations of Frontier Conference rules and regulations. Actions in such cases will be taken by the Board of Directors.

### **Section 11.4 Action of the Violations Committee.**

The Violations Committee shall make a full investigation of the incident. It will meet with the Faculty Athletic Representatives and Presidents/Chancellors of the member institutions involved in order to receive their input. Upon completion of their investigation, the Violations Committee shall report in writing to the Conference Commissioner, making whatever recommendations it deems desirable.

### **Section 11.5 Action of the Commissioner.**

The Conference Commissioner shall review the report of the Violations Committee and recommend action to the Board of Directors, according to provisions of the these Bylaws.

### **Section 11.6 Action of the Board of Directors.**

The Board of Directors shall take final action on all questions of expulsion, suspension, or probation of member institutions and shall serve as court of appeal for lesser matters in which Article II, Section 2.4 entitles the Council of Athletic Directors to act.

## **ARTICLE XII. PLAYING RULES**

### **Section 12.1 Playing Rules.**

All intercollegiate contests shall be conducted under the rules of the governing authority with which the Frontier Conference is affiliated for that sport.

## **ARTICLE XIII. AID TO ATHLETES**

### **Section 13.1 Purpose.**

In order to make it possible for student-athletes to have sufficient time to pursue their studies, participate in athletics, and enjoy a cross-section of student life and activities, member institutions are permitted to give scholarships, grants-in-aid and/or part-time employment. Alumni groups, civic organizations, and individuals are encouraged to contribute funds for the support of worthy student-athletes, but each institution shall require that all such funds be deposited with the institution for dispersal. Dispersal and control shall be the sole responsibility of the member institution.

### **Section 13.2 Financial Aid.**

Athletic financial aid to participating student-athletes will be limited by the member institution to the dollar equivalent value of tuition, fees, and/or on-campus 20 housing charges. The inputted value received for campus housing will be limited to the member institution's prevailing rate for double occupancy in its residence halls as published in a current catalogue of the member institution. Student-athletes who receive financial assistance to help pay for typical board charges at the member institution, or for any other charges and expenses incidental to and required for the student-athlete's education, must work for these funds. The total grant in this category may not exceed the dollar value of the campus's full board plan. All such employment will be compensated at a rate equivalent to that received by similarly employed students who are not student-athletes, but who are performing like duties or have similar job responsibilities.

No athletic aid other than the foregoing shall be accepted by athletes, except that received from anyone upon whom the student is legally or naturally dependent, GI Bill of Rights, bona fide loans to students which are to be repaid by the student, Economic Opportunity Grants, Work-Study, Pell Grants, Bureau of Indian Affairs Grants, and off campus employment.

### **Section 13.3 Definition of a Full-Grant Equivalent (FGE).**

The dollar value of the Full-Grant Equivalent for a member institution shall be the value of in-state tuition, those fees required of all students, but not special fees, the value of board, the cost of books (\$500), and room at the rate for double occupancy in the residence halls as published.

### **Section 13.4 Limitation on Total Number of Full-Grant Equivalents.**

The total amount of institutional aid, excluding out-of-state tuition, shall not exceed the value of Full-Grant Equivalents as allowed by NAIA. Each member institution is required to file an "Athletically Related Financial Aid Report." The form is mailed from the NAIA to each member school's chief executive officer in May of each year and is applicable for the school year just ending. Forms must be completed and returned by September 1, and a copy must be sent to the Conference Commissioner by September 1.

### **Section 13.5 Awards of Grants-in-Aid.**

The dollar value of 58 FGEs may be allocated to any number of students in the institutions, provided that the sum of all institutional aid does not exceed the value of 58 FGEs for one academic year.

### **Section 13.6 Limitation of the Number of Grants-in-Aid by Sports.**

The maximum number of FGEs that may be awarded to student-athletes participating in each conference sponsored sport is shown below:

Men's Football 24 FGEs Women's Basketball 11 FGEs  
Men's Basketball 11 FGEs Women's Volleyball 8 FGEs  
Men's Golf 2 FGEs Women's Golf 2 FGEs

Soccer 12 FGEs Wrestling 8 FGEs  
Women's Softball 10 FGEs Cross Country 5 FGEs  
Track & Field 12 FGEs Tennis 5 FGEs  
Baseball 12 FGEs

## **Section 13.7 Financial Aid Reports.**

Reports of athletic financial aid granted to student-athletes must be sent to the Conference Commissioner annually, by September 1 (see Appendix C). Reports must indicate the total aid per student. Each student-athlete who receives athletic financial aid must affirm to the President/Chancellor of the member institution the nature and extent of his or her aid in a format approved by the Board of Directors. Such affirmation is to be co-signed by the appropriate coach or coaches and the athletics director. Student-athletes not conforming to the principles of Frontier Conference athletic financial aid policies shall be declared ineligible by the respective athletics directors and Presidents/Chancellors for such periods as they are not in compliance.

## **ARTICLE XIV. TICKETS AND PASSES**

### **Section 14.1 Visitors' Tickets.**

When visiting a member institution, students and faculty members of the visiting institutions will be charged the current rate for tickets except visiting cheerleaders and pep band members, who will be admitted free of charge.

### **Section 14.2 Complimentary Passes.**

Frontier Conference passes for all sports shall be issued yearly to the athletics director of each school by the Conference Commissioner. Complimentary passes to school officials, city officials, press and publicity personnel shall be issued at the discretion of the home athletics director. No complimentary tickets or pass list will be allowed to visiting teams in any sport.

## **ARTICLE XV. AMENDMENTS**

### **Section 15.1 Amendments.**

The Bylaws of the corporation may be amended by a majority of the Directors present at a meeting of the Board of Directors.

## **ARTICLE XVI. NOTIFICATION OF ATTORNEY GENERAL**

### **Section 16.1 Notification of Attorney General.**

The corporation shall notify the Attorney General for the State of Montana upon the happening or proposed happening of dissolution, indemnification, merger, removal of directors by judicial proceeding, or the sale of substantially all of its assets (as these events are defined in the Montana Nonprofit Corporation Act). The corporation shall deliver notice in the manner required by each event and cooperate with the Attorney General of the State of Montana in providing any and all necessary information.

(a) Dissolution:

- (I) In the event of dissolution, the corporation shall give the Attorney General of the State of Montana written notice that the corporation intends to dissolve at or before the time the corporation delivers its articles of dissolution to the Montana Secretary of State. The notice must include a copy or summary of the plan of dissolution.
- (ii) The corporation shall not transfer and convey assets as part of the dissolution process until twenty (20) days after the corporation has given the written notice required by the foregoing paragraph to

the Attorney General of the State of Montana or until the Attorney General of the State of Montana has consented in writing to the dissolution or indicated that he will not take action in respect to transfer or conveyance, whichever is earlier.

(iii) When the corporation has transferred or conveyed all or substantially all of its assets following approval of dissolution, the Board of Directors shall deliver to the Attorney General of the State of Montana a list showing those, other than creditors, to whom the corporation transferred or conveyed assets. The list must indicate the address of each person, other than creditors, who received assets and an indication of what assets each received.

- (b) *Indemnification*: The corporation must give the Attorney General of the State of Montana written notice of its proposed indemnification of a director, officer, employee or agent pursuant to Article VI. The corporation may not indemnify a director, officer, employee or agent until twenty (20) days after the effective date of the written notice.
- (c) *Merger*: The corporation must give the Attorney General of the State of Montana written notice of the proposed merger of the corporation, and include with the notice a copy of the proposed plan of merger, at least twenty (20) days before consummation of any merger.
- (d) *Removal of Directors*: The corporation must give written notice to the Attorney General of the State of Montana if the corporation commences a proceeding to remove any director by a judicial proceeding.
- (e) *Sale of Assets*: The corporation must give written notice to the Attorney General of the State of Montana at least twenty (20) days before it sells, leases, exchanges, or otherwise disposes of all or substantially all of its property if the transaction is not in the usual and regular course of its activities, unless the Attorney General of the State of Montana has given the corporation a written waiver thereof.

## **CERTIFICATE**

The undersigned, Secretary of the Frontier Conference named in the foregoing Bylaws, does hereby certify that the said Restated and Amended Bylaws were adopted by the Board of Directors of the Frontier Conference on December 10, 2009, and are true and complete and are presently in full force and effect. Dated this \_\_\_\_\_ day of January, 2010.

## **FRONTIER CONFERENCE**

By: \_\_\_\_\_  
Its Secretary

# Human Resources



## PAYROLL DEADLINES AND EMPLOYMENT POLICY

The Payroll Office is responsible for answering any questions regarding your pay and payroll processes. The office is located in Inlow Hall, Room 209, Telephone 962-3286; Office Hours are 8:00 to 4:00.

### **Payday is always the last working day of the month.**

Payroll is the last working day of the month. Payroll checks are available at 8:00 on payday.

All Faculty, administrative staff, and full-time classified staff employee timesheets are due in the Payroll Office by 5:00 p.m. on the last working day of the month. All other timesheets (temporaries, part-time classified staff, hourly employees, and students) are due in the Payroll Office by 5 p.m. on the 15<sup>th</sup> of each month unless it falls on a Saturday or Sunday, then it is due on the Friday prior to.

For Unclassified Pay forms, Overloads, and Recommend to Hire forms that require Budget or Signature approval, the due date is 5 days prior to the regular payroll deadline.

**Current Institution benefited Employee (Full-time 12 month)** - If an employee is a current benefited employee he/she will be paid according to their contract with monthly disbursements. For any extracurricular internal assignments an employee must get permission from Athletic Director. In order for the employee to get the extra pay the employee will have to fill out an **Overload Form (found online in Human Resources Page)**. Payment will be added to regular monthly pay.

### **Download from HR**

**Current Institution benefited Employee (Full-time 10 month)** - If an employee is a current benefited employee he/she will be paid according to their contract with monthly disbursements. For any extracurricular internal assignments an employee must get permission from Athletic Director. In order for the employee to get the extra pay the employee will have to fill out an **Unclassified Pay Form (found online in Human Resources Page)**. Payment will be in the form of an unscheduled paycheck for the next schedule pay period.

Download from HR

**Currently enrolled student** If an employee is a currently enrolled student he/she may be paid either through the hourly process or with a practicum attached.

- Hourly - must be paid minimum wage (\$8.50 currently or higher). If during the school year they can work a maximum of 20 hours per week. During the summer months they can work a maximum of 40 hours per week. During the summer any hours over 40 hours will be paid out as overtime @ time and a half per hour. Student time sheets must be turned in by the 15<sup>th</sup> of each month in order to be paid that month
- Practicum - On occasion a student wishes to receive credit for working a camp or in a department if the experience falls within their major/minor field of study. The student is required to pay for the practicum hours. The practicum must be approved by the practicum coordinator of the school (Arts and



Sciences or Ed and Business). In this case the employee may be paid a lump sum or stipend amount (must be paid minimum wage \$8.50 currently or higher).

Download from HR

**Non-student or Non-Employee-** If an employee is neither a student nor a current employee, contact Payroll for the appropriate classification: temporary or unclassified wage appointment (monthly or hourly). The employee may be paid either a monthly or hourly rate.

## **PAYDAYS & PAYCHECKS**

Paychecks are issued by the Payroll Office once a month to all faculty, staff, student, and temporary employees.

You may elect to pick up your monthly paycheck at the Human Resources Office, have the check deposited directly into a checking account, or have it mailed to your home.

Payday is the last working day of the month; paychecks will be released to employees after 8:00 a.m.

If a nine-month faculty member is interested in having pay spread over a 12-month period, please contact Human Resources for more information. Faculty employed on a contract for other than nine months (September 16 to June 15) are not eligible for pay redistribution.

[Responsible for Accuracy: Angie Scott, Payroll Manager - Last Verified: 8/12/2009]

## **STUDENT EMPLOYMENT OPPORTUNITIES**

### **Fitness Center Attendant**

Fitness center Attendants are responsible for general fitness center area including; checking student ID cards and general public passes, cleaning and light maintenance of equipment, monitoring overall conduct of patrons, demonstrating use of equipment if necessary and enforcing all other applicable rules. Attendants should have basic knowledge of cardiovascular and weight training principles. Common sense and good judgment are necessary. Work study preferred.

### **Rock Wall Supervisor**

Supervisors responsible for overall functions of university rock wall including; supervision of experienced climbers, conducting of workshops for beginning climbers in conjunction with INTACT leaders, new student programs, and outside groups. Will work with Division of Athletics in coordinating schedule, and identifying rock wall Instructors. Must have good organizational skills, as well as, ability to make sound decisions and work well in a team environment. Work study preferred.

## **Rock Wall Instructors**

Instructors are responsible for general rock wall area including; checking student ID cards and general public passes, cleaning of area, monitoring overall conduct of patrons, demonstrating use of equipment, checking safety of equipment and enforcing all other applicable rules. Instructors must possess advanced knowledge of climbing as well as, CPR and First Aid. Common sense and good judgment are necessary. Work study preferred.

## **Ticket Takers**

Ticket takers are responsible for the entrance of athletic events including; monitoring entrance, taking tickets, checking student ID cards and Booster Club passes, being accountable for monies, and counting/recording money at the end of shift. Common sense and good judgment are necessary. Work study preferred.

## **Game Ushers**

Game Ushers will work directly with the Athletics Administrative Assistant and will be responsible for monitoring entrance to reserved seating in gym and checking tickets upon entrance. They will tend to needs of spectators in reserved seating.

## **Game Management**

Game management will work directly with the University equipment manager and will include game set up, game take down, and other game time duties as directed. Common sense and good judgment are necessary and the ability to work well in a team environment. Work study preferred.

## **Music Coordinator**

Music coordinator will be responsible for music entertainment prior to and during athletic contests. Will be required to be at the contests a half an hour to an hour before depending on the sport. Common sense and good judgment are necessary. Work study preferred.

## **Athletic Contest Video Coordinator**

The person in charge of coordinating the video for the athletic contests will report to games in time to set up equipment and begin filming when the contest starts. After the contest the coordinator will put equipment away and give the tape to EOU's head coach. Work study is preferred.

## **Athletic Event Statisticians Assistant**

The athletic event statistician will take the stats at all fall sport contests. This person must have a deep understanding of the rules and details of football, volleyball, soccer, and cross-country. Work study preferred, practicum may be available for students majoring in PEH.

## **Office Assistant**

The office assistant will work directly with the Athletics' Administrative Assistant. Must have basic office skills including answering phones, word processing and organization. Will assist in filing, making copies and creating documents for the Athletic Department. Special projects will be coordinated through the Athletic Administrative Assistant and will be assigned as time allows, according to the Office Assistant's work schedule.

## **NEPOTISM - From Faculty/Staff Handbook Revised 10/16/06**

### ***Policy***

An appointing authority, manager or supervisor is prohibited from employing - in either a paid or unpaid position, regardless of funding source - by appointment, promotion or transfer, a member of his/her family at Eastern Oregon University over which he/she exercises line authority. Neither shall a supervisor be placed in a position whereby he/she must make recommendations as a supervisor that affect the salary level of members of his/her family. Exceptions based on job related factors or recruiting conditions may be approved by the Director of Human Resources and must be obtained in advance of appointment.

Nothing in this policy should be construed as to prevent the employment of more than one member of a family at Eastern Oregon University provided that employment has been based upon merit principles, and a member of the employee's family does not influence selection by the appointing authority.

### ***Definition***

**Nepotism** is the exercise of preferential selection practices based upon familial relationships rather than merit.

**Family** for the purposes of this policy consists of the employee's spouse, domestic partner, child, step-child, parent, step-parent, parent-in-law, grandparent, grandchild, sibling, step-sibling, sibling-in-law, niece, nephew, son-in-law or daughter-in-law.

**Employees** include student workers, temporaries, unclassified and classified service.

### ***Directive***

The President of the University designates the Director of Human Resources as the administrative officer responsible for administering this directive.

### ***Sanctions***

Any appointing authority, manager, or supervisor who knowingly fails to comply with the policy shall be so notified in writing by the Director of Human Resources, and such notification may be used as grounds for disciplinary action.

**Oregon law (ORS 659.340) prohibits discrimination against an individual "solely because another member of that individual's family works or has worked for that employer."**

## Consensual Relationship Policy

Eastern Oregon University (EOU) recognizes that two consenting adults should be free to conduct a personal relationship if they so wish; however, the university strongly discourages relationships between people where a status differential exists. Consensual relationships that may be appropriate in other circumstances raise serious ethical concerns when they occur between members of the EOU community where a professional status advantage exists. Recognizing however that such relationships may occur, any member of the University community (faculty, staff and students) who enters into such a relationship should be aware that the liability protection under Oregon statutes might not apply in subsequent actions if there is failure to comply with this policy. Failure to comply with this policy can lead to disciplinary action up to and including dismissal. The individual with the status advantage bears the primary responsibility for any negative consequences resulting from a less than amicable ending of a consensual relationship. It is the University's goal to provide clear direction and education to the University community about how to remove or manage the status advantage associated with consensual relationships between members of the University community.

Individuals who threaten or retaliate against an individual who has filed a consensual relationship complaint are subject to further disciplinary action. Such incidents should be reported immediately to a Counseling Center staff member or to the Affirmative Action Officer.

## CELL PHONE POLICY

Eastern Oregon University – Finance & Administration has established the Mobile Communications Device Policy that is followed by the EOU Athletic Department. Please refer to the details of the policy at [http://www.eou.edu/busserv/resources/ba/policies/mobile\\_communications\\_devices\\_policy.pdf](http://www.eou.edu/busserv/resources/ba/policies/mobile_communications_devices_policy.pdf)

## INCLEMENT WEATHER

***From - [http://www.eou.edu/ua/inclement\\_weather.html](http://www.eou.edu/ua/inclement_weather.html)***

**The procedure for notifying classified employees of curtailment or closure due to inclement weather is as follows:** Employees will normally be advised by radio of the University's decision to curtail work activities, to delay the opening of the University, or to close the University. If a decision is made not to open prior to the beginning of the employee's regular work schedule, notification will be given as early as possible prior to the beginning of such regular work schedule.

**Generally, the University will open during inclement weather.**

It is your responsibility to listen to the radio (KLBM 1450 AM, KCMB 104.7 FM, and KEOL 91.7 FM). This will be the vehicle we use to communicate with employees. This may be supplemented with telephone calls; however, you must still listen to the radio. You may also call the weather information line at **541-962-3844** or check the EOU web page at [www.eou.edu](http://www.eou.edu) for updates. If the University closes, do not come to work. Staff that provide essential services will be expected to report to work unless SPECIFICALLY notified to the contrary by their supervisors.

**Following are the reporting procedures:**

1. Should the University close after an employee has reported for work, the employee is not required to use accrued leave for the remainder of the shift. Such time should be reported on the "LWP" line on the Time and Attendance form, noting "inclement weather" in the remarks section of the form. **(Note: Only the President or his designee (VP for Business & Finance, Provost, VP for Student Affairs) may close the University. Departments may not cease operations and send employees home with pay due to inclement weather unless the President has closed the**

## University.)

2. When the University has not been officially closed, an employee who wishes to leave prior to the end of his/her shift must charge the time against accrued leave.
3. Should an employee leave as noted in number 2 above, and the University is subsequently closed by the President, the employee should only use accrued leave for the time between when he/she left and the University was closed (e.g., an employee leaves at 1:00 p.m. and the University is subsequently closed by the President at 3:00 p.m. The employee need only charge two hours against accrued leave.)
4. Employees who do not report for work on a day that the University opens but closes early, must use accrued leave for their entire shift.
5. Employees who are designated as providing essential services to the campus and who are required to work will be compensated at time and one-half.
6. Employees who are directed not to report for work are authorized the use of accrued vacation, compensatory time, personal leave or leave without pay to cover work time missed due to closure or work curtailment.  
Please call Human Resources (541-962-3548) if you have questions concerning staff issues.  
Please contact University Advancement (541-962-3740) if you have questions concerning news and information.

The following are the steps in dealing with employees and students due to weather and other emergencies and the operations of campus facilities. All of following levels pertain to the La Grande Campus only. All Centers on Community Colleges will follow the policies and procedures of the host Campus.

### Level I – *Classes are cancelled*

All classes held physically on the EOU Campus will be cancelled. All staff and employees will report as normal. Faculty will report according to their scheduled office hours. All activities (i.e. sporting events, plays, etc.) will be held as planned. All outside activities will occur (i.e., if McKenzie was rented to an outside group, the event will occur.) All residential halls and dining services remain open and functioning. The president (or identified designee) will be the sole source in initiating Level I.

### Level II – *Managers/supervisors may grant discretionary leave*

All classes are cancelled. Employees (other than essential) must vacate the university. Leave time (or work time for essential employees) will be determined by the appropriate union contract and/or university policy. All activities will be cancelled. All residential halls and dining services remain open and functioning. EOU is a designated location for the American Red Cross in disaster relief. Currently, by contract, the Red Cross will have access to space within Quinn, Hoke and Ackerman Gym and these must remain open and functional. The President (or identified designee) will be the sole source in initiating Level III.

### Level III – *Campus is Closed*

All classes are cancelled. Employees (other than essential) must vacate the university. Leave time (or work time for essential employees) will be determined by the appropriate union contract and/or university policy. All activities will be cancelled. All residential halls and dining services remain open and functioning. EOU is a designated location for the American Red Cross in disaster relief. Currently, by contract, the Red Cross will have access to space within Quinn, Hoke and Ackerman Gym and these must remain open and functional. The President (or identified designee) will be the sole source in initiating Level III.

#### Level IV – *Campus is Evacuated*

This is the most extreme case and will only be issued in the direst of circumstances when it is completely unsafe for individuals to remain on campus. All employees, with the exception of those who are completely essential to the circumstances are to leave the campus. Only the President (or designee if the President is unable to be contacted) may issue this order. EOU may or may not be able to fulfill its obligation as a disaster relief site in this case.

# Evaluations, Position Announcement & Position Description



# **EVALUATIONS, POSITION ANNOUNCEMENT & POSITION DESCRIPTION**

## **Evaluations**

Staff evaluations will take place on an annual basis. Evaluations are intended to enhance learning opportunities for growth, provide an avenue for discussion concerning performance and allow for feedback from peers, students and supervisors. The evaluations may also include performance goals for upcoming year.

The Department of Athletics and Recreation has both classified and unclassified employees. The review of employees will be conducted through two separate processes as required by the classified employee bargaining agreement.

Unclassified Evaluation- Evaluation done by self and supervisor.

Classified Evaluation- Evaluation done by self and supervisor.

Examples of Evaluations for Classified and Unclassified personnel follow in this section of the policy and procedure manual.



# Classified Evaluation



## Eastern Oregon University Classified Employee Report of Performance Appraisal

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Name of employee \_\_\_\_\_

Class Title \_\_\_\_\_ Report Period: From \_\_\_\_\_ To \_\_\_\_\_

Report For: Trial Service \_\_\_\_\_ Annual Review \_\_\_\_\_

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### I. GOALS.

A) Were your preceding year's personal or unit's goals met, exceeded, or missed?

B) Are your goals appropriate for the unit for the upcoming year?

II. **DUTIES.** Describe how duties were performed and the overall quality of work completed during the appraisal period. Describe any especially noteworthy achievements or areas for potential improvement.

III. **BEHAVIOR.** Describe employee behavioral factors including attitudes towards work and colleagues, work practices, communication practices, judgment and decision making.

IV. **DEVELOPMENT.** Describe employee's continuing development and training experiences during the appraisal period.

---

Signature of Employee	Date	Signature of Supervisor	Date
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Employee signature signifies only that the employee has seen this appraisal and discussed it with the supervisor.

*Appendix VI – Evaluation Form*



**Performance Evaluation**

**Administrative Faculty**

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The performance evaluation process is designed to enable the employee and supervisor to engage in frequent, positive and productive communication.

A primary role of the supervisor in this process is that of mentor. Although the definition of performance management requires a joint effort between supervisor and employee, the leadership role in achieving quality performance is the responsibility of the supervisor.

The supervisor will provide the employee an assessment of his/her performance for each major job responsibility and associated expectations. The assessment will communicate if the employee has met, exceeded, or failed to meet the stated responsibilities and expectations. The supervisor will outline where or how the employee has exceeded expectations. If the employee has not met assigned responsibilities and expectations, the supervisor will provide clear written feedback regarding deficiencies and requirements for improved performance.

**Employee: Complete the front page; Part 1, self evaluation; Part IV, Additional Accomplishments; and Part V, employee identified goals.**

**Supervisor: Complete Part 1, supervisor evaluation; Part II, Performance Factors; Part III, Overall Supervisor Evaluation; and Part V, Supervisor Identified Goals.**

**Due in the Office of Human Resources: May 31, 2011**

Employee Name:

Position Title:

Department/Unit:

Supervisor Name & Title:

Review Period:

**From:**

**To:**

**PART I: EVALUATION OF MAJOR JOB RESPONSIBILITIES – Employee complete self-evaluation column; supervisor complete supervisor evaluation column.**

*Evaluation of Performance Based on Position Description*

*Rating Scale: 5 = Outstanding, far exceeds standards in all major areas*

*4 = Highly effective, exceeds standards in some areas*

*3 = Satisfactory, meets standards*

*2 = Below standards and needs improvement*

*1 = Fails to meet requirements in major areas*

*NOTE: Fractional increments of .25 may be used for scoring, e.g. 3.25, 3.5, 3.75, etc.*

Evaluate performance of Job Functions from your Position Description below.			
Self	Super- visor	Job Functions	% of Time
		<b>Essential Functions</b>	
		<b>Other Functions</b>	
		<b>Total average</b>	

**PART II. PERFORMANCE FACTORS (Circle appropriate number for each factor)**  
**To be completed by supervisor**

Part 2 is to be used in preparation of performance appraisals for administrative faculty employees. Comments should be made about each of the general categories listed. The list of suggested indicators provides examples of the kind of measurements, which can be used to assess that aspect of performance. These examples are not intended to include all possible indicators. The numerical ratings given are intended to reflect the supervisor's overall assessment of performance in a category. *The ratings are also intended to be reflective of the accomplishment of goals and objectives during the appraisal period.*

Rating Scale: *5 = Outstanding, far exceeds standards in all major areas*  
*4 = Highly effective, exceeds standards in some areas*  
*3 = Satisfactory, meets standards*  
*2 = Below standards and needs improvement*  
*1 = Fails to meet requirements in major areas*  
*NA = Not applicable*

*NOTE: Fractional increments of .25 may be used for scoring, e.g. 3.25, 3.5, 3.75, etc.*

<u>Position Knowledge</u>  Rating:  Comments:
<u>Professionalism</u>  Rating:  Comments:
<u>Program Management, Problem Solving &amp; Organizational Skills</u>  Rating:  Comments:
<u>Human Resource Management &amp; Team Interaction</u>  Rating:  Comments:
<u>Communication</u>  Rating:

Comments:
<u>Financial Management &amp; Control</u>  Rating:  Comments:
<u>Service to the University</u>  Rating:  Comments:
<u>Professional Development &amp; Continuing Growth</u>  Rating:  Comments:
Part II Average:

### PART III. OVERALL SUPERVISOR EVALUATION

Total Scores with Average:

Part I (Supervisor only)	Avg. Score	0.00
Part II	Avg. Score	
FINAL	Total Average Score	0.00

☐ Outstanding  
☐ Highly Effective  
☐ Satisfactory  
☐ Needs improvement  
☐ Fails to meet requirements

### PART IV. ADDITIONAL ACCOMPLISHMENTS – Completed by employee

(These are duties the employee accomplished outside their job description)

#### OTHER SERVICE

1. Supervisory/Program Management: responsibilities and employee development, if applicable (e.g., Supervisory: annual evaluation(s) completed for all employees,

training opportunities provided, etc.)

2. Community Service: (leadership and service to community, special honors, professional activities, committee assignments, training, civic service)
3. Institutional Service: (leadership and service to campus—promotion of university mission, affirmative action goals, strategic planning, outreach, etc.)
4. Professional Development Activities:

#### **PART V. GOALS AND FOCUS AREAS FOR NEXT YEAR INCLUDING PROFESSIONAL DEVELOPMENT.**

a. Employee identified:

b. Supervisor identified:

#### **PART VI. REVIEW OF POSITION DESCRIPTION**

Position description dated: \_\_\_\_\_

- ☐ Accurately reflects the current duties of the position;  
☐ Will be revised and sent to Human Resources.

---

*Supervisor Signature*

---

Date

---

*Employee Signature*

---

Date

*Employee's signature confirms only that the supervisor has discussed and given a copy of the material to the employee. The employee's signature does not indicate agreement or disagreement with the contents of this material.*

Rev 4/1/11



EASTERN OREGON  
UNIVERSITY

## Administrative Faculty

### Position Description

Human Resource Office Use Only		
Approved Job Family _____ Level _____	Date _____	
Overtime Eligible <input type="checkbox"/> Yes <input type="checkbox"/> No	Statutory Exclusion: ____ Supervisory; ____ Managerial ____ Confidential	
<b>ATTACH A COPY OF A CURRENT ORGANIZATIONAL CHART (INCLUDING NAMES AND TITLES)</b>		
Name (Last, First, Middle Initial)	Working Title <b>Head Football Coach</b>	HRIS Position Number
Department <b>Athletics</b>	Supervisor	Supervisor's Title <b>Athletic Director</b>
<b>POSITION SUMMARY</b>		
Briefly describe the role of the position within the department and University		
Head Coach responsible for all phases of competitive NAIA football program. Responsibilities include recruitment and retention of student athletes, academic supervision, fundraising, and teaching assignment. Must adhere to all rules and regulations of NAIA and Eastern Oregon University. Expected to implement the NAIA Champions of Character Program within their sport. Position reports to Director of Athletics. Position will have budget oversight for program. Position will supervise assistant coaches, managers and team members. Position will plan and implement policies related to program. Position will be responsible for monitoring athletic eligibility.		
<b>REQUIRED DEGREES, LICENSES, CERTIFICATES, CREDENTIALS</b>		
1. Please indicate the minimum education level required and the number of years relevant experience required to perform the duties of the position. <b>Minimum:</b> A Bachelor's degree and significant high school head coaching; or collegiate head or assistant coaching experience  <b>Preferred: A Master's degree and 3-5 years of demonstrated success coaching at the collegiate level is preferred.</b>		
2. List any licenses, certificates, degrees or credentials required by Federal or State Law or college requirements to perform the duties assigned to this position.		

N/A

## SUPERVISORY RESPONSIBILITY

Positions Supervised:	Direct Supervision only	HR Use	Indirect Supervision only	HR Use
	Number of Employees		Number of Employees	
1. Faculty				
2. Classified Staff				
3. Unclassified Staff	4-6			
4. Students/Others	90-100			

### Coordinating Responsibility:

Coordinates the contracted work of others related to a particular program responsibility. (Please describe)

N/A

## ORGANIZATIONAL RELATIONSHIPS

1. **Degree of Direction Received:** (e.g., close supervision, moderately high level of supervision, moderate supervision, minimal supervision)

### Moderate high level supervision

2. **Decision-making Authority:** Extent of authority for making decisions, recommendations, and commitments that would obligate

#### a) own time and resources

moderate supervision

#### b) departmental resources

moderate

#### c) Institutional resources

N/A



What kinds of decisions will the incumbent be expected to make?

**Recruitment of quality student-athletes, Decision regarding eligibility of student-athletes, Game day preparation, Team travel preparation, and Scholarship distribution.**

**3. Budget Authority:** Indicate the level of responsibility of the incumbent for development, direction and control of budget. Indicate size of budget.

- ☐ Develops, monitors\* and controls\* \_\_\_\_\_
- ☐ Delegated authority to develop and monitor\* 39,000
- ☐ Limited approval authority for purchase \_\_\_\_\_
- ☐ Purchases only with higher level OK \_\_\_\_\_

\*To monitor means to review and approve expenses. Control means to authorize budget transfers at department level.

## PURPOSE AND NATURE OF WORK RELATIONSHIPS

Explain type of contact with others outside of the immediate office. Please include formal presentations required or regular group contacts.

<u>Person(s)/Position/Agency</u> (e.g., student, staff, faculty, general public, Chancellor's Office)	<u>Purpose</u> (e.g., giving or securing information, explaining policies or operations, solving problems, etc.)	<u>How Often</u>
students	Recruit and retain student athletes. Provide academic oversight	Daily
Boosters	Attend booster related functions, report on progress of program, assist in securing resources for program and department	Quarterly
Admissions, financial aid, housing	Assist in gathering information related to recruiting and campus visits	Weekly
High schools and Colleges	Develop working relationships for recruiting and game scheduling purposes	Annual
Registrar/FAR	Provide assistance determining eligibility	As needed
NAIA	Provide information for post season honors starts etc.	As requested
Parents	Develop positive relationships with parents of student athletes	As needed
Faculty	Monitor academic progress of student athletes	Weekly
Frontier Conference	Attend all Conference meetings and provide information related to program to enhance and market program and conference	Weekly

## JOB FUNCTIONS

Please identify the essential job functions of the position as well as other functions that may be performed.  
*Whenever possible, please provide statements which reflect the level of complexity of the job requirements.*

1. Essential Job Functions are critical and fundamental responsibilities of the position. The incumbent must be able to perform these functions with or without reasonable accommodation.

2. Other Job Functions are those duties that are performed either very infrequently or could be performed by others without altering the underlying reason the job exists.

Number and describe each job function in a separate paragraph. List the functions in descending order of importance.

Indicate frequency each function is performed: D=Daily, W=Weekly, M=Monthly, Q=Quarterly, AN=As Needed

**Estimate the distribution of the total working time on an annual basis using percentages of not less than 5%. Total percentage of time must add up to 100%, regardless of the % of time of appointment.**

JOB FUNCTIONS	FREQUENCY	ANNUAL PERCENT OF TIME
<u>Essential Functions:</u> 1 <b>Recruiting</b> 2 <b>Training</b> 3 <b>Academics</b> 4 <b>Competitions</b> 5 <b>Public Relations/Fundraising</b> 6 <b>Administrative Duties</b>	Daily Daily Daily Weekly Weekly Daily	35% 35% 10% 10% 5% 5%
<u>Other Functions:</u>		

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## SKILLS, KNOWLEDGE AND ABILITIES

Describe the skills, knowledge, and abilities, which are essential for successful performance of this position. List them in descending order of importance.

Next, indicate the function(s) for which each skill, knowledge and ability is required.

JOB FUNCTION REFERENCE	SKILLS, KNOWLEDGE AND ABILITIES
<b>1</b>	<p>As the primary football recruiter, successfully research, scout, evaluate and contact prospective student athletes while operating within the guidelines of the department, institution, Frontier Conference and NAIA at all times. In addition, in order to foster a quality program recruiting should also emphasis quality academics and freshman with the goal of retention and citizenship as primary.</p> <p>As an on campus recruiter collaborate with other departments and university staff in designing and conducting official campus visits in accordance with department, university, Frontier Conference and NAIA guidelines.</p> <p>Coordinate the contact of prospective student athletes through telephone calls, mailed recruiting materials and off campus visits.</p> <p>Oversee the distribution of any athletic grant in aid scholarship offers to prospective student athletes, ensuring the offer is within the total amount available.</p> <p>Establish and develop positive relationships with the appropriate high school and junior college officials in order to recruit prospective student athletes. A focus should be placed on the Eastern Oregon 10 county region in order to promote the university mission in this area.</p>
<b>3</b>	<p>Design, conduct and monitor all athletically related activities per NAIA, Frontier Conference and Institutional regulations regarding playing and practice opportunities. This includes preparing annual calendars declaring playing and practice and conditioning schedules.</p> <p>Evaluate student athlete's performance in playing, practice and conditioning situations in order to identify strengths and areas of improvement. Develop instructional opportunities to improve skills based on fundamentals of activity.</p> <p>Incorporate specific learning opportunities for all positions associated with team and communicate with all members of coaching staff that position oversees.</p> <p>Provide leadership during playing, practice and conditioning sessions to facilitate proper technique, attitudes towards each other and members of the athletic department.</p> <p>Communicate with Certified Athletic Training Staff regarding injuries of student athletes and their ability to participate. Adhere to all regulations regarding the health and welfare of student athletes as determined by the medical staff.</p> <p>Coordinate the fulfillment of all game management requirements per Frontier Conference sport guidelines (film exchange etc.)</p> <p>Instruct assigned classes in PEH area</p>

3

Oversee academic progress of student athletes in order to achieve satisfactory progress towards, retention, graduation and eligibility.

Refer student athletes to appropriate university resources (learning center, advisors etc.) when deemed necessary based on academic performance.

Understand and communicate all university academic policy, as well as conference and NAIA eligibility requirements to student athletes.

Develop written team rules and regulations regarding conduct to be approved by the Director of Athletics.

Assist the Director of Athletics with procedures involving athletic department representative code of conduct when necessary.

Develop process to implement five core values of character into overall program. Values include; respect, responsibility, integrity, sportsmanship and servant leadership.

4

Scout opposing teams by collecting and breaking down statistical and strategically information using game film and on site analysis.

Develop sound game plans and strategies for team in preparation of competitions.

Manage team related game day activities including practices, pre and post game meals, travel, lodging and any related functions. (Booster event, recruiting etc.)

Act as primary liaison to event staff including sports information, grounds and maintenance, equipment supervisor, ticket operations and compliance personnel.

Coordinate with athletics staff needs for practice and competitions. (fields, gym space etc.)

Develop and submit for approval proposed game schedule in compliance with department handbook policy.

Communicate with game officials in a manner that does not misrepresent or compromise the department and/or University.

Be available for post game interviews with media.

5

Participate in public relations activities as approved by taking part in interviews with print, radio or television media.

Develop and manage sports camps and clinics following NAIA, Frontier Conference and University policy and procedures.

Represent the university at professional, civic, Booster or Alumni events as requested.

Develop and submit for approval any team fundraising activities in accordance with department policy.

Take an active role in any general Booster Club activities intended to secure resources for department.

Attend Booster Club meetings on a regular basis or when requested.

6

Provide oversight for individual sport budget with assistance by athletics staff.

Assist with the development of overall building schedules as it relates to competitions, practices, visiting teams, camps and clinics.

	<p>Provide itineraries of all individual and team travel.</p> <p>Prepare and submit all necessary paperwork related to business affairs in a timely fashion.</p> <p>Monitor expenditures and per diem disbursements for compliance with department, university, conference and NAIA policies.</p> <p>Manage the purchase of apparel and equipment within the department's policies and procedures.</p> <p>Monitor the condition of all equipment and assist the equipment supervisor with the proper care, repair and replacement when necessary.</p> <p>Manage any post-season awards following all department, university, conference and NAIA policy.</p> <p>Cooperate with all other coaches and staff in order to further enhances the operations of the entire department.</p>
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## PHYSICAL CHARACTERISTICS / WORK ENVIRONMENT

Only when applicable, please describe the physical characteristics or adverse/hazardous conditions of the essential job functions to be performed.

JOB FUNCTION REFERENCE	PHYSICAL CHARACTERISTICS
<b>Recruitment Competitions</b>	<p><b>Extensive Travel Required</b></p> <p><b>Extensive Travel</b></p>

## ADDITIONAL JOB-RELATED INFORMATION

Please include information on creativity or innovation required for successful completion of job responsibilities and any other comments that would add to an understanding of this position.

Creativity, Innovation, and willingness to adapt is essential

## SIGNATURES

INCUMBENT:

I have read this position description and understand its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

IMMEDIATE SUPERVISOR

This position description accurately describes the essential functions assigned to this position.

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

## EXAMPLE:

### Assistant Athletic Trainer

**Position Description:** Eastern Oregon University invites applications for the position of Assistant Athletic Trainer. The primary responsibility of this position is to assist the Head Athletic Trainer in their responsibilities including, but not limited to: prevention, evaluation, treatment, and rehabilitation of athletic injuries. Additional duties include, but are not limited to: record keeping, supervision of graduate assistant(s), and communication with physicians, coaches, and fellow athletic training staff.

The Assistant Athletic Trainer is a 10-month, fixed-term, Administrative Faculty position. Salary is \$28,500 with excellent medical, retirement and benefits.

**Qualifications:** Bachelor's degree required from an accredited athletic training program, Master's degree preferred. In addition the position requires an NATABOC Athletic Training Certification (ATC), and be eligible for an Oregon Board of Athletic Trainers License (OBAT).

**Application Procedure:** Candidates must provide an introductory letter of interest, resume, and contact information for three (3) references that can address the candidate's professional experience. Only complete files of qualified applicants will be reviewed. Submit material to:

Assistant Trainer Search  
Eastern Oregon University  
One University Boulevard  
La Grande, OR 97850  
Ph. 541-962-3364  
Fax 541-962-3577  
(e-mail address for application submission) jlooney@eou.edu

**Application Deadline:** Application materials must be received no later than 5:00 PM **May 30, 2010**. Only applicants providing all required material will be considered.

**Anticipated start date:** August 1, 2010

Eastern Oregon University serves as an educational, cultural and scholarly center in La Grande, Oregon, connecting the rural regions of the state to a wider world. Ranked number two in the nation as a "Best Value for Public Colleges and Universities" by Consumers Digest magazine, EOU's beautiful setting and small size enhance the personal attention our students receive, while innovative partnerships add new educational possibilities. EOU is recognized as a national leader in distance education and offers extended opportunities at 17 centers throughout the state and beyond. The University guides student inquiry through integrated, high-quality liberal arts and professional programs that lead to responsible and reflective action in a changing and interconnected world. EOU is an Affirmative Action/Equal Opportunity Employer that actively encourages and promotes diversity within its community. For additional information, visit [www.eou.edu](http://www.eou.edu).

# Program Budgets



# PROGRAM BUDGETS

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## *Individual Program Budgets*

Head Coaches are responsible (with the assistance of the Athletic Director and Business Coordinator) for the management of individual program budgets. It is the Head Coaches duty to know his/her budget balance. This responsibility includes proper planning, fiscal analysis, and attention to detail. This will prevent over spending a budget.

The Athletic Division staff will provide updated budget reports to all head coaches and department heads at the monthly staff meetings.

Athletic Division Budgets are supported in various ways. The following areas support athletics and recreation:

- Student Incidental fees
- University General Fund
- Lottery (State of Oregon)
- Mountaineer Athletic Association

The Director of Athletics has responsibility for oversight of entire budget. Each Coach and or program head has budget responsibility for their particular area. This responsibility includes proper planning, fiscal analysis, and attention to detail.

## **Process for Establishing Budget**

1. The establishment of budgets is largely based on historical information regarding programs. It is the responsibility of the athletic director to allocate budget to the individual programs. These allocations take into account past practices, growth or decline of programs, resources available, Title IX issues, University budget increases or decreases and other factors deemed necessary.

Allocations will take place in the spring of each year during a one- on- one meeting with the head Coach or program head. Prior to the allocation meeting it is the responsibility of each head coach or program head to:

- Have proposed expenses clearly defined
- Have athletic schedule for following year completed (needed to secure travel costs)
- **Have additional revenue (private funds) accounted for and planned use clearly outlined. (Must have monies already deposited within the previous**



**fiscal year or shortly after ex. Summer camps) in order to be used for the next fiscal year.**

2. Once the budget is established it is the responsibility of the head coach or program head to assure budget balance.
3. Each month during staff meetings current budget activity will be provided to head coach or program head for monitoring purposes. The Business Coordinator and the AD will also assist in the monitoring of budgets.
4. At the completion of a team's competition season, a meeting with the AD will take place to partially "close out" operations budget. This will assist in controlling expenditures for the remainder of the fiscal year.
5. In the event of unforeseen expenses (weather related, equipment failure and/or damage) the head coach or program head must meet with or contact the AD in order to see if the resources are available in order to proceed with the expense.

## **Additional Revenue Possibilities**

There are several "additional revenue possibilities" that the University and OUS system provide that are available to many departments. Some examples are:

Technology Fee Program  
SFC Carry Over/Program Enhancement  
Booster Club  
Athletic Gate Revenue  
Vending

## **Technology Fee Program**

Each student on our campus pays a technology fee. Twice a year the Tech Fee Committee accepts proposals from Divisions for funding of specific technological projects. You will be notified of when this happens and deadlines associated with the proposals. If you are interested in submitting a proposal you are responsible for providing all of the necessary information to the Athletics office. All proposals turned in will be discussed at a staff meeting in order to prioritize and submit. **NO Proposals will be accepted or endorsed that do not follow this process.** Examples of past-approved proposals include baseball scoreboard, track and field timing equipment.

## **SFC Carry Over/Program Enhancement**

Once a year the Student fee committee provides an opportunity for a process to access dollars that are available from excess student fees. The carry over process is “carrying over” extra budget from one fiscal year to the next while program enhancement provides funding to augment current funding levels. The AD is responsible for submitting any proposals on behalf of the Division. You will be notified of when this happens and deadlines associated with the proposals. If you are interested in submitting a proposal you are responsible for providing all of the necessary information to the Athletics office. All proposals turned in will be discussed at a staff meeting in order to prioritize and submit. **NO Proposals will be accepted or endorsed that do not follow this process.** Examples of past-approved proposals include track and field resurface project and soccer scoreboard.

## **Mountaineer Athletic Association**

See MAA section of Policies and Procedures

## **Vending**

A portion of the revenue generated through the vending machines on campus is available to assist in funding various activities. The vending committee meets periodically to review proposals. If you have an interest in submitting a proposal you are responsible for securing all the necessary information regarding the project. The AD will accept proposals and bring to staff meetings for prioritizing. Once prioritizing is complete proposals for funding will be brought forward to the Vending Committee. **NO proposals will be endorsed or considered if this process is not followed.** Examples of past funding through the vending committee include Champions of Character Seminar, Sexual Assault Awareness Month sponsorship and athletic contest t-shirt give-a-ways.

# Athletic Purchasing Policy



# EOU Athletic Purchasing Policy

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## Purchasing Policy

### A. Purchase Request Form (PRF)

For **ALL** athletic department purchases of equipment, supplies and services a *Purchase Request Form* must be filled out and submitted to the Business Coordinator prior to ordering goods and services or receiving goods and services from a vendor. ***Every prospective purchase must have a Purchase Request Form. No vendor will be paid without a Purchase Request Form.*** No member of the Athletic Department should make any purchases without following the department policy on purchasing.

The Purchase Request Form will be processed internally in the Athletic Department Office. The request will then be approved or rejected based on individual sports budgets.

- Any purchase valued at \$5,000.00 must get three formal bids in writing from prospective companies. If you are requesting that your purchase be place base on your vendor or item(s) are the sole source, then a Sole Source Justification form will need to be filled out and turned in with the PRF along with: 1. Description of Need, 2. Rationale for Non-Competitive Procurement, and 3. Price/Cost Considerations.

### B. Purchase Orders (Encumbrances)

A Purchase Order (or other form of Direct Encumbrance) will be created for every purchase request form completed. A copy of the Purchase Order will then be sent to the vendor for proof of order. The vendor then ships the goods to the EOU Athletic Department Office with an invoice.

### ***How the Purchasing Process works:***

1. Fill out Purchase Request Form for every purchase (include item number, quantity price, size, color etc.)
2. Confirm Purchase Request Form with equipment manager (if needed).
3. Turn in Request Form to Business Coordinator.
4. Business Coordinator enters information and creates a Purchase Order.
5. Purchase Order is then approved by the Athletic Director.
6. Copies with Purchase Order will be made and given to designated personnel (original form for Business Coordinator, a copy for coach and equipment manager if needed)
7. Order is placed.

### C. Bidding Out

1. Equipment – The equipment manager will be responsible for obtaining the 3 formal written bids needed before purchasing process will begin.
2. Contracted Services – The Athletic Director will be responsible for negotiating all contracted services (transportation etc.) and officials.

#### **D. Department Procurement (Credit) Card**

***NOTE: This section is under review by EOU and OUS. Possible extensive changes are to be announced at a later date.***

#### **EOU Purchasing Card Suggested Uses**

*Purchasing cards may be used only to purchase goods for the agency. Such purchases must comply with OUS policies governing purchasing and credit card usage.*

*The following are some typical uses for the EOU Purchasing Card:*

- Office supplies
- Software
- Teaching and research supplies
- Materials for minor repairs
- Conference registrations
- Subscriptions to newspapers, journals and periodicals
- Materials for minor repairs
- Non Capital Furniture
- Reference materials such as books, particularly those purchased from another country due to exchange considerations
- Airfares

#### **Other suggested uses include:**

- Laboratory supplies
- Housekeeping and maintenance supplies
- Computer supplies
- Minor equipment and appliances
- Publications and reprints
- Seminar registration

#### **EOU Purchasing Card Prohibited Uses**

Purchasing the following prohibited items will result in the revocation or suspension of the Departmental VISA Purchasing Card:

- Personal purchases
- Cash advances
- Inter-departmental expenses
- Rentals / Leases - ie: equipment, rooms, buildings, land, etc.
- Vehicle rental - ie: cars, vans, pickups, trucks, trailers, boats, etc. (Unless part of travel package)
- Transportation costs - ie: bus fares, train fares, ferry, gas, etc.
- All Lodging Charges (May be used to hold a room)
- Meals
- Food / Groceries
- Alcoholic Beverages
- Entertainment
- Hosting groups and guests
- Gifts, Gift Certificates, Gift Cards etc.
- Awards / Prizes
- Memberships
- Utilities
- Communications
- Capitalized equipment and upgrades
- Weapons / Ammunition
- Selling / Marketing costs
- All 1099 tax reportable expenses

# Travel Policy



# EOU Athletic Travel Policies

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## **Travel Policy**

1. The Head Coach will make advance travel arrangements, such as hotels, meals, and transportation. If they need aid in planning, they will consult the Athletic Business Coordinator.
2. No team will travel for intercollegiate athletic competition without a coach in charge except with the Athletic Director's approval.
3. Teams are expected to leave the campus as a group under the coach's supervision and return in the same manner. Exceptions are to be considered unusual and shall be limited to student- athletes being committed to the direct responsibility of a parent, or for athletes who are not minors to accompany spouse. A release form will be signed by the athlete(s) that will not be traveling with the team **PRIOR** to the team's departure.
4. Eastern Oregon University accepts no responsibility for individual arrangements for travel. Such arrangements are to be discouraged by coaches and allowed only if, in the opinion of the coach, circumstances warrant. The Athletic Director must approve all other exceptions. Individual Athletic Travel Waiver must be on file with the Business Coordinator PRIOR to travel.
5. Roster of personnel (Green Form) making trip must be submitted to the Athletic Office no less than 72 hours prior to departure. List of travel party needs to on file in the office in case of an emergency for team member or coach. The eligibility verification must be submitted three days before team is to travel.
6. All team travel, with the exception of small national travel squads, must be in chartered buses. Whenever private autos are used for athletic transportation, driver-owners are required to furnish evidence of valid driver's license and adequate insurance coverage to the Business Coordinator. The coach is responsible to see that the car is in proper repair and safety features are operative. Rental vehicles for team travel **MUST** be approved by the Athletic Director.
7. Requests and itineraries for use of state-owned vehicles and chartered buses for the sport season should be submitted to the Athletic Director at least two (2) weeks before the beginning of the sport season.
8. Meals and disbursement of travel monies: All meals should be taken as a group with the coach or coaches in attendance.

*It is recognized that under some specific circumstances such an arrangement may create a hardship. Such a hardship may be in the purchase of a meal because of the varied hours of participating or arising. Under these circumstances, the coach may give meal money to squad members. The coach must document all monies spent and turn in for reimbursement.*

9. Travel advances: "Absence From Campus and/or Travel Fund Request" must be submitted to Business Coordinator at least one week prior to date requesting advance and pickup. The advance will be direct deposit unless a check is requested or you do not have direct deposit set up with Accounts Payable. No advances will be authorized if there is a prior trip not accounted for.
10. Travel expenses: Receipts, itinerary, and balanced expenses (pink sheet) must be filed within 72 hours of your return. Travel reimbursements will not be made for travel taken more than 30 days prior. (In other words, you have 30 days to clear your travel or you will be held personally responsible for those expenses.

Exceptions will have to have the approval of the Athletic Director). Itemized receipts are required for meals, lodging, and all expenses. Meal receipts must be itemized--not just a dollar amount on a credit card receipt. A gratuity of no more than 15% of the meal cost is allowed but the receipt must indicate the cost of the meal and the gratuity paid. When the receipt shows only the total charge, the coach should write in the gratuity amount with his/her initials. Gratuity must be accounted for within that athletic department's budget.

The remaining cash from the advance may be handled in one of two ways:

- a. Keep the cash, write a personal check to EOU for the amount and give the check with the travel receipts to the Business Coordinator, or
- b. Return the cash to the cashier in Inlow Hall; give the receipt and all travel receipts to the Business Coordinator.

Coaches must examine their own travel budget in establishing their lodging and meal costs. Meals and hotel prices may vary according to the area of purchase; however, \$18.00 per day for food and \$20.00 per day for lodging should serve as a guideline for maximums.

11. Coaches are encouraged to use the College Food Service to prepare sack lunches whenever possible. Requests are to be made to Aramark in writing at least 72 hours in advance of departure. Sack lunches are free for dorm students and a minimal cost for non-dorm students. Squad rosters should be submitted so that accurate costs may be assessed. (Sport budgets are billed for sack lunches.) **REMINDER: All sack lunches, groceries, and all other food stuffs are factored in as part of the \$18 per day per diem for food on any given day.**

*Student Drivers. The Vice President of Administration may authorize students and other non-employees to operate state-owned vehicles on official in-state travel, limited to activities directly relating to business of the institution. Travel to extra-curricular events by student groups requires the presence of one faculty supervisor who must accompany each group of students while traveling. Students and other non-employees cannot be authorized to operate state-owned vehicles out-of-state unless prior approval has been obtained from the Service Division, Department of General Services.*



Eastern Oregon University  
DEPARTMENT OF ATHLETICS  
TRAVEL WAIVER

The Oregon Tort Claims Act (ORS 30.280 to 30.300) permits Eastern Oregon University to accept responsibility only for the acts of its officers, employees, and/or agents. Eastern Oregon University is prohibited from accepting any liability for the acts, omissions and conduct of students traveling to or from intercollegiate athletic events in their personal vehicles. The participant shall indemnify, defend and hold harmless the State, Eastern Oregon University, its officers, employees and agents from all claims, suits, or actions of any nature arising out of traveling to or from these events in their personal vehicles, other than the negligent acts of Eastern Oregon University, its officers, employees and or agents.

I acknowledge that I am traveling to and/or from a sanctioned EOU intercollegiate athletic activity on my own and at my own risk. I understand that, due to the inherent nature of travel, there is a risk of injury. By signing below I acknowledge that I have read the statement above and understand my assumption of general risk and agree to the conditions listed above.

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LOCATION

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DATE(S) OF TRAVEL

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Print Name

Signature

Date

# Athletic Contest Scheduling Policy



## ATHLETIC CONTEST SCHEDULES

The athletic contests are in three major categories Non-Conference, Conference and Post-Season. Below are some general policies and procedures regarding athletic contests.

**Non-Conference** - Each sport is allowed to schedule non-conference contests. These contests are counted in the overall limitations as set forth by the NAIA, Cascade/Frontier Conference and the University. (See limitations below). Non-Conference contests must be approved by the Director of Athletics. Considerations for approval will be budget, time away from academic classes etc.

**Conference** - As members of the Cascade/ Frontier Conference Eastern Oregon University has accepted the responsibility to adhere to the established Conference policies and procedures as they relate to scheduling and participation. Only under extreme situations (ex. unable to travel due to weather, unable to field a full team due to illness etc.) would EOU consider not participating in Conference activities. The Director of Athletics would review any requests to not participate, consult with Institutional and Conference leadership and render a decision. It is critical to maintain our conference obligations.

**Post – Season** - As members of the Cascade/Frontier Conference and the NAIA Eastern Oregon University has accepted the responsibility to adhere to the established Conference, Regional and National policies and procedures as they relate to post season participation. Only under extreme situations (ex. Unable to travel due to weather, unable to field a full team due to illness etc.) would EOU Consider not participating in Post-Season activities. The Director of Athletics would review any requests to not participate, consult with Institutional, Conference and National leadership and render a decision. It is critical to maintain our post-season obligations.

### Athletic Contest Limitations

Eastern Oregon University Athletics has adopted contest limitations slightly lower than the NAIA Contest limits. These limits reflect our philosophy of student-athlete and the need to emphasis academics. This philosophy maintains what we believe are limits that still allow for competitive teams and a quality experience in extracurricular activities.

Contest Limits	NAIA Contests	Scrimmages	EOU Combined limits
Basketball	30	2	30
Cross Country	8	0	5
Track/Field (indoor/outdoor)	20	0	14 (10 max in outdoor)
Football	11		11 **
Soccer	18 fall 3 spring	2	17 2 scrimmages (fall and/ or spring)
Softball	28 DOC	2	25 DOC 2 scrimmage DOC (fall and/or spring)
Volleyball	28 DOC	2	25 DOC/2 scrimmage DOC (fall and/or spring)

\*\*Frontier Conference 10 game schedule. Football allowed one non-conference

#### *Guidelines*

- Maximum of 5 Days of missed class days per term for travel. (Computed in half day segments: Departure prior to noon, Full Day. Noon - 4PM, Half Day. After 4PM – 0 Days.)

- Any off-season competition (NTS) no missed class time and must fall within contest and allowable weeks of competition limitations
- Must have term G.P.A of 3.0 for the previous term
- Must have 2.0 cumulative to participate\*
- Must be certified as eligible in order to compete
- Pre-season and season must fall within 24 week period with maximum of 3 break periods
- Week considered Sunday through Saturday
- Any day of practice or competition within Sunday through Saturday period is considered 1 of the 24 weeks

\*Athletic aid recipients have higher academic standards and are outlined in this manual

## **TENTH AND FINALS WEEK POLICY**

In order to protect student-athletes ability to maximize their academic endeavors, non-conference contests during Finals Week are prohibited. Conference contests during Finals Week are highly discouraged.

Athletic competition during Tenth Week is highly discouraged. While externally scheduled conference competition may present unavoidable conflicts, missed class time during Tenth Week should be avoided. Away contests **with the exception of Conference contests** which require student-athletes to miss class time before the last regularly scheduled class offering on Friday of Tenth Week are prohibited. **Post season competition is excluded from this policy.**

In addition to the stipulations concerning outside competition, out-of-season practices, conditioning, film work, etc., is prohibited during Tenth and Finals Week. While student-athletes are free to work out on their own, there shall be no organized activities, whether mandatory or voluntary, during this time period.

Exceptions to the Tenth and Finals Week policy will be requested by the Director of Athletics in writing from the Athletic Committee. The request should include a statement from the coaches of affected teams on how they will mitigate the effect of missed class time and lost study time on student-athletes. The Athletic Committee will forward a recommendation to the President, who will approve or disapprove of the request.

**RATIONALE- Academics, and the pursuit of graduation, is the foremost pursuit of all student-athletes at Eastern Oregon University. Conflicts with class towards the end of the academic term must be balanced with the ability and opportunity for student-athletes to prepare for final examinations.**

## **Scheduling Deadlines**

The following are deadlines to submit proposed schedules to the athletics office for review

Fall Sports - April 1<sup>st</sup>

Winter Sports - May 1<sup>st</sup>

Spring Sports - May 1<sup>st</sup>

## **Non- Traditional Segment Competition**

Several sports have the opportunity through NAIA legislation to compete in competition during what would be considered the non-traditional segment. Those sports at Eastern traditionally include softball in the fall and soccer and volleyball in the spring. In addition to normal policies and procedures regarding competition the following apply:

- Team GPA must be 3.0 or above based on previous term
- No class time may be missed as a result of competition
- Budget taken into consideration

# Risk Management



**EASTEREN OREGON UNIVERSITY**

**INFORMED CONSENT FORM**

Eastern Oregon University and \_\_\_\_\_, hereafter referred to as Participant, agree as follows:

Participant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Eastern Oregon University will allow Participant to participate in the Following event: \_\_\_\_\_

Participant agrees to abide by the following rules:

- I agree to follow safety and other instructions provided by the instructor.
- I agree to share in the responsibility for my own safety and not endanger others who are participating in the activity.
- I agree to operate and use equipment, tools, and materials in a safe manner. Failure to do so may result in being asked to leave the property.
- I will immediately report all injuries to the instructor.
- I agree to refrain from the use of alcohol or drugs during the activity.
- I understand that participation in this activity is voluntary.
- I acknowledge that I have the physical capacity necessary to engage in the described activity above.
- In case of emergency, accident or illness, I give permission to be treated by a professional medical person and if necessary, be admitted to a hospital.
- I agree to be the party responsible for all medical expenses incurred on my behalf.
- I agree not to shelter firearms on my possession or within a vehicle in route to, during and returning from the activity.

The Oregon Tort Claims Act (ORS 30.280 to 30.300) permits Eastern Oregon University to accept responsibility only for the acts of its officers, employees, and/or agents. Eastern Oregon University is prohibited from accepting any liability for the acts, omissions and conduct of persons participating in activities. The participant shall indemnify, defend and hold harmless the State, Eastern Oregon University, its officers, employees and agents from all claims, suits, or actions of any nature arising out of participation in these Field Trips, other than negligent acts of eastern Oregon University, its officers, employees, and/or agents.

I acknowledge that I am participating in activity at my own risk. I understand that, due to the inherent nature of the activity, there is a risk of injury in participating in these field trips.

By signing below I acknowledge that I have read the risks above and understand the assumption of general risk and agree to the conditions listed above.

Approving Signatures by Official Representatives: State of Oregon, Eastern Oregon University

By \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Eastern Oregon University  
DIVISION OF ATHLETICS  
TRAVEL WAIVER

The Oregon Tort Claims Act (ORS 30.280 to 30.300) permits Eastern Oregon University to accept responsibility only for the acts of its officers, employees, and/or agents. Eastern Oregon University is prohibited from accepting any liability for the acts, omissions and conduct of students traveling to or from intercollegiate athletic events in their personal vehicles. The participant shall indemnify, defend and hold harmless the State, Eastern Oregon University, its officers, employees and agents from all claims, suits, or actions of any nature arising out of traveling to or from these events in their personal vehicles, other than the negligent acts of Eastern Oregon University, its officers, employees and or agents.

I acknowledge that I am traveling to and/or from a sanctioned EOU intercollegiate athletic activity on my own and at my own risk. I understand that, due to the inherent nature of travel, there is a risk of injury. By signing below I acknowledge that I have read the statement above and understand my assumption of general risk and agree to the conditions listed above.

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LOCATION

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DATE(S) OF TRAVEL

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Print Name

Signature

Date



# Academics



# ACADEMICS

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## Academic Success

The #1 goal for our student-athletes is to receive their degree from Eastern Oregon University. A second and very important goal is to maintain eligibility. The following information will aid coaches and support personnel in navigating the academic support structure offered on campus.

It is the responsibility of Head Coaches to assist individual athletes in this process. Another key person in this endeavor is our FAR (Faculty Athletic Representative). The FAR is Dr. Jeff Dense. Part of the role of the FAR is to ensure student athlete welfare. This includes working with faculty and staff at EOU in helping our athletes succeed in the classroom.

In an effort to better monitor our athlete's academic program each term professors will be asked to provide information regarding individual progress. This process is facilitated by the Division Faculty Athletic Representative (FAR).

Please make sure that this information is communicated thoroughly to student athletes at the beginning of each sport season.

## Academic Standing Policy

### Goals

Eastern Oregon University expects students to maintain satisfactory academic progress toward degree completion. At the conclusion of each term, grade point averages are calculated and academic standings determined for students seeking a baccalaureate degree. All GPA references, including cumulative GPA's are, unless otherwise noted, based only on EOU coursework.

In the case of ambiguity in the rules following, the Academic Standards Committee (ASC) should determine in favor of the student.

### Definitions

The various levels of academic standing are:

**Good Standing: Students with an EOU term GPA (for the latest academic term) and cumulative GPA of 2.000 or higher.**

**Academic Warning:** Students with an EOU cumulative GPA of 2.000 or better who are, therefore, in Good Standing will be given an Academic Warning if their term GPA drops below 2.000. First-term freshmen that fail to achieve a 2.000 will be given an Academic Warning. This is a caution to the student that there is a lack of satisfactory academic progress.

**Academic Probation:** Students who have completed two or more terms at EOU and who have a cumulative GPA below 2.000 will be placed on Academic Probation.

**Academic Suspension:** Students who have an EOU term GPA below 2.000 while on academic probation will be placed on Academic Suspension.

**Suspended** (and, hence, “former”) students are denied all student privileges including, but not limited to, registration, class attendance, financial aid and residence in EOU housing. Students who petition for reinstatement should attend classes until their case is resolved with the Academic Standards Committee.

## **Procedures**

**Timing:** Changes in academic standing, caused by a term’s grades, take effect midnight of the day grades for the terms are computed according to the academic calendar. Changes in academic status caused by action of the ASC take effect midnight of the day in which the ASC takes such action.

## **Academic Warning**

Students on Academic Warning retain all student privileges. Students in this status are contacted by letter and are strongly encouraged to utilize the various services of the University that are outlined in the letter. These services are designed to assist students with their academic success. Students with two or more terms below 2.000 will be required to meet with a designated advisor prior to registering for that term. This hold prevents the student from registering, paying fees, and adding/dropping courses.

## **Academic Probation**

Students on Academic Probation are contacted by letter and must acknowledge their status by signing and returning the letter of notification. They are required to participate in an academic intervention designed to assist students on probation with their responsibility to attain good academic standing. A probationary hold will be administered to the student’s account until he or she signs up for or completes the intervention program. This hold prevents the student from registering, paying fees, and adding/dropping courses.

Advisors will be notified at the end of each term of those students on probation.

Students who attain a term and a cumulative GPA of 2.000 or better will be removed from Academic Probation and placed on Good Standing. Students with consecutive terms of probation who have a term GPA greater than 2.000 but still have a cumulative GPA less than 2.000 are making progress and will not be required to participate in the intervention program again. Students with two or more terms below 2.000 will be required to meet with a designated advisor prior to registering for that term.

## **Academic Suspension**

Students on Academic Suspension for the first time will be notified by letter and may petition the ASC for possible reinstatement. In the meantime, students are strongly encouraged to attend classes for which they are registered.

Petitions for reinstatement must be typewritten and include (at a minimum) information about the causes of poor academic performance and information about possible remedies. Petitions not meeting these minimal requirements will not be considered.

Petitions must be received by 5 pm on the first Tuesday of classes for the term in which the suspended student seeks reinstatement. The ASC will not consider petitions received after the deadline for the term in which the student seeks reinstatement.

Students attending on-campus classes will then be required to meet with the committee as part of the decision process. A student who does not attend will not be reinstated unless they have obtained written permission from the committee.

Advisors will be notified at the end of each term of those students who are on academic suspension.

The committee must meet and consider all petitions before the end of the first week of the term. Should the ASC act favorably upon such a petition, the restrictions are lifted and all the conditions of probationary status are applied but 'suspension' will still appear on the transcript. The committee may also require the student to meet other conditions as appropriate. These conditions may include (but are not limited to) meeting with the student's advisor, limitations on credits taken, and testing (where appropriate) to determine the student's academic level. Such conditions are intended to help the student achieve academic success.

Students returned to probationary status after being suspended must maintain term GPA's of 2.000 or better in order to maintain, at least, probation status. A student who has been reinstated to probationary status and who subsequently has a term GPA drop below 2.000 will be suspended. This suspension may not be appealed to the ASC without at least one term of good standing since the previous suspension.

Suspended students seeking reinstatement will be automatically reinstated if one year has passed since the suspension or if they have earned, after their suspension, a GPA of 2.000 or better with at least 24 graded credits from accredited colleges or universities. Their academic status upon reinstatement will be academic probation.

### **Academic Advising**

IH 105, 962-3520

<http://www.eou.edu/advising>

Eastern Oregon University recognizes academic advising to be a critical component of the educational experience of its undergraduate students. Students work individually in a collaborative spirit with academic advisors in order to define and implement sound educational plans that are consistent with their personal values, goals and career plans. While academic advising occurs most visibly in these individual relationships, a broad network (on-campus and statewide) of professionals, faculty, and staff exists in support of EOU's overall advising mission. Academic advising is essential in guiding student inquiry through EOU's

high-quality liberal arts and professional programs, leading to responsible and reflective action in a diverse and interconnected world.

### **Advisor Goals and Responsibilities:**

- Empower the student to devise coherent academic plans that are consonant with his/her life goals;
- Empower the student to determine and follow the necessary steps to achieve those goals;
- Empower the student to develop sound academic attitudes and practices that will enable the student to be an autonomous, self-regulated learner; and
- Empower the student to identify and use resources effectively and to challenge him/her in constructive ways.

Academic advising prior to registration is required for the following groups of students:

1. Newly admitted freshmen and transfer students
2. All freshmen (with 44 credit hours or less)
3. Students on academic probation or suspension

Although not all students are required to receive advising every term, each student will be assigned an academic advisor. Students who need advising are encouraged to meet with their advisor as often as need be and the University strongly recommends that students seek academic advising during the first term in which they achieve senior standing. Students are also encouraged to obtain academic advising outside of the periods of academic advising connected with registration. This less hectic time will be conducive to establishing a good student/faculty relationship and faculty mentoring. You should know what to expect from your advisor and what your advisor expects from you.

### **Student Goals and Responsibilities:**

1. Accept full ownership for all decisions; academic advisors will assist by presenting options.
  - a. Make and keep appointments with your advisor when you need assistance,
  - b. Arrive at appointments prepared with a sample schedule that includes courses for your major, minor, general education, etc.,
  - c. Listen to and consider your advisor's suggestions – then make your own decision.
2. Identify and clarify personal values, abilities, interests, and goals.
  - a. Talk with your advisor and faculty members in fields you are interested in.
  - b. Take a variety of courses.
  - c. Visit Career Services and utilize their resources.
  - d. Explore out-of-class opportunities such as internships, volunteer opportunities, Cornerstones, study abroad, student exchanges, etc.

3. Take initiative to become knowledgeable of and adhere to institutional and Divisional policies, procedures, and requirements.
  - a. Review and understand the contents of the EOU General Catalog.
  - b. Refer to your student handbook.
  - c. Ask your advisor!
  - d. Obtain and follow check-sheets for your major(s) and minor(s).
  - e. Know the General Education requirements.
4. Develop a sound academic attitude that results in understanding the value of your educational experience at EOU and approaching your learning with appropriate diligence and seriousness.
  - a. Include academics as a top priority.
  - b. Understand that the university environment is different than the high school environment. Your advisor provides a different service than that of a high school counselor, functioning as a guide through your academic career.
  - c. Once you have decided upon a major, develop positive working relationships with faculty in your field of study and the appropriate School/Division academic advisor.
  - d. Understand the value of a liberal arts education, the interrelatedness of coursework and importance of an exposure to a broad range of subjects.

### **Counseling Center**

6<sup>th</sup> Street & "L" Avenue, 962-3524

<http://www3.eou.edu/counsel/index.html>

Counseling services are available on campus to provide help in overcoming personal difficulties and concerns that interfere with collegiate success. Counselors will also be of help in assisting students to clarify their academic and career goals. Personal development classes, seminars and workshops, conducted by the Center's counselors, are also available throughout the academic year. Whatever is discussed with a psychologist or counselor is confidential. No information (including the fact that you have come for counseling) is related to anyone without the student's consent.

For after hours or weekend emergency situations, you can call one of the following, depending on the kind of assistance you need:

### **Emergency Phone Numbers**

- Campus Security and Safety (24 hr.) 962-3911
- Ambulance 9-962-3911
- Grande Ronde Hospital Emergency 0-963-1442
- La Grande Fire Department 9-911
- La Grande Police Department 9-911
- Center for Human Development 9-962-8800
- Shelter from the Storm 9-963-9261  
(24 hr Domestic Violence Crisis Line)

- Counseling Center 962-3524  
8 am-5 pm Mon. thru Fri. (academic year)  
By appointment in Summer

### **Learning Center**

LH 234, 962-3663

<http://www.eou.edu/lcenter/>

*The Learning Center instructors and staff will be happy to sit down with you and design a personalized program that will help you reach your academic goals.*

### **Group Study Sessions**

The Learning Center provides a wide variety of academic support programs designed to help students achieve their educational goals. In addition to being the home of the Math Lab and Writing Lab, the Learning Center staff coordinates group study sessions for many 100 and 200-level courses. Students who participate in these sessions on a regular basis (at least once a week) find that they typically achieve higher grades, often by as much as a grade or more, than students who do not attend. Tutoring in the math and writing labs and the group study sessions are free.

### **Math Lab**

Students enrolled in basic math through calculus can find the help they need in the Learning Center's Math Lab, which offers drop-in tutoring approximately 45 hours per week. Tutors are available to help you work out the solutions to problems that may have you stumped.

The Math Lab hours may change slightly each term, so check with the Learning Center staff or our website: <http://www.eou.edu/lcenter/> to find out about this term's schedule. The Math Lab can also assist with math-based science and business/economics problems.

### **Writing Labs**

The Writing Lab, located on the second floor of Loso Hall, offers free writing assistance to all EOU students. Writing Lab assistants can help students at all stages of the writing process: getting started, analyzing an assignment, finding a focus, developing ideas, and finding and correcting error patterns. Getting feedback on writing is an important part of the writing process for all writers, student and professional. Also, visit our Online Writing Lab (OWL) at <http://www2.eou.edu/writelab>.

### **Excel Workshops**

A relatively new offering for students enrolled in the Chemistry 100-level series, in algebra or in calculus (Math 095, 111, 112 & Math 251) is the Excel workshop. Under the guidance of a peer leader, the students work in small groups to develop their problem-solving abilities and better understand and apply the concepts they are learning in their algebra, calculus and chemistry courses. Students who wish to take advantage of Math and Chem. Excel must enroll in the workshops the same way they enroll in other university courses. Students meet with their Excel group twice a week, earn one college credit and are graded on an S/U basis. The Excel workshops are listed in the term class schedule and are found under Chem. 110, Chem. Excel for Chem. 101, 102, & 103; Math 110, Math Excel for Math 095 & 111; and Math 210, Math Excel for Math 251.

### **Computer Lab-Loso/Quinn**

Students may learn word-processing, access the libraries catalogues, receive and send e-mail

or explore the Internet using one of the Computer Lab's networked computers. The Learning Center computer lab is open during weekday business hours, evenings and weekends. The Quinn Computer lab is open weekdays from 8am-9pm and is closed during the summer. A lab assistant is always on duty to assist students who may have difficulty or need computer help.

### **Workshops**

Periodically, the Learning Center offers workshops on test preparation, including preparation for the Writing Proficiency Exam (WPE). These educational opportunities and all other services provided by the Learning Center are intended to help you become a more self-directed and successful college student.

### **Testing Services**

IH 105, 962-3833

[www.eou.edu/testing](http://www.eou.edu/testing)

Comprehensive information for tests, testing dates and other details can be found at the Testing Services web page noted above.

The following exams are administered by Testing Services:

#### **For Admissions and Advising purposes:**

- Accuplacer - online placement exams for reading comprehension, sentence skills and math.
- CLEP (College-Level Examination Program) - Michigan (English language proficiency)
- SAT (Scholastic Aptitude Test) is offered only for Eastern admission and advising use.

#### **For Graduate Admissions:**

- GRE Subject Test only
- MAT (Miller Analogy Test)

#### **For Education Program Admission and Teacher Licensing:**

- CBEST (California Basic Educational Skills Test)
- PRAXIS (Professional Assessment for Beginning Teachers)

### **Career Services**

IH 104, 962-3588

<http://www.eou.edu/career>

Career Services enhances and supports the educational mission of Eastern Oregon University by offering a wide range of programs to help students broaden the perspective of their career choices and to understand the value of their education in relation to work. This includes outreach to students in all academic programs on and



off campus. The Career Service staff assist students with their career concerns at any stage of their career development and provide resources for Eastern students and alumni.

The Career Services website has a wide variety of employment and career search resources. Job listings, employer profiles, and resume banks are just the beginning of the vast amount of information available to students on the Internet. Students may also search for on campus jobs, part-time jobs in the community, internships and summer jobs.

Workshops on career planning, choosing a major, overview of job markets, resume writing, interview techniques, and the development of other job search skills are held throughout the year. Individual assistance is available by appointment for all services and information. The System of Interactive Guidance and Information Plus (SIGI PLUS), which provides current career guidance and career information, is available to all registered students and accessed upon logging into Webster.

Career seminars, career fairs and the graduate school forums are events sponsored by Career Services. These events benefit the students in the job search process and the selection of a graduate school.

Eastern is a member of the Oregon Liberal Arts Placement Consortium (OLAPC). This group of nine colleges and universities hosts an annual Jobs Fair in Portland. Over 120 organizations attend each year to provide information and recruit for full-time career positions, summer jobs and internships.

The Career Services resource room offers six Internet-ready computers for student use and a variety of books and related career materials.

Opportunities for off-campus, part-time employment are listed on the Career Services website and on the bulletin board at Career Services. Summer employment announcements are also available. Personnel in Career Services are available to assist you with these activities.

### **Early Alert Program**

Student retention and persistence to graduation are central to the mission and work of Eastern Oregon University (EOU). Research shows that early intervention with at risk students is key to their academic success. To that end, EOU has implemented an early alert system with the intention of helping students who may be at risk for academic difficulty and attrition as a result of personal or academic issues. Indicators of risks which faculty members may notice often include:

- Numerous absences on the student's part
- Inadequate class preparation/homework
- Missing assignments/exams
- Late assignments

Other areas of concern which students may be facing and which have an impact on academic performance include learning differences/learning disabilities, financial issues, personal or family problems, serious medical conditions, and drug/alcohol issues.

**How can you help?**

If you have concerns about a student, or have reviewed your class rosters and can identify students that may be at risk or are demonstrating behaviors that might be hindering their academic success, fill out and submit an Early Alert Referral Form.

**What will happen next?**

Upon receiving your completed form, the Director of Student Relations or Core 101 Coordinator will contact the student to provide support and intervention and/or make an appropriate referral. This contact may include referrals to on or off-campus resources. Either the Director of Student Relations or the Core 101 Coordinator will follow up with you regarding your referral.

**The Early Alert Network and the Student Alert Group**

The Early Alert Network includes the Director of Student Relations and the Core 101 Coordinator, who are the designated Group Leaders, and the Student Alert Group.

The Student Alert Group includes representatives from across campus who will work with students on support for a variety of issues that are hindering their personal and/or academic success. The group consists of representatives from Academic Advising, the Learning Center, Disability Services, Financial Aid, Student Accounts, Athletics, Career Services, Residence Life, and the Counseling and Health Center.

**Goals of the Program**

1. To support EOU's students who are under prepared for college, to support first generation college students, and to support students who face circumstances which often make it more difficult for them to reach their goal of a college degree.
2. To provide proactive early intervention.
3. To work collaboratively with the student and on and off-campus resources to achieve student success.
4. To improve retention and persistence to graduation.

**For more information:**

Contact Colleen Dunne-Cascio, Director of Student Relations in the Office of Student Affairs, Hoke Union Building, Room 321B, 541-962-3476, or email at [ccascio@eou.edu](mailto:ccascio@eou.edu).

# Graduate Scholar Program



Graduate Scholar Program  
Division of Athletics

The Eastern Oregon University Athletic Division has several Graduate Scholar positions that are assigned duties within a specific area. The number of GS awards may vary from year to year depending upon budgets and availability of qualified students. Graduate programs include MAT (MTE), MBA or MS degrees.

**Steps necessary prior to awarding of a Graduate Scholarship**

- Applicants must meet all Admission requirements as designated by the College of Education/Business
- MAT (MTE) applicants must have necessary **tests passed** and a **fully admitted** in the College of Ed/Bus by **March 1<sup>st</sup>** of each year for priority placement:
- 

For MAT (MTE) program admittance, **secondary** candidates must pass:

**Praxis II in their content area**

**CBEST or Praxis I**

\*Secondary candidates will also have to pass the ORELA, prior to licensure in order to be authorized at the middle school level. However the ORELA is NOT an admissions requirement for secondary candidates.

For MAT (MTE) program admittance, **elementary** candidates must pass:

**ORELA**

**CBEST or Praxis I**

- MAT (MTE) placements are prioritized based on the dates all requirements are completed. Those students who meet all requirements at the earliest dates are placed first. MAT (MTE) students are not guaranteed placement in the La Grande area but effort will be made to assign based on completion of admission requirements and on work commitments at the University
- All students who have a GS award must meet with the MAT (MTE) program coordinator and the assigned supervisor to ensure the GS responsibilities are compatible with MAT (MTE) requirements. The educational requirements of the MAT (MTE) program shall be the first priority if any scheduling conflicts arise between the program and the GS assignment. The MAT (MTE) program coordinator and assigned supervisor must agree that the requirements of the program and the GS award can be met in order for the student to be admitted to the MAT (MTE) program (or for a student already admitted to continue into the MAT (MTE) program). The athletic Division will provide the college with a list of GS's and their duties and their supervisors.

Registration Deadlines:

CBEST:

[http://www.cbest.nesinc.com/CA14\\_testdates\\_pbt.asp](http://www.cbest.nesinc.com/CA14_testdates_pbt.asp)

ORELA:

[http://www.orela.nesinc.com/OR5\\_testdates.asp](http://www.orela.nesinc.com/OR5_testdates.asp)

Praxis:

<http://www.ets.org/portal/site/ets/menuitem.1488512ecfd5b8849a77b13bc3921509/?vgnextoid=f81bf53940a29110VgnVCM10000022f95190RCRD&vgnnextchannel=ba855ee3d74f4010VgnVCM10000022f95190RCRD>

Testing dates: <http://www.eou.edu/testing/Testing2dates.htm>

**Once Admitted to Program and Assigned a GS Award:**

- Fee remission will cover maximum of 9 credits per term and does not include fees, books or living expenses.

- Students must maintain full-time status with a 3.0 GPA per term and cumulative to keep award. Incompletes are not acceptable. Students in the MAT (MTE) program must also be making satisfactory progress in the field placement.
- GS awards are for 5 consecutive terms only (exception may be made for MBA 9 term option)
- Each term the supervisors in athletics will be notified by the College of the GS's academic standing.
- As a student at EOU, all policies, rules and regulations regarding student conduct apply and need to be followed. In addition, because graduate scholars are assigned duties in athletics, the Division and University policies and procedures apply.

Established and agreed upon 12/08

### **Graduate Scholar Policies:**

- Fee remission will cover maximum of 9 credits per term and does not include fees, books or living expenses.
- Students must maintain full-time status with a 3.0 GPA per term and cumulative to keep award
- GA positions are for 5 consecutive terms only (exception may be made for MBA 9 term option)
- Supervisors/Students will be notified each term on academic status based on criteria to maintain award
- As a Student at EOU all policies, rules and regulations regarding student conduct apply and need to be followed. In addition, as staff assigned in athletics the Division policies and procedures apply.

### **EOU Student Resources**

<http://www.eou.edu/saffairs/handbook/handbook.html>

Graduate Scholar Program  
Confirmation of Admission/Assignment

The Eastern Oregon University Athletic Division has several Graduate Scholar positions that are assigned duties within a specific area. The number of GS awards may vary from year to year depending upon budgets and availability of qualified students. Graduate programs include MAT, MBA or MS degrees.

**Prior to a GS award being processed the following actions must take place and an affirmative “yes” response to each.**

Applicant Name: \_\_\_\_\_ Program: \_\_\_\_\_

- ☐ yes ☐ no Applicants has met all Admission requirements as designated by the College of Education/Business
- ☐ yes ☐ no Applicant has passed necessary tests and is fully admitted in the College of Ed/Bus.
- ☐ yes ☐ no If a MAT student placement assignment has been made, it is conducive to the Graduate Scholar responsibilities related to physical location of assignment.
- ☐ yes ☐ no Applicant and assigned supervisor from athletics have met with the MAT, MBA or MS program coordinator to ensure the GS responsibilities are compatible and that the educational requirements of the program shall be the first priority if any scheduling conflicts arise between the program and the GS assignment.
- ☐ yes ☐ no The assigned supervisor has provided the program coordinator with a general list of GS's duties and contact information for supervisor and GS.

Signatures:

\_\_\_\_\_  
Program Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assigned Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Scholar

\_\_\_\_\_  
Date

Completed Form must be returned to Director of Athletics prior to any award

# Eligibility



# ELIGIBILITY

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## Eligibility Requirements

As a student-athlete at Eastern, you must meet certain requirements to be eligible for participation. The National Association of Intercollegiate Athletics (NAIA), which is our governing body, and the Athletic Department of Eastern Oregon University have established these guidelines.

### As an entering freshman, you must:

- A) Meet two of three entry requirements:
  - Achieve minimum scores of 18 (ACT) or 860 on the Critical Reading and Math (SAT). These tests must have been taken on a national testing date and certified to our institution prior to participation. (Residual scores are not acceptable). Scores must be from a single test.
  - Achieve a minimum high school grade point average of 2.00 as based on a 4.00 scale.
  - Graduate in the upper half of your high school class.
- B) Be enrolled in a minimum of 12 institutionally approved credit hours at the time of your participation, and maintain those credits throughout the entire quarter of your participation. **If you drop below 12 credits at any time during the term, you will be ineligible to compete.**
- C) **You should** be in good standing with the institution (Business Office, residence halls, Registrar's Office, etc.).

### According to NAIA regulations, in order to participate in a second season:

- You are encouraged to declare a major in preparation for your fourth season eligibility check.
- **You must** have accumulated at least 24 semester/36 quarter credits (not counting repeats) that can be applied towards your degree. (Any summer term course work of twelve credits or less will be attached to your spring term credit total.)
- **You must** have an EOU institutional grade point average of 2.00 or better.
- **You must** be enrolled in at least 12 institutionally approved credit hours at the time of your participation, and maintain those credits throughout the entire term of your participation. If you drop below 12 credits at any time during the term, you will be ineligible to compete.
- **You should** be in good standing with the institution (Business Office, residence halls, Registrar's Office, etc.).
- **You should** be making significant progress toward obtaining a degree, as determined by the EOU Registrar.

### According to NAIA regulations, in order to participate in a third season:



- **You must** have completed at least 48 semester/72 quarter credits (not counting repeats), and be making significant progress toward your major and minor fields of study and the general education requirements for your degree.
- **You must** have cumulative grade point averages of 2.00 or better.
- **You must** have completed a minimum total of 24 semester/36 quarter credits (not counting repeats) during the previous two semesters or three quarters of attendance. (Any non-term and summer term course work of twelve credits or less will be attached to the spring term total.)
- **You should** be in good standing with the institution (Business Office, residence halls, Registrar's Office, etc.).
- **You must** be within your first ten-semester/15 quarters of attendance. A term of attendance is based on enrollment in twelve or more institutional credits (summers, non-terms excluded).
- **You must** be enrolled in at least 12 institutionally approved credit hours at the time of your participation, and maintain those credits throughout the entire semester of your participation. If you drop below 12 credits at any time during the semester, you will be ineligible to compete.

**According to NAIA regulations, in order to participate in a fourth season:**

- **You must** have accumulated at least 72 semester credits/108 quarter credits (not counting repeats); 48-semester/72 quarter of which must apply towards your general education requirement and/or your major field of Study.
- **You must** have cumulative grade point averages of 2.00 or better.
- **You must** have completed a minimum total of 24 semester/36 quarter credits (not counting repeats) during the previous two semesters/three quarters of attendance. (Any non-term and summer term course work of twelve credits or less will be attached to the spring term total.)
- **You should** be in good standing with the institution (Business Office, residence halls, Registrar's Office, etc.)
- **You must** be within your first ten semesters/fifteen quarters of attendance. A term of attendance is based on enrollment in twelve or more institutional credits (summers excluded).
- **You must** be enrolled in at least 12 institutionally approved credit hours at the time of your participation, and maintain those credits throughout the entire semester of your participation. If you drop below 12 credits at any time during the semester, you will be ineligible to compete.

**According to NAIA regulations, in order to participate as a transfer, red shirt, or re-admission:**

- **You must** have officially declared your major to the Registrar's office, prior to certification of eligibility.
- **You must** be within your first 10 semesters 15/quarters of attendance. (Term of attendance is any term enrolled in 12 or more credit hours)

- **You must** have completed a minimum total of 24 semester /36 quarter credits (not counting repeats and that can be applied towards your degree) during the previous two semesters/three quarters of attendance. (Any non-term and summer term course work of twelve credits or less will be attached to the spring term total.)
- **You must** have EOU and/or cumulative grade point averages of 2.00 or better.
- **You must** be enrolled in at least 12 institutionally approved credit hours at the time of your participation, and maintain those credits throughout the entire semester of your participation. **If you drop below 12 credits at any time during the semester, you will be ineligible to compete.**
- **You should** be in good standing with the institution (Business Office, residence halls, Registrar's Office, etc.).
- **You must** be making significant progress towards obtaining a degree, as determined by the Eastern Oregon University Registrar.
- If a transfer from a four-year institution, you must have eligibility remaining at the institution from which the transfer is occurring, and secure a residency waiver from previous institution prior to certification.

## **Eligibility Procedures**

During Winter Quarter:

Student athletes who will be participating in their fourth season of competition the coming year must submit to the Eligibility Coordinator at the Registrar's Office a program check sheet completed and signed by their advisor.

Fall sport rosters for returning athletes need to be submitted to the Eligibility Coordinator so that they may be completed during the summer in a timely manner.

As soon as the athletes return to campus in the fall for fall practice the Athletic Office will send official lists of all participants in the fall sports so that the eligibility checks may be completed.

For all sports the following applies:

**Registrar's Office receives eligibility paperwork in a timely manner prior to the first competition in a particular sport from the Athletic Office. The more participants, the more time needed-example: football takes at least four weeks to process due to the number of participants but soccer could be done in 10 days due to fewer participants. Also, for fall sports, students that wait until the last minute to send in transcripts risk not having their transcript evaluated in time for the first competition due to the high volume of transcripts being received during this time. The paperwork includes, but is not limited to:**

- Mountaineer information sheet
- Signed clearance form
- If needed, transfer form
- List of participants

- Four year school waivers, if needed

The Registrar's Office begins the process of checking eligibility. **Eligibility is determined only for fully admitted students using official transcripts (from high schools and/or other colleges).** This includes, but is not limited to:

Complete the worksheet that has the following components:

- Personal information/season of competition
- Prior colleges
- Terms of attendance
- Academic information (including GPA - # of credits completed over last terms)
- Current registration
- Freshman criteria (if needed)

First "rough" notification to the Athletic Department via e-mail of any problems that have come to light during the initial eligibility check. This can include, but is not limited to degree checks, missing paperwork, freshman criteria, terms of attendance, 24/36 progress rule, not fully admitted, etc. This check does not look for repeats.

Enter data into NAIA software program

Make copies of worksheets and forward to Financial Aid for financial need/award information

Print Certificates of Eligible & Ineligible Athletes

Call back and verify all information on certificates. At this time, the Registrar's Office also:

- Checks for repeats
- Checks for normal progress rule
- Checks for missing paperwork
- Checks admission status

Official listing of eligibility issues/problems are then e-mailed to the Coach, the Athletic Director and the FAR

Obtain required signatures of the Registrar, Coach, Athletic Director, & FAR on all eligibility forms (eligibility certificate, clearance sheet, transfer form). Give copies of signed eligibility certificates to the Coach and to the Athletic Director.

Email eligibility certificates and required documents to the appropriate conference Chair (Frontier Conference for football and Cascade Conference for all other sports) prior to first athletic event for that particular sport. **\*\*IMPORTANT\*\*** Once this step is completed the Athletic Department must inform the Registrar's Office if there are any additional athletes they wish to have certified as eligible. This includes those who were on the original list but were ineligible at the time and new students, not on the previous list.

Prior to each athletic contest, using the travel/participation rosters provided by the Athletic Department and the eligibility certificate generated by the Registrar's Office, enrollment is checked on each athlete to confirm full-time status (12 credits minimum). If any discrepancies are found, such as: names on the travel/participation roster of ineligible students, names of students who have not been processed for eligibility, or missing names, e-mail is then sent to the coach, the athletic director and the faculty athletic representative.

The Registrar's Office continues to process eligibility on any additional students as requests are received from the Athletic Department (this includes, but not limited to, new students who were not on the original list or students who were on the list but declared ineligible but have now taken corrective measures, are now eligible, and need to be processed)

After a sport season has ended the Registrar's Office will send a list of athletes in that sport who will be entering their fourth season of competition in the coming year and will need to have a degree check done by their advisor.

# Athletic Aid



# **ATHLETIC AID**

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## **FINANCIAL ASSISTANCE**

Any financial aid or assistance to prospective or enrolled students in money or in kind, except that which comes from members of their immediate family or from those upon whom they are legally dependent, shall be administered by the institution under policies and procedures established by the institution through its regularly constituted committee on student loans and scholarships. Under no conditions may an individual or organization provide direct financial assistance to a previously enrolled or prospective student.

All donations to the general athletics program and/or the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the chief executive officer.

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

1. tuition;
2. mandatory fees, books, and supplies required for courses in which the student-athlete is enrolled; and
3. board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.

**Further financial assistance to a student-athlete, other than listed above, by a member institution is prohibited.** This regulation regarding maximum financial aid to a student-athlete is not intended to place pressure on any member institution to increase its program to this level. This regulation is made to protect the NAIA from overly ambitious programs and to help protect the amateur status of student-athletes.

## **Athletic Grants in Aid Academic Requirements**

In order to receive athletic grants in aid, prospective student athletes must meet University admission requirements. Admission to Eastern Oregon University will be based on automatic academic criteria and/or the Admissions and New Student Services Portfolio Process.

### **First Season of Competition**

Must meet University Requirements for Admission

Second Season of Competition

Must maintain a cumulative 2.5 GPA

Must have earned a minimum of 45 quarter hours previous three terms of attendance

Maximum of 12 hours from summer term may apply to accumulative 45 hours

Must meet all NAIA and Conference Eligibility requirements based on second season of competition

### Third Season of Competition

Must maintain a cumulative 2.5 GPA

Must have earned a minimum of 45 quarter hours previous three terms of attendance

Maximum of 12 hours from summer term may apply to accumulative 45 hours

Must meet all NAIA and Conference Eligibility requirements based on third season of competition

### Fourth Season of Competition

Must have maintain a cumulative 2.5 GPA

Must have earned a minimum of 45 quarter hours previous three terms of attendance

Maximum of 12 hours from summer term may apply to accumulative 45 hours

Must meet all NAIA and Conference Eligibility requirements based on fourth season of competition

### Loss of Athletic Grant in Aid

A student athlete shall render themselves ineligible for athletic grant in aid when:

- Cumulative GPA drops below the minimum 2.5
- Failure to earn a minimum 45 credit hours during fall, winter, spring and summer terms
- Fails to meet any defined NAIA, Conference, or Institutional eligibility requirements

In addition, athletic aid may be revoked immediately if student athlete is found in violation of any university code of conduct policy. Coaches are also free to adjust aid packages based on athletic performance.

### Reinstatement of Aid

Head Coaches, with input from the Director of Athletics reserve the right to reinstate any athletic grants if the scholar athlete becomes eligible for aid. Reinstatement will be based on availability of aid and other determining factors as outlined in the athletic department financial contract.

### Aid Criteria

- Aid may be offered during a “red shirt” season.
- Progress reports will be available each term regarding student athlete grant in aid recipients and their status.
- Housing awards are for on-campus housing only



Student's full name (typed)

### Letter of Intent

This is to certify my decision to enroll at \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_ and to signify my intention to  
(Quarter/Semester) (Year)

participate in \_\_\_\_\_.  
(Sport)

- (1) I will sign only one letter of intent. If for any reason my actions result in a nullification of this letter of intent, I may not sign a second letter of intent unless I receive a written release from the Director of Athletics
- (2) I understand that this letter of intent will be null and void if I have not, by the beginning day of classes in \_\_\_\_\_ of \_\_\_\_\_ met both the requirements for admission to  
(Quarter/Semester) (Year)  
the institution named and its academic requirements for aid to athletes.
- (3) This letter of Intent must be accompanied by a letter from the institution named above, describing athletic financial aid; if any.
- (4) I understand that I have five days from the date below in which to give notice to the institution on my intent to cancel this letter of intent. Such cancellation will not result in any penalty nor will it affect my ability to sign a second letter of intent.
- (5) I understand that if I am eighteen years of age or older at the time I sign this letter of intent, I have entered into a binding obligation in my own right. If I am seventeen years of age or younger at the time I sign this letter of intent and if my parent or legal guardian fails to co-sign this letter of intent, it will be rendered null and void.

SIGNED: \_\_\_\_\_  
(Student) (Date and time of signature)

\_\_\_\_\_  
(Birthdate)

ADDRESS: \_\_\_\_\_  
(Street) PRESENT ADDRESS OF SIGNEE (City and State)

SIGNED: \_\_\_\_\_  
(Parent or Guardian) (Date and time of signature)

SUBMISSION OF THIS LETTER OF INTENT HAS BEEN AUTHORIZED BY:

SIGNED: \_\_\_\_\_  
(Coach) (Date)

\_\_\_\_\_  
(Athletic Director) (Sport)

1: Recipient

2: Institution

3: Athletics





## Letter of Intent



**«First Name» «Last Name»**

This is to certify my decision to enroll at Eastern Oregon University in the «Calc\_Term» quarter of «Calc\_Year» and to signify my intention to participate in the sport of «Calc\_Sport».

- (1) All member institutions of the Cascade Collegiate Conference are obligated to respect my decision and shall cease all recruiting upon notification that a letter of intent has been signed. In the event I am contacted by a coach at another institution I will notify them that I have already signed a Cascade Collegiate Conference Letter of Intent.
- (2) I understand that this letter of intent will be null and void if:
  - a. **Eligibility Requirements.** This Cascade Collegiate Conference Letter of Intent shall be null and void if I have not, by the beginning day of classes in Fall of «Calc\_Year» met the (a) requirements for admission to the institution named, (b) its academic requirements for aid to athletes, and (c) the NAIA eligibility requirements for competitive participation;
  - b. **One-Year Absence.** This Letter of Intent shall be null and void if I have not attended any Cascade Collegiate Conference institution for at least one (1) academic year;
  - c. **Service in the U.S. Armed Forces. Church Mission.** This CCC Letter of Intent shall be null and void if I serve on active duty with the armed forces of the United States or on an official church mission for at least eighteen (18) months;
  - d. **Discontinued Sport.** This Cascade Collegiate Conference Letter of Intent shall be null and void if the institution named in the document discontinues my sport; or
  - e. **Recruiting Rules Violation.** If the institution (or a representative of its athletics interests) named in this document violated NAIA or Cascade Collegiate Conference rules while recruiting me, as found through the NAIA or Cascade Collegiate Conference enforcement process or acknowledged by the institution, this Letter of Intent shall be declared null and void. Such declaration shall not take place until all appeals to the NAIA or Cascade Collegiate Conference for restoration of eligibility have been concluded.
- (3) If my parent/legal guardian and I fail to sign this Letter of Intent by «Exp\_Date», it will be invalid. In that event, another Letter of Intent must be issued with a new date.
- (4) I understand that I have five (5) days from the date below in which to give notice to the institution on my desire to cancel this letter of intent. Such cancellation will not result in any penalty nor will it affect my ability to sign a second letter of intent. If my desire to cancel this letter of intent is after the 5-day grace period I must receive a written release from the institution I signed the original letter of intent with prior to contacting or signing a second letter of intent within the Cascade Collegiate Conference.
- (5) I understand that if I transfer directly from one Cascade Collegiate Conference institution to another Cascade Collegiate Conference institution I shall be ineligible for intercollegiate competition for 365 days after transferring in the sport(s) in which I participate at the first institution.
- (6) I understand that if I am eighteen years of age or older at the time I sign this letter of intent, I have entered into a binding obligation in my own right. If I am seventeen years of age or younger at the time I sign this letter of intent and if my parent or legal guardian fails to co-sign this letter of intent, it will be rendered null and void.

SIGNED:

Student

Date and Time of signature

Date of Birth – MM/DD/YYYY

Last school attended (high school or college)

ADDRESS:

Street

City

State

Zip

SIGNED:

Parent or Legal Guardian (If Student is not 18 years old)

Date and Time of signature

**SUBMISSION OF THIS LETTER OF INTENT HAS BEEN ACCEPTED BY:**

SIGNED:

Rob Cashell, Director of Athletics-Eastern Oregon University

Date and Time of signature

2011-2012

EASTERN OREGON UNIVERSITY

CONTRACT FOR ATHLETIC GRANT IN AID



This is to certify that Eastern Oregon University will award to: \_\_\_\_\_, Social Security Number or EOU Student ID (last four digits) \_\_\_\_\_, for participation in \_\_\_\_\_, financial assistance to the extent of \_\_\_\_\_.

Provided he/she satisfies the requirements set forth by Eastern Oregon University, the Cascade and or Frontier Conference, and the National Association of Intercollegiate Athletics, and provided that he/she passes the physical examination by the medical staff of Eastern Oregon University.

The above assistance is granted from \_\_\_\_\_ to \_\_\_\_\_.

Eastern has the option to renew, cancel, increase or decrease assistance at the end of this period. This award is made in accordance with the provisions of the Constitution of the NAIA pertaining to the principles of amateurism, sound academic standards, and the principles governing financial aid to student-athletes, (ART. 1, Section C).

It is the institutional policy of Eastern Oregon University that if the recipient is injured while participating in a regular practice session or during regular competition and the medical staff of the Institution advises against further intercollegiate competition, his/her financial assistance will be renewed for the normal number of quarters required for graduation. Renewals will extend to a maximum of a full-time student (minimum of 12 credits) and be in good academic standing.

**CONTRACT ACCEPTANCE**

**I accept the contract for athletic grant in aid and certify that:**

1. I shall enroll as a full-time student each quarter and shall maintain a 2.5 cumulative GPA.
2. I shall earn a minimum of 45-quarter hours each year (including summer) progressing towards Degree.
3. Financial assistance extends to a maximum of 15 hours per term. Institutional policy normally excludes summer session from this assistance agreement.
4. I shall participate as a member of Eastern Oregon University team(s) listed above and when applicable will perform assigned student employment job in a satisfactory manner. I understand that I cannot be guaranteed the right to participate as a member of any varsity team.
5. I shall attend all practice sessions, abide by all training rules, and attend all meetings and programs involving the sport.
6. I shall maintain conduct, which is in no way detrimental to EOU, the team, the coaches or myself in accordance with the department code of conduct.
7. I understand that the above financial assistance may be cancelled during the period of its award if I voluntarily render myself ineligible for intercollegiate competition, fraudulently misrepresent any information, engage in misconduct warranting disciplinary action by the Head Coach or other University officials, or suffer any injury in a non-athletic activity which renders me incapable of participation.
8. I understand that University policy requires all athletic assistance be issued on a year-to-year basis unless otherwise indicated.

This contract becomes void if not returned to the University by \_\_\_\_\_.

Signatures:

\_\_\_\_\_  
(Athletic Director)

\_\_\_\_\_  
(Recipient)

\_\_\_\_\_  
(Head Coach)

\_\_\_\_\_  
(Parent or Guardian if under 18)

\_\_\_\_\_  
(Date:)

☐ 1: Recipient ☐ 2: Athletic Dept.

Office Use Only:

L: «Lottery» BC: «BoosterClub» TW: «Tuition»

# Recruiting



## **Recruiting**

### **NAIA Rules (excerpts as taken from NAIA official handbook)**

All student recruiting for athletic purposes shall be in harmony with recommended and acceptable practices of the institution and shall be controlled by the regularly constituted institutional committee on student loans and scholarships. Where conferences exist, all conference rules regarding recruiting must be observed without favor.

#### **Recruitment of an Enrolled Student-Athlete**

If, during the school year or summer vacation period, the athletics director, faculty athletics representative, or coach of a member institution is contacted or becomes aware of contact by an athlete who enrolled at another institution of higher learning (two-year or four-year), it shall be the responsibility of the contacted institution (athletics director or faculty athletics representative) to notify, in writing, the institution (athletics director or faculty athletics representative) where the athlete is presently enrolled within 10 days following the first contact.

A coach or another representative of a member institution shall not initiate contact with an athlete who has enrolled at another four-year institution. It is permissible to contact a student who is currently enrolled at a two-year institution once the student completes the academic year in which the student utilizes his/her first season of competition.

A coach or another representative of a member institution may respond to a contact by an athlete only after the enrolled athlete's institution (athletics director or faculty athletics representative) has been notified as prescribed above.

#### **Recruitment of a Non-Enrolled Student**

A coach or another representative of a member institution shall not contact an athlete who has drawn equipment and is engaged in organized pre-school practice at another institution. A Violation of any part of the recruitment policy shall cause an immediate investigation by the National Conduct and Ethics Committee for appropriate action.

#### **Campus Visitation and Tryouts of Prospective Student Athletes**

The Association's attitude toward campus visitation of prospective students is formulated from the following three major principles.

1. The protection of the student in maintaining normal academic progress in high school and junior college.
2. The coordination of this rule with the overall policies of the institution affecting procurement of students with special talents.
3. The control of tryouts consistent with making the intercollegiate program an integral part of the total program without legislating against the student.
  - a. Individual or group tryouts may be conducted, on the member **institution's campus only**, for the purpose of assisting in the assessment of athletics promise if tryouts are a part of the general institutional policy in

the evaluation and admission of students with special talents. Tryouts, where permitted, shall be limited to no more than **two days** for a specific student at a member institution.

b. No part of the travel expense, meals, and lodging of prospective students making visitations to an institution shall be paid by the institution unless such practice is a part of the general institutional policy in procurement of other students with special talents and not only for the express purpose of securing athletes.

c. Visitation of prospective students shall not involve loss of school time, except where such visitation occurs as a part of the total visitation program of the institution, approved by the administration of both institutions.

See **CASEBOOK** (pg. 78 and 79) for additional information in NAIA Handbook

### **Institutional Allowable/Non Allowable Practices**

Pay for Lodging while visiting campus- Yes **on campus only**

Pay for meals of prospective student athletes- Yes (on or off campus)

Pay for meals for parents or other family members of prospective students- Yes (on or off campus)

Pay for transportation of any type - No

Reimburse all or portion of travel of **EOU personnel** to pick up/drop off at airport or bus station- Yes

Provide tickets to prospective tickets/family for sporting events while visiting- Yes

### **Admissions Athletics Liaison**

1. First point of contact to arrange campus visits for individuals and/or groups; make sure visitors receive all necessary information regarding admission to EOU (admissions, financial aid, advising, etc.).
2. Assist in the tracking of application process (with head coach/compliance coordinator).
3. Screening of prospects who display an interest in athletics at EOU through college fairs high schools visits, etc. Depending on head coach's preference, provide interest cards, preferably within two business days after return from school visit or college fair.
4. Assist with helping identified student athletes either attend SOAR dates or register via other methods if available.
5. Available as a resource during large group visits (recruits, camps) if requested.
6. Provide coaches with necessary recruitment materials prior to recruiting trips.
7. Review travel schedules provided by coaches to see if any secondary visits or contacts with general interest students can take place.

### **Campus Visit Process**

➤ It is a must that all potential student athletes receive the following consistent information:

- Admissions
- Financial Aid
- Housing
- Athletics
- Academics (student services, advising etc.)

- Each of these areas has specifics that will be addressed by the representatives of each department while a prospective student is visiting campus.
- **ALL** potential student athletes, regardless of how contact is initially made, must be directed to the Admission and New Student Services office. This office will handle the following:
  - students put into computer system to receive contact letter series (view book, Athletics info orientation info, campus visit days etc)
  - will arrange campus visits by prospective students
  - Will arrange schedule to include coaches \*, AD's office and other pertinent campus offices.
  - Will arrange academic meetings
  - Will conduct Campus tours
  - Will provide follow-up to application and completed files

#### *Room and Board Services*

- Residence Life Office will handle reservations for overnight visitors. Please contact the office at 541-962-3559. The cost is \$12.25 per night. Prospective students are allowed to reserve a room in the dorms. Parents, friends and other family members must get a hotel room. Visitors must provide their own bedding.
- Athletic Division is not permitted to pay for any off-campus accommodations for either prospects or family members.
- **Please give a minimum of 2 days notice for campus visits**
- Visits should be scheduled Monday - Friday, unless special circumstances exist.
- Saturday visits can be accommodated but need to group recruits with any other visits
- Admissions may provide a meal(s) while prospective student athletes are on campus for scheduled preview days.
- Athletic Division is permitted to purchase meals for prospective students (only) following Division purchasing policies.

#### **Academic and Financial Aid Information**

##### **Groups:**

To save time, when a large number of individuals are on campus, group sessions may be conducted...

- Admissions representatives and Financial Aid representatives will meet with the groups
- Athletic Division representatives can meet with groups.
- Campus tours will be conducted by Student Ambassadors or Athletic Division representatives (Head Coaches, Assistant or Student Assistants)
- When possible, prospective student-athletes and their parents should be given the opportunity to meet with the Athletic Director and/or an athletic representative.
- Meeting will cover eligibility, conference and national (NAIA) information.
- Distribute necessary paper work for athletics

#### ***Determining Eligibility***

- The Registrar is the campus official who determines Eligibility of all student athletes
- No official determination of eligibility can take place until:

#### Freshman

Official transcripts on file showing GPA, Test scores, rank in class  
Enrolled in minimum 12 credits  
Good standing with institution  
Completed admissions file

#### Transfers

Official transcripts on file from all previous Institutions showing GPA, credits attempted and earned  
Transfer eligibility form on file  
Waiver of residency form on file  
Completed admissions file

*It is the responsibility of the coach and the student athlete to submit this information in a timely fashion.*

#### **Communication**

- It is critical that we all communicate effectively and consistently with all student athletes and parents.  
*Our philosophy needs to be one of honesty and thoroughness.*

#### *Campus Hosts*

- Preferably a Junior or Senior with a common academic interest as the recruit.
- Should represent EOU in a positive manner.
- Recruits should be involved in sanctioned extra-curricular events (sporting events, dances, ESE events, etc.).

***The EOU Athletic Division does not condone or support bringing any recruits to local taverns, or events on or off campus where alcohol is served regardless of the student's age. The hosts, coaching personnel and others face disciplinary sanctions under the athletic, Faculty and Staff code of conduct.***

# Title IX





# TITLE IX

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No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal Financial assistance.

## ***Athletics Compliance Areas***

- Participation
  - Whether the selection of sports and the levels of competition effectively accommodate the interests and abilities of both sexes
- Scholarships
  - Whether men and women are provided equitable amounts of scholarship aid
- Treatment and benefits provided to Male and Female athletes (laundry list)

In order to comply with Title IX an institution must meet all three parts, however there is flexibility within the three areas.

## **PARTICIPATION**

In order to determine whether an institution's selection of sports and the levels of competition effectively accommodate the interests and abilities of both sexes, the Office for Civil Rights requires that it satisfy at least one of the following three tests:

- *Does the institution provide intercollegiate level participation opportunities for male and female students in numbers substantially proportionate to their respective enrollments, or*
- *Does the institution have a history and continuing practice of program expansion which is demonstrably responsive to the developing interests and abilities of the members of the underrepresented sex, or*
- *Does the institution's present program fully and effectively accommodate the interests and abilities of the members of the underrepresented sex?*

## **SCHOLARSHIPS**

- Definitions of Participant differs for purposes of scholarship analysis
  - Count student athletes once regardless how many sports they play
  - Determine % of male to female athletes
  - If 50% of athletes are female then 50% of scholarships should go to females
  - Any disparity in excess of 1% raises an inference of discrimination

## **OTHER BENEFITS AND OPPORTUNITIES (The laundry list)**

- Equipment and supplies
- Scheduling
- Travel and per diem
- Tutors
- Coaches
- Facilities
- Medical and training services
- Housing
- Publicity
- Support services
- Recruiting

These areas have many sub components but in general you look at: Are the disparities, if any significant. Does the difference in benefits or services have a negative impact on athletes of one sex when compared with benefits and services available to athletes of the other sex?

**Significant Disparity:** So substantial as to deny equal opportunity of one sex

**Non- Significant:** evidence to be evaluated

## **PERMISSIBLE DIFFERENCES**

- Unique aspects of particular sports are recognized
  - Recruitment
  - Event Management Costs
  - Equipment
  - Publicity Issues
  - Compensation Issues
  - Medical Issues

Title IX law is under continual review by the Division of athletics. We are committed to providing the best possible programs for male and female athletes.

Contact person: Stephen Jenkins, Affirmative Action Officer 541-962-3553

# Code of Conduct



## EASTERN OREGON UNIVERSITY DIVISION OF ATHLETICS STUDENT REPRESENTATIVE CODE OF CONDUCT

Participation in intercollegiate athletics at Eastern Oregon University (EOU) is a privilege afforded to a select group of individuals that requires additional responsibilities. Student representatives are given an opportunity to enhance their educational experience through competitive events, develop lifelong skills such as commitment, discipline, and teamwork, prepare for employment, and travel and represent EOU.

EOU expects student representatives to strive for excellence in and out of the classroom. In addition, student representatives should conduct themselves as a positive and responsible citizen.

Student representatives are responsible for National Association of Intercollegiate Athletics (NAIA), Cascade Conference, Frontier Conference and EOU regulations regarding eligibility for practice, and participation. Student representatives are also subject to rules and regulations regarding the use of tobacco, alcohol, and illicit drugs, as well as other forms of misconduct.

Team rules for student representatives are established by each head coach and advisor and are subject to review by the Director of Athletics, the Assembly Athletic Committee, the Vice President for Student Affairs, and the President. Each head coach, head trainer and advisor is responsible for informing student representatives in writing of the established rules and disciplinary actions at the first team and staff meeting.

Student representatives are also responsible to adhere to Oregon Administrative Rules (OAR), Oregon Revised Statutes (ORS), and federal law. Any sanctions in these areas may supersede institutional sanctions.

### **I. Standards of Conduct**

Student representatives at Eastern Oregon University are public figures responsible for representing the University in the most positive fashion. Student representative behavior on and off campus, as well as in and out of season, must be above reproach at all times, and meet the expectations of teammates, coaches, the university and the community. Student representative actions are scrutinized more closely than the average student and should reflect that knowledge.

Student representatives are primarily students and should be committed to excellence and the pursuit of a degree. Student representatives are expected to attend all classes, submit coursework in a timely manner, utilize university resources (e.g. Learning Center, Quinn satellite lab, tutors) as appropriate, and accept personal responsibility for maintaining academic progress and athletic eligibility. Student representatives are expected to inform instructors in writing of any potential conflicts (missing class due to competitions) the first day of class.

All student representatives while participating, or attending competitions as a fan, are expected to practice good sportsmanship. Student representatives will display respect for officials, fans, and opponents while maintaining self-control in heated situations and act appropriately, even when others do not.

### **II. Misconduct subject to disciplinary action(s)**

1. Violation of the, Oregon Administrative Rules, Oregon Revised Statutes, and federal law
2. Violation of NAIA ([www.naia.org](http://www.naia.org)), Conferences ([www.frontierconference.com](http://www.frontierconference.com), [www.cascadecollegiateconference.com](http://www.cascadecollegiateconference.com))
3. Positive drug test.
4. Violation of EOU Code of Conduct ([www.eou.edu/saffairs/handbook/conduct.html](http://www.eou.edu/saffairs/handbook/conduct.html)).
5. Violation of Residence Hall Policies
6. Evidence of illicit alcohol or drug use.
7. Vulgar or obscene language and attire.
7. Disrespectful behavior towards others, including peers, staff and service personnel.

### **III. Disciplinary Hearing Procedures and Disciplinary Sanctions**

579-040-0015

#### **Disciplinary Hearing Procedures**

University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and Eastern Oregon University's Student Code of Conduct (that is, if both possible violations

result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Senior Hearings Officer. Determinations made or sanctions imposed under the Student Code of Conduct shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

Disciplinary hearing proceedings at Eastern Oregon University need not mirror courtroom proceedings. At a disciplinary hearing, civil and criminal technical rules of evidence, applicable to such cases, shall not apply.

(1) The Senior Hearings Officer, appointed by the President, is responsible for coordination of the University's student disciplinary proceedings. The Senior Hearings Officer shall designate a Student Conduct Coordinator who will coordinate the activities of the Hearings Officers and Student Hearings Committee in regard to student conduct procedures.

a) The Student Conduct Coordinator shall be responsible for maintaining disciplinary hearings and/or issues records. These records shall include a summary of the disciplinary proceedings and results and the appointed hearings officer acting on the case. The Student Conduct Coordinator shall serve as Secretary to the Hearings Officers and Student Hearings Committee.

(2) Any member of the University community may file a complaint against a student for violation(s) of the Student Code of Conduct. A Complaint may be submitted in writing on a University Complaint Form, in person, via email or telephone, or on an incident report form to the Office of Student Affairs and/or the Student Conduct Coordinator. Any complaints should be submitted as soon as possible after the event takes place, preferably within 24 hours. Upon receipt of a complaint, the Student Conduct Coordinator, in conjunction with the Senior Hearings Officer, will determine whether or not the complaint is deemed sufficient as to facts or laws and whether or not it should be forwarded to a Hearings Officer. If the complaint is forwarded for a hearing, the Student Conduct Coordinator will afford the student the opportunity to meet with the Coordinator for the purposes of discussing the options for disposition of the case and discuss the student's rights and responsibilities as proscribed in OAR 579-040-0010. At the meeting with the accused student, the Student Conduct Coordinator will describe the hearing options available to the student. These options are:

- a. Campus Hearings Officer Presiding, or
- b. Student Hearings Committee Presiding (a subcommittee of the Assembly Student Affairs Committee).

The complaint will be assigned to a Hearings Officer or the Student Hearings Committee. A time shall be set for a hearing, not less than five or more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Student Conduct Coordinator. The Student Conduct Coordinator will work with the Hearings Officer and/or the Student Hearings Committee to arrange for a hearing to review the complaint, and determine the subsequent appropriate institutional response.

### **Disciplinary Sanctions**

The following decisions may be rendered as a result of a disciplinary hearing:

(1) Dismissal of the complaint.

(2) An informal settlement including mandated counseling referral(s).

(3) Restitution: Reimbursement by dollar amount, by transfer of property, or by provision of services to the University or a member of the University community in accordance with the nature of the violation in an amount not in excess of actual expenses, damages, or losses incurred.

- (4) Required Educational Activities: Mandatory participation in educational activities or programs of community service.
- (5) Restrictions: Removal from a living group, or from the use of specific University facilities, or denial of the use of a vehicle on campus, or other restrictions consistent with the violation committed.
- (6) Warning: Official notice, in writing, to a student that his or her conduct or actions are in violation of the Student Code of Conduct. The continuation of such conduct or actions may result in further disciplinary action.
- (7) Reprimand - severe or formal reproof.
- (8) Probation: A written reprimand for violation of specified regulations. Probation will be for one to three academic quarters, and may include loss of privileges, restitution, and/or required educational activities. Placement on probationary status includes observation and review of behavior and the student must demonstrate compliance with the Student Code of Conduct. A student on probation is not in “good standing” with the University. Students on probation are subject to suspension if found in violation of the Student Code of Conduct during the probationary period.
- (9) Loss of Privileges: Denial of specified privileges for a designated period of time.
- (10) Discretionary Sanctions: Work assignments, essays, service to the University, or other related discretionary assignments.
- (11) Residence Hall Suspension: Separation of the student from the residence halls for a designated period of time, after which the student is eligible to return. Conditions of readmission may be specified.
- (12) Residence Hall Expulsion: Permanent separation of the student from the residence halls.
- (13) Disciplinary Suspension:
- (a) Suspension:
- Exclusion from the University for a specific period of time. Suspended students are normally denied the privileges and services provided to currently enrolled students, including residing in University-owned or recognized student housing, attending class, or using other University services or facilities. Suspension is generally for one year; however, the period of suspension may be specified for any period;
- The conditions of suspension typically take effect immediately after the student has been informed of the decision. If an appeal is filed, the imposition of the suspension will be delayed until the conclusion of the appeal process. However, if a pending disciplinary hearing or appeal may result in suspension, as determined by the Student Code of Conduct, awarding of the academic degree sought will be postponed pending the outcome of the disciplinary hearing.
- (b) Deferred Suspension: Placement on deferred suspension status during which there is observation and review of behavior. If the student is found to further violate University regulations during this period, the student is suspended without further hearings. Deferred suspension may be for a period of one term up to and including the remainder of a student’s enrollment at the University.
- (14) Expulsion: Permanent removal of eligibility to attend Eastern Oregon University.
- (15) Revocation of Admission and/or Degree: Should the University discover that a student, or former student, has received an Eastern Oregon University degree, or has been admitted, under false pretenses (i.e., academic dishonesty, falsifying transcripts), or has pending Student Code of Conduct violations, attempts will be made to adequately correct the situation. If the student is uncooperative or unwilling to meet requirements consistent with institutional, college and Divisional graduation requirements, her/his degree may be revoked until all requirements are met.

(16) **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.

(17) Students whose behavior violates the Academic Honesty Code are subject to additional academic sanctions, including failing the course, removal from an academic Division, and removal from a college, that may be imposed by the instructor, Division chair or dean.

At the President's discretion, the President or designated representative may notify law enforcement agencies of potentially illegal acts on campus or at University sponsored activities. Criminal or other charges arising from acts on campus or at University sponsored activities will proceed independently of on-campus disciplinary proceedings but may arise out of findings of said proceedings.

**Publications:** The publication(s) referred to or incorporated by reference in this rule are available from the agency.

Stat. Auth.: [ORS 351.070](#)

Stats. Implemented: [ORS 351.070](#) and 351.088

#### **IV. Addition Disciplinary Sanctions Specific to Student Representatives**

- **Athletic Probation** – The student representative continues as a member of the team and must abide by restrictions imposed during probationary period.
- **Athletic Suspension** – The student representative is separated from the team for a specific period of time and must abide by restrictions imposed during suspension period. If a student representative violates a local, state, or federal law or a campus policy, which involves a felony charge or a misdemeanor involving violence, and charges are filed on or off campus, the student athlete shall be automatically suspended from participation in intercollegiate athletics and/or support activity until the charges have been resolved by the appropriate legal system.
- **Loss of Athletic Financial Assistance**– The student representative may lose all or part of institutional athletic aid.
- **Athletic Expulsion** – The student representative is permanently separated from the team and forfeits all athletic aid.

#### **V. Specific Infractions**

**Felony/Misdemeanor** – If a student representative violates a local, state, or federal law or a campus policy, which involves a felony charge or a misdemeanor involving violence, and charges are filed on or off campus, the student athlete shall be automatically suspended from participation in intercollegiate athletics and/or support activity until the charges have been resolved by the appropriate legal system.

**Positive Drug Test** – EOU Athletics reserves the right to mandate a drug test based on reasonable suspicion. To be **considered reasonable suspicion**, evidence must be based upon a specific event or occurrence in which the student representative has been presumed to use drugs, these would include, but are not limited to:

- direct observation by coaches, athletic trainers, or physicians involving suspicious medical symptomatic changes inherent to suspected substance abuse
- Code of Conduct violations on or off campus involving the use or presumed use of drugs
- frequent, unexplained absenteeism.
- significant changes in behavior.
- obviously suspicious conduct.
- common sense conclusions of abnormal human behavior.
- previously positive drug test.
- evidence reported from a reliable third party.
- physical evidence pointing to drug abuse or use
- possession of drug paraphernalia

If a student representative fails a drug test or refuses to provide a urine sample, he/she shall be deemed to have tested positive for the drug in question. A student representative with a positive test will face the following automatic disciplinary sanctions:

**First Offense-** Student Representatives will be suspended from intercollegiate participation (competition, practice and all other team related activities) for one (1) calendar year. The student representative will also forfeit any athletically related grant in aid during this period. After one calendar year the student representative may request to be reinstated to the activity after submitting a written request to the Student Affairs Conduct Coordinator, Director of Athletics, and Head Coach/Advisor.

**Second Offense-** Immediate Expulsion from any further participation and loss of any athletically related grant in aid.

**Alcohol use** – Eastern Oregon University does not condone the illegal or irresponsible use of alcohol. Both abuse and dependence can impair brain function, dull judgment, reduce alertness and lead to life altering consequences. University staff and faculty are expected to conduct themselves in an exemplary fashion and adhere to university, federal, state and city laws related to alcohol. Violations are punishable by state laws and subject to prosecution. Student violators are also subject under the student code of conduct. Consumption of alcohol is expressly prohibited in connection with any official intercollegiate team function (i.e., any activity held at or under the direction and supervision of a member of the athletics staff). Sanctions for involvement with alcohol under conditions prohibited by the Athletic Division, but in which there are no legal implications will be determined by the head coach and athletic director. Depending upon circumstances, sanctions may include suspension from practice and/or competition as well as other appropriate consequences to include referral to Student Affairs Office for proper action under the student code of conduct.

## **VI. Repeat Offenses**

A student representative who repeatedly violates Section II risks athletic suspension and/or athletic expulsion. The past disciplinary record will factor in to severity of sanctions.

## **VII. Disciplinary Hearing**

Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Disciplinary Hearings at Eastern Oregon University. Contested Case procedures in ORS Ch 183 do not apply to these hearings.

a) Disciplinary Hearings with a Hearings Officer are intended to determine a factual basis for assertions in complaints filed. Disciplinary Hearings shall not be open to the public. The Hearings Officers are empowered to:

1. Make findings of fact;
2. Dismiss the case;
3. Refer the student for counseling;
4. Impose any sanction listed in OAR 579-040-0015 of this Code.

The Complainant, the Accused Student and the Student Conduct Coordinator may arrange for witnesses to present pertinent information to the Hearings Officer. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the hearing. Witnesses will provide information to and answer questions from the Hearings Officer. The person(s) complained against shall appear along with witnesses and other parties requested by the Hearings Officer to be in attendance. All parties may have counsel to serve as advisors at



their own expense. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Hearings Officer. Cross-examination of witnesses, however, shall be restricted to the person(s) accused, and the Hearings Officer. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the Hearings Officer.

A secretary may record information presented, accept information, statements, and prepare a summary of the Hearings Officer's findings. No transcription of a disciplinary hearing will be made. After the portion of the hearing concludes in which all pertinent information has been received, the Hearings Officer will determine whether the Accused Student has violated each Code of Conduct which the student is charged with violating. Every effort will be made to issue a written decision within two business days by the Hearings Officer after the conclusion of the hearing. However, no fixed deadline is imposed.

b) Disciplinary Hearings before the Student Hearings Committee. The Complainant, the Accused Student and the Student Conduct Coordinator may arrange for witnesses to present pertinent information to the Student Hearings Committee. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student at least two weekdays prior to the hearing. Witnesses will provide information to and answer questions from the Student Hearings Committee. The Student Hearings Committee has the power to:

1. Make findings of fact;
2. Determine whether or not the student has violated the Code;
3. Recommend to dismiss the case;
4. Recommend any sanction listed in 579-040-0015 of the Student Code of Conduct to the Senior Hearings Officer.

The person(s) complained against shall appear along with witnesses and other parties requested by the Student Hearings Committee to be in attendance. All parties may have counsel to serve as advisors at their own expense. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Hearings Committee. Cross-examination of witnesses, however, shall be restricted to the person(s) accused, and the Student Hearings Committee.

A secretary may record information presented, accept information, statements, and prepare a summary of the Student Hearings Committee's findings. No transcription of a disciplinary hearing will be made. Every effort will be made to issue a written decision within two business days by the Senior Hearings officer after the conclusion of the hearing. However, no fixed deadline is imposed.

Stat. Auth.: [ORS 351.070](#)

Stats. Implemented: [ORS 351.070](#) and [351.088](#).

## **VIII. Appeals**

579-040-0030

Following a disciplinary hearing, the student complained against has the right to an appeal.

(1) A decision of a disciplinary hearing may be appealed to the Vice President for Student Affairs in writing within five working days after notice. The Vice President will review all information presented at the hearing and may interview witnesses who appeared. The Vice President will make a decision within five working days after review. The Vice President's decision shall be final.

(2) The request for an appeal must include specific justification, including: errors, failure to consider all of the information presented, or any other action, including any new information not known at the time of the original hearing, which denied the student a fair hearing.

(3) Appeals related to the sanction of Deferred Suspension, Suspension or Expulsion will be considered by the Student Hearings Committee, a subcommittee of the Eastern Oregon University Assembly Student Affairs Committee. The Student Hearings Committee will make a recommendation to the Vice President for Student Affairs. The Vice President will review the recommendation and make a decision within five working days after review. The Vice President's decision shall be final. Procedures to be followed are available from the Office of Student Affairs.

Stat. Auth.: [ORS 351.070](#)

Stats. Implemented: [ORS 351.070](#) and 351.088.

## **IX. Emergency Action**

579-040-0035

A student exhibiting behavior disruptive to the academic process or other institutional activities who lacks the capacity to respond to disciplinary procedures or the capacity to understand the nature or the wrongfulness of the conduct in question or who poses potential harm to the welfare of self or others, will be referred to the Vice President for Student Affairs for immediate action. Such action may include restrictions on the person's presence at the University or its events until a disciplinary hearing can be held. The hearing must be held within two working days after the Vice President's order unless the student requests an extension.

Stat. Auth.: [ORS 351.070](#)

Stats. Implemented: [ORS 351.070](#) and 351.088.

## **X. Student Records**

579-040-0045

(1) All complaints include the creation of a disciplinary file secured in the Office of Student Affairs. Sanctions at the level of probation and above place the student outside of "good standing" with the University for the duration of the sanction. Multiple sanctions may be imposed where appropriate.

(2) Disciplinary Probation shall involve written notice that is to be kept in the student's disciplinary file. There shall also be a Disciplinary Probation Hold entered in Banner on the student's record with the wording: "contact Student Affairs." After the period of Probation has expired and the student has met all proscribed obligations, the Disciplinary Probation Hold will be removed from the student's Banner record.

(3) Disciplinary Suspension shall involve removal of privileges to enroll at the University for a specified period of time and there shall be a written notice that is to be kept in the student's disciplinary file. There shall also be a Disciplinary Suspension Hold entered in Banner on the student's record with the wording "contact Student Affairs". After the period of suspension has expired and the student has met all proscribed obligations, the Disciplinary Suspension Hold will be removed from the students Banner record. A student suspended for misconduct and wishing to return to the University after the suspension period must notify the Office of Student Affairs in writing. The notification should include a description of the student's activities since the suspension went into effect.

(4) Disciplinary Expulsion shall involve permanent removal of privileges to enroll at the University and there shall be a written notice that is to be kept in the student's disciplinary file. There shall also be a Disciplinary Expulsion Hold entered in Banner on the student's record with the wording: "contact Student Affairs" followed by the date of the disciplinary action.

Stat. Auth.: ORS 351.070

Stats. Implemented: ORS 351.070 and 351.088.

Attachments: NCAA banned substance list and EOU Student Code of Conduct

## **NCAA Banned-Drug Classes**

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The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or [www.ncaa.org/health-safety](http://www.ncaa.org/health-safety) for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.** Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

### **Bylaw 31.2.3. Banned Drugs**

The following is a list of banned-drug classes with examples of substances under each class:

### **The NCAA bans the following classes of drugs:**

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

**Note: Any substance chemically related to these classes is also banned.**

**The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.**

### **Drugs and Procedures Subject to Restrictions:**

- a. Blood Doping.
- b. Local Anesthetics (under some conditions).
- c. Manipulation of Urine Samples.
- d. Beta-2 Agonists permitted only by prescription and inhalation.
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

### **NCAA Nutritional/Dietary Supplements Warning:**

**Before consuming any nutritional/dietary supplement product, review the product with your athletics Division staff!**

- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.

- Any product containing a dietary supplement ingredient is taken at your own risk.

**It is your responsibility to check with the appropriate athletics staff before using any substance.**

## **Some Examples of NCAA Banned Substances in Each Drug Class**

**NOTE:** There is no complete list of banned drug examples!!

**Check with your athletics Division staff before you consume any medication or supplement.**

### **Stimulants:**

amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

exceptions: phenylephrine and pseudoephedrine are not banned.

### ***Anabolic Agents – (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione)***

boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

### ***Alcohol and Beta Blockers (banned for rifle only):***

alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

### ***Diuretics (water pills) and Other Masking Agents:***

bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

### ***Street Drugs:***

heroin; marijuana; tetrahydrocannabinol (THC) – no other substances are classified as NCAA street drugs.

Peptide Hormones and Analogues:

growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

### ***Anti-Estrogens :***

anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.

### ***Beta-2 Agonists:***

bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class of banned drugs is also banned! (Unless otherwise noted)**

**NOTE:** Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.

EOU Student Code of Conduct can be found at <http://www.eou.edu/saffairs/handbook/condct.html>

# Sports Information



# **SPORTS INFORMATION DEPARTMENT**

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## **Purpose**

The purpose of the Sports Information Department is to collect and disseminate any and all information created or needed by the Athletic Department's staff or intercollegiate teams.

All requests for media coverage are to go through the Sports Information Director. The Sports Information Director will be the custodian of all team records and statistics as well as initiating the production all athletic publications.

## **Responsibilities**

### **Publications**

#### **A. Game/Event Programs**

1. Every home game shall have game programs, which will include:

Rosters for each team

Current Wall of Fame members

Booster Club members (\$100 level or above)

Event regulations or spectator rules

E. Event sponsors and/or advertisers

#### **C. Other Information/Flyers**

Team or other departments that would like to communicate to any off-campus entity (newspaper, radio, television, clubs, etc.) are to clear their materials with the Sports Information Department.

## **Department Procedures**

#### **A. Team and Individual Pictures**

- During each sport's pre-season, individual player and coaches pictures (mug shots) will be taken, along with a team pictures.
- These pictures are for use in publications (recruiting brochures, etc) and web site promotion.

#### **B. Rosters**

- Rosters will be derived by identifying returning players, along with any new recruits (freshman or transfer).
- Coaches are expected to communicate any additions or deletions of their roster to the Sports Information Department within 24 hours of that change.

C. Schedules

1. Coaches are to have a tentative schedule of their upcoming season by **May 1**.
2. The schedule will include the following information:
  - Date
  - Conference/Non-Conference contest(s)
  - Opponent
  - Location of contest(s) (Home/Away/Neutral site location)
  - Time of contest(s)
  - Number of Contest(s) –Softball doubleheader or single game

D. Post-Season Awards

1. All-American - This is a coach's association award. ***Each coach*** is responsible to see that ALL information is provided or available to the Sports Information Director for submission. This includes, but is not limited to:
  - Nomination Form (Coaches Manual)
  - Official Statistics (Overall and Game-by-Game)
  - Letter(s) of Support/Recommendation (if needed)

E. Annual Duties/Tasks

1. Summer
  - a. Archiving of old web pages/Creating of new team pages
  - b. Signage program (retain old/secure new)
    1. Ads/Announcements for Drive Spots
      - Dates and locations to be provided by the Booster Club or Athletic Director
    2. Ads/Announcements traditionally run for five days prior to Drive day
    3. Create Booster Club game tickets
  - c. Athletics
    - Create Ad for Newspaper publication

F. Weekly Duties/Tasks

1. Conference Regulations

Teams are required to exchange current rosters, up-to-date stats, and media fax list by fax or e-mail – on Monday or Tuesday of each game week

Nominate your Players-of-the-Week to the NAIA website for conference and/or region voting

  - Fall and Winter Sports – Nominations due by Monday, noon
  - Spring Sports – Nominations due by Monday, 5 pm
2. Athletic Department Procedure
  - a. Weekly Wrap-Up and Preview of each sport

b. Game Programs (see sec. 1.b.), Due to Copy Center on Thursday (Noon) prior to each game weekend.

3. Laptop Preparation

a. Make sure current rosters are loaded

b. Make sure current logos are loaded for live-stats (“vlogo.gif” and “hlogo.gif” located in the liveinit in the appropriate StatCrew (The Automated Scorebook-TAS) sports folder.

G. Solicitation for Advertising

H. Graduate Assistants

- Marketing/promotion/game management





## Eastern Oregon University Coach's Information Sheet

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Sport \_\_\_\_\_ Area of Responsibility \_\_\_\_\_

Coach's Name \_\_\_\_\_ Yrs on Staff \_\_\_\_\_

Coach's Spouse \_\_\_\_\_ Children & Ages \_\_\_\_\_

Hometown high school & Yr. Grad \_\_\_\_\_

Undergrad College & Yr. Grad \_\_\_\_\_

Graduate College & Yr. Grad \_\_\_\_\_

If Student Assistant, List Major(s)/Minors \_\_\_\_\_

Prep Coaching Experience \_\_\_\_\_

Prep Coaching Honors \_\_\_\_\_

College Coaching Experience \_\_\_\_\_

College Coaching Honors \_\_\_\_\_

Overall Win-Loss Records:

4-year schools \_\_\_\_\_ 2-year schools \_\_\_\_\_

Varsity HS \_\_\_\_\_

Individual Honors as a Student-Athlete

Athletic: \_\_\_\_\_

Academic \_\_\_\_\_

Please list any other noteworthy items below and on the back of this sheet:



**-Over-**

# Food Service



# FOOD SERVICE

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## Campus Food Service

Aramark Fine Dining has the contract for campus food services. Their contract provides for exclusive rights for on campus dining. The following policies should be observed when working with Aramark.

1. All on campus food/beverage needs **MUST** be coordinated through Aramark catering. Est. 23566
2. Any additional hosting of guests needs to be approved by AD through Budget process.
3. Refer to Recruiting Policies and Procedures for accessing food service for on campus recruits. (Note that the NAIA only allows for recruitment expenses that are consistent with the policy of the general recruitment of students to the campus.) For example off campus dining for athletic recruits is only permissible if campus dining is unavailable.
4. Meal tickets for recruits can be purchased at the dining hall. Prices may vary depending on the time of day the meal is served and the time of year. Be organized and proactive when arranging on-campus visits. (See recruiting policies)
5. Aramark will provide concessions for pre-arranged athletic contests. Fundraisers that involve any food items are not allowed during athletic contests. (See fundraising section for other policies)
6. We currently are under contract with Pepsi Cola for our soda vending. For all on campus events involving athletics Pepsi products will be used.
7. On-campus residents must also purchase a meal plan.
8. Any sports that practice ends after dining hall is close can make arrangements with Aramark to provide meals for student-athletes with meal plans. Head Coach must get permission from Athletic Director before contacting Aramark. It is strongly encourage that coaches end practice before the dining hall closes.

# Athletic Trainers Program



## STUDENT ATHLETE INFORMATION

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### **Medical Information**

Eastern Oregon University Athletic Training will provide services to all student-athletes. The health and safety of the athletes participating at EOU is our top priority. The athletic training room is located in Quinn Coliseum, directly across from the gymnasium. Any questions you may have can be directed to one of our staff athletic trainers. EOU Athletic Training will provide the following:

- Medical oversight by a Certified Athletic Trainer.
- Medical coverage for all competitions and practices as available.
- Emergency care of injuries or illnesses when they occur.
- Access to the athletic training room for prevention, treatment, evaluation, and rehabilitation of athletic injury.
- The athletic training room hours will begin at 9am-12pm, then open again from 1pm-6pm Monday- Friday, and weekends for competitions.
- Appointments may be scheduled with the athletic trainer outside of regular operating hours.
- Referrals to student health, team physician, and physical therapy when deemed necessary by the athletic trainer.
- Filing of secondary insurance for athletic injury once the deductible has been met
- Medical supplies as indicated for athletic participation
- Ice and water provided for all competitions, water bottles for all practices
- Follow-up medical care for athletically related injuries that occur while participating in EOU athletics
- Maintenance of medical records by the athletic training staff

### **Important Phone Numbers**

Athletic Training Room	541-962-3311
Head Athletic Trainer	541-962-3650
Asst. Athletic Trainer	541-962-3750
Student Health	541-962-3524

### **Transportation**

- EOU Athletic Trainers are not required to use their personal vehicles for any official purposes other than their own transportation to and from fields. The golf cart will be used to transport water and ice to practice fields. Coaches will be responsible for transporting water for practice held off-site.
- EOU Athletic Trainers should not transport acutely injured athletes in their own vehicles. If an injury is severe enough to necessitate an ambulance, they should be transported only by EMS.
- It is not the responsibility of the athletic trainer to get a student-athlete to and from Physician appointments. Arrangements should be made by the student-athlete and coach prior to making the appointment.

### **Parent/Guardian Communication**

The parent or emergency contact will be informed in the event of an emergency. The student-athlete must communicate other injury information. The EOU Athletic Training staff cannot communicate information about a student-athlete's injury or illness without the consent of that student-athlete. The student-athlete may sign a consent form if he/she would like the athletic training staff to communicate with his/her parents or guardian regarding his/her injury or illness.

### **Athletic Training Room (ATR) Rules**

- Please be courteous and respectful to the Athletic Training Staff

- You must sign-in before every treatment session and injury.
- The athletic training room is not a lounge, if you are not using the facilities you will be asked to leave
- Medical equipment checked out to the student-athlete is his/her responsibility. Lost or damaged equipment will be the financial responsibility of the student-athlete.
- No food or chewing tobacco allowed in the athletic training room
- Drinks are allowed only if the container has a lid that can prevent it from spilling.
- No shoes on the tables
- No profanity
- Showers are required before using the whirlpools or receiving treatment
- You must be supervised by the athletic training staff or your coach to use whirlpools.
- Athletes will be fully clothed when entering ATR or they will be asked to leave.
- Athletes are not to wear tights or compression short while using the whirl pools.
- If the athletic trainers are not in the ATR, you cannot treat yourself. ATR equipment is to be operated by athletic training staff only.
- Rehab and treatment session are mandatory, if you do not show up for a scheduled rehab or treatment session, your coach will be notified. You cannot return to play without our clearance.
- Please organize personal belongings within the ATR area. Belongings in the way will be moved.
- Cell phones are allowed only to text; anyone speaking on the phone will be asked to leave the room.
- Be on time for all treatments, taping, and rehabilitation sessions; we are not a reason for tardiness.
- The staff offices are off limits!
- Failure to follow these rules will result in your dismissal from the athletic training room

### **Student-Athlete Responsibilities**

**Incoming freshman and transfer athletes** need to complete several steps in order to gain clearance from Athletic Training:

- Use EOU physical form and receive a physical from MD, DO, PA, or NP of your choosing. EOU physical form will only be accepted.
- Complete a medical questionnaire.
- Complete a medical history form.
- Turn in a copy of your insurance card (front and back), you must have insurance coverage to participate in any team practice, conditioning session, or competition. EOU student insurance does not cover athletic injury and will not be accepted.
- Sign and date the Authorization for Use, Disclosure, and Release of Protected Health Information (HIPPA).
- Complete a baseline test for the ImPact concussion testing program.

**Returning student-athletes** need three things in order to gain clearance from Athletic Training.

- Complete a returning athlete form and short examination by the Athletic Training staff. This will include the following:
  - Medical history review
  - Height, weight, blood pressure, heart rate
  - Orthopedic screening examination
- Complete an updated medical questionnaire.
- Provide EOU athletic training with an updated copy of primary insurance card.
- For those athletes that suffered a concussion during the previous season and completed the ImPact test to return to play, they will need to complete another baseling test prior to being cleared.
- Turn in any documentation of any clearance needed to return to play for injuries sustained 2 years prior to attending EOU.

If, for any reason, the student-athlete is not medically cleared for participation in intercollegiate athletics, an EOU student health staff member, Athletic Trainer, or Team Physician, will notify him/her.

- Cost associated with any tests, consultations, and/or medical procedures needed to gain medical clearance for participation will be sent to the student-athlete's primary health insurance for payment.
- Costs not paid by the student-athlete's primary health insurance are the responsibility of the student-athlete.

The Eastern Oregon University Athletic Training department reserves the right to refuse medical clearance for participation in EOU Intercollegiate Athletics based on the medical opinion of the EOU student health center, Team Physician and/or his/her designee, or a member of the EOU athletic training staff. An athlete not medically cleared for participation by EOU may not seek medical clearance from a private physician, unless refereed by an EOU student health center member, Athletic Trainer, or Team Physician.

Incoming/transfer athletes may be asked to show any, but limited to: documentation and clearance notes regarding previous injury treatments/surgeries performed by private (non-EOU) physicians prior to the athlete's participation at EOU. Review of these documents by an EOU student health staff member, Team Physician, or athletic trainer will determine approval or refusal of final medical clearance for the student-athlete.

**\*ALL INCOMING TRANSFER STUDENTS AND NEW FRESHMEN ATHLETES WILL NEED ALL PHYSICAL PAPERWORK AND PHYSICAL EXAM DONE ALONG WITH A COMPLETED IMPACT BASELINE TEST BEFORE PRACTICING WITH THEIR TEAM.**

In addition to fulfilling responsibilities for clearance, athletes are expected to do the following to ensure proper care, coverage, and safety during athletic participation and to expedite return to play post injury.

- Athletes are responsible for notifying their supervising athletic trainer of any new injury within 24 hours.
- Athletes assigned to rehabilitation or physical therapy should consider rehabilitation mandatory and adhere to the rehabilitation schedule as approved by the athletic training staff and head coach.
- Athletes should not attempt to set themselves up on treatments.
- Athletes must report to the athletic training room if they have a scheduled treatment or rehabilitation session.
- If an appointment cannot be kept, the athlete is responsible for notifying the athletic trainer immediately.
- Referral to any medical physician must be approved and be facilitated by the athletic training staff.
- If the athletic training staff sets-up an appointment for a Doctor, it's mandatory, and the athlete has to arrive there at that given time and day.
- Second opinions are the right of the student-athlete; however the athletic training staff must be informed of the athlete's decision and choice of medical care. The student-athlete is expected to provide proper paper work from any physician that is not a part of the EOU sports medicine team. This includes evaluation notes and clearance for participation. With all proper paper work collected, clearance for participation will be determined by Athletic Training staff, Team Physician, or Student Health staff member.

### **Insurance**

Eastern Oregon University has a secondary insurance policy that will cover most expenses after your personal insurance company has been billed. EOU is not responsible for medical expenses before the deductible of the secondary insurance is met. Some highlights of the EOU secondary insurance policy are:

- Primary insurance is utilized first
- EOU athletic training staff is not responsible for monitoring policy coverage or dates of coverage on primary insurance policies for any student-athlete. This responsibility is the student-athlete's or primary insurance holder.
- If a student-athlete is injured during an EOU athletic activity and has lapsed in primary insurance, EOU athletics has the right to deny coverage under its secondary insurance policy, leaving the responsibility to all medical bills to the student-athlete (you).



- The deductible amount for football is \$3000 and \$250 for all other sports
- The deductible can be met by payments from you, your insurance company, or a combination of the two
- Deductibles are per injury (this means two different injuries will require you to meet the deductible amount twice)
- The insurance company will make payments directly to medical personnel
- The secondary policy will cover 90% of usual and customary charges based on rates established within the area in which you are treated
- Any charges not covered by the secondary policy after the deductible and payments made are the responsibility of the individual athlete
- Athletic trainers will not file a claim for those athletes that do not inform the athletic training staff of physician visits.

### **Concussion Policy**

This policy is to outline the process and procedure in dealing with an athlete that is suspected of having a concussion injury. This policy will also define what a concussion is and the signs and symptoms that occur when an athlete suffers one. Lastly, this policy will serve as a guideline to help protect and prevent any further injuries to the athlete, and structure a return-to-play format.

The references in this document for the information on, management of, return to play guidelines and treatment of a concussion are based on review of medical literature including, but not limited to, statements by the National Athletic Training Association, American Family Physicians, NCAA Manual of Sports Medicine, and varies established university policies from varies universities.

Cerebral concussions represent the most common brain injury in athletics, and in athletes that are participating in contact and/or collision sports. Concussion is defined as a “mild traumatic brain injury suffered by a traumatic biomechanical force.” Traumatic Biomechanical Force is “a direct blow that causes the head to snap forward, backward, or rotate to a side.” Concussion can range from different degrees: Mild (“dinged”, “bell rung”), Moderate, and Severe. All are considered brain trauma and can affect the brain’s function.

Sign and symptoms of a concussion can vary from different degrees of injury, from injury to injury, and from person to person. Sign and symptoms can start right after a concussion has occurred or can be delayed hours later. Any athlete that displays any of the following signs and symptoms should be thoroughly assessed by an athletic trainer or physician:

Headache/Light Headedness	Dizziness	Amnesia/ Memory Loss
Nausea/ Vomiting	Balance Difficulties	Vision Problems
Attention Disorder/Confusion	Depression	Sleeping Disturbance
Loss of Consciousness	Mentally Unresponsive	Personality Changes

### **Concussion Grading Scale:**

#### **Grade 1**

- No Loss of Consciousness
- Transient Confusion (inattention, inability to maintain a coherent stream of thought and carry out goal-directed movement).
- Concussion symptoms lasting < 15 minutes

#### **Grade 2**

- No Loss of Consciousness

- Transient Confusion
- Concussion symptoms lasting > 15 minutes but < 1 hour

### **Grade 3**

- Any Loss of Consciousness (LOC)
- Confusion or concussive symptoms lasting longer than 1 hour.

## **Sideline Management of Concussion:**

### **Grade 1**

1. If concussion is suspected, remove athlete from activity
2. Immediately exam athlete and re-assess athlete every 5 minutes
3. The athlete is **NOT** to return to the current activity, even if all symptoms have completely clear.
4. Athlete will be assessed through the remainder of the contest and after the contest has concluded.
5. Document injury and athlete will be given a Concussion Warning Sheet to take home.
6. Impact test will be administered once athlete is Symptom free for 24 hrs.

### **Grade 2**

1. If concussion is suspected, remove athlete from activity
2. Immediately assess athlete and continue to monitor athlete throughout the rest of the activity. Re-assess athlete every 5 minutes for first 30 minutes until confusion/amenia clears, and then re-check every 15 minutes until symptom(s) resolve.
3. The athlete is **NOT** to return to the current activity, even if all symptoms have completely clear.
4. Athlete will be assessed after the contest and be given the Concussion Warning Sheet.
5. The athlete will be re-examined the next day and will also receive an appointment to see Student Health within 24-48 hrs post-injury.
6. Athlete will need to be symptom free for one week, pass all tests, and need a clearance from Student Health or a Physician to return to play.

### **Grade 3**

1. If the athlete loses consciousness <15 seconds or has prolonged amnesia/confusion for longer than 1 hour, athlete will be transported or sent to the hospital/emergency room.
2. If the athlete loses consciousness for longer than 15 seconds, EMT will be called or assist in evaluation of athlete, and may transport the athlete to the hospital/emergency room.
3. The athlete, under any circumstance, is **NOT** allowed to return to the current contest/practice.
4. Document injury and athlete will be given Concussion Warning Sheet to take home.
5. The athlete will be re-examined the next day and will also receive an appointment to see Student Health within 24-48 hrs post-injury.
6. Athlete will need to be symptom free for one week, pass all tests, and need a clearance from Student Health or a Physician to return to play.

## **Guidelines for Return to Play after a Concussion:**

**Note- “Needs Testing” refers to Exertion Testing, Impact Testing, and Sports Specific Testing, done in order as mentioned, and is needed to for athlete’s return.**

<b><u>Grade of Concussion</u></b>	<b><u>Circumstances</u></b>	<b><u>Time Out</u></b>
Grade 1	Post-concussive symptoms lasting <15 mins.	Out of current activity. Assess athlete every 5 minutes and post-activity. Needs testing for clearance to participate.
Multiple Grade 1	Any	Out for 1 week., needs testing, and needs Clearance from SHC or Physician
Grade 2	Post-concussive symptoms lasting >15 mins., but < 1 hour	Out for 1 week., needs testing, and needs Clearance from SHC or Physician
Multiple Grade 2	Any	Out for 2 week., needs testing, and needs Clearance from SHC or Physician
Grade 3	LOC < 15 sec Post- concuss > 1 hour	Out for 1 week., needs testing, and needs Clearance from SHC or Physician
Grade 3	LOC > 15 sec	Out for 2 week., needs testing, and needs Clearance from SHC or Physician
Multiple Grade 3	Any	1 month or longer. Needs testing, and needs Clearance from SHC or Physician

### **Impact Test:**

Eastern Oregon University athletics participates in the Impact Concussion Management Software. Every athlete that joins EOU athletics needs to complete a baseline test prior to participating in any sport. A post-concussion cognition test will be administered to any athlete that suffers a concussion 24 hours after athlete is symptom free. Athletes that fail any part of this Impact test are not allowed to return and will have to wait 24 hours before being re-tested. If an athlete passes the Impact test, they will be able to move forward in getting cleared to return to play.

### **Try-out Policy**

This policy is created to help facilitate any individual that is trying-out for any Eastern Oregon University athletic sport. The procedures listed below are to guide the proper course of action to take when this event is to occur. Please follow all procedures to prevent any delays or denial of any athlete trying-out.

- Coaches must contact the athletic training staff within 24 hours of all individuals wanting to try-out, with when and where the try-out is to take place. Communication can be made via email, phone, or in person.
- Coaches must attain a Try-out Waiver from the athletic training staff before the scheduled event is to occur. This waiver must to be filled-out and signed by all individuals trying-out.
- A waiver must be filled out and signed by each athlete for each day they are trying-out and turned in at the appropriate time.
- The completed waiver must be turned in to the athletic training staff one hour prior to the scheduled event. Any waiver turned in late will disqualify that athlete from trying-out.
- Please inform all individuals trying-out (non-current EOU student-athletes) that any injuries suffered during the try-out are not covered by EOU's secondary insurance, and please inform them prior to the trying-out.
- If an athlete trying-out sustains an injury, the athletic training staff will provide basic athletic training care to that athlete.

Note: If any EOU athlete participating in the try-out suffers an injury; he/she is covered under EOU's secondary insurance. EOU's insurance policy will be applied.

If there are any questions about what an athlete needs or any questions about the guidelines of this policy, contact the athletic training staff. This policy is to help guide an individual to a safe and pleasant try-out.

### **Additional Care**

There are some issues that may affect your health and safety outside of obvious injury. Student athletes may have issues related to drug and alcohol use, nutrition, psychological or performance issues, or a number of other concerns. Whatever the problem you may have as a student-athlete the Athletic Training staff is here to assist you in any way possible. Your health and safety is our first priority! All issues will be handled with confidentiality and understanding in regards to your wishes and privacy. If you find yourself with an issue you need assistance in dealing with, follow these guidelines:

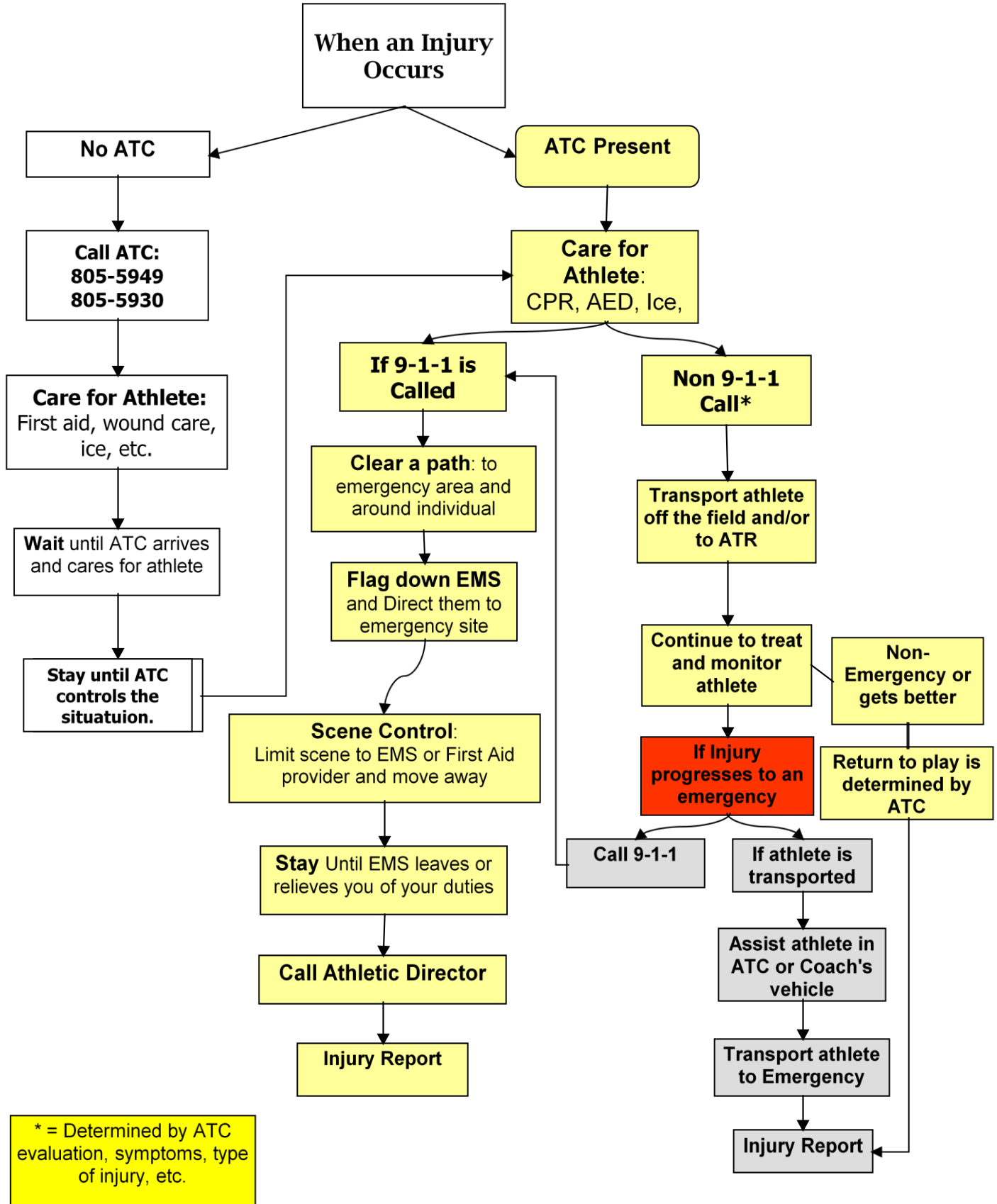
- Notify an Athletic Trainer
- Based on your request, other professionals may be notified of the issue
- We will refer you to the proper professional for treatment and again, based on your wishes we will stay involved with your treatment

***Eastern Oregon University Athletics and Athletic Training Staff reserve the right to deny participation to any EOU athletic activity or any EOU athletic sport due to any injury or history of injuries that may put an athlete at risk to further injure themselves.***

### **Non-athlete Eastern Oregon University Students**

The Athletic Training staff may treat EOU students that are not part of EOU athletics with a referral from the student health center. All non-athletes must first be seen by the student health center; athletic training will not evaluate or treat "walk-in" non student-athletes. If student health feels the student can be helped by the Athletic Training staff student health may set up an appointment with an Athletic Trainer. All initial evaluation of non student-athletes must be completed by the student health center.

## Emergency Action Plan- Game or Practice





# Intramurals



# **INTRAMURAL SPORTS**

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## **Mission Statement**

Eastern Oregon University Intramural Program provides individuals with opportunities that encourage physical, emotional, intellectual, and social growth in a safe, fun, and positive environment. The program is designed to enhance the total educational experience.

## **Goal**

The goal of Eastern Oregon University Intramural/Wellness Program is to provide and enhance a meaningful experience for each individual who participates in the program by offering varying degrees of leadership, teamwork, and competition.

## **Facilities Regulations:**

### **ID Cards and Membership Pass**

All students must present ID cards when entering restricted areas (main gym, auxiliary gym, and fitness center). The EOU athletic facilities are a “second home” for our student athletes and we want them to feel that way.

### **Guests**

Any student or pass holder may sponsor a guest. Guest passes are required for non-EOU students and non-pass holders. Guest passes are \$5.00 for adults and children. Guest passes can be purchased at the cashier's office in Inlow.

### **Racquetball/Handball Court Policies**

The racquetball court is open to current EOU students, faculty, staff, and Community Pass Holders.

- Appropriate workout clothes must be worn. Shirts and court shoes must be worn at all times.
- Food, open containers, and street shoes and shoes that mark the court are not permitted.
- Eye guards are highly recommended.
- There is a one-hour limit when individuals are waiting for a court.
- Signup sheet outside door

### **Quinn Practice Gym and Akerman Gym Policies**

Akerman gym and Quinn practice gym are available for clubs and non EOU groups. General EOU use is first come first serve with the exception of intercollegiate practice times given first priority. For special arrangements please call 962-3665 or in person at Quinn 126.

- Court shoes are required.
- Food, open containers, bicycles, and shoes that mark the gym floors are not permitted.
- Appropriate workout clothes must be worn. Shirts and shoes must be worn at all times.

### **Tennis Courts Policies**

The tennis courts are open to current EOU students, faculty, staff, and Community Pass Holders.

- Food, open containers, bicycles, in-line skates, skateboards, and shoes that mark the courts are not permitted.



- There is a one-hour limit when individuals are waiting for a court.
- Appropriate workout clothes must be worn. Shirts and court shoes must be worn at all times.

### **Indoor Climbing Wall Policies**

The climbing wall is open to current EOU students, faculty, and staff and Community Pass Holders. The climbing wall is located on the East Balcony in Quinn Coliseum. The climbing wall was designed and built by EOU students and staff. The wall features both vertical and overhanging surfaces.

- Appropriate workout clothes must be worn. Shirts and shoes must be worn at all times.
- EOU climbing wall instructors must be present.
- The climbing wall is not to be used during basketball games, volleyball games, or other gym events.
- Climbing wall and instructors available during regularly scheduled hours.
- For special arrangements please call facility office at 541-962-3665.

Facility Website: <http://www.eou.edu/athletics/facilities/index.html>

### **Intramural Programs Offered:**

- Flag Football
- Volleyball
- Basketball
- Softball

\*Men's/women's co-ed available in all areas.

# Facilities



# **Facilities**

## **General Information**

Currently EOU has eleven athletic facilities that the Athletic Department administers and manages the use of. The facilities have a dual use. The primary use is to provide a permanent home site for our Athletic teams to compete and practice. The second reason is to provide the university community with facilities that would provide educational and recreational activities

## **Facilities**

1. Quinn Coliseum
2. Community Stadium
3. EOU Track & Field Complex
4. EOU Softball Field
5. Outdoor Tennis Courts
6. Fitness Center
7. Training Room
8. Recreation/ IM Field
9. Soccer Field
10. Multi-Purpose Field

## **Facility Reservation**

EOU Athletic facilities must be reserved before any official use or practice. Head Coaches for Fall & Winter sports must turn in their schedule of games and practices (include all fields and rooms use) by August 1. Head Coaches for spring sports must turn in their schedule of games and practices (include all fields and rooms use) by November 1.

## **Locker Rooms**

Coaches are responsible for the cleanliness of their designated locker room. It is the expectation that student athletes take pride in the upkeep of the facility. All locker rooms must be neat and clean. If there are any problems the coach should report the problem immediately to The Quinn Facilities Manager; Keith Scarlett, in the form of a Service Request.

## **Emergencies**

If there is an emergency situation in or on one of our athletic facilities someone from the coaching staff must call Campus security if an athletic trainer is not present. The coaching staff should control the scene until help arrive. The phone number for Campus Security is 962-3911.

# Sports Camps & Clinics



# SPORT CAMPS AND CLINICS

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## **Guidelines:**

### **Guidelines for summer camps and other events**

- Coaches or event directors must communicate the details of the camp or event at least one month prior to the camp or event with the Head Athletic Trainer to determine necessary and appropriate coverage.
- Selected EOU camps may have the option of hiring an ATC on an on-call basis, requirements for an on-call situation are as follows:
  - It must be determined by the Head Athletic Trainer that the risk of not having an ATC on site is reasonable and prudent.
  - Full contact football camps will not be allowed an ATC on-call, there must be an individual certified in CPR/First Aid on site
  - The on-call ATC must remain in the immediate La Grande area and within 15 minutes of reaching the site.
  - Coaches are not to evaluate injuries or determine return to play status.
  - Coaches are not to utilize EOU Athletic Training supplies without prior approval.
- Any camp exceeding 100 participants (75 in football) must hire a minimum of 2 Certified Athletic Trainers. Any camps exceeding 200 participants (150 in football) must hire a minimum of 3 Certified Athletic Trainers.
- Any summer camp using EOU Athletic Training supplies will be charged for supplies used. An invoice will be provided at the conclusion of the camp.
- Liability insurance coverage is required for all camp participants. Camp directors are responsible for notifying risk management of number of campers prior to beginning camp.

### **Cash Box Request**

- One week prior to camp, no less.

### **Camp Supplies**

- All supplies need to be purchased by Head Coach or designee.
- Supplies will be reimbursed from camp account. Itemized receipts must be kept and turned in either during or at the conclusion of the camp.
- Supplies **are not** to be purchased from cash box money.

### **Camp Registration**

- All registrations need to be tracked
  - Number of people in attendance
  - Cost per person
  - Amount of discounted registration and rational
- This information shall be forwarded to the Business Coordinator at the conclusion of the camp for Insurance Assessment.

### **Return of Funds from Camp**

- All funds need to be returned immediately following camp.

### **EOU Camps**

- A Certified Athletic Trainer from EOU will be available for \$20.00/hr.

- An on-call Certified Athletic Trainer may be utilized at the discretion of the Head Athletic Trainer for \$30 per day.
- Any non-certified Graduate Assistant will receive \$10.00/hr.
- Any student, not receiving practicum hours for work done with a camp will receive current minimum wage.

#### **Camps not affiliated with EOU Athletics-Wage Costs**

- Any Certified Athletic Trainer will earn a wage of \$20.00/hr.
- A non-certified Graduate Assistant Athletic Trainer will earn \$10.00/hr.
- A student, non-certified Athletic Trainer will earn current minimum wage.

### **Employment and Payment of Camp Counselors**

Anyone who is employed by the coach to work a camp must follow institutional guidelines in order to receive payment.

ALL paid workers must current, valid workers with the payroll office. Check with the Business Coordinator prior to the start of camp to see if workers need to file papers with the Payroll Office.

Unpaid workers are considered volunteer and must fill out a Volunteer Service Form. This form shall be turned into the Business Coordinator prior to the start of camp.

**Current Institution Benefited Employee-** If a camp employee is also a current benefited employee, he/she can only be paid on an overload basis. The Overload Form (A) must be submitted in order for payment to be received. Payment will be added to regular monthly pay.

**Currently enrolled student** If a camp employee is a currently enrolled student he/she may be paid either through the hourly process or with a practicum attached.

- Hourly- must be paid current minimum wage. If during the school year, student can work a maximum of 20 hours per week. During the summer and in-between academic terms, students may work up to 40 hours per week. Any hours over 40 hours will be paid out as overtime at time and a half per hour and charged to the camp. Student time sheets (B) must be signed by the Camp Director or Event Coordinator and turned in by the 15<sup>th</sup> of the month following the conclusion of the camp.
- Practicum- On occasion a student wishes to receive credit for working a camp if the experience falls within their major/minor field of study. The student is required to pay for the practicum hours; the practicum must be approved by the practicum (C) coordinator of the school (Arts and Sciences, Education, or Business). In this case the employee may be paid a lump sum or stipend amount.

**Non-student or Non-Benefited Employee-** If an employee is neither a student nor a current employee and Unclassified Pay Form (D) must be used. A stipend amount may be used in this case.

**\*\*\* All forms of pay are subject to taxation.**

**ALL EMPLOYEES OF EOU-RAN CAMPS OR CLINICS MUST BE ON A CONTRACT PRIOR TO WORKING TO BE COVERED UNDER INSTITUTIONAL LIABILITY INSURANCE.**

## **Off Campus Camps and Clinics**

Any off campus camps and clinics ran by EOU are subject to the same policies and procedures. Camps and clinics that are contracted out by a third party are subject to their policies and procedures.

# Hall of Fame





# **EASTERN OREGON UNIVERSITY ATHLETIC HALL OF FAME**

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The Eastern Oregon University Athletic Hall of Fame was established in 1987 to recognize the outstanding achievements of Eastern Athletes. In 2002 a Hall of Fame selection committee was formed. The charge of the committee was to formulate categories and criteria for selection. In addition the committee created a process to accept and review nominations. Also in 2002 a revised recognition process that included a formal Induction ceremony was started.

*Hall of Fame Inductions traditionally take place during Homecoming festivities.*

Following is information regarding Eastern's Highest Athletic Honor:

## **Committee Members**

- **Lee Insko (voting member)**
- **Wayne Herron (voting member)**
- **Saichi Oba (voting member)**
- **Karin Tsiatsos (voting member)**
- **Sam Ghrist (voting member)**
- **Jack Lane (voting member)**
- **Rob Cashell, Director of Athletics (ex officio)**

## **Categories and Criteria**

### **Individual**

To be eligible for consideration for Hall of Fame Induction in the individual category the committee will review the following criteria.

- ☐ Outstanding Athletic Contributions
- ☐ Conference, District, or National athletic recognition
- ☐ Citizenship and Community Service (past and present)
- ☐ Individual must have competed for Eastern Oregon University a minimum of one full season
- ☐ 10 year waiting period

### **Teams**

To be eligible for consideration for Hall of Fame Induction in the team category the committee will review the following criteria:

- ☐ Outstanding athletic contributions by team
- ☐ Conference, District, or National team recognition
- ☐ Minimum of 10 year waiting period

## **Coaches**

To be eligible for consideration for Hall of Fame Induction in the coaches category the committee will review the following criteria:

- ❑ Coached at Eastern Oregon University a minimum of one full season (active coaches not considered)
- ❑ Conference, District, or National coaching recognition (example- Coach of the year)
- ❑ Win-loss records
- ❑ Citizenship and Community service (past and present)
- ❑ Accomplishments of Individual athletes and teams coached

## **Meritorious Athletic Service**

The Hall of Fame Committee will consider nominations in the category of Meritorious Athletic Service for Individuals or groups who have given extraordinary service in support of the goals and objectives of the Universities Athletics Division.

## **Who can nominate?**

Any member of the alumni body, EOU Faculty, Staff, or Administration and any friends of the University may nominate a candidate in any category.

## **Timeline**

May 1st- Nomination forms available on Athletics and Alumni Homepage

June 1st- deadline for nominations

Mid to late August- committee meeting to discuss nominees

Ongoing- research of nominations

Early September- contact successful nominees (gather more info etc)

Mid September Contact invited guests

Week of Homecoming- news release on Inductee's

Friday night before football game- Hall of Fame Induction Ceremony

Additional Recognition- Halftime Football game

# **Mountaineer Athletic Association (MAA) Booster Club**



# MOUNTAINEER ATHLETIC ASSOCIATION

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The Mountaineer Athletic Association is dedicated to a partnership between the community, student athletes, and the athletics staff of Eastern Oregon University. The Booster Club exists to; build a strong university, support high quality athletic programs and assist with fundraising. **The primary focus of fundraising is for athletic Grant in Aid awards.**

Any financial aid or assistance to prospective or enrolled students in money or in kind, except that which comes from members of their immediate family or from those upon whom they are legally dependent, shall be administered by the institution under policies and procedures established by the institution through its regularly constituted committee on student loans and scholarships. Under no conditions may an individual or organization provide direct financial assistance to a previously enrolled or prospective student.

All donations to the general athletics program and/or the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the chief executive officer.

Individuals or groups who have made financial contributions to our athletic program are considered athletic representatives ('boosters'). **Athletic Representatives** and **Institutional Staff Members** are not permitted to provide a student athlete with any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletic interests to provide the student-athlete or his or her relatives with any form of extra benefit.

In 2004 the Mountaineer Booster Club transitioned from under the University to residing under the Eastern Oregon University Foundation. This move allows the Booster Club to take full advantage of the 5013c designation of the foundation. It also is in keeping with current state and federal regulations regarding non-profit organizations.

## **Policies and Procedures**

The MAA has adopted an all-inclusive fundraising plan that includes individual membership and corporate giving opportunities. This allows the Booster Club to approach Individuals and Businesses one time per year to establish their gift. It is in the best interest of the Club to approach fundraising in this fashion in a small community and region like ours.

The Director of Athletics coordinates this fundraising effort with the assistance of the executive board, coaches, Division staff, student athletes and MAA members. The primary focus of MAA membership will be for athletic grant in aid awards. The MAA is committed to augmenting institutional dollars for athletic aid. The MAA will raise dollars for the general scholarship fund that assists all programs. The disbursement of aid is the responsibility of the Division of athletics based on Title IX law and other determining factors. MAA will not designate any fundraising of scholarship dollars for individual programs. Corporate sponsorships are also a priority within the overall fundraising model.

## **Membership Categories:**

**General** - (includes endowment gifts for long term support and Gift in Kind)

100% minus value of benefits package go to support grant in aid and overall expenses of club

**Designated Members-** Gifts that are designated for a specific program

- Value of benefits deducted from initial gift
- 75% of balance goes to program while 25% of balance goes to general Booster to support grant in aid and overall expenses
- Administrative fee of 4% charged to all gifts with max of \$1,000
- Portion to program at discretion of athletics Division (coach and AD)

**Corporate-** Considered income and participate in signage, event sponsorship, advertising etc.

- 100% at discretion of Athletic Director/Marketing Director (supports marketing efforts, events etc.)

**Non- Designated-** Gifts received by programs for goods or services

- 100% at discretion of athletics Division (Coach and AD)
- Programs are not allowed to fundraise without a goods or service attached. An exception would be an “athon”. All fundraising requests must be submitted and approved by the Director of Athletics at least two weeks in advance of start date. The attached request sheet must be filled out and turned in.
- Camps and Clinics must also be requested but follow the camps and clinics procedures outlined in this manual.
- All checks must be written to EOU Foundation

## **Procedures**

- August /September MAA Membership Drive (includes individual and corporate)
- Parent letters cultivating membership (throughout year)
- Special Events (Golf Tournament, Hall of Fame, Parent Brunches etc.) throughout the year
- All publications related to fundraising events must be University approved
- All deposits made through main athletic office and then through Foundation
- Requests for use of non-designated dollars through AD

## **Team Fundraisers**

Teams may participate in various fund raising efforts outside of the general Division wide activities. ALL fundraisers must have prior approval from the Director of Athletics before commencement.

Following is the campus policy related to types of fundraisers and the area that deposits are to be made.

### **Policy on Athletic Division Gifts, Donations and Fundraisers**

100 Introduction and Purpose:

This policy allows the University and EOU Foundation to meet IRS regulations and its fiduciary responsibility to the taxpayers of the State of Oregon by providing guidelines for Athletic Division gifts, donations and fundraising revenue.

## 200 Definitions:

Gift - A gift is defined as a donation with no legal consideration imposed by the donor.

Unrestricted Gift - It is a gift where the donor places no restrictions. It can be designated (as designated for a particular sport) but not for a particular purpose (i.e. scholarships)

Restricted Gift – A gift where the donor attaches a particular purpose to the gift for example scholarships, professorships.

Donation – A donation is a gift given for a cause or/and for charitable purposes.

Athletic Fundraisers – Fundraisers are events designed to raise funds for the Athletic Division. This covers events such as throw-a-thons, bake sales, car washes (where players are donating their time to wash cars), donation jars.

## 300 Policy:

### 300.10 Description

Funds or items received as gifts, donations, or through Fundraising activities must be deposited in either the Foundation or the University Accounts (Gift or Revenue). Where these funds are deposited will depend upon circumstances, amount of donation, and acknowledgement needs.

Normally, EOU encourages donors to route their gifts/donations through the EOU Foundation so that the donor receives acknowledgement. However, small gifts and some fundraisers can be handled differently.

Gifts, donations and fund raising activities should be processed as follows:

#### 1) EOU Foundation

Charitable gifts which require acknowledgement or exceed \$25.00 per gift should be routed through the Foundation.

Major fundraising activities or campaigns should be routed through the Foundation as they have the mechanisms in place to capture necessary information.

All Scholarships **must** be routed through the Foundation.

#### 2) EOU Unrestricted Athletic Gift Accounts

Unrestricted gift accounts for individual sports will be set up in the 06xxxx series of funds as requested by Athletics.

Deposits to these gift accounts (see attached spreadsheet) should be made by taking the deposit to the Cashier's window along with the applicable deposit form. All checks must be restrictively endorsed with the EOU FOR DEPOSIT ONLY STAMP. The Athletic Division should have a stamp in their offices.

Donors should understand that these funds are for the purposes of the sport and not for a player's or coach's benefit. If the check indicates a player's name then it is not a GIFT instead it will be recorded in an EOU Athletic Dept. Revenue Account.

Fundraising can also include raffles but there are special rules governing raffles. Generally, all nonprofit organizations wishing to operate raffles are required to have license issued by the Oregon Department of Justice. However, if a nonprofit organization is holding raffles with a cumulative handle (total) of no more than \$10,000 per year then a license is not needed. This cumulative handle would encompass the entire University including student activities. In order to assure that this handle is not exceeded, Student Activities maintains a form to track raffle activity for the entire University. The Athletic Division should contact Student Activities prior to a raffle event to check on the cumulative handle to date.

Any funds deposited into the Unrestricted Gift Accounts are spent in accordance with university and state regulations.

### 3) EOU Athletic Revenue Accounts

Payments for sales should be recorded in the Athletic Revenue Accounts. If items are purchased for resale (i.e. T-shirts) these would be revenue not a gift. Checks which indicate a Player's name rather than a sport are NOT considered a Gift/Donation. These should be deposited into the Revenue Accounts.

Below is a list of various activities and where the funds should be deposited.

Activity	Deposit to EOU Foundation Account	Deposit to EOU Gift Account	Deposit to EOU Revenue Account
Booster Memberships	X		
Donation for Scholarship	X		
Charitable donation to Athletics - where Donor needs acknowledgement	X		
Fundraiser - Bake Sale		X	
Fundraiser - Car Wash		X	
Fundraiser - Miscellaneous		X	
Fundraiser - Money Jars		X	
Fundraiser - raking leaves		X	
Major Fundraising Events	X		
Raffles (let Student Affairs know about this) ****		X	
Sales of purchased items (i.e. t-shirts, sweat shirts)			X
Small donations where Donor does not need acknowledgement		X	

Solicitations for team trips (if \$50 or more and not restricted to an individual)	X	
Solicitations for team trips (if less than \$50 and not restricted to an individual)		X
Solicitations for team trips and check indicates player's name		X
Ticket Sales to events		X
Walk-A-Thon Pledges	X	
Media/Advertising	X	X
Royalties for Sportswear (split bookstore/booster)		
**** Special State Rules Apply		

### 300.20 Transition

Beginning immediately upon the approval of this policy gifts, donations and fundraisers should be deposited per the above policy.

All fundraisers require the proper type of paperwork to either start and/or finish. Please check with Director of Athletics and Athletics Business coordinator for proper paperwork prior to engaging in any fundraising effort.



# Athletic Equipment Policy and Procedures

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## **Athletic Equipment Policies and Procedures**

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### **Equipment Issue Policy**

- All equipment and uniforms will be issued by the Equipment Manager. All equipment will be signed for by the student-athlete, recorded, and kept on file. The student athlete is responsible for the care of the equipment issued to him/her and for its return.
- All equipment issued is required to be returned to the Equipment Manager. Game uniforms must be returned immediately following the game or the return of the bus on travel games. No game uniforms are to be laundered by any student athlete.
- At the end of final competition, equipment must be returned within two weeks. Failure to return equipment in acceptable condition will result in the student athlete being charged full replacement cost and late fees will be assessed to his/her student account.

### **Laundry Policy**

- All laundry will be done by the equipment room staff. Student-athletes must return laundry clip (practice gear), game uniforms and towels down the laundry chute in Quinn coliseum room 114.
- Laundry schedules will be communicated through the coaching staff. Teams that are in season will have priority of laundry schedules in order to receive laundry in a timely manner.

### **Game Day Setup and Tear Down Procedures**

- Practice and game day needs will be setup by the equipment room staff. Setup will begin the morning of the competition. Once completed, the gym or field is closed to any other sport until the game is over. The main gym could be setup for multiple games and nights. The gym is still closed to all practices until the equipment staff tears down the gym.
- Any needed practice during setup must be cleared with the Equipment Manager.

### **Purchasing Policy**

- All game day uniforms will be ordered by the Athletic Equipment Manager (AEM). Coaches and AEM will meet in order to compile or construct the uniforms color and materials selections.
- When ordering any item the AEM must have one weeks' notice in order to place an order and receive a purchase order number. All items ordered must have a four to six week delivery time. Coaches are responsible for all final purchases from each Athletic budget.

### **Gear Check-Out Policy:**

#### **1.) Game Uniforms:**

- All game uniforms for home contests will be placed into team locker rooms two hours before the contest.
- All game uniforms for travel days will be placed into team locker rooms two hours before the bus departure. Coaches must give accurate departure times with players and numbers of athletes one week ahead of time.
- Game uniforms must be returned into the laundry chute immediately following the game or when buses arrive from road games.

#### **2.) Practice Gear:**

- Coaches must give a schedule to the AEM one week before needing any practice gear. Player's names and numbers are needed. All practice gear is to be returned at the end of each athletic sport season. *All items not returned will be charged to students account.*