

BELLARMINE ATHLETICS STAFF HANDBOOK 2023-24



WHAT YOU WILL FIND

Athletics Mission Statement	3
Community and Belonging	4
Discrimination and Sexual Misconduct Policy	5
Sexual Misconduct and Harassment Claims	6
Title IX Responsible Employees	7
Relationship Policy	8
NCAA Transgender Policy for Student-Athlete Participation	9
Business Ethics and Conduct	11
Workplace Violence	12
Employee Conduct & Disciplinary Action	13
Hazing Policy	14
Social Media Policy	15
Communication Between Coaches and Faculty	16
Alcohol and Drug Policy	17
ASUN Conference	21
Southern Conference (SoCon)	22
Mid-American Conference (MAC)	23
Compliance Statement	24
Name, Image, and Likeness Policy	25
Budgets	30
Camps and Clinics/Other Fundraising Events	33
Scheduling	37
Travel	38
Student-Athlete Travel Policy	41
Academic Policies and Procedures	43
NCAA Drug Testing Policy	48
Bellarmino Drug Testing Policy	50

ATHLETICS MISSION STATEMENT

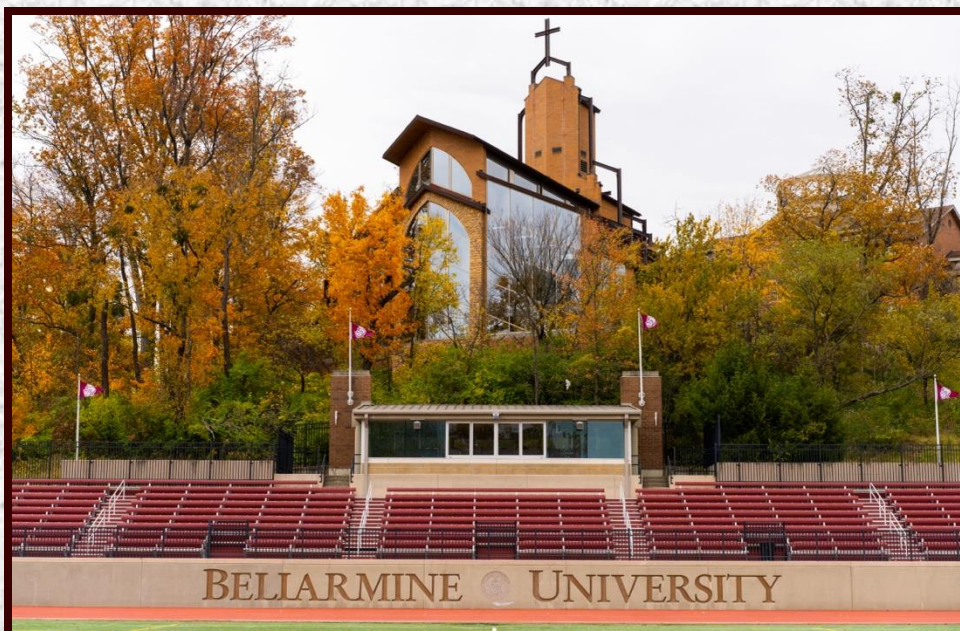
Bellarmino University Department of Intercollegiate Athletics is committed to excellence in athletics as an integral part of the educational philosophy and mission of the university. The Department engages in the pursuit of excellence in academics and athletics play. Bellarmine Athletics supports intercollegiate athletics and higher education, enhancing community and building character for all student-athletes through team affiliation and athletic competition.

PHILOSOPHY STATEMENT

Bellarmino Athletics offers student-athletes a valuable co-curricular experience as a part of the student life experience through a competitive athletic program. Bellarmine Athletics provides opportunities for student-athletes to enrich their leadership, cooperation, fellowship, and sportsmanship talents. At the direction of the Athletics Department, coaches are made fully aware that academics are primary, and they are urged to monitor student-athlete's academic progress and direct them to effective means to obtain success in their academic pursuit.

The University firmly believes that athletics has a significant role in helping student-athletes achieve success in their academic pursuits. Bellarmine Athletics is interested in nurturing the student-athlete's physical well-being and personal development. Bellarmine Athletics strives to enhance diversity and develop positive societal ideals in all its endeavors. The Department strives for gender equity by providing equitable athletic opportunities and developing programs that help all student-athletes achieve their potential academically, athletically, and developmentally. Bellarmine Athletics makes every effort to employ coaches and staff members who can perform as professionals in an educational community with a high standard of integrity, ethical behavior, and sportsmanship expected of its members.

Therefore, the Department of Athletics strives to assist the University's student-athletes in demonstrating excellence and integrity in all academic, athletics, and social development areas.



COMMUNITY AND BELONGING

Bellarmino University is committed to fostering a welcoming and connected community. According to the American Association of Colleges and Universities, building an environment where all individuals feel valued involves intentionally bringing people together with fair access to opportunities and support. Creating a strong and inclusive community requires developing a campus culture that is informed, respectful, and engaged with the richness of different cultures, perspectives, and faiths.

Bellarmino University ensures students, staff, and faculty feel a true sense of belonging. In times of cultural change, we must continue strengthening support for the broad range of individuals we welcome. To build meaningful engagement, we must expand our principles of hospitality so that everyone knows they have a place at the University beyond just being present.

Bellarmino University is an affirmative action and equal opportunity employer that encourages applicants from all backgrounds to apply. The University's policy provides equal employment opportunities to all qualified individuals, regardless of race, color, creed, sex, sexual orientation, gender identity, pregnancy, religion, age, national origin, ethnicity, disability, or military status.

Bellarmino University welcomes qualified students of any age, gender, sexual orientation, race, disability, color, religion, or national or ethnic origin. It ensures they have access to the rights, privileges, programs, and activities available to all students. The University does not discriminate based on these factors in its educational policies, admissions policies, scholarship and loan programs, athletics, or other school-administered programs.

Bellarmino University does not tolerate any form of sexual misconduct, harassment, non-consensual contact, exploitation, or retaliation related to such acts.



Discrimination and Sexual Misconduct Policy

Bellarmino strongly opposes and will not tolerate discrimination or sexual misconduct by its employees (faculty, staff, administration, temporary, part-time, and adjunct employees) against another employee, supervisor, student, customer, client, visitor, or applicant. Nor will Bellarmino tolerate discrimination or sexual misconduct against one of its employees or students by someone not employed by the University.

Bellarmino is committed to fostering a community that promotes prompt reporting of all types of discrimination and sexual misconduct and timely and fair resolution of complaints related to conduct on or off the university campus. Off-campus situations include, but are not limited to, student activities, student trips, and all programs for study abroad or away from the University campus and may include other situations involving University employees or students. Creating a safe environment is the responsibility of all members of the Bellarmino community. Sexual assault is a serious crime of hostility and aggression, and a violation of human dignity.

Sexual assault is also a very sensitive crime, unique in its physical and mental impact on the alleged victim. When it occurs at Bellarmino University, it is also a flagrant violation of University standards and will not be tolerated. All University policies governing sexual discrimination and misconduct apply to you and can be found in the Bellarmino Staff Handbook.

DEFINITIONS

The following definitions inform the Bellarmino University community of sex offenses that occur most frequently on college campuses. If the institution reasonably should know about student-on-student harassment that creates a hostile environment, immediate action will be taken to eliminate the harassment, prevent a recurrence, and address its effects, even if the harassment occurred off campus or is reported by a third party.

Sexual misconduct offenses include, but are not limited to:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Incapacitation
5. Sexual Exploitation
6. Stalking
7. Dating Violence
8. Domestic Violence
9. Retaliation in connection with any of these offenses.

Sexual Misconduct and Harassment Claims

Sexual assault is a severe crime of hostility and aggression and a violation of human dignity. Sexual assault is also a very sensitive crime, unique in its physical and mental impact on the alleged victim. Therefore, when it occurs at Bellarmine University, it is also a flagrant violation of University standards and will not be tolerated.

The Bellarmine University community expects its members to treat other persons with respect and dignity and will not tolerate any form of sexual assault or sexual misconduct. Both parties should explicitly agree on sexual activity, and the same holds whether the assailant is a stranger or an acquaintance. The use of alcohol or drugs will not be accepted as an explanation for the actions of any person charged violating this policy. In addition, either party's use of alcohol or other mind-altering substances does not have to be known for the offense to be considered sexual assault or sexual misconduct. Wanton, unacceptable conduct will be addressed severely for the good of the students, staff, and the academic community.

For detailed policies and procedures, please visit the Bellarmine Staff Handbook.

What should you do if you observe an incident of sexual misconduct or someone reports to you?

Responsible employees shall report to the Title IX Coordinator or department supervisor all relevant details about the alleged sexual misconduct that the student or other person shared. The University will need to determine what occurred and resolve the situation. Before a reporting party reveals information that the reporting party wishes to keep confidential, a responsible employee should make an effort to ensure that the reporting party understands: (a) the responsible employee's obligation to report the names of the respondent and reporting party involved in the alleged sexual misconduct, as well as relevant facts regarding the alleged incident to the Title IX Coordinator or department supervisor; (b) the reporting party's option to request that the University maintain the student's confidentiality which the University will consider; and (c) the reporting party's ability to share the information confidentially with counseling, advocacy, health, mental health, or sexual-assault-related services. Responsible employees shall report the names of the respondent (if known), the student, faculty, or staff member who experienced the alleged sexual misconduct, other students, faculty, or staff involved in the alleged sexual misconduct, as well as relevant facts, including the date, time and location to the Title IX Coordinator or department supervisor. Responsible employees do not need to determine whether the alleged sexual harassment or sexual misconduct occurred or hostile environment has been created before reporting an incident to the Title IX Coordinator or department supervisor.

If you are a supervisor at any level, you must report the incident to the Title IX Coordinator, Deputy Title IX Coordinator, or designee, even if the victim does not want you to do so.

TITLE IX

Responsible Employees

Who are Responsible Employees?

All employees (including full-time faculty, coaching staff, and Residence Life student staff) are considered mandatory reporters per University policy. Any disclosure of sexual discrimination, harassment, or assault MUST be reported to the Title IX Office. To receive support or report an instance of sexual discrimination or misconduct, please reach out to one of the officials below. To learn more about our University policy or support and resources, please visit our [Title IX website](#)

What must Responsible Employees do?

- Take all reports of discrimination and sexual misconduct seriously. The immediate safety and health of the reporting party are of critical concern. Please notify Campus Public Safety (272-7777) or dial 911 in emergencies or dangerous situations.
- Before getting details about the alleged discrimination or sexual misconduct, you must:
 - Let the individual know you are obligated to report the names of the reporting party and respondent and any details the individual shares with you.
 - Advise the reporting party that they can request that the University maintain their confidentiality, and the University will consider that request but is not bound by it under some circumstances.
 - Ensure the individual knows they can share information confidentially with the Student Health Center, Student Counseling Center, campus ministers, campus advocates, and other sexual assault-related service providers. For a list of resources, see www.bellarmino.edu/sexualmisconduct.
- Report to one of the Title IX Coordinators all relevant details that the University will need to determine what occurred and to resolve the situation. Those details include the names of the parties, date, time, location of the incident(s), and identity of witnesses of others involved (if known).
- You do not need to investigate the incident reported to you or attempt to determine if the incident occurred or that a hostile environment exists. *Just report!*

Contact Information for Title IX Coordinators:

Allison S. Smithkier, Chief Title IX Officer aschumache01@bellarmine.edu 502-272-7337

Dr. Mark Wiegand, mwiegand@bellarmine.edu, 502-272-8368

Dana Hummel, Deputy Title IX Coordinator dhummel@bellarmine.edu 502-272-7232

Pam Stackhouse, Deputy Title IX Coordinator pstackhouse@bellarmine.edu. 502-272-7997

RELATIONSHIP POLICY

There are ethical and legal consequences of personal relationships between the Athletic Department staff and student-athletes. Athletic Department staff are educators here to enhance the student experience. Engaging in an “amorous relationship” creates a conflict of roles for the coach with risks for everyone involved, including the student-athlete, other members of the team, and the University. The power differential makes these relationships inherently unequal:

- “Mutual consent” becomes problematic
- Regardless of minor/adult status
- Regardless of the age difference

The coach or staff member is employed by an institution of higher learning and is expected to be an educator first.

Participating in a relationship with a student-athlete denies that opportunity for both. A coach or staff member involved in a consensual relationship with a student must remove themselves from academic or professional decisions concerning the student. This expectation arises because the relationship may impair, or be perceived as impairing, a coach or staff member’s ability to make objective judgments about that student.



Transgender Student-Athlete Participation

At its January 2022 meeting, the NCAA Board of Governors updated the [NCAA transgender student-athlete participation policy](#) governing college sports.

The new policy aligns transgender student-athlete participation with the Olympic Movement. The resulting sport-by-sport approach preserves opportunity for transgender student-athletes while balancing fairness, inclusion and safety for all who compete.

Like the U.S. Olympic and Paralympic Committee, the updated NCAA policy calls for transgender student-athlete participation for each sport to be determined by the policy for the national governing body of that sport. If there is not NGB policy for a sport, it would then be determined by the policy for that sport's international federation. If there is no international federation policy, it would be determined by policy criteria previously established by the International Olympic Committee. Sports-specific policies are subject to ongoing review and recommendation by the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports to the Board of Governors.

The policy is effective immediately, with three phases of implementation.

- **Phase One:** **2022 Winter and Spring Championships**
- **Phase Two:** **2022-23 and 2023-2024 Regular Season and Championships**
- **Phase Three:** **2024-25 Full Implementation**



Phase Two – 2022-23 and 2023-2024 regular season and championships

Beginning Aug. 1, 2022, participation in NCAA sports requires transgender student-athletes to provide documentation that meets the above criteria for the [2010 NCAA policy](#), plus meet the sports standard for documented testosterone levels at three points in time: 1. Prior to any competition during the regular season; 2. Prior to the first competition in an NCAA championship event; and 3. Prior to any competition in the non-championship segment. See the [transgender student-athlete eligibility review procedures](#) for more information.

Phase Three –2024-2025 full implementation

Beginning Aug. 1, 2024, participation in NCAA sports requires transgender student-athletes to provide documentation no less than twice annually (and at least once within four weeks of competition in NCAA championships) that meets the sport-specific standard (which may include testosterone levels, mitigation timelines and other aspects of sport-governing body policies) as reviewed and approved by CSMAS. More information about the specific application of Phase Three will be provided prior to implementation.

Additional flexibility

The Board of Governors urged the divisions to allow for additional, future eligibility if a transgender student-athlete loses eligibility based on the policy change, provided they meet the newly adopted standards.

The NCAA's Office of Inclusion and Sport Science Institute also released the [Gender Identity and Student-Athlete Participation Summit Final Report](#). The report assists ongoing membership efforts to support an inclusive environment that promotes and develops the mental and physical health of transgender and non-binary student-athletes in collegiate sports. The foundational principles in this report will be developed further in conjunction with the Committee to Promote Cultural Diversity and Equity, CSMAS, and other core membership committees that address gender identity.

[NCAA Transgender Student-Athlete Participation Policy](#)

[Transgender Student-Athlete Eligibility Review Procedures](#)

[2023-24 Fall Sport Testosterone Thresholds and Championship Submission Deadlines](#)

[2023-24 Winter Sport Testosterone Thresholds and Championship Submission Deadlines](#)

[2023-24 Spring Sport Testosterone Thresholds and Championship Submission Deadlines](#)

BUSINESS ETHICS AND CONDUCT

The reputation of Bellarmine and our successful meeting of the University's mission are built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations and scrupulous regard for the highest standards of conduct and personal integrity.

Bellarmino's continued success depends on our constituents' trust, and we are dedicated to preserving that trust. Employees owe a duty to Bellarmine, students, parents, vendors, and employees to act in a way that will merit the continued trust and confidence of the public.

Bellarmino will comply with all applicable laws and regulations and expects employees to conduct business following the letter, spirit, and intent of all relevant laws and to refrain from illegal, dishonest, or unethical conduct. Consequently, Bellarmine prohibits its employees and others from misconduct and such, but not limited to the following:

- Theft or other misappropriation of assets, including assets of Bellarmine, our students, our employees, our suppliers, or others with whom we have a business relationship.
- Misstatements and other irregularities in University records, including the intentional misstatement of financial records
- Failure to account for monies collected
- Forgery or other alteration of documents
- Wrongdoing
- Knowingly providing false information on job applications and other University forms

Every employee, supervisor, manager, and administrator is responsible for reporting suspected misconduct or dishonesty immediately. Concerns must be reported to any of the following:

- The employee's immediate supervisor or vice president
- The Vice President for Administration and Finance
- The Chief Human Resources Officer
- The President
- Bellarmine University Confidential Line at 502-272-7535

Workplace Violence

Bellarmino is committed to providing employees, students, and visitors with a safe and healthful work environment. The Department of Public Safety has responsibility for implementing, administering, monitoring, and evaluating the safety programs on campus. Its success depends on the alertness and personal commitment of all.

Bellarmino is committed to preventing workplace violence and maintaining a safe work environment. Given the increasing violence in society, Bellarmino has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated courteously and respectfully. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other harmful or hazardous devices or substances are prohibited from the premises of Bellarmino. The University policy also includes any item perceived as threatening, including replicas or toys resembling weapons. Notwithstanding the University's general policy, individuals are permitted to possess firearms, ammunition, and deadly weapons in a factory compartment consistent with Kentucky state law.

On-campus conduct that threatens, intimidates, or coerces another employee, a student, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment based on an individual's sex, race, age, or any characteristic protected by Bellarmino policy or federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor, the Department of Public Safety, the Human Resources Office, or any other member of the University administration. This includes threats by employees and students, as well as by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. Do not try to intercede if you see or hear a commotion or disturbance near your workstation.

Bellarmino will promptly and thoroughly investigate all reports of threats of (or actual) violence and suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, Bellarmino may suspend employees, either with or without pay, pending investigation. Bellarmino reserves the right to take any action deemed appropriate to ensure the safety of its employees or others on the University campus.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that violates these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Bellarmino encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Office before the situation escalates into potential violence. Bellarmino is eager to assist in resolving employee disputes and will not discipline employees for appropriately raising such concerns.

EMPLOYEE CONDUCT AND DISCIPLINARY ACTION

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Bellarmine expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization. If you have any questions about your work environment, please contact your supervisor, area vice president, or the Human Resources Office.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Dishonesty (fraud), misconduct, or other unethical activities
- Theft or inappropriate removal or possession of property
- Alteration or falsification of records.
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, unauthorized use of alcohol, or use of illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail systems, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Unsatisfactory performance or conduct
- Violations of NCAA, ASUN, MAC, or Southern Conference rules.
- Violation of policies contained in this Handbook or the Bellarmine University Staff Handbook.

Employment with Bellarmine is at the mutual consent of Bellarmine and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Hazing Policy

Bellarmino University views hazing, on or off campus, as contrary to the community standards and obligations. Bellarmine defines hazing as any intentional, negligent, or reckless action, activity, or situation, whether physical, mental, emotional, or psychological, which subjects a person or group of persons voluntarily or involuntarily to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which in any fashion compromises their inherent human dignity. Acts of hazing committed under the guise of tradition, unity development, or unofficially encouraged by group pressures are unacceptable. Bellarmine University insists on the complete and total elimination of any activity that either is or closely resembles hazing.

Hazing - Any intentional, negligent, or reckless action, activity, or situation, whether physical, mental, emotional, or psychological, which subjects a person or group of persons, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which in any fashion compromises their inherent human dignity. Acts of hazing committed under the guise of tradition, unity development, or unofficially encouraged by team pressures are unacceptable. Each team is responsible for the actions of its group members, and the team can receive sanctions as part of the conduct process.

Some examples of hazing may include, but are not limited to:

SUBTLE HAZING: Behaviors that emphasize or accentuate a power imbalance between students or groups in a negative manner. Examples may include deception, assigning demerits, silence periods with implied repercussions, deprivation of privileges, requiring students to perform duties not assigned to other students, socially isolating students, random tests of information, name-calling, requiring students to refer to other students with titles. At the same time, they are identified with demeaning names, expecting certain items to always be in a student's possession.

HARASSMENT HAZING: Behaviors confusing, frustrating, and/or causing undue stress to some members are harassment hazing. Examples may include verbal abuse, threats or implied threats, line-ups, asking students to wear humiliating attire, stunt or skit events with degrading, crude, or humiliating acts, personal servitude for existing students, and sleep deprivation.

VIOLENT HAZING: Behaviors that have the potential to cause physical and/or emotional harm. Examples may include forced or coerced alcohol, drug or food consumption, beating, paddling, or other physical acts, branding, forced or coerced ingestion of substances, water intoxication, expecting illegal activity, abductions, and kidnapping.

Hazing activities are defined as any activity with a direct or implied threat of physical, psychological, or emotional harm or any conduct or activity that would be a violation of the Bellarmine University Code of Conduct.

SOCIAL MEDIA

Bellarmino Athletics understands the ever-growing need for its coaches and program to be active in social media. It allows us to engage and connect with our fans, alums, recruits, parents, the Bellarmine community, and beyond. Relationships grow with personal, regular, and honest communication; social media provides powerful tools for building relationships. Remember to follow NCAA rules when posting content on a Bellarmine site, personal website, or social media account. You should assume anything you post on your account could be read by staff, opposing teams, recruits, alums, future employees, or coaches. You are always “on the clock” regarding the rules and representing Bellarmine University.

Any individual wishing to create a social media page representing Bellarmine Athletics must contact the Sports Information office. They will assist in developing and maintaining any social media sites representing Bellarmine athletics. These profiles should be clearly labeled as representing the university. Any graphics or profile images should conform to the university’s Brand Manual & Style Guide, available on MyBellarmine under the employee tab or in the Sports Information Office.

Policies:

- Do not post anything confidential, sensitive, or private.
- Follow all applicable laws, NCAA rules, and University and Athletic Department policies and procedures.
- Protect confidential and proprietary information about the university and its employees, students, alums, and donors, as defined in university policies and procedures.
- Do not comment on athlete injuries, rosters, playbooks, officiating, or any other team information that should be kept confidential.
- Be respectful. The first sentence of the university’s mission call for “respect for each individual’s intrinsic value and dignity.”
- Follow all Social Media site rules.

Best Practices:

- Think twice before posting
- Be accurate
- Be respectful
- Be professional and polite
- Be honest
- Be authentic - be real

Please enjoy all the positive benefits of social networking but remember your obligations as an employee at Bellarmine University. Be a responsible social networking user and meet the expectations of your role as a coach and athletic staff member.

Communication Between Members of the Coaching Staff and Faculty

Though well-intentioned, coach-initiated contact with a faculty member or other academic administrators may be perceived as exerting pressure to make an academic concession on a student-athlete's behalf. It is not permissible for coaches or coaching staff members to initiate contact in any form – verbal, written, electronic, or otherwise. This action can compromise the academic integrity of Bellarmine University and jeopardize the student-athlete's educational experience and NCAA requirements.

Therefore, our policy is that coaches refrain from communicating with faculty members or other instructional personnel regarding a student-athlete's performance in the classroom. All contact with members of the Bellarmine Faculty regarding a student-athlete's academic pursuit should come from the Director of Student-Athlete Academic and Support Services or a member of the Academic and Support Services staff. Educational pursuit topics include grades, exams, quizzes, assignments, coursework, course progress, coursework deadline extensions, laboratories, group projects, and all matters of academic standing and academic integrity.



ALCOHOL & DRUG POLICY

Drug-Free Workplace

Research shows that substance abusers in the workplace are late and absent more often than non-abusing coworkers and are subject to more accidents, often involving fellow employees. Substance abusers are less effective in their jobs and sometimes steal from their employers to support their addictions. They damage their and their employer's reputations and can involve their employers in lawsuits.

No organization is immune from the difficulties created by substance abuse. Therefore, we have established this policy and will take the necessary steps to maintain a drug and alcohol-free workplace, inform our employees annually of the dangers of substance abuse, standards of conduct, health risks, and legal sanctions, and make available information on the sources of drug and alcohol counseling. Ignoring the situation, or failing to establish effective countermeasures, would be unfair to valued employees and students. It is Bellarmine University's policy to maintain a drug and alcohol-free workplace and requires compliance with this policy as a condition of employment.

To protect our employees, our students, and the University's reputation and integrity, Bellarmine has identified activities that are unacceptable, considered **gross misconduct, and could lead to disciplinary action, up to and including immediate dismissal**. The policy describes these activities and possible consequences for all full, part-time, and temporary employees, including students functioning in work assignments.

Covered Substances

This policy covers the following substances:

- Alcoholic beverages of any kind;
- Controlled substances and illegal drugs include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs; the use, possession, or transfer of which is restricted or prohibited.
- Drugs prescribed by a physician, dentist, or other persons licensed by the State or Federal Government to prescribe or dispense controlled substances and used following their instructions are not subject to the restriction of this policy.

Prohibited Activities – on University premises or University business

The following activities are not permitted while an employee is on University premises or officially representing the University. **An employee who engages in such conduct is engaged in gross misconduct and is subject to disciplinary action, up to and including immediate dismissal:**

- The unlawful manufacture, use, sale, distribution, possession, receipt, or transportation of any controlled substance or illegal drug;
- The consumption of alcoholic beverages, except where authorized or per University policy. However, excessive consumption rendering one under the influence of alcohol is expressly prohibited.
- Consumption of alcoholic beverages during undergraduate and graduate classes, irrespective of the students' ages.
- Being under the influence of alcohol, illegal drugs, or controlled substances during business hours, whether or not consumed on University premises or consumed out of or during working hours.
- Tobacco use is not permitted in any University building, on campus property, or in University-owned vehicles. Tobacco products means all forms of tobacco, including but not limited to cigarettes, cigars, pipes, e-cigarettes, vapes, water pipes (hookahs), electronic cigarettes, and smokeless tobacco products.

An employee is considered under the influence when they are affected by drugs or controlled substances in any detectable manner or when the amount of alcohol, illegal drugs, or controlled substances consumed interferes with the employee's ability to efficiently and satisfactorily perform assigned tasks or renders the employee a risk to others or the interests of the University.

While the University is not in the business of policing the private lives of its employees, and although not occurring on University premises, the following actions are considered to endanger the University's reputation for honesty and integrity. An employee who becomes the subject of any of the following, therefore, may be subject to disciplinary actions, up to and including dismissal:

- **Conviction of criminal offenses relating to the unlawful manufacture, use, sale, possession, distribution, receipt, or transportation of controlled substances or illegal drugs.**
- **Arrest or conviction of criminal offenses relating to the unlawful manufacture, use, sale, possession, distribution, receipt, or transportation of any controlled substances or illegal drugs;**
- **Any other actions involving alcohol, drugs, or controlled substances that, in the opinion of the University, endanger its reputation for honesty and integrity.**

Any person who Bellarmine has found to have made false accusations regarding this policy will be subject to appropriate sanctions and discipline, up to and including termination of employment.

State and City Laws

University community members are expected to know and obey state and municipal laws or ordinances regulating the use, possession, or sale of alcoholic beverages. Alcohol concentration of or above 0.08 is the definition of intoxication in Kentucky.

The following are important Kentucky and City of Louisville laws or ordinances:

1. It is illegal for any person under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages.
2. It is unlawful for any person under 21 years of age to knowingly and falsely present themselves to be 21 years of age to procure any intoxicating drink
3. It is illegal for any person to represent to a dealer or any other person that a minor is over 21 years of age to induce the dealer or other person to serve alcoholic beverages to that minor.
4. It is illegal for any person to request anyone over 21 years of age to purchase or offer to purchase any alcoholic beverage from a licensed dealer for a minor.
5. It is illegal for any person to sell, furnish, or give away any alcoholic beverage to a person under 21 years of age or to any person who is visibly intoxicated.
6. Operating or controlling a motor vehicle while under the influence of alcohol is illegal.
7. It is unlawful for any person, whether or not a minor, to sell alcoholic beverages without a license.

A City of Louisville ordinance prohibits the consumption of alcoholic beverages and the possession of open containers of alcoholic beverages in public streets, sidewalks, highways, buildings, lanes, parking lots, recreation or park areas, or other public property within the City of Louisville. The penalties for violating the above laws and ordinances are severe. Moreover, individuals may face severe financial consequences from a civil lawsuit arising out of the use or misuse of alcohol.

The responsibility of notifying the University lies with the employee for any alcohol-related or criminal drug statute conviction for a violation. This notification must be no later than five days after the sentence. At a minimum, the University will require any employee convicted to satisfactorily participate in a drug abuse or rehabilitation program selected by the University.

In considering whether and how to discipline employees violating this policy, the University will comply with relevant Federal and State laws and regulations that address the adverse employment use of arrest and conviction information. The University reserves the right to independently investigate all employee violations of its policy and determine appropriate sanctions.

Risks Associated with Alcohol and Drug Use

All substance use poses some degree of health risk. The risk level depends on the type of substance, frequency and amount used, interactions with other medications/substances, and individual risk factors, including family history, previous substance abuse history, and health conditions (e.g., depression, pregnancy, diabetes, heart disease).

Alcohol and Drug Abuse Prevention and Intervention

Bellarmine offers employees and their families free, confidential, and professional counseling to address substance use/abuse through the University Employee Assistance Program. Please contact our EAP, **The Human Development Company, at 502-589-4357** to schedule an appointment. If you participate in the University's health insurance program, you may contact **Humana at 1-800-427-7478** for help.

Other sources of information on substance abuse include **Centerstone, 502-589-1100**, <http://centerstoneky.org/services/>; and **Alcoholics Anonymous, 502-582-1849**, www.louisvilleaa.org.



ASUN CONFERENCE

About The ASUN Conference

The ASUN, Division I conference of the NCAA boasts a membership of institutions that share visionary leadership, bold ambition, and creative innovation. As a nimble adaptive conference, unafraid to blaze a national pathway for better service to our student-athletes, teams, and institutions, the ASUN has a proud history of firsts, national academic and athletic achievements, and a conference culture that walks the walk with its four ASUN Beams. #ASUNbuilt by Austin Peay, Bellarmine, Central Arkansas, Eastern Kentucky, FGCU, Jacksonville, Kennesaw State, Lipscomb, North Alabama, North Florida, Queens, and Stetson.

The ASUN Brand Identity

The identity of the ASUN Conference reflects our position as a premier NCAA Division I conference. Contemporary but designed to stand the test of time, this identity embraces the future.

The rising sun within the “A” represents hope and optimism for tomorrow. It also represents the brilliance of our student-athletes, who are at the heart of all we do.

As sure as the sun rises, the ASUN will lead the way.

ASUN BEAMS

WE PUT STUDENTS FIRST

In everything we do, the student-athlete comes first. We lead by example in embracing a student-first culture.

WE CAN IMPACT

Our success resides in the impact we make in competition, in the classroom, and in the community. Making a difference counts.

WE CAN CONNECT

We are united as a community of students, athletes, coaches, faculty, administrators, staff and fans.

WE CAN RISE

We have a history of firsts and remain committed to elevating our student-athletes and bettering our future.



SOUTHERN CONFERENCE

The Southern Conference, in its 105th season of intercollegiate competition in 2023-24, is a national leader in emphasizing student-athlete development and helping build lifelong leaders and role models.

The Southern Conference has been at the forefront of innovation and originality in developing creative solutions to address issues facing intercollegiate athletics. Academic excellence is a significant part of the Southern Conference's tradition. Hundreds of SoCon student-athletes have been recognized on CoSIDA Academic All-America and all-district teams.

Southern Conference Mission Statement

It is the purpose of the Conference to:

- Facilitate intercollegiate athletics competitions for both men and women;
- Promote a proper balance between academics and athletics;
- Foster integrity and excellence in both athletics and academics;
- Foster competitive amateur opportunities of a high quality for student-athletes in a broad spectrum of sports and championships;
- Promote an atmosphere of respect and sensitivity for the dignity of every person;
- Refrain from discrimination with respect to governance policies, educational programs, activities, and employment policies;
- Expect fair play and sportsmanship from all member institutions and their representatives to maximize the benefits received from athletics;
- Sustain intercollegiate athletics in the proper perspective while respecting the autonomy and character of each member institution;
- Anticipate and plan for the future needs of intercollegiate athletics in a spirit of cooperation and mutual benefit of the member institutions;
- Enhance the Conference enterprise and the visibility of the Conference and member institutions; and
- Comply with principles of responsible fiscal management of athletics and for the Conference and member institutions.





Providing leadership in education and diversity, in 2022, the Mid-American Conference moves into its 78th year of service to our students. On June 9, 2020, the Mid-American Conference announced an agreement with Bellarmine University to become an affiliate member of the women's field hockey league beginning with the 2021-2022 season. With the addition of Bellarmine, the conference consists of eight field hockey programs: Akron, Ball State, Bowling Green, Buffalo, Central Michigan, Eastern Michigan, Kent State, Miami, Northern Illinois, Ohio University, Toledo and Western Michigan.

History of the MAC

Based in Cleveland since July 1999, following a 15-year stay in Toledo, Ohio, the MAC has established historical measurements in football and men's and women's basketball since moving to Northeast Ohio. The MAC was founded as a five-school league on February 24, 1946, in Columbus, Ohio, with Ohio, Butler, Cincinnati, Wayne State, and Western Reserve admitted as charter members. The Mid-American Conference membership comprises 12 universities across five states (Illinois, Indiana, Michigan, New York, and Ohio).

MAC Statement on Diversity & Inclusion:

As a core value, the Mid-American Conference believes in and is committed to diversity, inclusion, and gender equity among its student-athletes, coaches, staff, and administrators. We seek to establish and maintain an inclusive culture that fosters equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds. Diversity and inclusion improve the learning environment for all student-athletes and enhance excellence within the Conference.

The Mid-American Conference will provide or enable programming, education, and outreach that sustains the foundations of a diverse and inclusive culture across dimensions of diversity, including but not limited to age, race, sex, class, national origin, creed, educational background, disability, gender expression, gender identity, geographical location, income, marital status, parental status, sexual orientation, and work experiences.



COMPLIANCE

COMPLIANCE STATEMENT

As a member of the NCAA, Bellarmine University is committed to complying with NCAA rules and regulations in its intercollegiate athletics department. The institution is responsible for monitoring all aspects of its athletics programs to ensure compliance and to identify and report to the NCAA any areas where it may have failed to maintain compliance with NCAA rules and regulations. In such cases, Bellarmine must fully cooperate with the NCAA and take the appropriate corrective measures, if necessary. This responsibility is a collective endeavor shared by athletics department staff, student-athletes, other appropriate institutional personnel, and individuals and groups representing the institution's athletics interests.

Everyone is responsible for asking questions and following all compliance procedures and guidelines. Compliance with University and NCAA rules can only be obtained when everyone presents a positive, practical, and ethical attitude toward compliance. By acknowledging our role in institutional compliance, accepting responsibility for the integrity of our program, and making ourselves aware of the legislation, compliance with University and NCAA rules is assured.

Below is a link to the Bellarmine Compliance Manual:

[Bellarmino Athletics Compliance Manual](#)

Pre-approval for outside athletically related employment for coaches

Per NCAA bylaws 11.2.2 and 11.3.2.1.1, a full-time or part-time athletics department staff member who receives athletically related income or benefits from a source outside (e.g., revenue from sports camps; endorsement or consultation contracts with apparel companies, equipment manufacturers, television and radio programs; income from ownership, control or management of a foundation, organization or other entities; housing benefits; country club memberships, etc.) the institution must report such earnings to the president or chancellor on an annual basis if the total amount received is \$600 or more.

Upon recommendation of the NCAA, all Bellarmine coaches must submit pre-approval for outside athletically related employment. The workflow will be utilized for all pre-approval, except for camps/clinics. A coach must submit the workflow before engaging in outside athletically related employment.

NAME, IMAGE AND LIKENESS POLICY

(Effective July 1, 2021, Revised April 1, 2022)

- I. **Purpose.** Bellarmine University (the “University”) is a postsecondary educational institution that desires to ensure that its student-athletes (“Student-Athletes”) may earn compensation for the use of his or her name, image or likeness (“NIL”) in compliance with existing National Collegiate Athletic Association’s (“NCAA”) policies, guidelines, rules and regulations and in accordance with Kentucky law.
- II. **Policy and Procedure.** This Name, Image and Likeness Policy (the “Policy”) is adopted pursuant to the NCAA’s interim NIL policy guidelines (“NCAA Interim NIL Guidelines”) (issued on June 30, 2021; effective July 1, 2021) and (signed by Governor Andy Beshear March 9, 2022), which permits Student-Athletes to use their NIL for purposes of receiving compensation. The NCAA Interim NIL Guidelines remain in effect until the NCAA adopts new rules governing NIL or federal legislation is enacted. This Policy was created by the University to provide clarity to Student-Athletes who desire to earn compensation from the commercial use of their NIL and to assist Student-Athletes in navigating issues that may arise in connection with the use of their NIL. Accordingly, the University adopts and implements the following procedures and requirements:
- III. **Definitions.**
 - a. **“Compensation”** means anything of value, monetary or otherwise, including but not limited to cash, gifts, in-kind items of value, social media compensation, payments for licensing or use of publicity rights, payments for other intellectual or intangible property rights under federal or state law, and any other form of payment or remuneration;
Compensation does not mean:
 - i. Tuition, room, board, books, fees and personal expenses that a postsecondary educational institution provides a Student-Athlete in accordance with the rules of the intercollegiate athletic association of which the institution is a member;
 - ii. Federal Pell Grants and other state and federal grants or scholarships unrelated to and not awarded because of a student-athlete’s participation in intercollegiate athletics or sports competitions;
 - iii. Any other financial aid, benefits, or award that an institution provides a student-athlete in accordance with the rules of the intercollegiate athletic association of which the institution is a member.
 - iv. The payment of wages and benefits to a student-athlete by an institution for work actually performed, but not for athletic ability or participation in intercollegiate athletics, at a rate commensurate with the prevailing rate for similar work in the locality of the institution.
 - b. **“Image”** means a picture or video of the Student-Athlete.

- c. **"Likeness"** means a physical, digital, or other depiction or representation of the Student-Athlete.
- d. **"Name"** means the first, middle, or last name, or the nickname, of the student-athlete when used in a context that reasonably identifies the student-athlete with particularity, which may include a team number, symbol, logo, or brand.
- e. **"NIL Agreement"** means a written contract or agreement between a student-athlete and a third party that gives compensation to the student-athlete in exchange for the use of the student-athlete's name, image, or likeness.
- f. **"NIL Activity"** is a commercial, promotional or endorsement act or activity, including, but not limited to, in-person or virtual appearances, social media acts, mentions or posts, brand or product endorsements or acknowledgements, as performed by a Student Athlete or as contemplated under a NIL Agreement, in exchange for compensation.
- g. **"Student-Athlete"** means an individual who engages in, is eligible to engage in, or may be eligible in the future to engage in, an intercollegiate athletics program at the University, but does not include for a particular sport an individual who is permanently ineligible to participate in that particular intercollegiate sport.

IV. BU NIL Compliance Office. The University has established and created the BU NIL Compliance Office and designated it as the University official responsible for implementing this Policy in accordance with NCAA policies, guidelines, rules and regulations, and in accordance with Kentucky law.

V. NIL Resources. The BU NIL Compliance Office provides student-athletes with resources and ongoing support relating to NIL, including, but not limited to:

- a. Providing impartial analysis of potential NIL agreements;
- b. Referring third parties soliciting potential NIL agreements to student-athletes or their Athletic Agents;
- c. Maintaining educational resources on NIL for student-athlete use.

VI. NIL Workshop. A student-athlete is required to attend a financial literacy and life skills education workshop ("NIL Workshop) for a minimum of five (5) hours at the beginning of the student-athlete's first and third academic years. The NIL Workshop will be presented to the student-athlete by the BU NIL Compliance Office and will include information concerning financial aid, debt management, saving and budgeting best practices, time management, available academic resources, and the skills necessary for success as a student-athlete. The Workshop shall also provide social media and brand management education. If a student-athlete fails to attend and complete the minimum mandatory hours associated with the NIL Workshop, the student-athlete may risk loss of athletic eligibility, including suspension from team activities and/or competition, and may be subject to required additional NIL educational training as determined by the BU NIL Compliance Office.

VII. Disclosure Requirement. A Student-Athlete must disclose any proposed NIL Agreement or NIL Activity between he or she and any third-party in writing to the BU NIL Compliance Office at least seven (7) days prior to entering into a NIL Agreement or the performance of any NIL Activity. A student-athlete must disclose any proposed NIL Agreement or NIL Activity by utilizing the BU NIL Submission Form located within the student-athlete's Arms Software account. If a Student-Athlete fails to disclose any proposed NIL Agreement or NIL Activity to the University, the Student-Athlete may risk loss of athletic eligibility, including suspension from team activities and/or competition, and may be subject to required additional NIL educational training as determined by the University.

VIII. Approval Requirement. A proposed NIL Agreement and/or NIL Activity is subject to review and approval by the BU NIL Compliance Office.

- a. The BU NIL Compliance Office shall provide written notice of approval or denial to a proposed NIL Agreement within three (3) business days of a student-athlete's submission. The written notice may include recommendations or identify concerns associated with a proposed NIL Agreement and/or NIL Activity. After any potential conflicts are resolved, the student-athlete may then enter into the NIL Agreement or conduct the NIL Activity. Any subsequent proposed modifications to the NIL Agreement or NIL Activity shall be submitted for review to the BU NIL Compliance Office in the same manner.
- b. The University may deny a proposed NIL Agreement for the following reasons:
 - i. The NIL Agreement and/or NIL Activity is in conflict with an existing contract of endorsement, promotional or other activity entered by the University;
 - ii. The University determines that the NIL Agreement or NIL Activity is incompatible or detrimental to the image, purpose or stated mission of the University, such as, but not limited to, the promotion or advertisement of alcohol, tobacco products, firearms or sexually-oriented activities, or that uses or relies upon the intellectual property and trademarks possessed by the University; or
 - iii. Any other reason that the University believes the NIL Agreement or NIL Activity would be detrimental to the purpose and goals of the Policy and would harm the University and/or the Student-Athlete.
- c. If a proposed NIL Agreement is denied by the BU NIL Compliance Office, a student-athlete has ten (10) business days to submit a written appeal to the BU NIL Compliance Office. A student-athlete must utilize the BU NIL Appeal Form located within the student-athlete's Arms Software account. Upon receipt of the appeal, the BU Compliance Officer has three (3) business days to approved or deny the underlying NIL Agreement or NIL Activity.
- d. Until the NIL Agreement or NIL Activity is approved, the student-athlete may not enter into a NIL Agreement or engage in a NIL Activity.
- e. If the NIL Agreement is not approved by the BU Athletic Compliance Office, the student-athlete must not enter into the NIL Agreement or perform the NIL Activity.

IX. Conditions of Participation in NIL Agreement or NIL Activity. A Student-Athlete's participation in any NIL Agreement or performance of a NIL Activity is subject to the following conditions:

- a. Student-Athletes may receive compensation for NIL only and not for future professional athletic contract negotiations.
- b. Student-Athletes may not receive payments, provisions or promise of any other consideration or benefits by the University or by any booster or any other person or entity acting on behalf of the University, including but not limited to University's officers, directors, employees, or agents.
- c. Student-Athletes may not receive payments, provisions or promise of any other consideration or benefits in exchange or as an inducement for athletic performance or attendance at the University.
- d. International Student-Athletes should not enter into any NIL Agreements or perform any NIL Activities prior to approval from the University to protect the Student-Athlete from any potential immigration issues.
- e. Student-Athletes under 18 at the time of the NIL Agreement or performance of NIL Activity are required to have consent from the student-athlete's parent or legal guardian.
- f. The University, and the particular student-athlete's coach for his intercollegiate sports team, may impose date and time restrictions on any actual or potential NIL Agreement or NIL Activity.
- g. Student-Athletes shall not miss classes or other academic obligations, including, but not limited to classes, seminars, course trainings, tutors, externships, and internships, to participate in a NIL Agreement or perform a NIL Activity.
- h. Student-Athletes shall not miss required team activities, including practice, trainings or competitions to participate in a NIL Agreement or perform a NIL Activity.
- i. Student-Athletes shall not use or conduct a NIL Agreement or perform a NIL Activity on University property, including the direct or indirect use of University athletic facilities for NIL purposes.
- j. Student-Athletes are prohibited from using any intellectual property of the University in connection with any NIL Agreement or NIL Activity. This includes, but is not limited to, the University's trademarks, logos, word marks, University names, team names, nicknames, mascot names, slogans, colors, team uniforms or other identifying marks of the University. Such use is strictly prohibited unless the University approves of such use in advance or grants a Student-Athlete the right to use such described indicia of the University in accordance with the University's licensing program.

- X. Agents.** Student-Athletes are permitted to use an “Athlete Agent,” as defined in KRS 164.6903, solely for the purposes of assisting the Student-Athlete in connection with NIL Agreements or NIL Activities. The use of an “Athlete Agent” for purposes of assisting with NIL Agreements or NIL Activities shall conform to the Revised Uniform Athletes Agent Act, KRS 164.6901-6935 and comply with the Sports Agent Responsibility and Trust Act established in 15 U.S.C. Section 7801, *et seq.* Any individual who assists a Student-Athlete with NIL Activities or NIL Agreements should be registered with the University and the Commonwealth of Kentucky.
- XI. Financial Aid.** Pell Grant or need based financial aid could be impacted by compensation received from NIL Agreements or NIL Activities. Questions regarding the impact of NIL compensation should be directed to the BU NIL Compliance Office.



BUDGETS

All coaches have a grant-in-aid budget, an operating budget, and a fund-raising budget. The head coach is responsible for those budgets and is expected to adhere to the University's limitations.

Grant-in-Aid Budget

Coaches must know the grant-in-aid budget for their sport and the commitment made to those currently enrolled athletes. The Athletics Department has a general policy of offering at least the original promise of athletic grant-in-aid dollars to the student-athlete each year they participate at Bellarmine, assuming the individual meets the requirements in the classroom and on the athletic field. Increasing the individual athlete's grant-in-aid each year is possible based on their athletic performance, team contribution, and the availability of dollars within the sport's grant-in-aid budget.

Grant-in-aid contracts are one-year contracts and have to be renewed each year. Renewal contracts will be presented to athletes for signature by July 1st to comply with NCAA rules.

The NCAA requires stringent reasons for not renewing student-athlete contracts. (NCAA 15.3.5) It is suggested that coaches document with a handout all student-athlete expectations before the season starts that covers behavior and conduct, player-coach relations, training rules, regulations, etc.

The occasion must be documented thoroughly when a deviation from those agreements exists. A non-renewal is a serious matter and is subject to appeal to the financial aid committee, and substantial evidence will be necessary to justify your position. You maintain the right as a coach not to keep a student-athlete on the team, but not renewing the grant-in-aid must be carefully documented for a committee review. If you have recruited the student-athlete, your recruitment is assumed to be justified in their abilities.

All grant-in-aid contracts, new and renewal, presented to the athlete are to be signed by the athlete and, if the athlete is under 21 years of age, the parents as well. The Director of Financial Aid and the Director of Athletics will sign the original contract.

Operating Budgets

The operating budget of each sport is the amount of money allotted to each sport for necessary expenditures for one year. The year begins on June 1 and ends on May 31. All bills for each sport for the current year should be paid before May 31.

The Director of Athletics or sports supervisor must approve all significant purchases. When purchasing other equipment, see the Athletics Office Manager for maintaining proper university procedures. The Office Manager will retain copies of the requisition and the purchase order. Upon receiving the ordered merchandise, notify the Office Manager so the purchase order may be released to the business office for payment.

Purchasing Policy

The Purchasing Department strives to be informed of distribution channels, commodities, and hundreds of manufacturers and suppliers. They continue to add to their knowledge through each sales interview by talking to faculty and staff about unique problems and attending professional meetings and trade shows. There are exceptions where there must be greater dependence on knowledgeable persons from the user areas such as the sciences, some catering, etc. If disagreements are not quickly resolved, they should be brought to the attention of the Vice President for Administration and Finance.

All those persons responsible for any budget can simplify and expedite the handling of requirements for supplies, equipment, and services by becoming familiar with Bellarmine's procurement policies and by centralizing within their departments' responsibility to themselves or to someone person who can become skilled in working with the Purchasing Department. The following points warrant particular emphasis:

- Plan for your needs as far in advance as circumstances permit.
- Describe accurately appropriate specifications, quantity, and quality needed on purchase requisitions to the Purchasing Department
- Initiate transactions well in advance of the critical date required. (Purchasing understands that there will be occasions when unexpected needs arise.)
- Keep purchasing informed of transactions that have worked well for your department or those that did not. Also, inform purchasing of new equipment or new sources you have learned.

The University considers its vendors' valuable assets and attempts to administer buying practices so all worthwhile suppliers are evaluated and handled ethically. The best of them will be awarded shares of the University business based on competitive prices, services rendered, and ultimately, a long-range benefit to the University. The University has a policy that transactions with vendors and contractors shall be handled "arm's length." Reasonable attempts are made to give opportunities for those associated with the University to submit proposals or bids. However, decisions on selecting a vendor or contractor are made based on quality, ability, and cost, without regard to these other relationships. Donors to the University are considered first if all factors are equal in the bidding and proposal processes.

All savings, including cash discounts, achieved by combining purchases, using the University's buying power, or developing larger quantities per order through the cooperation of departments, benefit the University's operating budget. Standardization and simplification of products and procedures, when appropriate and practical, also result in substantial and repetitive savings to the individual budget accounts.

- The Purchasing and Procurement Policies for Bellarmine University are intended to list the general policies and many procedural practices organized to accomplish the procurement processes for Bellarmine. While it is somewhat detailed, it cannot cover all eventualities. The occasional exceptional case will be worked out as circumstances and sound business practices warrant

All coaches are expected to stay within their operating budgets for their sport. When determining the total expense for each sport, expenditures such as travel mileage, equipment, meals, lodging, and other necessary items must be included. If there is an over-expenditure of your operating budget after the audit of the fiscal year, the deficit dollar amount will be forwarded to your fundraising account to be cleared during that next year.

Office Supplies

Departments must purchase through the Campus Store for all office supply needs, the Copy Center for all copy needs, and the Data Center for all computer-related needs. All publications and media guides must be coordinated with the Sports Information Director and the Public Relations Department.

Fundraising Budget

All sports programs have a fundraising budget account in addition to the grant-in-aid budget and operating budget. Ultimately, each sports coach is responsible for not exceeding the University's limitations as reflected by the budget. All expenditures must be approved by the Director of Athletics and/or sport oversight supervisor.

The fundraising account amount reflects the ambition of the coach and team members to provide funding for special trips during the season, such as during spring break or even extended trips during the regular academic year. Special purchases can be made through this budget, as well as sports banquet expenses, but any expenditure from this budget, even though the money was fundraised, must have the approval of the Director of Athletics and/or sport oversight supervisor and must have the same administrative controls as other university budgets. No sports program can have a separate banking account with an off-campus vendor.

Tax Exempt Numbers

Bellarmine University is a tax-exempt institution and, therefore, does not have to pay sales tax on some purchases of equipment, food, lodging, etc. The tax-exempt number is F-307, and coaches can get tax-exempt certificates to carry with them on trips by requesting them from the Athletics Office secretary. The University is tax-exempt in many states. Please check before you travel to obtain the necessary exemption forms.

Tuition Discounts

Full and part-time stipend employees are eligible for a tuition discount in Bellarmine's regular undergraduate or graduate programs. There is no discount for Continuing Education programs.

A percentage tuition discount of 40% is available for part-time head coaches and 25% for part-time assistant coaches (refer to the Bellarmine Staff Handbook regarding tuition remission for full-time employees). The discount will be for the entire academic year, August to August, and only in the year the service is performed.

The tuition discount benefit must be declared for the athletic personnel member or one dependent. If there is more than one officially recognized party for a given position, the benefit discount will be divided equally as the stipend.

BELLARMINE UNIVERSITY

CAMPS & CLINICS POLICIES AND PROCEDURES

The following are Bellarmine Athletics policies and procedures regarding the operation of camps and clinics. This guide aims to provide camp directors/coaches with information about organizing and implementing sports camps and clinics. Bellarmine Athletics fosters and encourages the operation of sports camps to offer prospective students the opportunity to learn skills and competitive experiences. Camps also provide a supplemental income source for their sports teams to extend their program beyond typically budgeted funds or generate additional income for themselves. All Athletic Department-sponsored camps must be run directly through the Athletic Department and abide by all State, University, Conference, and NCAA rules and regulations.

NCAA legislation, intended to address potential abuses associated with the operation of sports camps and clinics, requires institutions to develop policies and procedures to ensure compliance. These policies and procedures should be followed before, during, and after a sports camp or clinic.

The present policy prohibits full-time University employees from earning extra income at the University during their regular work hours unless the allowance for such was explicitly provided in their letter confirming their initial hiring by the University or unless the President approves a subsequent specific exception. This does not prevent such activities during their personal time, including vacation time.

Compliance

Coaches must submit the “Camp and Clinic Approval Form” and any promotional materials to the Associate Director of Athletics for Compliance before advertising for that camp or clinic.

Insurance

The purchase of camp insurance is mandatory for all camps using Bellarmine University property or facilities. Proof of purchase is required before the start of each camp. A copy of the insurance policy must be given to the appropriate administrative personnel.

Camp Employment

Per Bellarmine Human Resources, all camp staff (i.e., coaches, support staff, student-workers, etc.) must undergo and pass a criminal background check. Once the camp director has identified potential camp employees, they should report the name(s) to the Athletics Office Manager to begin the necessary paperwork. No one is permitted to work as an authorized camp staff member without completing the required paperwork (i.e., background check, Misconduct form, W-9, etc.)

PAYMENT SCHEDULE FOR CAMPS AND CLINICS

CAMPS

The schedule for the distribution of funds generated by sports camps will be as follows:

- 5% of gross camp deposits to Bellarmine
- After expenses, any remaining funds will be allocated to the camp director(s).
- Bellarmine University will negotiate a camp insurance rate. Insurance cost is charged per camper.

CLINICS

The schedule for the distribution of funds generated by sports clinics will be as follows:

- The balance of the clinic profits will be deposited directly into the respective team's fundraising account.

**** Definition of Clinic – no salary is taken by anyone associated with the clinic, including student workers.*

THIRD-PARTY CAMP

The schedule for the distribution of funds generated by a third-party camp will be as follows:

- 5% of gross camp deposits to Bellarmine
- After expenses, any remaining funds will be allocated to the camp director(s).

Direct expenses of the program include, but are not restricted to, such things as design, printing, and mailing costs; outside rentals of space, equipment, etc.; awards, food service and coaches' or counselors' salaries for those who are not benefiting from the percentage basis of net proceeds; and rent for residence hall rooms and linens when utilized by the camp or clinic.

All records related to expenses and revenue generated must be channeled through the appropriate institutional accounting systems and the Athletic Director's office. This includes a camp store, camp concessions, the sale of apparel, etc.



DUTY TO REPORT

If it is alleged or witnessed that harassment, discrimination, or bullying has occurred at a Bellarmine Sports Camp or Clinic, action must be taken by coaches and/or camp personnel. Bullying and harassment or discrimination are serious matters and must be addressed. Specifics of this are included in the Misconduct Form each employee must sign before employment at a Bellarmine Sports Camp or Clinic.

SUPERVISION OF MINORS IN CAMPS AND CLINICS

Bellarmine University is committed to the safety of all individuals in its community. The University is concerned for potentially vulnerable people, including minors, who require special attention and protection. Below are supervision guidelines:

Barring emergencies, two or more camp personnel must be present when entering areas with minors. This includes, but is not limited to, locker room settings, sleeping rooms, and bathroom facilities.

Camp personnel should not engage in abusive conduct of any kind in the presence of a camper.

Camp Directors should establish a procedure for checking minor participants in and out of camps/clinics. Minor participants shall not be allowed to leave the camp/clinic except in the company of their parent(s), legal guardian(s), or someone authorized in writing by the same. Directors should ensure that attendance is taken at least twice during each day of the camp and have a procedure in place for locating missing participants.

CAMP STORE/CONCESSIONS

- All income and expenditures must be processed through the Department of Athletics Office Manager and Assistant A.D. for Business Operations.
- The Camp Director/camp sports head coach collects, documents, and forwards camp revenue to the Athletics Office Manager after camp.

Refund Policy

All requests for refunds must be completed ten days before the start of camp. All monies paid, except for a \$30.00 administrative fee per session enrolled, will be refunded provided the notice of cancellation is received ten days before the start of camp.

Other Fundraising Events

Coaches and athletics personnel are encouraged to organize fundraising events in their sport for special trips or special expenditures. The coach can direct 100% of the proceeds to their fundraising budget.

All fundraising events involving our coaches and/or players for the benefit of their sports program must have prior approval from the Director of Athletics or their designee. When fundraising through sports clinics, camps, tournaments, leagues, raffles, or other events, all activities are to be coordinated through the Athletics Office.

Fundraising accounts can carry a deficit expenditure, as well as surplus funds. Any over expenditure from the regular sports account will be carried over to the fundraising account to clear the overspending.

The fundraising account may then show a surplus or deficit and be carried into the following fiscal year.

All income must be deposited for your sports program with the University in a particular fundraising account and be subject to the same control and audit as all other funds of the University. No slush funds or separate checking accounts are allowed.

The University has agreed to carry over any sport fundraising funds not spent from one fiscal year to another. All fundraising expenditures are subject to the same procedures as University funds, with checks and balances for control.

A financial report for each fundraising activity must be developed, reporting all income and expenses. This report must be presented to the Director of Athletics upon completion.

Donations

Donations made to the Booster Association may be restricted to any sports program to help support the budget funding needs. Those donations are held in a university escrow account. They will only be used at the end of the fiscal year if the regular budget and fundraising budgets are depleted and show a negative balance. These funds will be carried over to the next fiscal year.



SCHEDULING

The head coach of each sport is responsible for scheduling athletic contests for their sport. When scheduling athletic events, special consideration should be given to the number of classes that will be missed. Try to avoid missing the same class period each week. Some thought should be given to our Tuesday-Thursday and Monday-Wednesday-Friday class format. The final schedule is to be presented to the Director of Athletics and Compliance Office for approval before the beginning of the season. In brief, the following schedule guidelines will help to eliminate conflicts for student-athletes and the Athletics Department with the various factions of the college community.

Schedule Guidelines

- Do not exceed NCAA-established guidelines for dates or contests.
- Balance home and away contests and use all Saturday and Sunday dates possible.
- Do not schedule dates during exam week.
- Avoid exceeding two weeks of missed classes for M-W-F or T-TH schedules.
- Once the schedule is established and published, avoid changes!
- Maintain established times for home meets.
- Adhere to local ordinances involved with the use of Owsley B. Frazier Stadium.

Team Practice

A student-athlete may not miss class to attend practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

Countable athletically related activities (CARA) are prohibited after a contest. This includes film.

A student-athlete is required to have one day off during the designated week in-season; a student-athlete is required to have two days off during the designated week out-of-season.

A student athlete is limited to 20 hours of CARA during the designated week in-season; a student-athlete is limited to 8 hours of CARA (maximum of 4 of the 8 hours can be spent on practice/skill instruction) during the designated week out-of-season.

Each team must adhere to their respective conference policy as it relates to CARA immediately following the completion of the final contest in the championship segment.

All student-athletes must be provided with a day off on the first Tuesday following the first Monday in November (or a designated date for championship segment teams) for Civic Engagement activities.

TRAVEL POLICY

Bellarmino Athletics maintains a Travel Policy that outlines travel guidelines to be followed by staff, coaches, and student-athletes. The Department has a travel policy that will guide fair, equitable, and safe travel. In general, student-athletes may not leave campus for an away contest more than 48 hours before the contest or return to campus more than 36 hours after a contest. Exceptions do apply, including NCAA Championships and vacation period contests. For additional information, please contact the Compliance Office.

Before each trip, submit a Travel Manifest to the Deputy Director of Athletics/SWA and Office Manager. The manifest should include the names of all persons making the trip, and the emergency contact for each person traveling. Manifest must be submitted via ARMS before departure from campus.

Transportation/Lodging/Meals

All student-athletes must travel to and from an away event with their teammates. Any exception is at the discretion of the Head Coach with the approval of the Director of Athletics or the Sports Supervisor. A student-athlete may not travel apart from the team without written parental consent. A Travel Release Form must be completed by the student-athlete, signed by the parent/legal guardian, and emailed to the coach and administrator from the parent/legal guardian's email account. The student-athlete will only be permitted to travel separately with a parent or legal guardian and will not be allowed to travel in their vehicle.

The Head Coach or designee arranges all lodging and transportation accommodations through Shorts Travel. Each student-athlete or student-worker must be provided a bed for their exclusive use (e.g., one person per bed). Three students per room are acceptable if a rollaway or pull-out bed is used.

Single-room accommodations are used to accommodate an odd number of student-athletes. Student-athletes must stay with their teammates at the assigned team lodging. Per NCAA policy, student-athletes are prohibited from using in-room telephones and must pay at check out for any in-room charges.

Coaches and staff members cannot share hotel rooms (or bedrooms if utilizing private housing) with student-athletes, student managers, or other student workers. The department recognizes that some unique circumstances (e.g., an ill/injured student-athlete) may warrant/require additional accommodations. Still, care must be taken to ensure the safety and comfort of each student-athlete.

Efforts will be made to the maximum extent possible to ensure that care (including sports medicine and massage services) is not provided in a staff member's or student-athlete's hotel room. In place of a hotel room, the following options are suitable alternatives:

1. Using banquet space that may already be reserved for team meals or meetings.
2. Obtaining a separate conference space if available.
3. If available, depart for the venue earlier to provide care at the practice/competition site.
4. Asking that beds be removed from a hotel room to provide a treatment/massage space.
5. If none of the above are an option, utilization of a suite with a living area and separate bedroom and having another adult present and the door propped open would be encouraged

Lodging for Parents

Some hotels have attempted to charge Bellarmine for rooms reserved, occupied or not, for parents following the sports teams. Coaches are not to reserve rooms for parents. The coaches cannot guarantee rooms for late arrival for parents and will not include parents on Bellarmine purchase orders to the vendor. We cannot assume responsibility, yet we are willing when we have them in reservations and purchase orders.

Spring Sports and Extended Trips

The Director of Athletics (or designee) must approve extended sports trips and fundraising methods. Spring Break or extended trips should not be scheduled until the form of paying for all expenses is determined.

Meal Allowance

Coaches are encouraged to arrange team meals so that student-athletes receive a balanced diet and are not tempted to skip meals.

The following is suggested in planning expense allowances for food per meal or per diem:

- Breakfast \$ 7.00
- Lunch \$ 10.00
- Supper \$13.00
- Per Diem Maximum (all three meals daily) - \$30.00. Each student-athlete receiving per diem must acknowledge receipt of the money by signing the Travel List/Meal Money Disbursement sheet. A Travel List/Meal Disbursement Sheet must account for each day of travel and must specify each meal's cash allotment. It must be signed and dated.

A maximum of 15% gratuity can be planned in the food allowances.

Check Requests /Advance

When expense money is needed, coaches must request it at least two weeks before the required date. This is the policy of the Business Office. The Athletics Office Manager will fill out the check request for the coaches. Coaches must plan, decide the amount of money needed for each trip, and turn in a request for each trip. Expenses must be adequately accounted for, regardless of the source of funds, within 60 days after the advance was paid or incurred.

Mileage

Employees will be reimbursed for using their personal vehicles for University business at a rate per mile, established by review of the Internal Revenue Service (IRS) mileage and recommendation by the Vice President of Administration and Finance to and approved by the President.

Those individuals furnished a University-owned vehicle will be reimbursed at a lower rate per mile to cover the cost of gasoline. The rates per mile and applicable mileage limitations are reflected on the reverse side of the University Expense Claim form. That information is incorporated into and considered a part of this policy. Miles traveled for University business purposes do not include personal commuting miles between home and Bellarmine University.

Personal Expenses and Payment

The University will not make any reimbursement of personal expenses incurred while on University business. These include personal phone calls, movies, other entertainment, lodging, and meals for family members and guests.

If you are authorized to sign the hotel bill using a University purchase order at checkout, you must pay any personal expenses reflected on the invoice at check-out time. Accordingly, the statement received by the University will reflect only the balance owed by the University. In other cases, personal expenses must be deducted from the bill before submission for reimbursement.

Request for Reimbursement

The University Expense Claim form is to be used for all reporting of travel and entertainment expenses, including advances for travel. This form must accompany all original receipts and the additional documentation recited above. The absence of any of this information may result in reimbursement being delayed or denied. Itemize receipts are required for all restaurants. Alcohol will not be reimbursed.

The form must be completed in date order and finished in the online form. The form includes a section for deductions if the University was charged directly or a travel advance was requested. The individual and their supervisor must sign the University Expense Claim form before Accounts Payable Department approval is given. Processing University Expense Claim forms may take up to ten business days, provided all documentation and required signatures accompany the request. Checks are issued once a week.

STUDENT TRAVEL POLICY

Purpose

The Student-Athlete Travel Policy aims to provide a framework for the safe and efficient travel of the intercollegiate athletic teams at Bellarmine University.

Travel Expectations

Conduct - Student-athletes are expected to conduct themselves professionally as a representative of Bellarmine University and a team. Misconduct could lead to disciplinary actions, including suspension or even removal from the team and loss of athletic grants in aid. Use of any drugs, including alcohol, while traveling is strictly prohibited. To ensure that each student-athlete knows what constitutes acceptable behavior, Head Coaches are responsible for setting standards of team conduct through their team rules. Specific conduct standards may include dress code, individual conduct, curfews, and free time activities.

Academic Expectations

Each student is expected to attend all classes for which they are enrolled. The instructor of the course determines the attendance policy for each period. This policy is made known to the class at the beginning of each semester. It is the student's responsibility to know the policy on attendance for each course in which they are enrolled. Student-athletes are responsible for attending every class session held when they are not ill, involved with a personal emergency, or traveling with the team. Students are not to miss class to attend a practice. That is an NCAA violation.

Team Travel - Student-athletes should provide their instructors with a list of dates (provided by their coach) on which athletic events conflict with class attendance at the beginning of each semester. In addition, instructors should be reminded of future absences at least a week in advance. Arrangements should be made ahead of time to make up all missed assignments, exams, quizzes, labs, etc.

Student-Athlete Absentee Notice Form - Student-athletes should complete an ARMS Student Absentee Notification form for each class missed due to competition. The document confirms that you are participating in a college-sanctioned competition. It does not serve as an excuse not to complete the missed work. Forms must be completed and submitted to your instructors of the impacted classes one week before the absence. Student-athletes must know and abide by that policy and work with the instructor to submit the missed work.

PRACTICE

Off-campus Practice - Student-athletes should have reliable transportation to and from off-campus sites. Student-athletes who drive should exercise appropriate caution when driving to and from off-campus locations. Whenever possible, the coaching staff should drive Bellarmine (rented) vehicles.

COMPETITION

When an athletic team travels to an away competition, the team should travel in one party unless prior approval has been given. Airlines, charter buses, or Bellarmine (rented) vehicles driven by the coaching staff are the prescribed modes of transportation.

The official team travel party consists of the coaching staff, student-athletes on the team roster, managers, athletic trainers, approved support staff, and Bellarmine employees. No individual other than those in the official travel party may travel in a chartered bus or Bellarmine (rented) vehicle without the Director of Athletics or their designee's written approval at least 24 hours before the trip.

Requests for student-athletes or parents (driving student-athletes) to drive their vehicle separately from the team (even if following the team bus or vans) to or from the competition site must be approved at least 24 hours before departure by either the Director of Athletics or their designee. Such requests will be considered case-by-case but should be an exception, not the norm.

When staying overnight in conjunction with team travel, all team members (official travel party) are expected to remain in the designated team hotel with the team, not with parents or other parties. Any exception needs prior approval from the Director of Athletics or their designee.

After a student-athlete has completed his/her competition(s) and has been released by the head coach, the student-athlete may return home with their parent(s) separate from the team. A Travel Approval Form must be signed and completed 24 hours before departure for each competition. All other Team members must return with the official travel party.



ACADEMIC & SUPPORT SERVICES FOR STUDENT-ATHLETES

Support Services Cheat Sheet

ASUN CONFERENCE ACADEMIC TROPHY

(Highest percentage of ASUN student-athletes at a 3.0 or above)

- 2020-21 - Champions
- 2021-22 - Second Place
- 2023-24 -

- Academic & Support for Student Athletes Staff – Primary academic advisor for all first-year and new transfer student-athletes and select majors in their second-year
 - If a student-athlete wants to withdraw from a class at any time, they must get approval from the academic advisor.
 - A student-athlete must get approval from the academic advisor if they want to add or drop a major/minor.
- Department Goal – Earn a 3.3 cumulative GPA – top four finish in ASUN Conference Academic Trophy.
- Academic & Support Services for Student-Athletes will provide “Knights Get Hired” and “Student Athlete Success” documents for recruitment/marketing opportunities.

Academic Progress Rate (APR)

We are focused only on student-athletes who receive athletic aid. Two things drive it: Are they eligible, and are they retained? Although, there are caveats to the retention piece. If a student-athlete leaves in good standing and enrolls full-time at another four-year institution the next term, the institution does not lose an APR point. Here’s a link that gives more context to APR [Academic Progress Rate Q&A - NCAA.org](#). As an institution, the university needs to score 985 or above because that is tied to funding from the NCAA. Bellarmine is not eligible for that funding until our D-I transition is complete.

Technology Processes

ARMS for Study Hours – Study Hours Policy

Every new student-athlete (first-year and undergrad transfer) has eight weekly study hours. This will be adjusted when student-athletes travel for competition or when Bellarmine is closed. For a day(s) missed due to either of these circumstances, one less study hour would be required for each day. Academic & Support Services staff will report the previous week’s study hours to coaches on Mondays (the beginning of the week for the tracking system).



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	Fall Study Hours	Spring Study Hours
All First Year Students	8 hrs.	8 hrs.
Undergraduate transfers in first year	8 hrs.	<ul style="list-style-type: none"> ▪ 0 hrs. – if GPA is 3.0 or > ▪ 8 hrs. if GPA is < 3.0
Sophomores, Juniors, & Seniors	<ul style="list-style-type: none"> ▪ 0 hrs. if GPA is 3.0 or > ▪ 4 hrs. if GPA is 2.75-2.99 ▪ 8 hrs. if GPA is < 2.75 	<ul style="list-style-type: none"> ▪ 0 hrs. if GPA is 3.0 or > ▪ 4 hrs. if GPA is 2.75-2.99 ▪ 8 hrs. if GPA is < 2.75

Study Hour Process

- Tutoring Center, Athletic Study hours, and Writing Center can all count. A student-athlete will sign in for Tutoring and Writing Center appointments and those hours will be recorded.
- **The student will sign in AND out from their phone in the library using the ARMS mobile APP** for all study hours, tutoring, and writing sessions.
- Each week begins on Monday morning and runs through Sunday night. The student can do hours any time the library is open.
- Students must stay in the library but can go anywhere in the building except for the space reserved for tutor appointments in the basement.
- Two hours is the maximum time per session that can be recorded. (2 pm-4 pm and 7-9 pm is ok, but 2-6 pm is not) Separating study sessions with a break in between will be more effective.

Academic Update Requests

- These are sent out three times a semester, in addition to midterm grades being reported, for all first-semester undergrad and transfer student-athletes;
- These are sent out in the second semester for first-year students below a 3.0 and any second-year students below a 2.75

Missed Class Process

➤ Part 1 - Team Travel Letters

Please send the completed copy to your student-athletes the first week of the semester so they can distribute it to their professors. ****Be sure to include the home competition on Monday through Friday.**** This document is a university academic requirement. The intent, at minimum, is the professor has a signed copy, and the student-athlete has a signed copy for their records.

➤ **Part 2 - Student Absentee Form for Travel/Competition:**

- Under “Workflows,” click “Workflow Launchpad” in ARMS [Welcome to ARMS \(armssoftware.com\)](https://armssoftware.com) under the Student-Athlete Forms. Each time a student-athlete misses a class due to travel/competition, they must fill out and submit the “Student Absentee Notification” a minimum of a week in advance to any professor. A university academic policy is submitting the student absentee form through ARMS a minimum of a week in advance. The student should follow up with that professor (in person) a week in advance to address any details they need to work through for that missed class. The more personalized and professional they communicate with professors, the more effective this process will be.
- Academic & Support Services for Student-Athletes will provide a “Team Travel Letter” template before the start of the term for coaches to complete and provide to their student-athletes.

Make Up A Test

If a student-athlete will be missing a test while on the road and has determined in their conversation with their professor that they will be making up that test through the Student Success Testing Center, they need to follow this link to [Sign-Up For Taking a Test \(Sponsored Events\) \(wufoo.com\)](https://wufoo.com). They must complete this form a minimum of five before making up the test in the testing center.

Academic & Support Service Partnerships

The department works closely with departments across the university but very actively interacts with the following areas:

Student Success Center – Writing Center, Tutoring Center, Testing Center, & General Student Population Academic Advising

Career Development Center –

Career Development has two advisors assigned to specific sports: Jackie McNatt - baseball, cheer, men’s and women’s cross country/track & field, dance, field hockey, men’s and women’s golf, softball, and men’s and women’s tennis; Matt Real: men’s & women’s basketball, lacrosse, men’s and women’s soccer, men’s and women’s swimming, sprint football, volleyball, and wrestling

Mental Wellness / Counseling Center –

Paula Struck– a defined staff member in the athletic department who is the point of contact for the athletics department; others in the department see student-athletes in addition to her

Accessibility Resource Center (ARC) –

work closely with our student-athletes to help establish ongoing academic accommodations and work with us to determine short-term accommodations as needed due to injuries (e.g., concussions, etc.).

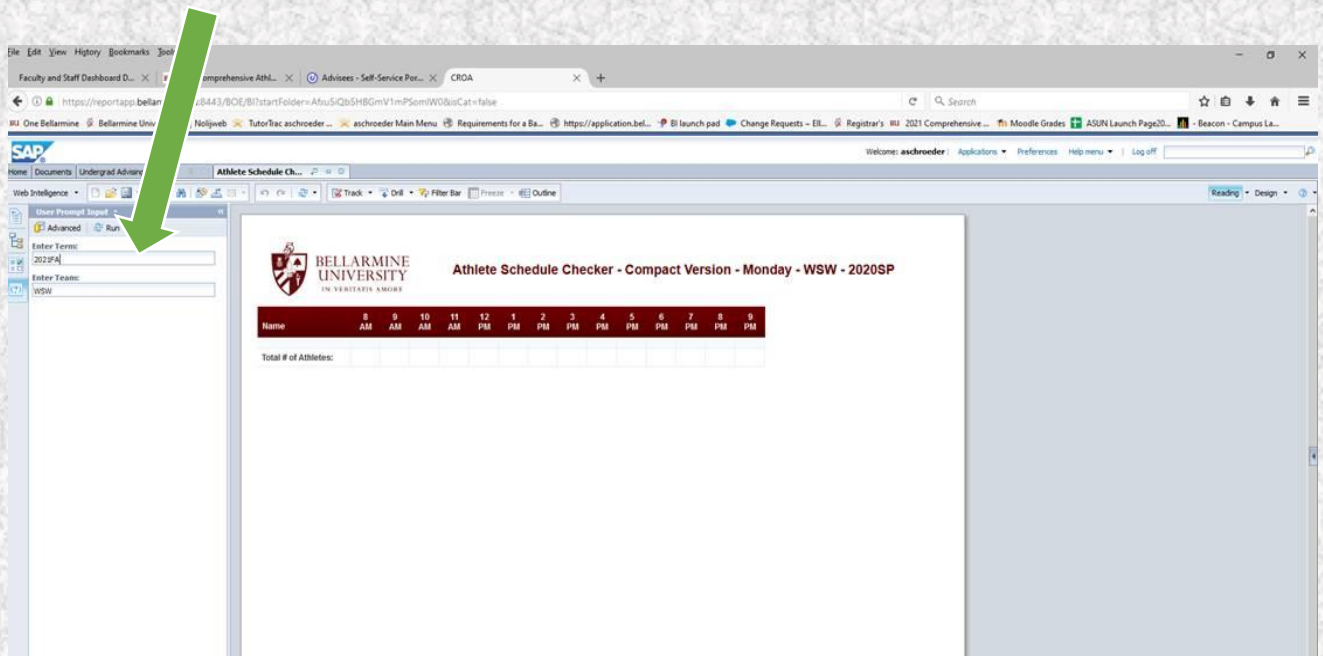
Accessing Class Schedule

Some reports can be pulled that reflect your student-athletes’ entire class schedule for each day

To process these reports, you need to run these reports on campus. Note the green arrow on the screenshot. (see next page) Click the “?” box to run your team’s information, entering the current term (e.g., 2022FA) and your team’s code (e.g., MTE – Men’s Tennis).

<https://REPORTAPP.bellarmino.edu:8443/BOE/OpenDocument/opendoc/openDocument.jsp?slDType=CUID&iDocID=Aakon0.EwxlluvZ4FkXZzMk> – Full Class Details, Inclusive of Specific Class Times

<https://REPORTAPP.bellarmino.edu:8443/BOE/OpenDocument/opendoc/openDocument.jsp?slDType=CUID&iDocID=AShijtGb38dMiBkDYulNwu0> – Compact Version, Rounds by the Hour



Processes for Prospective Transfers / New Students

A coach must complete a “transfer eval request” form in ARMS to evaluate student-athletes progress towards degree and eligibility for the upcoming term; an unofficial transcript will be assessed by the registrar’s office in consultation with academic departments as needed and then will be reviewed by academic advising to determine

Knight U Orientation: All incoming first-year students are required to attend an orientation. Typically, there are five dates for orientation: one in April, two in May, and two in June. If a student can’t attend an orientation (e.g., an international, student traveling from a long distance), an online orientation will be scheduled after the last orientation.

- All incoming undergraduate student-athletes’ schedules are built after they complete the advising form. First-year students whose registration process begins around the beginning of April can begin completing an advising form at the beginning of March, depending on when the admissions office rolls it out.



Graduate Academic Policy

Good Standing

Good standing indicates that a student has a cumulative GPA of 3.00 or better and is progressing satisfactorily toward a degree. Refer to the Student Handbook regarding non-academic good standing.

Academic Probation and Dismissal Based on GPA

Graduate students whose cumulative grade point average (GPA) falls below 3.00 are placed on academic probation. The probation and dismissal process, including summer, occurs at the end of every semester.

Students placed on probation have one semester (the next semester of enrollment in the program) to raise their cumulative GPA to 3.00. If the student's GPA does not warrant removal from probation after a semester of probation, a determination will be made by the program director or appropriate committee to continue the student on probation or academically dismiss the student. Dismissal appeals must be made to the academic dean, whose decision is final.

Probationary status is not noted on the official academic transcript, and academic dismissal is recorded on the official academic transcript.



NCAA DRUG TESTING POLICY

The NCAA supports membership efforts to prevent drug and alcohol abuse. NCAA bylaws require the director of athletics or their designee to disseminate an annual list of banned drug classes to all student-athletes, including student-athletes who transfer mid-year, and to educate them about products that might contain banned substances. Campus colleagues working in alcohol- and other drug prevention programs may provide additional support for athletics department efforts.

[2023-24 NCAA Drug Testing Policy](#)

BANNED SUBSTANCES CLASSES:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics/Masking Agents
- Narcotics
- Cannabinoids
- Peptide Hormones, Growth Factors, Related Substances, and Mimetics
- Hormone and Metabolic Modulators
- Beta-2 Agonists

Go to ncaa.org/drugtesting for examples* under each class.

*Any substance that is chemically/pharmacologically related to any of the classes above, even if it is not listed as an example, also is banned.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff.

- Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
- Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a nutritional/dietary supplement ingredient is taken at the student-athlete's own risk.



Medical Exceptions Procedures

The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history that demonstrates the banned substance is needed as part of an approved medical treatment or therapy plan. The complete procedure for requesting a Medical Exception can be found on this link. [2023-24 NCAA Drug Testing Policy](#)

Exceptions may be granted for the following classes of banned substances:

- Stimulants
- Anabolic agents
- Beta-blockers
- Diuretics
- Narcotics
- Peptide hormones, growth factors, related substances, and mimetics
- Hormone and metabolic modulators
- Beta-2 agonists

NOTE: No medical exception review is available for substances in the class of cannabinoids.

Causes for Loss of Eligibility

➤ As required in NCAA bylaws, each academic year, each member institution shall administer the consent form to its student-athletes, and each student-athlete shall sign a drug-testing consent form in which the student-athlete consents to be tested for substances banned by the NCAA. Failure to complete and sign the consent form as required shall result in the student-athlete's ineligibility for participation in practice and competition in all intercollegiate athletics. The drug-testing consent form remains in effect until a subsequent form is executed.

➤ Student-athletes who test positive for a banned substance or who breach NCAA testing protocol requirements are subject to loss of eligibility. These student-athletes may be subject to additional testing for all NCAA-banned substances by the NCAA at any time. Drug testing penalties are legislated under NCAA Bylaws 18.4.1.4 (Divisions I and II) and 18.4.1.5 (Division III) Ineligibility for Use of Banned Drugs.

➤ Breach of Protocol. A student-athlete will be considered to be in breach of protocol and treated as if they tested positive for a banned substance other than cannabinoids and narcotics if the student-athlete:

- Fails to arrive at the collection station without legitimate justification as determined by the NCAA-designated drug-testing agency;
- Fails to provide a urine specimen according to collection procedures;
- Leaves the collection station without authorization from the DCO before providing a specimen according to protocol or
- Attempts to alter the integrity of the collection.

➤ Tampering. Where it is identified by the NCAA or its designated drug-testing agency that a student-athlete was involved in tampering (e.g., urine substitution or related methods) with an NCAA drug-test sample, and the incident is supported by student-athlete admission, clear observation or other highly irrefutable evidence, the student-athlete shall be charged with the loss of eligibility as legislated under NCAA Bylaws 18.4.1.4.3.1 (Divisions I and II) and 18.4.1.5.3.1 (Division III) Tampering With a Drug-Test Sample.

BELLARMINE DRUG TESTING POLICY & PROCEDURE

POLICY STATEMENT

Bellarmino University is committed to its student-athletes' the health, safety, and welfare. As a result, the Department of Athletics recognizes its responsibility to promote educational opportunities supporting positive decision-making processes. The overall goal of the drug testing program is to encourage fair and equitable athletic competition without the use and/or abuse of prohibited drugs and substances. Due to the physical demands of intercollegiate athletic competition and the potential physical and emotional damage that can result from illicit drug use, Bellarmine University, athletics administration, athletic training, and coaching staff condemn the use of any illegal drugs, improper use of prescription drugs or performance enhancing products that may impair or endanger the safety of our student-athletes. Because of the Department of Intercollegiate Athletics' concern for our student-athletes health and well-being, and the integrity of the intercollegiate athletics program at Bellarmine, a drug education and testing program is in place. All student-athletes are subject to the institutional student policies and procedures of the Bellarmine Student Handbook, including but not limited to being tested for drugs. Positive drug test results are subject to institutional sanctions and those of the Athletic Department.



EDUCATION

At the beginning of each school year, a presentation will be made to each team to outline and review Bellarmine University's drug testing policies and procedures. In compliance with the NCAA, all student-athletes must sign a drug testing consent form and institutional consent statement for both NCAA and Bellarmine drug testing. Attendance of the student-athlete at this meeting is mandatory. Student-athletes unable to meet at the same time as the rest of their team must schedule a time with the Assistant Athletic Director for Compliance to meet one-on-one or attend a meeting with another team.

PURPOSE

The central purpose is to promote student-athlete health and well-being and equitable athletic competition without the use and/or abuse of prohibited drugs or substances, creating an environment free of illegal drugs and substances.

METHODS FOR SELECTION

Institutional Random - testing will be set by the program administrator with the approval of the Director of Athletics. Selection is random, and any student-athlete on the official NCAA eligibility roster may be tested. The University's Office of Institutional Research or Drug-Free Sport will generate the list.

Team Testing - all team members are subject to drug testing and may be notified by the Director of Athletics or their designee.

Institutional Reasonable Suspicion - reasonable suspicion is defined as the student-athlete's behavior, conduct, or performance. This leads the University to conclude the student-athlete is under the influence of a banned substance, illegal drugs, abusing prescription drugs, or alcohol. (Examples: decline in academic performance, poor class attendance, unexcused missed practices/competitions, etc.)

NCAA Year-Round Testing - the NCAA reserves the right to test all sports in accordance with the Year-Round Drug Testing Program.

NCAA Championship - any team or individual competing in NCAA Championships is subject to drug testing before, during, or after the event(s).

Follow-Up - a student-athlete who has returned to participation following a positive drug test may be subject to follow-up testing. Testing will be unannounced at a frequency determined by the Director of Athletics or their designee.

PROCEDURES

Consent

- All student-athletes must sign the institutional drug testing consent form before the first day of practice or competition.
- Failure to sign the consent form before the required date will result in the student-athlete being ineligible to participate in intercollegiate practices, workouts, or games.

Notification Process

Student-athletes selected for drug testing will be notified personally or by phone (no voice mail or email) by the Athletic Department Designee or Drug Testing Site Coordinator. A student-athlete chosen for drug testing may receive no more than a 24-hour notification. The student-athlete will read and sign the Student-Athlete Notification Form acknowledging that they have been notified of the drug test and verify the date and time of the test. If a student-athlete cannot meet in person, and notification is via phone, the Athletic Department designee/Drug Testing Site Coordinator will follow up with an email with a read receipt. The student-athlete is required to respond via email verifying receipt of email notification.

Failure to Participate

Failure or refusal to appear or tamper with the urine sample will constitute a positive test result and be subject to immediate disciplinary action. Failure to appear within one hour of the designated arrival time will be considered a missed test.

Drug Testing Protocol

Bellarmino Athletics will follow the NCAA Drug Testing Protocol. The drugs or substances to be tested include anything listed on the NCAA Drug Policy.

https://ncaaorg.s3.amazonaws.com/ssi/substance/SSI_DrugPoliciesBrochure.pdf.

All student-athletes on the squad list may be called for testing. This includes student-athletes who are actively participating, medically unable to participate (temporarily or permanently disqualified from practice/ competition), ineligible, or who have exhausted eligibility but are still receiving athletic aid.

Three or more diluted samples are cause for reasonable suspicion. If this occurs, the student-athlete will remain at the testing site until a concentrated specimen is produced. Refusal or inability to provide a sample will be considered a positive test and will incur sanctions.

Bellarmino Athletics bans the use of substances or methods that alter the integrity or validity of urine samples provided during testing. A positive finding for these substances will be considered a positive test and incur sanctions.

Reporting of Positive Results

- The Director of Athletics (or designee) and Head Athletic Trainer will be notified directly by the testing laboratory.
- The Director of Athletics (or designee) will notify the Head Coach, Assistant Athletic Director for Compliance, and the Dean of Students.
- Head Coach will meet with the student-athlete(s).
- The Dean of Students will notify the parent(s)/guardian(s) of the infraction by letter.

Sanctions

Each student-athlete who tests positive for an NCAA-banned substance must complete the following requirements to regain eligible status as a student-athlete at Bellarmine University. The response to a positive test will be structured to address, identify, and assist the student-athlete with the use/abuse of the prohibited drug, prescription drugs, and substance use. **The following sanctions are specific to a positive finding through an institutional drug test. A positive finding through an NCAA Year-Round Testing would result in the loss of eligibility for one (1) calendar year.**

First Positive Test

1. The Dean of Students Office will be notified of the positive findings.

2. The student-athlete will participate in the university's student conduct process regarding drug and alcohol use. Refer to the Bellarmine Student Handbook for a detailed description.
3. Student-athletes will be suspended for 10% of the competition dates (excluding exhibitions/ scrimmages) or the maximum number of contests allowed in the individual sport. (whichever is applicable). If not enough dates are left in the regular season, suspensions will carry over to the post-season competition and/or the following regular season. The sanction will be applied immediately following a positive test.
4. For multi-sport athletes, a 10% suspension will be served in each sport.
5. The student-athlete is expected to fulfill all responsibilities as a team member, including but not limited to attending practice and other team events.
6. The student-athlete may be required to record a negative drug test result before full reinstatement for practice/competition.

Once a student-athlete has tested positive, follow-up drug testing may occur at regular or random intervals.

B. Second Positive Test

1. The Dean of Students Office will be notified of the positive findings.
2. The student-athlete will participate in the university's Student Conduct Process relating to repeat offenders of the drug and alcohol policy. Refer to the Bellarmine Student Handbook for a detailed description.
3. Student-athletes will be suspended for 50% of the competition dates (excluding exhibitions/ scrimmages) or the maximum number of contests allowed in the individual sport. (whichever is applicable). If not enough dates are left in the regular season, suspensions will carry over to post-season competitions and/or the following regular season. The sanction will be applied immediately following a positive test.
4. The student-athlete will not be allowed to practice with the team.
5. The student-athlete must pass a physical by the Team Physician as a condition to return to play.
6. It may also result in loss, a reduction, a non-renewal, or cancellation of athletic grant-in-aid.

C. Third Positive Test

1. Student-athlete will be immediately dismissed from their athletic team.
2. The Director of Athletics will recommend cancellation and non-renewal of an athletic scholarship as soon as possible per university, conference, and NCAA rules.

APPEAL PROCESS

A student-athlete who tests positive under the Bellarmine University Athletics Drug Testing Program may request an appeal within three (3) days of being informed of disciplinary action. The written appeal must include the specific grounds for the appeal, supporting arguments and documentation, and any other relevant information the student-athlete wishes to include. Appeals must be based on one or more of the following reasons:

- Sanction Proportionality—to determine whether the sanction was disproportionate to the offense committed for which the student was found to be responsible.
- New Information—to consider new information unknown at the time of the original hearing that, if introduced, would substantially impact the finding or sanction.
- Procedural Conformity—a claim that the hearing did not conform to the procedures outlined and that substantially affected the outcome of the original hearing.

Upon receipt of the written appeal, the other principal parties involved in the original hearing are notified and provided a reasonable opportunity to respond in writing to the appeal. The principal parties include but are not limited to the Dean of Students, the chief student conduct officer, and any person(s) bringing charges against the student-athlete. The Committee on Student Appeals will hear appeals.

This committee comprised one faculty member and two administrators appointed by the

Vice President of Student Affairs.

The Appeals Committee will examine witnesses not previously heard, new information, pertinent materials or information including, but not

limited to, laboratory reports, hearing summary/minutes, sanction notification letter, incident report, letter of appeal, and appeal responses. The committee will

render a recommendation to the VPSA or a designee, who will review the recommendation and issue a written decision. The VPSA will notify the appellant of the decision within three working days of receipt of the recommendation from the Appeals Committee.



RESPONSIBILITY OF THE STUDENT-ATHLETE

The student-athlete must report their medical history, including all medications, to the athletic training staff (i.e., ADHD). If the student-athlete requests a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

- Inform the athletic training staff of the use of the substance.
- Provide physician documentation of the diagnosis and treatment of the condition.
- Document that other non-banned alternatives have been considered and how that diagnosis was reached.
- Diagnosis and recommendations show the need for regular use of such drug.
- All information must be updated each year of the student-athlete's eligibility. Our team physicians will review requests for medical exceptions.

SAFE HARBOR - ADD NEW POLICY

A student-athlete who has engaged in prohibited drug use is encouraged to seek assistance from the head coach, athletic training staff, or athletics department administrator by voluntarily disclosing their substance abuse before an announced drug test. A student is not eligible for the Safe Harbor Program if one of the following conditions exists:

1. After they have been informed of an impending drug test.
2. After receiving notification of a positive drug test or
3. Has been cited by university personnel for alleged drug use.

A student-athlete will remain in the Safe Harbor Program for no longer than 30 days.

Student-athletes participating in the Safe Harbor Program must complete a drug and alcohol assessment by a licensed healthcare professional and comply with any treatment recommendations, which could include additional assessment or specialized care through outside providers/facilities. Student-athletes may utilize the University Counseling Center and/or team physician as a beginning point in this process.

Students participating in the Safe Harbor program must provide written documentation by the licensed healthcare professional(s) that they have fulfilled these expectations within 30 days. Details of any assessment or treatment need not be disclosed to the Department of Athletics, only that the evaluation has taken place, basic recommendations made, and the student-athlete complies with those recommendations.

While in the Safe Harbor Program, the student-athlete will not be included in the regular random institutional testing program but may be selected for drug testing by the NCAA. Safe Harbor does not exempt a student-athlete from any sanctions handed down by the NCAA.