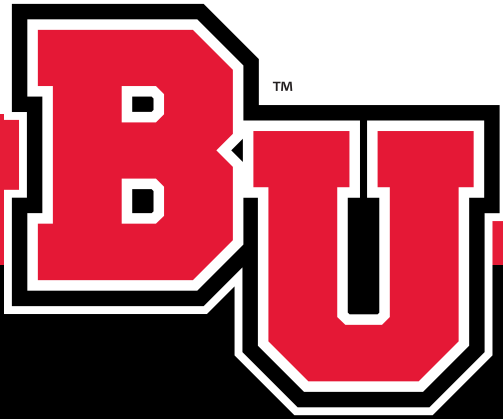




BIOLA UNIVERSITY

Operations & Compliance Manual



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Purpose of the Manual

The Biola Athletics Operations and Compliance Manual is designed to be a resource for coaches and staff in the athletics department at Biola University. It is intended to provide information that is essential for a better understanding of the policies and procedures of Biola Athletics. This manual is designed for use by all athletics staff as a reference for general athletics procedures and policies. In order to keep up with the ever-changing climate of college athletics, this is a living document that will be updated annually at minimum.

This document is not intended to be the only resource for guidance. Other resources include the Biola Employee Handbook, the Student-Athlete Handbook, the NCAA Division II Manual, the university Catalog and other documents as they are issued that serve as a collective body of information on institutional policy and guidelines for all staff and administration.

Any coaches or staff members who have questions regarding this manual or the institutional policies are encouraged to consult with the appropriate administrator and/or the senior director of athletics.

Biola University Mission, Vision and Values

Biola University Vision Statement

The vision of Biola University is to be identified among the world's foremost Christ-centered universities — a community abiding in truth, abounding with grace and compelled by Christ's love to be a relevant and redemptive voice in a changing world.

Biola University Mission Statement

The mission of Biola University is biblically centered education, scholarship and service — equipping men and women in mind and character to impact the world for the Lord Jesus Christ.

Biola University Values

The values of Biola University are those essential things that guide how we carry out our mission. We summarize them in three words: Truth, Transformation and Testimony. Each value provides a focal point for the lifelong patterns we aim to develop in our students.

Truth — Patterns of Thought: We believe truth exists, is found in the person of Jesus Christ, and is revealed in the Bible and in the created order. We also believe that truth must be pursued. Learning the art of pursuing truth is, indeed, at the center of a Biola University education. Our faculty teach and model this pursuit in order to develop in our students patterns of thought that are rigorous, intellectually coherent and thoroughly biblical.

Transformation — Patterns of Heart: Jesus Christ transforms individuals. As a Christ-serving university, the entire Biola experience is designed for life transformation in Christ. Our goal is that each graduate will have formed a personal

value system — one that is firmly rooted in truth and is integrative, globally informed and compassionate — that will influence their lifelong affections, decisions and actions. Said differently, we want our students to develop patterns of heart that reflect the heart of God.

Testimony — Patterns of Action: Biola University's mission is to impact the world for the Lord Jesus Christ. This mission is fulfilled when our graduates demonstrate "the obedience of faith" in service to others through words of wisdom, professional and personal competencies, hearts of compassion and acts of courage. We equip our students with patterns of action to lead in the face of unscripted problems for the good of a changing world, and to do so in the power of the Spirit, for the glory of God, to bring many to salvation in Christ.

Biola Athletics

History

The Bible Institute of Los Angeles was founded in 1908, in downtown Los Angeles, but moved to its present suburban campus in the city of La Mirada in 1959. By then an accredited college, the new campus provided ample space for athletics facilities. The first athletics director had been hired in 1957 and he began to formulate plans for the sponsorship of competitive teams.

The first teams were men's soccer, baseball and tennis (1960), men's and women's basketball (1961), women's tennis (1962), wrestling (discontinued in 1986), men's track and cross country (1964) and women's volleyball (1969). During the 1980s and 1990s, eight additional sports were added. By this time Biola had become a university. The new teams included men's indoor track and field (1981), women's track and cross country (1987), women's soccer (1992), women's softball (1993), women's indoor track and field (1994) and men's and women's swimming and diving (1997). The final sports added were men's golf (discontinued in 2019) and women's golf (2007-2025) and men's tennis (2007). In 2021-22 Biola added both men's and women's water polo.

The first national affiliation occurred in 1964, when Biola men's athletics joined the National Association of Intercollegiate Athletics (District III member). This was followed by Biola women's athletics becoming affiliated with the Association for Intercollegiate Athletics for Women in 1971. In 1981, women's athletics left the AIAW and joined men's athletics as NAIA members. While NAIA affiliates, the final change happened in 1994, when Biola became a member of the Golden State Athletic Conference.

In July of 2016, Biola began a three-year provisional membership period in the National Collegiate Athletic Association Division II. Biola began competing in the Pacific West Conference during the Fall of 2017 and achieved full membership in the NCAA Division II in the Fall of 2019.

Biola Athletics Mission Statement

Biola Athletics exists to recruit and educate a diverse group of Christian student-athletes to reach their full potential athletically, relationally, emotionally, spiritually and academically — equipping them in mind and character to impact the world for Christ.

Biola Athletics Philosophy

Biola University Athletics serves to recruit and educate a diverse group of Christian student-athletes to compete in the NCAA Division II. The institution supports its student-athletes in reaching their full potential athletically, relationally, emotionally, spiritually and academically. We believe in the holistic development of a student-athlete — living life in the balance — in order to thrive at Biola and beyond. The following are areas of focus for holistic development, as well as the values shaping the department and university.

- A. Biola Athletics seeks to foster a balanced and inclusive approach in which student-athletes learn and develop through their chosen academic pursuits, in civic engagement with their communities and in athletics competition.
- B. We are committed to the physical and educational well-being of student-athletes, including maintaining an environment that values cultural diversity and gender equity among student-athletes and intercollegiate athletics department staff.
- C. We are committed to ensuring that coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes. We seek to empower and give voice to the student-athletes via the Student-Athlete Advisory Committee.
- D. We believe a positive athletic environment and ethical approach to sport, scholarship and service are important to character development and the overall success of the intercollegiate athletic experience. We value respect, fairness, civility, honesty and responsibility. These values should be manifest in the full spectrum of activities affecting the athletics program.
- E. In order to create an atmosphere of respect and civility, we are committed to protecting individuals from unlawful discrimination or harassment with respect to governance policies, educational programs, activities, and employment policies.
- F. We recognize that our student-athletes are not simply members of their team, but also members of the student body as a whole as well as many other outside communities. We therefore strive to protect the time of the student-athlete so they may be fully immersed in outside communities and truly experience “life in the balance.”
- G. With the goal of being a model NCAA Division II institution, Biola is strongly committed to the principle of rules compliance. We are fully invested in complying with all applicable Association rules. Partnerships with other PacWest Conference

institutions provide an important accountability in this area.

- H. Within the scope of the rules of compliance, the institution is committed to maintaining the strictest governance as it relates to recruiting, awarding financial aid, tracking student-athlete eligibility and activity, meeting all sport sponsorship requirements and maintaining ethical accounting practices.

In addition to the above guiding principles, Biola Athletics is focused on the following fundamental philosophies that help define and distinguish who we are:

- **Academics** - As part of the Living Life in The Balance initiative, Biola University is committed to supporting the academic success of its student-athletes. Biola provides a top tier education for all students and is specifically committed to providing the support necessary to ensure a path to graduation that demonstrates graduation rates for student-athletes that are at least equal to those of the general student population.
- **Athletics** - Biola University is committed to providing highly competitive programs that aspire to compete for NCAA Division II national championships. We believe the key to accomplishing athletic success is through the quality Christian leadership of coaches and strong administrative support, allowing student-athletes to reach their collective team potential. In addition, we offer top level athletic facilities, equipment, strength training and athletic training support to help our student-athletes realize their full potential. It is our goal to see all student-athletes develop in their sport, so that they are more skilled at the conclusion of their time at Biola than when they began.
- **Spiritual Development** - Biola University is committed to providing an educational experience that integrates Christian faith with every aspect of the university experience. We believe the intercollegiate athletics experience can play a significant role in the spiritual development of every student-athlete, and we have developed our programs with spiritual growth at the core. We believe athletics at Biola provides an opportunity to invest in the development of the entire student-athlete's holistic development in mind, body and soul.
- **Community Engagement** - Biola Athletics is committed to active engagement with our communities to enhance relationships between our student-athletes and community members and develop a shared civic experience in our student-athletes. We believe this commitment goes beyond periodic service work; it should be tied to an active and continuing engagement with our surrounding communities, motivated by our Christian love for others. We seek to not only engage the community off campus, but also to provide opportunities to bring the community onto our campus and engage them in a positive, family-friendly manner.

- **Post-Graduation Success** - Biola Athletics is committed to developing our student-athletes' character, rooted in their Christian faith, so that they can successfully transition to become productive members of society after they graduate. We also believe in an athletic model that allows our student-athletes to focus on academic pursuits, obtain internships for career preparedness, and develop a strong spiritual foundation to thrive holistically beyond graduation.

Biola Athletics National Affiliation

National Affiliation

Biola University is a full member of the NCAA Division II.

About the NCAA Division II

NCAA Division II is a collection of approximately 300 colleges and universities that provide thousands of student-athletes the opportunity to compete at a high level of scholarship athletics while excelling in the classroom and fully engaging in the broader campus experience. This balance, in which student-athletes are recognized for their academic success, athletics contributions and campus/community involvement, is at the heart of the Division II philosophy.

NCAA Philosophy and Strategic Positioning Platform

NCAA Mission

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

About NCAA Division II

NCAA Division II is a collection of over 300 NCAA colleges and universities that provide thousands of student-athletes with the opportunity to compete at a high level of scholarship athletics while excelling in the classroom and fully engaging in the broader campus experience. This balance, in which student-athletes are recognized for their academic success, athletics contributions and campus/community engagement, is at the heart of the Division II "Life in the Balance" philosophy.

Division II Positioning Statement

Division II is all about balance. Students participate in highly competitive athletics, have the best access ratio to NCAA championships of any division and can earn athletics scholarships, but their college experience includes so much more than sports participation. The balanced approach in athletics, academics and community engagement allows Division II student-athletes to focus on their academic pursuits, internships, studies abroad and all that interests them.

Among the most distinguishing features in Division II is its athletics scholarship model,

which awards partial scholarships that students combine with academic or need-based grants to construct their financial aid package. Division II believes it is important to acknowledge and financially reward students' athletics abilities. This partial scholarship model keeps athletics budgets more closely proportioned with the total institutional budget.

Division II Priorities

- **Balance:** Under the Division II philosophy, schools aspire to a balanced approach in which student-athletes reach their highest potential in the sports they love to play, the academic goals they choose to pursue, the engagement with their campus and local communities, and the personal development and wellness they need to succeed in life after college.
- **Academic Success:** Division II schools offer a comprehensive program of learning and development in a personal setting. The size of many Division II campuses (89% of Division II schools have enrollments of fewer than 7,500 students) fosters that personal setting and leads to Division II student-athletes consistently graduating at rates several percentage points higher than their student body counterparts.
- **Access to Championships:** Of the three divisions, Division II provides its student-athletes with the highest access to championships. Sports including basketball, volleyball, and track and field offer one championships opportunity for every 8.5 student-athletes. The ratio is even higher in other sports, including lacrosse and field hockey.
- **Community Engagement:** Division II athletics programs actively engage with their communities, helping to drive attendance at athletics contests and connect student-athletes with community members in a more shared civic experience. Community engagement also strengthens the bond among teammates and fosters individual and personal growth.
- **Regional Competition Model:** Division II has eight competitive regions in most sports, which build healthy rivalries, reduce time away from campus, enable families to follow their student-athletes and keep athletics participation in perspective within the educational mission. The regional model also affords a representative access to championship finals and equitable pathway to championships.
- **Preparation for Life:** Division II students have an excellent opportunity to be highly skilled and decorated athletes, but the balanced approach allows them to become marketable in their careers because they'll have time to focus on their academic pursuits, their internships and whatever else it takes to prepare themselves for life after college.
- **Inclusive Culture:** Division II athletics programs are committed to establishing an inclusive culture in which people of all backgrounds are respected and given the opportunity to provide input and participate.

Conference Affiliation

Biola University is a member of the Pacific West Conference (PacWest) for 13 of its sports. In men and women's swimming and diving, Biola University is a member of the Pacific

Collegiate Swimming and Diving Conference (PCSC). In men's and women's water polo, Biola is a member of the Western Water Polo Association (WWPA).

PacWest members include Azusa Pacific University (Azusa, Calif.), Biola University (La Mirada, CA), Chaminade University (Honolulu, Hawaii), Concordia University Irvine (Irvine, Calif.), Dominican University of California (San Rafael, Calif.), Fresno Pacific University (Fresno, Calif.), University of Hawaii Hilo (Hilo, Hawaii), Hawaii Pacific University (Honolulu, Hawaii), Jessup University (Rocklin, Calif.), Menlo College (Atherton, Calif.), Point Loma Nazarene University (San Diego, Calif.), Vanguard University (Costa Mesa, Calif.) and Westmont University (Santa Barbara, Calif.).

Job Descriptions

Senior Director of Athletics

Reports to: Vice president for student development and the president

Summary: The senior director of athletics is responsible for the conduct of the entire athletic program under the policies and procedures set forth by the university administration.

Function: The senior director of athletics is the chief officer for Biola University's intercollegiate athletics program. The director is responsible for setting the vision and philosophy of the program, with great attention given to the care, support and eligibility of student-athletes and supervision of the coaches and support staff. The position involves significant administrative duties including budget, scholarship distribution, rules compliance, game management, facilities management and marketing/promotion. The senior director of athletics represents Biola University to the PacWest Conference and NCAA Division II contributing leadership and direction within these administrative responsibilities.

Responsibilities:

1. Vision and direction: Provides vision and direction for the intercollegiate athletics program at Biola University. Establishes and reports on annual departmental goals. Represents to the university the importance of athletics to the university brand and the campus community. Encourages coaches and student-athletes with his/her visibility and consistent presence at athletic events.
2. Coaching and support staff: Responsible for the hiring, training, support and evaluation of the coaching and support staff. Holds regular individual and collective coach meetings. Encourages coaches to establish annual goals and holds them accountable for those goals.
3. Care/development/discipline of student-athletes: The support of student-athletes is perhaps the most important responsibility of the senior director of athletics. He or

she is responsible for the well-being of the student-athletes, providing a physically, socially and emotionally safe environment. Coaches are regularly trained on matters of student support, including training in their sport, academic success, spiritual growth and character development. The senior director of athletics works in tandem with coaches and Student Development staff to ensure student-athletes follow the university's standard of conduct.

4. Scholarship management and agreements: With input from the vice president for student development, the senior director of athletics determines the strategic distribution of athletic scholarships to the university's intercollegiate teams. He or she works with the coaches to ensure the effective use of the scholarship funds. The director also oversees the written scholarship agreements and renewal policies. With the vice president, the director balances the various philosophies of use of scholarships (meeting enrollment goals, reward for performances, the opportunity for team success, etc.).
5. National and conference compliance and eligibility: The senior director of athletics ensures that student-athletes meet and retain eligibility to participate. He or she establishes a culture of compliance within the department as it relates to documenting compliance with NCAA Division II, conference and Title IX regulations.
6. Liaison with campus and national organizations: The senior director of athletics or his/her designate represents the athletics department to administrative departments and faculty at the university, advocating for the needs of student-athletes. He/she represents Biola to the NCAA and the PacWest Conference. The senior director of athletics must be effective in building important relationships and forging networks both on and off campus.
7. Budget/fundraising: Oversees the effective management of the department's operating budget. Ensures that resources are distributed in an equitable yet strategic manner. Is an advocate for fundraising efforts.
8. Administration of home contests: Ensures that athletic contests held at Biola University are administered effectively, overseeing such aspects as game management, stats and record keeping, referee and opponent contracts/agreements and a safe, positive game environment.
9. Promotion, marketing, public relations: Intercollegiate athletics offers a significant opportunity to develop school spirit amongst Biola students, staff, faculty, alumni and the surrounding community. The popularity of sports in today's culture also provides the university with an opportunity for publicity and influence. As such, the director supports and resources the effective promotion, marketing and public relations components of the Biola Athletics program.
10. Team ministry/outreach and spiritual growth: The senior director of athletics establishes the department philosophy and general team expectations for the spiritual growth of student-athletes. This involves the training of coaches and encouraging ministry/mission/outreach activities. The senior director of athletics seeks to develop and enhance the athletics program's reputation with and impact on the campus and the local community.

11. Athletic facilities: The senior director of athletics oversees the scheduling, management and development of the university's athletic facilities, advocating for repairs and improvements where necessary. He/she is responsible for policy on use by students and third parties and works to develop strong relationships with the facilities and conference services staff at the university.
12. Student Development involvement: The senior director of athletics is a member of the leadership team of Student Development (SD), a group that currently includes the dean of student wellness, dean of spiritual development and campus pastor, dean of community life. The director actively contributes to collaborative work within the SD Division, sharing leadership responsibilities and divisional tasks and ensuring the participation of the Athletics Department in divisional activities.
13. Strategic plan, handbooks, policy manuals: An aspect of strong administration of Biola Athletics is the creation and timely update of current affiliation regulations and NCAA required policies, procedures, handbooks, strategic plans and other documents. The senior director of athletics carries ultimate responsibility for these materials.
14. Lifestyle/support of employees: Participate in the spiritual growth, development, care and support of direct reports.
15. Supports and encourages a comprehensive rules education program: The senior director of athletics oversees and works with the associate athletic director for compliance/communication, participates in the extensive rules education and compliance program, both within athletics as well as across the institution. This will involve communication and education of staff and faculty throughout the Biola campus in partnership with the Faculty Athletics Representative.
16. Duties specific to serving as NCAA senior director of athletics:
 - Evaluates potential NCAA rule violations and notifies the vice president for student development and president of any violations.
 - Declares student-athletes who violate NCAA rules ineligible.
 - Generates and promotes NCAA legislative proposals.
 - Provides a letter addressing NCAA rules to athletics scholarship agreement signees.
 - Supervises grant-in-aid distribution for all sports.
 - Supervises process of initial and annual renewal/non-renewal of athletic grants-in-aid.
 - Creates an environment that prioritizes sportsmanship and civility.
 - Establishes departmental goals that are aligned with the DII Strategic Positioning Platform, including the role athletics can play in strengthening the bond between the institution and the community.
 - Is one of five individuals authorized to make contact with the NCAA academic and membership affairs staff as outlined in NCAA Constitution 5.4.1.2.
17. Perform other duties as assigned.

Supervision over:

The senior director of athletics supervises the Biola Athletics staff, including coaches, administrators, support staff and athletic trainers. He/she also provides dotted-line supervision (with the Office of Advancement) of the Director of Athletics Development. Direct reports will vary depending on the organizational structure established by the senior director of athletics.

Senior Associate Athletic Director for Internal Operations

Reports to: Senior director of athletics

Summary: The senior associate athletic director for internal operations is an integral member of the senior leadership team of the Biola Athletics Department. He/she manages and oversees the Athletics Department budget, facilities and transportation, academic support services, coordinates hiring of employees, and has significant supervision responsibilities that include up to ten direct reports.

Responsibilities:

1. **Staff Leadership:** Provides supervision of head coaches and support staff of up to ten employees. This will include one on one meetings, goal formation and annual performance reviews.
2. **Budget Management:** Monitors, approves, and audits all athletics department financial requests and transactions. Prepares two annual budget projections according to university requirements. Ensures accuracy of general ledgers for all athletic operational, recruiting and fundraising budgets. He/she also monitors coaches' sports camp finances.
3. **Budget development and training:** Assists coaches and the senior director of athletics in developing and executing operational budget plans.
4. **Credit Cards:** Trains and oversees those that are issued Biola University credit cards, including all administrative staff, athletic trainers, head coaches, and select assistant coaches, to keep in compliance with both institutional and NCAA best practices.
5. **Team travel:** Assists coaches in the proper execution of all required paperwork for traveling teams. Oversees transportation arrangements to assist team travel.
6. **Organizational hiring oversight:** Works in conjunction with the Human Resources office to hire all coaches, assistant coaches, and student workers in accordance with university policies. In a department with a significant amount of part-time assistant coaches, this requires strong coordination with the Human Resources department.
7. **New Employee department training and orientation:** Trains new coaches in departmental and university policies and procedures related to budget, finance, purchasing, and travel.
8. **Department Representation on interdepartmental committees/councils:** Ex-officio member of Athletics Advisory Committee.
9. **Financial aid responsibilities:** Monitors, approves, and audits athletic financial aid as requested.
10. **Athletics Events:** Assists with planning and follow through of details necessary for

athletic events and special events. This includes the Hall of Fame, Athletics Banquet, Midnight Madness, and others.

11. Compliance related duties: Demonstrates knowledge of and compliance with all conference and national association rules and regulations pertaining to all job related activities.
12. Academic Support: Evaluates and makes recommendations for improving academic support services for student-athletes.
13. Life skills program: Develops and implements a life skills or similar program for student-athletes at Biola University.
14. Student-athlete Surveys and Exit Interviews: Oversees the development of a department-wide student-athlete exit interview process and continuing student-athlete surveys.
15. Facilities Liaison: Coordinates facilities projects and serves as department liaison with Facilities Services. Represents the athletics department with regard to facilities maintenance and development.
16. Divisional reports: In conjunction with the Athletics Department Leadership Team, submits reports and annual benchmarks to Student Development Division leadership.
17. Strategic Planning and Organizational Leadership: Supports the senior director of athletics in departmental policy development and oversight. Key leader in systems development and execution of surveys, forms, and data reporting.
18. University responsibilities: Represents Athletics on the Student Care Team and other areas of university leadership as requested by the vice president for Student Development and/or the senior director of athletics.
19. NCAA, EADA, and other reports: Oversees completion of all required NCAA reports, EADA submissions, and other assessments as assigned.
20. Other duties: Performs other related duties and responsibilities as assigned by the senior director of athletics.

Associate Athletic Director for Compliance & Communication

Reports to: Senior director of athletics

Summary: Directs and monitors all NCAA and conference compliance issues associated with the administration of the University's athletics program. He/she develops and maintains a comprehensive rules education program for the Athletics staff and provides rules education to student-athletes and to staff outside athletics with compliance responsibilities. In addition, he/she oversees the operation of the sports information office.

Responsibilities:

1. Oversight, monitoring, and implementation of the institutional athletics compliance program.
2. Chair the institutional Compliance Committee and coordinate the process of certification of initial continuing eligibility, perform regular audits, monitor seasons

- of competition, and reassess compliance policies and procedures on an ongoing basis.
3. Investigation and reporting of NCAA infractions, and the presentation of subsequent education with staff and students.
 4. Ensure athletic scholarships, and financial aid are awarded properly and within the rules of the applicable conference and National Office affiliation.
 5. Provide primary oversight of all Teamworks Compliance & Recruiting forms, processes, and audits.
 6. Coordinate all NCAA appeals and waivers.
 7. Serve on the Athletics Department Leadership Team.
 8. Sport supervision of two head coaches.
 9. Supervision of operation of sports information office and administrator of facilities and events.
 10. Advise all university personnel, athletics staff, and student-athletes on pertinent NCAA rules, procedures, and interpretations through group and one on one training, creating a personal and collaborative team approach to NCAA compliance.
 11. Coordinate, complete and submit to the senior director of athletics for approval, all NCAA required reports including, but not limited to: Squad List Report, Academic Performance Census, NCAA Graduation Rates Report, NCAA Sports Sponsorship & Demographic Report, coaches compliance reports (bi-annual) and regular compliance audit and infractions reports.
 12. Serve as staff sponsor of the Student-Athlete Advisory Committee (SAAC), conducting meetings throughout the year and work with university leadership to address issues raised by student-athletes. Attend conference SAAC leadership trainings (annually) and support development of SAAC executive council members.
 13. Plan and coordinate the all student-athlete orientation each fall and facilitate the Athletics Awards Banquet each spring.
 14. Perform other duties as assigned.

Faculty Athletics Representative

Reports to: President

Summary: The FAR is a faculty member at an NCAA-member institution. They are appointed by the President to serve as a liaison between the institution and the athletics department, and also as a representative of the institution in conference and NCAA affairs. The FAR is one of five individuals authorized to make contact with the NCAA academic and membership affairs staff, in accordance with the NCAA Constitution. The FAR shares responsibility for the integrity of the athletics program and assists the athletics department in establishing a culture of compliance by ensuring full adherence to national, conference, and institutional regulations.

The involvement of the FAR includes eligibility and academic-related duties, maintaining an atmosphere of compliance and institutional control, and assisting in investigations of rules compliance. The FAR serves as a student-athlete reporting contact independent of the

athletics department.

Responsibilities:

1. Serve as a senior advisor outside of the Athletics Department to the President on matters related to the athletics program.
2. Chair the Athletics Advisory Council, meeting a minimum of three times annually to oversee the integrity of the athletics program at Biola.
3. Regularly review aspects of the Athletics Department:
 - a. In conjunction with the Associate Athletic Director for Compliance and the Assistant Registrar for Compliance, the FAR will review/certify the eligibility of student-athletes each semester.
 - b. Review annual reports submitted by the Athletic Department to the PacWest Conference and the NCAA.
 - c. Review the annual institutional athletics budget.
 - d. Participate in institutional assessments required by the NCAA.
 - e. Be involved in any institutional investigation of allegations of rules violations and play a direct role in investigations of major violations.
4. Be an active member of the Compliance Committee to regulate institutional control and compliance and implement processes in conjunction with the Financial Aid Office, Admissions, Academic Advising, and the Office of the Registrar.
5. Attend the fall semester all-sports meetings to communicate academic requirements and ensure awareness of their position and role as FAR.
6. Meet with the Student-Athlete Advisory Committee to discuss the status of the athletics program and any upcoming legislative changes. The FAR will work with Biola to ensure the well-being of student-athletes and the availability of academic services.
7. Communicate with faculty and student-athletes at the beginning of each semester to outline the Student-Athlete Class Attendance policy and procedures.
8. The FAR will be knowledgeable of NCAA and PacWest Conference rules and regulations.
9. Travel to the NCAA Convention, Regional Rules Seminar, or FAR Association conference as requested by the President and/or Provost.
10. Serve as a liaison between faculty and the Athletic Department, providing information on student-athletes to faculty, including their welfare, academic integrity, and rules compliance of the athletics program.
11. Meet, at minimum, once per semester with the President and with the Senior Director of Athletics.
12. The FAR should be involved in the hiring process for all head coaches and athletic administrators.
13. The FAR works in conjunction with the athletic department to develop and recruit participation in a faculty liaison program.
14. The FAR will be present with student-athletes on a periodic basis through attending practices, attending games, traveling with teams, participating in new

- student-athlete orientation activities, and attending select workshops and trainings.
15. This position will be a three-year term that is renewable. The President will conduct an annual review and has discretion to amend or rescind the appointment.
 16. The FAR should accept any additional responsibilities or perform any other duties relating to the intercollegiate athletics programs that are assigned by the President of the Institution or his or her designee.

Qualifications:

- Must be a member of the faculty.
- Demonstrated ability to communicate and work with students.
- Minimum of three years on campus.
- Strong service-orientation.
- Demonstrated ability to work effectively with people of diverse backgrounds and promote a positive work environment, with a spirit of cooperation.
- Demonstrated excellent interpersonal, communication, and presentation skills.
- Demonstrated motivational and problem-solving capabilities with a high degree of integrity, ethics, confidentiality, and dedication to the mission of Biola University.

Director of Sports Medicine/Athletics Health Care Administrator

Reports to: Senior director of athletics

Summary: The Director of Sports Medicine/Athletics Health Care Administrator works under the supervision of the senior director of athletics and supervises the overall health care of student-athletes competing in the university's athletics program. The Director of Sports Medicine/Athletics Health Care Administrator is responsible for the prevention, evaluation, management and rehabilitation of injuries within the university's comprehensive sports medicine program.

Responsibilities:

1. Develops and administers the overall sports medicine program for the university, including: injury prevention programs, injury evaluation, injury management, injury treatment and rehabilitation, educational programs and counseling for student-athletes.
2. Coordinates and attends the annual all-student-athlete informational meeting to review Athletic Training Room policy and procedures, including education on vital health issues related to athletics (e.g., concussion management, heat illness and hydration, Sickle Cell risk, MRSA, mental health, etc.)
3. Regularly inspects practice and competitive venues and environments for safety related issues and reports any unsafe conditions to the administration.
4. Works in conjunction with coaches to ensure safety in the design and implementation of fitness, nutrition and conditioning programs customized to meet individual student-athlete needs.

5. Provides normal athletic training services for the university's athletics department, including attendance at scheduled team practices and home and away competitions as necessary.
6. Ensures that all student-athletes have been properly screened for athletic participation and competition, including receipt of all appropriate pre-participation examinations, documents and waivers included in athletics department policy.
7. Utilizes assessment skills and knowledge to properly evaluate and diagnose specific injuries that occur to university student-athletes.
8. Coordinates referrals to appropriate medical specialists for injury evaluation.
9. Develops and implements individualized rehabilitation programs to return student-athletes to safe play following injury
10. Schedules and coordinates student workers for coverage of all team practices and athletic competitions.
11. Assists the senior director of athletics or designee in the development of the sports medical program budget.
12. Authors and performs regular review of athletic training policy and procedural aspects related to student-athlete health care.
13. Purchases and maintains an inventory of supplies and equipment needed to meet the day-to-day needs of proper functioning of the Athletic Training Room.
14. Evaluates and recommends new techniques and equipment that would enhance the benefit of the sports medical program.
15. Supervises and administers aspects of the secondary medical insurance provided to Biola student-athletes as a function of their participation.
16. Responsible for record keeping and documentation utilizing [Teamworks AMS](#).
17. Responsible for hiring, training and supervising assistant athletic trainers and student workers (student employees, internships, and volunteers within ATR).
18. Performs annual reviews of all full-time employees under his or her supervision.
19. Supervises the director of sport performance and provides oversight of the equity, access and well-being of the full sport performance program.
20. Performs other duties as assigned.

Qualifications:

1. Bachelor's degree in the appropriate area of specialization and 4–5 years professional experience. Master's degree preferred, with 2–3 years professional experience.
2. Certified by the National Athletic Trainers' Association Board of Certification.
3. Familiar with the applicable governing affiliation policies and procedures.

Additional duties specific to compliance with NCAA and PacWest rules and regulations:

1. Demonstrates knowledge of and compliance with all applicable conference and national association rules and regulations as they relate to all job related activities.
2. Monitors student-athlete Sickle Cell testing and testing waivers.
3. Specific compliance responsibilities include but are not limited to:

- Monitor compliance with NCAA bylaws regarding documentation for medical hardship waivers.
- Provide student-athletes and coaches with rules education regarding use of banned substances and drug testing.
- Provide student-athletes and coaches with rules education regarding NCAA and institutional insurance programs.
- Supervise and monitor ineligibility for the use of banned drugs consistent with NCAA bylaws.
- Assist in compliance with NCAA bylaws regarding daily and weekly hour limitations.

Director of Athletics Development

Reports to: Senior Director of Athletics and Senior Development Director

Summary: The Director of Athletics Development is the main fundraising officer for Biola University's NCAA Division II Athletics program. He/she is responsible for raising funds for athletic-related campaign projects, individual athletic teams, and serves as the Director of the Eagles Athletic Association. He/she secures corporate sponsorships for the above-mentioned projects as well as for annual facility sponsorships. He/she assists with major events such as the Athletics Year-End Gala, the annual Athletics Week of Giving, team fundraising events, etc. The position has a dual reporting function with direct reporting to the Sr. Director of Athletics and a strong dotted-line relationship to the Sr. Development Director in Advancement.

Primary goal: Securing outside financial support for the Athletics Department to support facility development, student-athlete experience, and other athletics needs with the vision of branding Biola University as a premier NCAA Division II institution academically and athletically to make an impact for Christ.

Responsibilities:

1. Eagles Athletic Association: Responsible for an annual fundraising goal of \$50,000 to support the general Athletics fundraising account. This support is primarily raised through written appeals and corporate sponsorships.
2. Individual Teams Fundraising: Trains 12 head coaches of 17 teams in fundraising and partners with them in establishing goals and activities for individual teams. Responsibilities include providing coaches with relevant lists of alumni/donors, writing/editing letters, maintaining donor and alumni databases, assisting with fundraising events for individual teams, and helping to coordinate activities with Advancement. Annual goal will be \$10,000 per team in this area, with the potential to greatly expand that goal when there are university approved facilities fundraising projects.
3. Comprehensive Campaign: Carries primary responsibility for developing, executing, monitoring and raising funds for campaign-related Athletic projects, currently

- including Athletic Scholarships and specific capital projects as approved by the Cabinet, making adjustments as needed. This will be approximately \$4 million dollars of support over a 5-7 year period. In addition to Athletics responsibilities in the Campaign, the Director of Athletics Development will work collaboratively with University fundraisers when donors are identified who have capacity to support the University in addition to Athletics.
4. Corporate Sponsorships: Responsible for securing \$50,000+ annually in corporate sponsorships not only for aspects of the campaign but also for annual facility sponsorships (i.e., baseball field, softball complex, soccer field, pool, gymnasium and tennis courts), website/live stream sponsorships and game program advertisement.
 5. Athletic Endowments: Responsible for helping secure additional funding to grow existing Athletics Endowments as well as working in conjunction with the Athletics Leadership Team to identify and secure funding for appropriate new endowments to support the Athletics program or individual teams. Goal in years 1-3 will be to fund three new endowments at a minimum of \$50,000 each.
 6. Athletics Week of Giving: Co-chairs the annual Athletics Week of Giving, with particular emphasis on securing corporate sponsorships for challenge gift awards with an annual sponsorship goal of \$100,000+ to drive an annual goal of \$400,000+ raised during the Athletics Week of Giving event. The Director will work collaboratively with University fundraisers to ensure this goal is exceeded.
 7. Athletics Gala: Assists with the implementation of the annual Hall of Fame ceremony at the Athletics year-end Gala. Works to secure 1-2 title sponsors for the event.
 8. Spiritual Development: Will participate in the spiritual growth, development, care, and support of employees assigned near this position.
 9. Donor Cultivation and Relationship Engagement: Complete an average of 15 to 20 meetings per month with potential donor prospects and potential athletic funding groups, making introductions with head coaches and the athletic director to partner in sharing the vision for Biola Athletics.
 10. Other Duties: Assists in coordinating various projects as assigned by the Athletic Department and Advancement Division.

Expectations:

1. Attend all Athletics staff meetings and sit on the Athletics Administrative team.
2. Meet monthly with the Senior Director of Athletics.
3. Attend bi-monthly fundraising training with the Advancement team and bi-weekly staff meetings with University fundraisers.
4. Monthly meetings with the Director of Annual Giving.
5. Office located in the Athletics area.
6. Solicit major gifts for the Athletics priorities both annually and long term that align with the vision of the specific donor. Major Gift Solicitations/Proposals annually = 75.
7. Raise \$500,000 or above annually for Athletics in current and deferred gifts from donors and sponsorships.

8. Attainment of Performance Goals and Assignments.
9. Rewarding relationships with the Donor Portfolio.
10. Attend athletics competitions as able (minimum one per team annually) to connect directly with student-athletes, coaches, and athletics administrators to engage with the programs.

Qualifications:

- **Education/Experience:** This position requires a Bachelor's degree (B.A/B.S.) from a four-year college or university or 3-5 years related experience and/or training; or equivalent combination of education and experience.
- **Written Communication Skills:** This position requires drafting correspondence, proofreading correspondence for spelling, grammar and content errors, and performing other tasks requiring a significant level of written communication skills. The position also involves database input and management.
- **People Skills/Fundraising Skills:** Qualified individuals must possess 3-5 years of proven success in athletics fundraising. Strong interpersonal and relational skills are required.
- **Decision Making/Judgment:** The responsibilities of this position typically involve considerable planning ability, decision-making and evaluation of projects/assignments regarding a variety of procedures, plans and schedules.
- **Other Skills and Abilities:** The successful candidate will have a winsome personality, fearless in regards to approaching businesses and individuals to secure financial support for the Athletic programs of Biola University.
- **Collaboration:** This role is highly collaborative with a variety of coaches, Athletics staff, and University Advancement. The successful candidate will be a team player and will understand how to support a variety of priorities.

Administrator for Facilities and Events

Reports to: Associate Athletic director for compliance and communication

Summary: Manage the long-term planning and oversee the daily operations of the Fitness Center Program. Manage the control and care of athletic equipment and uniforms. The administrator for facilities and events will have supervision responsibilities over one staff member and up to 35 student workers, and has primary responsibility for the safety of the Fitness Center.

Responsibilities:

1. Manage and coordinate Fitness Center operations for students, faculty and staff.
 - a. Hire and train Fitness Center staff.
 - b. Manage and schedule Fitness Center staff for daily operations and facility maintenance.
 - c. Manage and train lifeguards for weekly open swim hours at Lansing Pool.

- d. Responsible for staff timecards and payroll.
 - e. Purchase and maintain instructional, medical and miscellaneous supplies.
- 2. Supervise Athletics Laundry/Equipment Attendant and have oversight of all athletics equipment and locker rooms.
 - a. Design and implement an equipment and uniform check-in/check-out process for all Biola athletics teams to meet NCAA Division II Compliance expectations.
 - b. Work with the Athletics Laundry Attendant to track all uniforms and equipment.
 - c. Meet all NCAA Division II expectations for documentation of check-in/check-out process for all athletics equipment.
 - d. Oversee Chase Gymnasium, locker rooms, weight room, and Athletics team rooms.
- 3. Manage Data Systems
 - a. Maintain records of all community swimmers and Fitness Center patrons.
 - b. Track all Aquatics and Fitness Center staff Red Cross certifications.
 - c. Coordinate with the Card office and Alumni Relations regarding Fitness Center Alumni and Spouse memberships.
- 4. Serve as the primary administrator on duty for home athletic events.
- 5. Coordinate all Fitness Center and Aquatics Communications and Schedules.
- 6. Manage and execute appropriately the annual budget for the Fitness Center.
- 7. Responsible for the overall safety of staff and patrons at the Fitness Center and Pool.
- 8. Oversee maintenance of Fitness Center and equipment and recommend new purchases as necessary for health and safety of the Biola community.
- 9. Maintain a lifestyle in consonance with sound Christian principles and those promulgated by the institution. Participates in the spiritual growth, development, care and support of students and other employees.
- 10. Assists with planning and follow through of details necessary for athletic events and special events.
- 11. Assists coaches with any facilities management/maintenance request related to each athletic facility.
- 12. Demonstrates knowledge of and compliance with all PacWest Conference and NCAA rules and regulations as they pertain to all job-related activities.
- 13. Performs other duties as assigned by the Associate Athletic director for compliance/communication or the Senior Director of Athletics.

Athletic Department Administrative Assistant

Reports to: Senior Associate Athletic Director

Summary: To provide general and specialized administrative support services to the athletics department.

Responsibilities:

1. Arranges transportation for all teams to and from athletic competition.
2. Position has delegated authority to compose, prepare and sign routine general correspondence.
3. Coordinates payment of officials for all home athletic events.
4. Coordinates and oversees all ground travel (non-conference, conference and post-season).
5. Screens, processes and refers incoming phone inquiries.
6. Under supervision of the senior director of athletics, initiates all purchase orders for athletics: trips, entry fees, uniform items, equipment and miscellaneous supplies. Creates reimbursement requisitions to pay for meals and miscellaneous expenses.
7. Prepares cash advance requests and expense reports.
8. Keeps record of all budgets for the athletics department: check requests, purchase orders, donations, transfer of funds, budget amendments, journal receipts, journal vouchers, etc.
9. Hospitality to incoming visitors, teams, coaches, vendors and students and the numerous phone calls from various colleges.
10. Assist in orientation of new coaches/staff related to institutional business operations in the areas of credit card coding and scanning, printer and fax, voicemail and messaging set-up, and other operations as designated by the senior director of athletics.
11. Reviews and substantiates the general budget monthly for each team.
12. Calculates year-end projections two times per year, at the end of each school term.
13. Assists in creating next fiscal year's operational budget for each team.
14. Processes and completes both conference and NCAA year-end athletics reports.
15. Works in conjunction with the senior associate athletic director for internal operations to complete the annual EADA and NCAA FRS reports.
16. Demonstrates knowledge of and compliance with all applicable conference and national association rules and regulations as they relate to all job related activities.
17. Performs other tasks as delegated by the senior director of athletics.

Additional duties specific to compliance with NCAA and PacWest rules and regulations:

1. Coordinates travel for PacWest Conference tournaments and NCAA post-season play with preferred conference and national association vendors.
2. Directs coaches to appropriate forms to request camp approval, team travel, uniforms and equipment orders.

Executive Assistant to the Senior Director of Athletics

Reports to: Senior director of athletics

Summary: To provide administrative services, project management, facilities coordination, and generalized support to the Senior Director of Athletics, Athletics Compliance

and the Athletic Department.

Responsibilities:

1. Athletics scholarship management: Works with senior director of athletics and Compliance Office to monitor and track athletic aid budgets. Also prepares and processes all scholarship revisions. Pulls reports from compliance software and distributes a monthly athletic aid report to all necessary parties.
2. Assists the senior director of athletics with his/her calendar and sets meetings as requested. Is the liaison for the senior director of athletics to both on and off campus inquiries.
3. Coordinates campus meetings, visits, and travel for the senior director of athletics.
4. Codes credit card receipts and expense reports for the senior director of athletics.
5. Process daily purchase orders, donations, cash advances/reports, reimbursements as requested. Reconciles the senior director of athletics' and the associate athletic director for compliance/communication's department credit card.
6. Assist senior director of athletics with special projects as requested.
7. Contracts and hiring: Assist senior associate athletic director for internal operations in the hiring and rehiring process of all Athletics coaches and staff by scheduling interviews with various campus groups.
8. Athletic facilities: Manages and maintains the schedule and calendar for all athletic facilities under the direction of the senior director of athletics or designee. Works closely with the Campus Coordinator to approve or deny requests for both on campus and off campus use of athletic facilities.
9. Request and submit PacWest Grant Reimbursement Requisitions.
10. Answers phones and directs calls. Assists parents, faculty, staff, students, and visitors who come into the office.
11. Coordinates staff meetings and rules education, student-athlete orientation and meetings, books venues, and orders refreshments as requested.
12. Compose, prepare and sign routine correspondence.
13. Keeps an inventory of all office supplies for the upstairs athletic office and reorders as needed.
14. Keeps an inventory of all keys assigned within the department. Orders, collects and reassigns keys as needed.
15. Perform other duties as assigned.

General: Five years related experience and/or training, or equivalent combination of education and experience. Management with previous college athletic administration and/or coaching experience preferred.

Education: Bachelor's degree required; master's degree or higher strongly recommended.

Skills:

1. Must be able to work under pressure, exuding a mature demeanor while multi-tasking in a deadline oriented environment with accuracy and consistency
2. Exercise good judgment and discretionary skills in determining when to act independently and when to consult management prior to taking action
3. Must be detail oriented and have the ability to prioritize
4. Must have strong organizational skills
5. Must be able to keep confidentiality of records
6. Ability to take initiative on special projects and to follow up when necessary
7. Strong proficiency of Word, Excel, Gmail, PowerPoint/Keynote and using online software

Head Coach

Reports to: Senior Director of Athletics, Senior Associate Athletic Director for Internal Operations or Associate Athletic Director for Compliance & Communication

Summary: Build and sustain a dynamic team program in which student-athletes have a positive intercollegiate experience, demonstrating exceptional skills, while fully committed to the mission and goals of the university and adhering to all current affiliation policies, as well as applicable conference and national association rules and regulations. Responsible for establishing a culture of compliance with conference and NCAA rules within the program. Maintains a clear understanding of the institution's emergency medical plans and is certified in CPR/AED, and first aid.

Responsibilities:

1. Develops the team to reflect Biola's mission and readily demonstrates student-athlete development goals, Biola Athletics objectives and team success.
2. Develops a spiritual focus consistent with university goals that promote individual athletes' spiritual growth, team involvement in service and character development, and involvement in Biola Athletics activities that support the spiritual growth of all student-athletes.
3. Builds a program that results in high retention and graduation rates.
4. Encourages the Biola student body to enthusiastically embrace and support the team and its activities.
5. Recruiting:
 - a. Works closely with the Office of Undergraduate Admissions on the recruitment of all prospective student-athletes.
 - b. Ensures all recruiting activities are entered into the Teamworks Compliance & Recruiting compliance software.
 - c. Follows institutional recruiting procedures regarding submission of receipts and national association legislation for on-campus and off-campus recruiting.
 - d. Targets recruitment efforts to result in effective signings of student-athletes

who are institutionally compatible in Christian faith and academic expectations and are committed to graduation and enhancing the Biola identity.

- e. Facilitates the provision of all information necessary to determine prospective student-athlete national association eligibility.
6. Builds a collegial environment in decision-making and administrative effectiveness throughout the university campus and within the Biola Athletics staff.
7. Performs PacWest and NCAA documentation requirements and is responsible for staff compliance with all NCAA rules and regulations.
8. Prepares an operational budget according to set guidelines for their particular sport and submits it to the associate athletic director for internal operations.
9. Prepares competition schedule on time and submits it to the sports information director, Director of Sports Medicine/Athletics Health Care Administrator and associate athletic director for compliance/communication.
10. Notifies the sports information director, Director of Sports Medicine/Athletics Health Care Administrator, and associate athletic director for compliance/communication of any roster and schedule changes through the Official Change of Roster or Athletic Event Change Form.
11. Organizes and conducts practice sessions.
12. Works with the compliance coordinator and admin. assistant to the senior director of athletics for assistant coach contracts and any flight and hotel travel details well in advance of events.
13. Recommends athletic scholarship amounts to the senior director of athletics for any scholarship offers to all student-athletes via the Athletic Scholarship Agreement Renewal or New Student Aid Request Form. The form will then need the approval of the senior director of athletics and the associate athletic director for compliance/communication.
14. Recommends student-athletes for award certificates and other special awards according to policies established for awards.
15. Provides the associate athletic director for internal operations and associate athletic director for compliance/communication with a team roster and all persons who may be in official party when traveling. (This must be completed by the first practice and kept up-to-date.)
16. Coordinates with the administrative assistant, under the supervision of the associate athletic director for internal operations, the reservation and booking for transportation needs.
17. Notifies the compliance coordinator and admin. assistant to the senior director of athletics, associate athletic director for compliance/communication and Director of Sports Medicine/Athletics Health Care Administrator of any changes to practice schedule via the Practice Change Request Form, in Teamworks Compliance & Recruiting, 72 hours prior to the change or as soon as the coach is aware of the change, whichever is sooner.
18. Informs all team members of specific eligibility regulations and counsels team

- members regarding their responsibility to maintain eligibility. The coach should be alert to potential problems and may request information from faculty members.
19. Submits requests for the following items according to current procedure policies:
 - a. Purchase of equipment and supplies approved in the budget
 - b. Transportation
 - c. Meals or meal money
 - d. Entry fees
 - e. Lodging
 - f. Recruiting expenses
 20. Keeps laundry attendant informed of desired procedures and time schedules in writing.
 21. Works with laundry attendant regarding inventory, issuance and maintenance of equipment and uniforms.
 22. Personally accepts responsibility whenever a special (approved by senior director of athletics) practice is called on weekends, at night, during vacation period or any other time when the laundry attendant is not on duty to see that all buildings and equipment used are locked and/or checked by himself/herself so as not to confuse or upset the normal procedures used by the persons usually in charge. Unsecured buildings/facilities may result in personal liability issues regarding safety, etc.
 23. Keeps the supplies and equipment for that particular sport secure and in full repair and supervises and coordinates the prudent and safe use of these items during the season and storage during the remainder of the year.
 24. Prepares requisitions (according to prescribed procedures in Business Operations section) for equipment or special projects approved in the budget for their sport. Responsible for follow-up until proper delivery and/or installation is completed.
 25. Coordinates hiring of support personnel (assistant coaches, managers, etc.) with the associate athletic director for internal operations as approved in the current budget. Clearance should be obtained at the beginning of the season from the senior director of athletics as to the number, names and duties of the persons to be hired.
 26. Accepts full responsibility for student-athletes' conduct and appearance during home or away events and while on trips.
 27. Gives careful attention to the planning of transportation for a team in order to arrive at a contest with maximum safety and comfort and minimal class interference.
 28. Works with sports information in regard to team pictures and website information.
 29. Actively works toward influencing the student-athletes' conduct, public image and spirit of cooperativeness in accord with the university objectives. If university regulations have been violated, the coach *must* inform the senior director of athletics and disciplinary measures will be taken in consultation with the dean of students.
 30. Attends appropriate coaches meetings, participates in conference functions and turns in national, regional and conference information requests and ballots. This involves keeping the senior director of athletics informed of current trends and/or legislation that may affect their particular sport.
 31. Attend all divisional and department meetings, as well as monthly meetings with the

- senior director of athletics or direct supervisor.
32. Reviews NCAA rules with student-athletes when necessary and reinforces the importance of compliance.
 33. Facilitates the provision of all information necessary to determine prospective student-athlete eligibility.
 34. Provides complete and accurate expense reports; performs receipt scanning and credit card coding on time each month.
 35. Declares playing and practice seasons and submits them to the associate athletic director for compliance/communication for review and approval at appropriate deadlines.
 36. Ensures team's compliance with NCAA rules related to playing and practice seasons, including monthly athletically related activity logs.
 37. Monitors the scheduling process, verifying that the schedule meets NCAA sport sponsorship requirements and conference scheduling requirements and missed class time policies.
 38. In conjunction with the associate athletic director for compliance/communication, educates student-athletes regarding NCAA regulations governing employment.
 39. Annually completes required educational modules as determined by the Legislative Committee, prior to engaging in off-campus recruiting and participating in any countable athletically related activities.
 40. Follows the established process for renewal and non-renewal of athletically related financial aid.
 41. Annually declares and receives approval from the senior director of athletics and president for athletically related income.
 42. Follows athletics department equipment and apparel policies and procedures.
 43. Notifies the sports information director (or designee) names for the pass list by the established deadline.
 44. Ensures camp/clinic procedures are followed.
 45. All full-time and head coaches must be first aid, CPR and AED certified.
 46. Every head coach is responsible for submitting community engagement plans annually and working with student-athletes on community engagement activities.
 47. Annually submits Team Rules to the senior director of athletics for approval.
 48. Performs additional duties as assigned.

General Office Information

Department and Divisional Meetings

All full-time staff members are required to attend all department and divisional meetings unless an absence is pre-approved by their supervisor. The request to miss a meeting must be submitted a minimum of 48 hours in advance. For general staff meetings, the staff member will be informed of how to make up the meeting at the discretion of their supervisor. Refer to the Rules Education: Athletics Staff section of the manual regarding how to make up any rules education sessions.

Key Distribution

All locks, keys and electronic access cards are the sole property of Biola University. Biola University reserves the right to change locks, keys and access codes as needed. No one may place a lock on a Biola University facility, interior or exterior, which is not part of the Biola University master key system, without the permission of the director of facilities management. All keys, access codes and access cards must be returned to Biola University upon termination of employment.

For key requests see the Executive Assistant to the Senior Director of Athletics. For more information about keys see the Employee Handbook.

Parking

All staff and faculty vehicles must be registered through Campus Safety and must properly display a valid Biola parking sticker on the exterior of the rear window in the lower left corner.

The Biola staff/faculty parking sticker authorizes a vehicle to park in all areas on campus. Any vehicle without a parking sticker or improperly parked may receive a parking citation. A parking permit does not guarantee or reserve a place to park. Temporary staff will be issued a temporary permit for the length of their employment.

For contract assistant coaches to obtain a parking permit for the academic year, they will need to bring to the Campus Safety office a copy of their contract, their ID number, make/model/year/color of their vehicle, and license plate number, and they will be issued a parking permit for the duration of their contract.

Maintenance/Electronic Needs

For help with office maintenance contact the administrator for facilities and events.

For computer or technical issues call the Information Technology Help Desk at extension 4740 or email them at it.helpdesk@biola.edu.

Use of Office Machines and Equipment***Personal Use of Phones***

University telephones are for business use; however, the university recognizes that there may be certain times when personal employee calls are necessary. In certain instances, employees should try to schedule personal calls during non-work time periods such as regularly scheduled breaks and lunch. When personal calls during work hours are necessary, the calls should be brief, infrequent, and should not interfere with the work of the department. Supervisors of departments may establish specific guidelines for call frequency, length, and work-hour timing.

Personal calls costing more than \$1 per individual call must be reimbursed to the university. Calls costing less than \$1 each need not be reimbursed. The cost of all phone calls from each department telephone appears on the monthly Call Cost Detail Report provided to

departments by Telecommunications. Payment for personal calls is made through the employee's department. It is recommended that people who have frequent occasions for personal calls over \$1 purchase and make use of prepaid calling cards for that purpose.

When out-of-town travel on Biola business requires an overnight stay, an employee may make one call home per night of stay without the need to reimburse Biola. Generally, such calls should not exceed 15 minutes in length unless there is an emergency situation. The department supervisor may require reimbursement to Biola for any calls deemed to exceed the provisions of this policy.

Personal Use of Copiers and Printers

Personal use of these resources, including photocopying or printing of personal materials (including academic coursework) is allowed as long as the employee uses reasonable discretion regarding limiting the amount of use and restricts usage to non-working hours. Reasonable use would limit the employee to one dozen copies, which is similar in cost to the \$1 phone call guideline above. An employee having personal photocopying/printing needs exceeding such reasonable limits should take such projects to the Biola Print Shop, which accepts personal jobs on a fee basis.

Personal Use of Biola Information Network

For specific guidelines regarding the use of Biola computers for email, internet, file transfer or other applications, please refer to Section 6.6, Network Usage.

Use of a Personal Telephone

Business use of a personal telephone may be reimbursed provided the business purpose and individual's name, time of call, and out-of-pocket expense is fully and clearly documented for each call. Business use on employees' personal cellular phones does not automatically warrant a mobile stipend. For information on the use of one's mobile telecommunications device for business purposes and how to apply for a taxable mobile stipend, please refer to [Biola's Mobile Communication Expense Policy](#). Mobile Stipends Application has to be renewed and is subject to approval annually.

Athletics Advisory Council

Purpose: The Athletics Advisory Council serves as a liaison between the athletics department, faculty, staff and administration and exists to help the university develop and maintain the best possible intercollegiate athletic program consistent with the academic integrity of the institution and the academic, social and spiritual development of student-athletes.

Duties:

- Advise on university policy for student-athlete well-being:
 - Review academic progress and graduation rates.
 - Review injury surveillance reports.
 - Review Equity in Athletics Disclosure Act submissions.

- Provide advice to the senior director of athletics and president on matters related to the athletics budget, sports configuration, gender equity/Title IX and facilities.
- Review and give feedback on athletics documents including the Operations and Compliance Manual, Strategic Plan, Student-Athlete Handbook and annual financial audit.
- Individuals on this council may be asked to participate on screening and interview committees for athletic administrators and head coaches.
- Participate in a periodic self-study of the Biola Athletics program.
- Review and provide recommendations on issues presented to the council by the president or vice president.
- Meet annually with the Student-Athlete Advisory Committee.
- Meet annually with the president.

Chair: Faculty Athletics Representative

Members:

- Jeff McHugh, Faculty Athletics Representative, Associate Professor, Business (Chair)
- Bethany Miller, AVP for Student Development and Senior Director of Athletics
- Mark Muha, Vice President, Student Development
- Tracey Harrison, Vice President, University Communications and Marketing
- Eddie Shepard, Senior Associate Athletic Director for Internal Operations
- Neil Morgan, Associate Athletic Director for Compliance & Communications
- Mike Teague, Director of Athletics Development
- Joey O'Keefe, Head Coach, Men's Soccer
- Raquel McLeod, Director of Career Development
- Amanda Jordan, Director of Academic Advising and Success
- Brian Glaze, Director of Alumni Engagement
- Lisa Igram, Rosemead Faculty
- SGA member
- SGA member
- SAAC member
- SAAC member

Administrative support: Christina Dekker, Exec Admin to Senior Director of Athletics

Presidential Points of Control: Athletics

The president is actively involved, throughout the year, in oversight of the Athletic Department for proper institutional control. The president annually attends an Athletics Department Meeting to share his vision for athletics, and emphasize the importance of compliance and self-reporting. He has twice monthly one-on-one meetings with the vice president for student development, the vice president with oversight of athletics, and annually with the faculty athletics representative and the senior director of athletics. He also

meets minimum once per year with the Athletics Advisory Council and Student-Athlete Advisory Committee. The vice president for student development meets with the Compliance Committee on his behalf (as necessary), and the faculty athletics representative attends all Compliance Committee meetings. The president requires monthly compliance reports and briefings from the senior director of athletics and end-of-semester reports from the Athletics Advisory Council.

The president has also established the following policies and procedures for hiring of new athletics staff to ensure good fit and proper oversight for the Biola Athletics program:

Senior Director of Athletics-- The vice president for student development is responsible for the hiring of the senior director of athletics. The director for the Human Resources department also shares oversight and final approval for all hiring decisions made, per institutional policy. The president will meet with the top candidate for the position prior to hiring.

Head coaches-- The vice president for student development must give approval and a delegated member of the Athletics Advisory Council per appointment by the president is also involved in the interview process. This is usually the faculty athletics representative. The director for the Human Resources department also shares oversight and final approval for all hiring decisions made, per institutional policy.

Annual operating budget for the athletics program-- The vice president for student development must approve the budget and final authority with the vice president for finance as per institutional policy.

Policies and standards for athletics-- The president reviews recommendations from the Compliance Committee and the Athletics Advisory Council with regard to policies and updates made on an annual basis. The Athletics Advisory Council also serves as his ad hoc committee for completion of the Institutional Self-Study Guide.

Human Resources

Biola Standard of Conduct Guidelines

Biola's most recent Standard of Conduct and guidelines can be found at:

<https://my.biola.edu/employees/handbook/guidelines/standard-of-conduct/>

Non-Discrimination and Sexual Misconduct Policies

Compliance with Non-Discrimination Laws and Regulations

For the complete and most current policies and procedures, please refer to the Biola Employee Handbook:

Discrimination and Harassment Policy:

<https://my.biola.edu/employees/handbook/guidelines/discrimination-and-harassment-policy/>

Sexual Misconduct Policy:

<https://my.biola.edu/employees/handbook/guidelines/sexual-misconduct-policy/>

Hiring and Contracts

All people who do work for Biola University must be hired with the advance approval of Human Resources, regardless of the intended duration of the assignment. Excepted from this requirement are guest speakers, guest musicians, and sports referees who are U.S. citizens or resident aliens, as well as independent contractors approved in accordance with the university's formal contracting procedures.

Employment of staff employees is at the will of either the employee or Biola University. This means an employee may quit at any time with or without notice, and Biola may terminate an employee's employment at any time with or without notice. There is no promise that employment will continue for a set period of time, nor is there any promise that employment will be terminated only under particular circumstances. No implied contract concerning any employment-related decision or term or condition of employment can be established by any other statement, conduct, policy, or practice. Examples of the types of terms and conditions of employment which are within the sole discretion of Biola include, but are not limited to, the following: promotion; demotion; transfers; hiring decisions; compensation; benefits; qualifications; discipline; layoff or recall; rules; hours and schedules; work assignments; job duties and responsibilities; production standards; subcontracting; reduction; cessation or expansion of operations; merger or consolidation of operations; determinations regarding use of equipment, methods, or facilities; or any other terms and conditions that Biola may determine to be necessary for the safe, efficient, and economic operation of the university. No employee or representative of Biola, other than the President of Biola, has any authority to enter into any employment agreement for any specified period of time or to make any agreement contrary to the foregoing.

Employees who are under formal contract to the university (e.g., instructional faculty) may be restricted with regard to resignation/termination of employment, in accordance with the terms of his/her contract.

All head coaches, assistant coaches, volunteer coaches, and other athletics personnel associated with practices, competitions, skill instruction and strength and conditioning must maintain current certification in first aid, CPR and AED. There will be annual training provided for these certifications. Should a staff member or volunteer not be able to attend a training, they will be required to provide proof of current certification prior to beginning work with student-athletes. All coaches (paid and volunteer) must complete the annual Title IX training. In addition, all coaches must complete the NCAA Coaches' Certification coursework prior to supervising any CARA activity or participating in off-campus recruiting

activity.

New Hire Employment Procedure

The senior associate athletic director for internal operations coordinates the hiring process with Human Resources. Please contact the senior associate athletic director for internal operations prior to initiating the hiring process for any open positions. The following instructions are a step-by-step outline of the process written by Human Resources for hiring non-temp employees.

1. If the position is new, write a job description. If the position already has a job description, review its content and update the information as necessary.
2. Email the senior associate athletic director for internal operations with the updated job description. He/she will work with Human Resources to post the open position.
3. For full-time positions, a hiring committee will work through the candidates to make a hiring recommendation to the senior director of athletics or his/her designee.
4. The department may interview outside applicants only after the position has been posted and a completed Biola employment application has been submitted. Copies of applications should be treated as confidential documents and should be deleted when no longer needed.
5. Applicants who are presently employed at Biola must complete a Transfer Request Form and submit it to Human Resources, prior to any interview.

Note: an employee may informally meet with Human Resources or the hiring department to ask questions about job responsibilities and qualifications without having to complete a Transfer Request Form provided that the employee, alone, asks the questions (to help the employee to decide whether to formally apply for the position).

6. The Human Resources department will offer the position to the applicant after a Hiring Authorization has been completed and submitted to the Human Resources Office. Only the Human Resources department is authorized to issue an official offer of employment.
7. All new employees are required to participate in a two-part training/orientation program. For further details regarding the orientation program, refer to section 2.36.
8. Coaching applicants will be asked about any previous NCAA violations. The senior director of athletics, FAR, or associate athletic director for compliance/communication may contact the NCAA enforcement staff or the conference office to inquire about previous violations.
9. All final head coach candidates must be interviewed by the FAR and the student development delegate(s) from the AAC. These parties are the presidential delegates

to provide oversight for the hiring of a head coach.

Types of Employees

- Exempt Employee Category (Referred to as 01) refers to employees whose pay is quoted to them as a monthly figure. Under the Fair Labor Standards Act, these employees are exempt from provisions of the federal law regarding overtime pay.
- Non-Exempt Employee Category (Referred to as 02) refers to employees who are paid an hourly wage. Under the Fair Labor Standards Act, these employees are eligible for overtime pay and subject to other provisions of this federal law.
- Student Employee Category (Referred to as 03) contains students (both undergraduate and graduate level) who work part-time, on-campus jobs.

Payroll

- 01 Exempt Employees are paid on the 15th of the month (or the closest weekday to the 15th, if it falls on a weekend), and on the last working weekday of the month.
- 02 Non-Exempt Employees are paid every second Friday, unless a holiday makes an adjustment necessary. Contact HR for a payroll schedule.
- 03 Student Employees are paid every second Friday, unless a holiday makes an adjustment necessary. Contact HR for a payroll schedule.
- When the pay date falls on Sunday, the pay date for that payroll period is moved to the following Monday. When the pay date falls on Saturday, the pay date for that payroll period is moved to the Friday before. If a payday falls on a university holiday, the actual payday will be the workday prior to the holiday.

Performance Reviews

One of a supervisor's responsibilities is to help his/her employees to grow both professionally and personally. An employee's growth and success in his/her job is important, and employees should feel free to meet with their supervisors when they have questions relating to their work. Periodically, a supervisor may initiate informal meetings with an employee to explain procedures or comment on their work.

Formal performance reviews are completed for all staff employees on an annual basis, generally between August and October, covering the period of August 1 through July 31 of the previous year.

The main purpose of performance reviews is to help an employee improve his/her job performance and to identify growth opportunities. In addition, performance reviews also provide input used in determining an employee's pay increase.

Each full-time Biola Athletics staff member will be reviewed on an annual basis to evaluate performance. Head coaches will be evaluated based on the following criteria:

- Athletic Development and Performance
- Fundraising, Community Engagement, and Budget Management
- NCAA Compliance and Program Organization

- Student-Athlete Academic Success
- Student-Athlete Well-Being and Spiritual Growth

Review of part-time head coaches and administrative staff will be left to the discretion of the direct supervisor. Others are subject to review in accordance with university procedure.

Staff supervisors will complete all performance evaluations with their direct reports in compliance with Human Resources policy.

Coaches' Conduct

Individuals employed by or associated with Biola University to administer, conduct or coach intercollegiate athletics shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

It shall be the responsibility of Biola University's head coach to promote an atmosphere for compliance within the program supervised by the coach and to monitor the activities regarding compliance of all assistant coaches and other administrators involved with the program who report directly or indirectly to the coach. These standards shall be included in the annual performance evaluation.

Disciplinary Procedures

Any violation of university policies or rules, including the Standard of Conduct, applicable conference or national association rules and regulations, or other improper behavior may warrant corrective discipline or termination. Although employment may be terminated at will by the employee or Biola University without following any system of corrective discipline, Biola University may, in its sole discretion, utilize corrective discipline if deemed appropriate under the circumstances. Such corrective discipline may involve, for example, verbal warnings, written warnings and/or suspension prior to termination of employment. However, exceptions or deviations from this procedure may occur whenever, in Biola's opinion, circumstances warrant it. Please see the Employee Handbook [Section 3.4](#) for more detailed information on disciplinary procedures.

Holidays and Vacation Guidelines

For a full examination of Biola's vacation, holiday and leave policies please see the Benefits section of the employee handbook at:

<https://my.biola.edu/employees/handbook/benefits/>

By nature, most roles in college athletics require flexibility and work outside normal business hours, especially for exempt (salaried) employees. Exempt employees should ensure that they are working vacation time into their schedules to avoid burnout. Exempt employees must submit leave time in accordance with Biola's timecard policies.

Educational Benefits

Biola Athletics supports the continuing education of all staff and faculty. Full-time employees working 30 or more hours per week for 12 months per year become eligible for tuition waiver benefits after one year of full-time service. Please see the [Employee Handbook Section 5.4](#) for detailed information on schedule of benefits, accrual, benefits for spouse and dependents, and personal use tuition waivers. Professional development opportunities should be discussed with the senior director of athletics and approved before using university funds.

Student Workers

Student employees are restricted to working a maximum of 25 hours per week during the fall and spring semesters (20 hours per week for international students). Student employees are restricted to working a maximum of 32 hours per week during summer and interterm (20 hours per week for international students taking class(es) during summer or interterm). If the department needs a student employee to work more than 32 hours per week during summer or interterm, supervisors may submit a request to Human Resources. A background check may be deemed necessary for a student worker if that student worker will come in direct contact with minors. Contact Human Resources for more information if needed.

Volunteers

On occasion, a coach may wish to have a volunteer assistant coach. Any person working with your program on any basis must either be a regular employee or a volunteer.

In order to volunteer, an individual will need to be approved by HR through the following process:

- Submit a volunteer work approval form for the individual you are planning to bring on as a volunteer. That form can be found at: https://biola.formstack.com/forms/volunteer_work_approval_form
- The prospective volunteer will be contacted by Human Resources to do a background check. No person is to work with student-athletes without prior approval and a clear background check.
- Once the background check is complete, Human Resources will approve or deny the request. If approved, the volunteer can begin work no earlier than the start date on their Volunteer Form.
- A volunteer coach is required to maintain a clear understanding of the institution's emergency medical plans and be certified in CPR/AED and first aid prior to beginning any work with student-athletes.
- A volunteer coach is required to annually pass the required Coaches Certification modules on D2 University prior to performing any duties. They may not participate in CARA activities or off-campus recruiting without certification.

NOTE: A person who is brought on as a volunteer cannot be compensated at a later date within Biola Athletics for any job duties performed. You cannot bring a person on as a

volunteer with the intention of hiring them in a paid position later in your season.

It is the responsibility of the direct supervisor to apprise his or her program volunteers of applicable conference and national association rules and regulations. A background check is required for all athletics department volunteers.

Business Operations

Operational Budget Planning

All departmental budgets are developed, monitored and controlled by the university, including the athletics budget. Athletics budgets are constructed from university funding and are approved by the president and the board. Coaches will be given a specific annual budget for their sport(s). This budget is designed to cover the costs of transportation, food, lodging, practice gear, game gear, officials, recruiting and administrative costs.

The budget year runs from July 1–June 30. Coaches are required to submit their budget requests to the senior associate athletic director for internal operations in February each year, allocating their approved funds throughout the next fiscal year. Once approved by the senior associate athletic director for internal operations and the senior director of athletics, budget submissions are reviewed and approved by the vice president for student development and the vice president for university operations and finance as per institutional policy. The final budget is then reviewed and approved by the board of trustees.

Head coaches have live access to their budgets via Biola's budgeting software and are responsible to stay within their allocated funds. Each budget has specific budget lines to help arrange expenses. The budget amount in each category may be adjusted, but the coach must adhere to the overall budget. For example, a coach may have a \$400 budget for officials, but must spend \$500. If this happens, funds will be transferred from a different line item within the budget to cover the expense, subject to approval by the senior director of athletics or designee. Coaches are not allowed to exceed their annual budget. Funds remaining in the operational budget at the end of the fiscal year do not roll over into the following year.

Fundraising Accounts

Each coach has a fundraising account for their sport(s). The fundraising account is a restricted account in that funds entering and leaving the account meet a certain set of parameters. In order to be considered a donation to enter the fundraising account, there must not be any exchange of goods or services. Donations specified to a certain program must enter this account. If a physical check/cash donation is received by a coach, the department administrative assistant will deposit funds into the fundraising account using a Donation Transmittal Form and submit it to the accounting office. Any donation given directly to a coach (check or cash) must be given to the department administrative assistant for deposit within three working days.

The restricted (fundraised) account is designed to cover costs for things that are outside the scope of the sport's annual budget. Common expenses from the fundraising account include non-conference team travel, increase in assistant coach staffing, extra team gear/equipment, and end of season banquets. The coach must receive approval from the senior associate athletic director for internal operations or the senior director of athletics when spending funds from this account. To request approval to spend funds from this account, email the senior associate athletic director for internal operations and/or the senior director of athletics with the fund request. See the fundraising section for more information on fundraising policies.

To request fundraising dollars be used for a student-athlete's scholarship a Fundraising Scholarship Form must be submitted in Teamworks Compliance & Recruiting. If the senior director of athletics and the associate athletic director for compliance/communication approve the requested funds, the Financial Aid Office will award the funds. It is institutional policy that they will stack with all university grants and scholarships and can be used for Biola meal plans and housing. However, fundraising dollars may not be used for distribution to students for non-Biola owned housing.

Funds from the fundraising account and restricted scholarship account roll over from year to year.

Camp Budget

Programs running camps will have a separate camp budget to track revenue and expenses. Athletic camp budgets operate nearly identically to the operational budgets. Most camp budgets maintain a zero net return. This means the projected income will fully cover the projected expenses. If the actual expenses come out to more than the actual income, then the sport's operational budget must cover the shortage. If the actual income is more than the actual expenses, then the sport's operational budget can utilize the additional income for that fiscal year. All funding must be fully used by June 30. All associated costs and income for camps/clinics will go through this account. This includes T-shirts, meals, paid fees, insurance costs, etc.

The department administrative assistant and the senior associate athletic director for internal operations monitor the camp accounts. Coaches are to run all institutional camp registration through Biola's Teamworks Compliance & Recruiting camps page (athletics.biola.edu/camps) or an approved alternate. Any registration fees given to a coach should be given to the department administrative assistant within three days. He/she will deposit funds into the camp account using a Journal Receipt Form and submit it to the accounting office. To spend funds from the camp account, a coach must use the camp account number and go through normal purchasing procedures including approval by the senior associate athletic director for internal operations or the senior director of athletics. Only expenses directly related to a camp can be charged to your camp budget. If you have additional funds remaining after all camp expenses are complete, a request can be submitted to the senior associate athletic director for internal operations to have surplus funds transferred to an operational account.

Income and Expense Policies

Any cash or check received by a member of the athletic staff must be submitted and processed within three days of receipt. Cash should be submitted to the athletic department administrative assistant who will process the deposit and submit a Journal Receipt to accounting for approval and deposit into the appropriate institutional account.

Staff is prohibited from maintaining funds or accounts that are not under the approved institutional accounts managed by the finance department. All funds related to any institutional income/expense must be deposited/spent through an institutional account and the approved finance policies.

Special Funding Requests

Any funding that falls outside the scope of an athletic staff member's operational budget or fundraising account (e.g., a large equipment purchase or repair) may be requested by submitting a written proposal to the senior director of athletics or the senior associate athletic director for internal operations. The written proposal must include a detailed explanation of the need, estimated costs and a rationale for the special request. Requests will be evaluated based on need and available funds. In some cases, the senior director of athletics, on behalf of a coach, may make a request for contingency funds.

Purchasing Procedures

Any purchase made for a team must go through the following process. Failure to follow the required steps may result in your purchases being denied, and funds you spent will become your responsibility.

Standard Purchasing Steps

For expenses related to equipment, apparel, lodging, air travel, ground transportation, fees, dues, etc., staff members may make purchases on their Biola Credit Card with proper approval.

- For purchases under \$500, staff members may make purchases without any prior approvals. Purchases must still fall within the university policies and the staff member's institutional budget.
- For purchases totaling \$500 or more, submit an estimate, or cost breakdown, to the associate athletic director for internal operations. Once approved, the employee can finalize the purchase using their Biola-issued credit card.
- Meals while traveling do not require prior approval and can be purchased in alignment with travel policies.

Uniforms and Apparel

Apparel Partners

Biola Athletics has contracted with Adidas and National Sports Apparel to be our official apparel providers. All apparel and equipment should be purchased through NSA. In addition, all game-day apparel and shoes must be Adidas where applicable. Questions about

apparel purchases can be directed to the associate athletic director for compliance/communication or the senior associate athletic director for internal operations. All uniforms and pre/post game apparel must meet the NCAA guidelines found in each sport's official playing rules. Designs must be approved by the associate athletic director for compliance/communication and/or the sports information office.

The Biola Athletics Logo

Biola Athletics has a trademarked logo that coaches are required to use on all uniforms, equipment, and team apparel where a logo is appropriate. Coaches must receive approval from the associate athletic director for compliance/communication prior to submitting any team apparel order. Artwork or a written description of logo use by the vendor must be included with the submission of the purchase requisition to receive approval on team apparel orders. There are several logo variations and sport-specific versions of the logo. Contact the sports information office for print copies of specific logos.

Summer camp T-shirts are not required to have the trademarked Biola Athletics logo. However, an approval signature on the purchase requisition from the associate athletic director for compliance/communication is required prior to ordering.

Reimbursement Procedures

All business-related purchases should be made via a staff member's Biola-issued credit card when possible. In the event that is not possible, a full receipt may be submitted via Concur for reimbursement. The reimbursement process can take up to two weeks so employees are encouraged to submit charges for reimbursement in a timely manner.

Credit Card Policy and Procedure

Credit cards are available to athletic staff who need to make purchases on behalf of the university. The credit cards will be issued after an employee undergoes training in Concur.

Failure to follow all institutional policies and procedures related to institutional credit cards could result in the removal of an employee's Biola-issued credit card.

Per Diem Policy

Per Diem is intended to provide meal money to student-athletes when the use of a corporate credit card to purchase meals is not feasible (i.e. airport travel, etc.). Daily allowable limits are: \$12 for breakfast, \$15 for lunch and \$18 for dinner with the exception of Hawaii which is \$15 for breakfast, \$18 for lunch and \$22 for dinner. When possible, coaches will still pay for team meals on their corporate credit cards. Per diem is only offered when athletes are traveling for competition or during an institutional break where meal service on campus is not available. Any team meals during home games will need to be submitted via corporate credit card or reimbursement.:

- Payee of the per diem request must be a Biola employee.
- Per diem is available only to student-athletes on the roster.
- Per diem is only available to staff on the road (not during home games or

- institutional breaks), or when they are working outside of normal hours.
- Payee must keep a log/sign-out sheet of each student-athlete receiving per diem on a daily basis. One log/sign-out sheet is required **per day** and must contain the following:
 - o Event Name
 - o Event Date
 - o Printed student athlete's name
 - o Student athlete's ID number
 - o Amount received per student
 - o Student athlete's signature
 - The athletic administrative assistant will provide the proper per diem log upon request.
 - Payee must submit a completed report via Concur within three business days after the event. This sign-out sheet is the "receipt" used instead of an individual receipt submission.
 - If there are excess or unused funds, the payee must submit a reconciliation report within three business days after the event.
 - Per diem is only offered when athletes are traveling for competition or during an institutional break when meal service on campus is not available. Any team meals during home games will need to be submitted via corporate credit card or reimbursement request.

Cash Advances

Biola does not offer cash advances. Any purchases should be made in advance in alignment with all purchasing procedures and protocols.

Vehicles

Approved Drivers Policy for university-owned or rented vehicles

This policy defines the process by which people receive approval to operate a vehicle in connection with their Biola responsibilities and/or Biola-sponsored or sanctioned activities. Biola University has numerous faculty, staff, and students as well as volunteers and guests whose responsibilities or privileges include the operation of motor vehicles, including, but not limited to, automobiles, vans, trucks, golf carts, and all-terrain vehicles. This policy applies to the operation of vehicles 1) owned, leased, or rented under the University's name and to 2) personal vehicles used for business, sponsored, or sanctioned activities. For the purposes of this policy, a business purpose applies to the activities of employees as well as to any Biola-sponsored or sanctioned activities of students, guests, and volunteers.

Biola University holds the safety of its employees, students, volunteers, and guests in the highest regard. This policy is designed to implement and maintain rules and protocols that will maximize the safety of Biola's drivers, mitigate driving risks for all parties involved, and help the University remain fiscally responsible.

Any violation of this policy may result in the revocation of a driver's status on a permanent

basis and disciplinary action, including termination as an employee of the University.

Biola's Business Auto insurance provides primary coverage for vehicles owned or leased by Biola, or rented under the University's name unless the driver causes damage or injury deemed to be the result of an intentional act or gross misconduct. Biola's coverage does not apply, however, to property damage to a personal ("non-owned") vehicle even when used for business purposes. While Biola (not its insurer) may have some obligation to indemnify or reimburse employees for expenses if an accident occurs while performing required duties for Biola, neither Biola nor its insurer act as an insurer to cover all liability and damage that may result from driving a vehicle for business purposes. For this reason, it is imperative that individuals driving their personal vehicle for University business select sufficient coverage and limits through their personal auto insurance carrier. For those employees who are required to use their personal vehicle for their job duties, while Biola does not require minimum limits for personal auto coverage, the University recommends limits of at least \$100,000 (bodily injury liability per injured person)/\$300,000 (bodily injury liability per accident)/\$100,000 (property damage per accident) be purchased by those who at least periodically are required to use their personal vehicles for Biola business. Despite this recommendation, Biola cannot advise on the final decision of which limits to secure on any given individual's personal auto insurance; all constituents are advised to discuss this with their insurance agent. If cost is a factor, individuals may be able to change their limits on a temporary basis if use of a non-owned vehicle for business purposes is not ongoing. Biola constituents using a personal vehicle must make sure that the vehicle is in good condition and are responsible for their own maintenance and repairs. As a reminder, supervisors must allow their employees to receive the full federal mileage reimbursement allowance when they use their personal vehicle to drive for University business.

Individuals who operate golf carts on campus must be at least 18 and receive training and certification from Facilities Management. The criteria used to approve a driver for a University owned, leased, or rented vehicle does not apply to the operation of a golf cart. However, individuals involved in incidents or accidents in golf carts may have their privileges to drive a golf cart revoked by Risk Management with concurrence by the individual's department/supervisor and Human Resources, or may be required to take and pass a course on [golf cart safety](#).

Use of Personal Vehicle

When using a personal vehicle for Biola business, authorized business use mileage can be reimbursed through Concur. The mileage reimbursement rate is the current IRS standard rate as of the dates of travel.

Mileage reimbursement when using your personal vehicle for business purposes must be calculated from Biola's physical address. The IRS considers the mileage from your home to the office as regular commuting miles and not reimbursable. Please note the IRS has differing mileage rates for paid employees and volunteers.

In order for the mileage reimbursement to be approved and processed, 1) the Biola business reason or purpose must be clearly stated, and 2) the mileage calculation must be acceptable by the IRS's guidelines. Hence, mileage reimbursement requests for things such as commutes, departmental fun days, outings, Christmas parties, or other social functions are not eligible for reimbursement.

Please note that for long-distance driving (i.e., out-of-town trips), the mileage reimbursement amount may be limited to a maximum amount which is stated in the university handbook.

Driver application process

Any person intending to operate any vehicles for Biola-related business, whether it is a vehicle owned, leased, or rented in Biola's name, or a personal vehicle being used for Biola business, must first obtain "approved driver" status. However, this does not include individuals using a personal vehicle for an occasional errand on their own (any drivers transporting others for business purposes must first become an approved driver). Applicants seeking approved driver status must fill out the Motor Vehicle Record Authorization Form (DMV) and complete Biola's driver [safety course](#). Upon receipt of the form, the Office of Risk Management will order the applicant's [Motor Vehicle Report \(MVR\)](#), match the MVR against the standards in this policy, and inform the applicant of the outcome (approved or not approved). Please note that those who hold driver's licenses from Colorado, Georgia, Pennsylvania, and Washington State must provide a recent copy of their MVR to the Risk Management office for review and approval.

Employee applicants and student workers need only fill out the forms once during the course of their employment pending no changes to the forms or the laws governing the information requested on the forms. Risk Management will use the DMV's Employer Pull Notice (EPN) program, which will provide Biola with a copy of the employee's MVR once a year and any time a mark hits the driving record. Students and other non-employees seeking approved driver status must fill out the forms once per academic year. Their MVR will be ordered each time they make a request to drive.

General Requirements

- As with other types of vehicles used for business purposes, only approved drivers may drive a University-owned vehicle. Employees may not allow a vehicle assigned to them to be used by a spouse or other family members unless they have received clearance to do so. Employees using a vehicle assigned to them must report their personal and business mileage (including the bona fide business purpose of each business trip) to Human Resources on a regular basis as required by law, regulations, or by policy and will incur taxes on the non-cash fringe benefit at least annually via payroll in accordance with IRS regulations.
- Drivers must:
 1. Carry a current, valid U.S. driver's license with endorsements appropriate for

the use and type of vehicle driven. Employees located in California must carry a California driver's license. Students and student employees are not subject to this requirement. Per [California DMV requirements](#), new residents to California have ten (10) days to obtain a California driver's license.

2. Demonstrate familiarity with the type of vehicle driven.
 3. Maintain a safe driving record, having: No alcohol or drug-related violations within the previous three years. No major violations in the last three years (see below). No more than two minor violations in the last three years (see below). No more than one DMV designated "at-fault" accident in the last three years. Must authorize Biola University to order and review their Motor Vehicle Record (MVR) and receive approval before driving. Please note that the list is not comprehensive.
- Safety precautions are to be observed such as:
 1. Observance of all traffic laws, including speed limits.
 2. Use of seatbelts at all times.
 3. No distractions: no use of a cellphone or other distraction while driving.
 4. Proper loading of vehicles.
 5. Avoidance of drugs (e.g., antihistamines) that may impair performance.
 6. Avoidance of driving when fatigued, sick, distracted or with other physical or emotional impairments.
 7. Timely inspection and repair of headlamps, taillights, turn signals, windshield wipers, and other safety equipment.
 8. Sound judgment regarding safe driving conditions (e.g., weather, traffic, etc.).
 - Drivers assume full responsibility for all fines or traffic violations associated with their operation of a University vehicle.
 - Biola reserves the right to revoke anyone's status as an approved driver at any time when it is evident that such a person's driving behavior(s), mental, emotional, or physical state, or any other factor not directly addressed in this policy indicates that their ability to drive safely has been compromised.
 - View more general driving policy and procedure at

<https://my.biola.edu/employees/handbook/guidelines/approved-drivers/>.

Team Travel Planning Policies

Student-athletes look forward to team trips. They should be planned with great care given to the well-being of the student-athletes.

Meals Policies

The preferred method for purchasing meals while traveling is your university issued credit card. Head coaches are also allowed to use cash for team travel if necessary. Per diem can be obtained for team travel by request through the department administrative assistant. For more details, please see the Cash Advance and Per Diem sections of the manual. Allow a minimum of two weeks for processing the request.

Only meals missed due to required competition are to be reimbursed or provided. The policies listed below are an effort to help in planning. The budget constraints must be recognized and followed. Each employee is expected to exemplify good stewardship in this area and not incur extravagant expenses.

- All university meal policies must be followed and daily limits adhered to.
- Gratuities or tips (including room or taxi service) are reimbursed up to a maximum of 20 percent of the meal charges. However, it is recommended that an 18-percent tip be given in most instances to ensure good budget management. Any fee, charge or gratuity beyond 20 percent of the expenditure is considered a personal, out-of-pocket expense (Biola Employee Handbook, Section 6.7).
- Meals provided outside of those missed due to required competition/travel are considered Occasional Team Meals and must have pre-approval through Teamworks Compliance & Recruiting and meet legislative bounds of NCAA DII Bylaw 16.5.1 (f).

All Athletic department staff should also familiarize themselves with Biola University's Travel policies found in section [6.74 of the Employee Handbook](#).

Lodging Policies

Coaches are responsible for researching hotel accommodations and working with the department administrative assistant once a final hotel has been decided on. If a coach is having difficulty finding a suitable hotel/hotel room cost, the department administrative assistant will provide assistance.

- Coaches are responsible for researching and reserving hotel rooms. Once a hotel has been found, a contract should be submitted to the department administrative assistant via email for processing. Only the senior director of athletics is authorized to sign any hotel contracts on behalf of the university.
- Lodging costs are to be kept as low as possible. However, coaches must book hotels that will be safe and are best for the well-being of their student-athletes and travel parties.
- Coaches should plan to assign three student-athletes per room for overnight trips.

- Each student-athlete will have the option of his or her own bed to be in keeping with best practices per the Office of Civil Rights. It is appropriate to take advantage of rollaway beds and air mattresses if a personal bed is requested by the student-athlete.
- In general, athletics budgets for three student-athletes per room with the use of an air mattress should it be requested.
- Staff members (or volunteers) and student-athletes must not share the same room.
- Spouses of coaches are allowed to travel on overnight trips. However, they will be responsible to cover their food, air, or additional transportation expenses incurred as a result of their inclusion in the trip.

Any costs that exceed the lodging or per diem maximums will need prior approval. Coaches must submit a written request to the senior director of athletics or associate athletic director for internal operations to approve any costs exceeding these maximums.

Transportation

Ground Travel

- Bus transportation requests and rental vehicles should be coordinated through the department administrative assistant a minimum of 60 days prior to the start of the competition. He/she will email each coach to coordinate his/her travel requests.
- The size of the travel party and location of competition are the main factors to consider when coordinating transportation. For a team traveling 150 miles or more, one-way, with 15 or more in the travel party, it is required to travel by bus for the safety and wellbeing of staff and student-athletes.
- Biola University does not currently allow for the use of 12- or 15-passenger vans to transport student-athletes.
- Departure times for Southern California travel are based on missing a minimal amount of class time and will be scheduled for arrival 90 minutes prior to the start of competition (or two hours for softball and baseball).
- Coaches may work with the athletic department administrative assistant to reserve Biola Athletics Vans for travel trips or recruiting purposes when they are available.

Air Travel

- The senior director of athletics or the senior associate athletic director for internal operations must approve all contests requiring air travel before contracts are signed. Air travel is required when traveling distances greater than 500 miles. Air travel is allowed when traveling distances greater than 350 miles. The decision regarding mode of transportation is left to the discretion of the head coach, who must stay within his or her operational budget, and is subject to the approval of the senior director of athletics.
- Flight travel will be booked through the compliance coordinator and administrative assistant to the senior director of athletics and/or the department administrative assistant. He or she will require the following information from the travel party:

- o Legal names (as it appears on their driver licenses), and date of birth of everyone in the travel party
 - o Preferred flight times/dates
 - o Hotel accommodations (including number of rooms and rooming list)
 - o Names of drivers for rental vehicles
 - o Required cash advance amount
- All personnel are expected to fly at the most economical rate available.

Itineraries

For all away contests, a travel itinerary must be input into the Teamwork Hub system no later than 24 hours prior to departure. The itinerary must include the time student-athletes are to be released from class, time of departure, destination, mode of transportation and any hotel or airline information. Each program is required to provide at least two hours of free time per day for every student-athlete to study while traveling on overnight trips. Coaches do not need to directly supervise this study time, but it should be made clear to all traveling student-athletes what specific time is set aside for studying, and that time must be listed as a part of the official itinerary.

Additional Policies

- When traveling, a booster cannot purchase a team meal or cover expenses for entertainment. They can host a team meal at their house, but prior approval must be received from the associate athletic director for compliance/communication through completion of the necessary workflow in Teamworks Compliance & Recruiting.
 - See Bylaw 16.5.1 (f) for the permissible occasional meals.
- Any sightseeing expenses must come out of the fundraising account and be pre-approved (refer to the section on Fundraising Accounts). A student-athlete can pay for this on his/her own without pre-approval.

Student-Athlete Conduct for Travel

All athletic teams must travel to other sites and institutions to compete in regular season and tournament competition. Student-athletes must always remember that they are representing Biola University as well as themselves on these trips. The conduct and actions of each student-athlete individually and of each team should reflect the mission of the university and its athletics program.

Student-athletes should also understand that the university, the athletics department and each team's coach are responsible for their well-being, safety and conduct during official travel. To successfully do this, each coach must follow institutional guidelines, and applicable conference national affiliation policies and procedures that pertain to official travel. Student-athletes are responsible for helping in this process by observing the following travel policies:

- Student-athletes must travel both to and from the site of competition with the official team traveling party. Separate travel arrangements require advance approval (regardless of the age of the student-athlete). To request separate

travel arrangements a student-athlete must:

- Submit a completed Competition Travel Release Form through Teamworks Hub 24 hours prior to the beginning of competition.
- The head coach must approve this form. The head coach has the right to reject the request if he/she desires that the team travel together.
- If approved, the student-athlete will be responsible for their own transportation and is not considered part of the official travel party during transit.
- Only eligible student-athletes on the official Squad List and formal team travel party may accompany a team for an off-campus event. Injured student-athletes and redshirts may not attend unless they are able to attend without missing any class time and the cost for their attendance is minimal (meal). Ineligible student-athletes or those serving an academic year in residence are not permitted to travel or receive travel benefits.
- Student-athletes should be appropriately dressed and groomed at all times, conforming to individual team standards.
- University and department substance abuse programs remain in effect while representing Biola University.
- Long-distance telephone calls or movies cannot be charged to rooms and paid for by the university.
- Student-athletes' friends or relatives may not accompany a team at the university's expense.
- Always leave hotel rooms and visiting dressing rooms and team areas in good condition.
- Always be courteous.

Exam Proctoring Policy During Athletics Travel

A professor may coordinate that an exam be taken while a student-athlete is traveling away from campus for an official competition. It is the student-athlete's responsibility to make such arrangements via the Class Attendance Form with the professor during the first seven days of the semester. Either the head coach or an athletic administrator (if present) will proctor the exam. The professor will need to give the exam, along with detailed instructions, to the head coach/administrator prior to the team's departure from Biola. An electronic copy of the exam can be emailed to the head coach, or the exam can be delivered to the coach in a sealed envelope via the student-athlete. If a sealed envelope is used, the head coach's signature will also be required on the exam verifying the exam was received in a sealed envelope.

Exam instructions should include the amount of time allowed, items the student-athlete is allowed access to during the exam (calculator, scantron, notes, scratch paper, etc.), the date the exam should be proctored, and return instructions (email or hard copy upon return). The proctor will remain with the student-athlete during the entire time of the exam to ensure that the professor's instructions are followed completely, and that the exam is taken with integrity. The head coach/administrator will then collect the exam and return it to the

professor via the manner requested in the instructions.

Travel Administrator Guidelines

Administrators will occasionally travel with teams to out-of-pod competition to support coaches and student-athletes when budget allows and/or when it is required for NCAA postseason competition. In the event an administrator does travel, please see the guidelines below.

Prior to Travel

- The head coach and administrator should connect at least one week prior to the trip to work through the details of the trip and any potential areas of concern or difficulty. They should discuss how/if any areas of concern can be supported by the travel administrator.
- Generally, it is expected that the coaching staff will manage the transporting of student-athletes, securing meals, and planning the logistical details of the trip. The travel administrator may assist in any of these areas should they desire, but that should be discussed beforehand with the head coach so that there are clear expectations on both sides.
- The coach and administrator should also determine what feels most comfortable for both parties in terms of the administrator's attendance to team meetings, devotionals, outings, and their seating location during competition.
- The travel administrator should be aware of travel policies and emergency procedures as they are outlined in the Operations and Compliance Manual.

During Travel

- It is expected that the coaching staff will handle all the planning and details of the trip prior to departure. The travel administrator is there to support the coaching staff should any unforeseen issues arise (e.g., reservations for hotel/rental car, missed/canceled flights, lost bags, rainouts, etc).
- Should any issues arise with the logistics of the trip, the travel administrator is there to provide support and guidance for making necessary decisions or finding potential solutions.
- If the coaching staff has any issues or concerns that arise during the trip, they should notify the travel administrator immediately. The travel administrator should make every attempt to help resolve the issue. If additional support is needed, contact the senior director of athletics, senior associate athletic director for internal operations, or department administrative assistant as appropriate.
- Should an emergency occur, the travel administrator becomes the point person and should take immediate action by following the emergency procedures as outlined in the Operations and Compliance Manual.
- When possible, the travel administrator should try to engage with student-athletes to show support for them and help develop relationships between athletic administration and student-athlete groups.
- Potentially provide proctoring for any exams if arranged in advance.

During Competition

- Communicate with the home team game administrator (if present) that you are there as an administrator for Biola if they have any need to contact you.
- Be present and alert during the entire competition should there be any major issues such as ejections, student-athlete misconduct, inappropriate behavior by Biola fans, etc.
- In the case that an incident occurs, the goal of the administrator is to work to either defuse the situation or provide any needed support. For example, in the case of a Biola ejection, ensure the ejected Biola player/coach is following the instructions of the home event staff while also obeying conference and NCAA policies.
- In the case of any ejection, the administrator should take note of the situation surrounding the ejection as well as the name of the ejected player/coach. The administrator should notify the senior director of athletics via text with that information as soon as the situation is defused.
- The travel administrator should observe playing and practice facilities as well as game-day operations of peer institutions to help make suggestions for improvements that could be made to Biola's operations and facilities.
- The travel administrator is also encouraged to interact with Biola families and fans to show appreciation for their support on the road.

Domestic and International Crisis Procedures

The Domestic and International Crisis Procedures provide recommendations to students, staff, and faculty traveling under the name of Biola University.

Types of Domestic and International Crisis

The following represent a list of crises that could occur during domestic and international travel:

- Travel Emergency (e.g., vehicle/aircraft accidents, missed travel connections, etc.)
- General Safety
- Theft of Travel Document/Personal Property
- Terrorist Activity
- Weather-Related Emergency
- Major Earthquake
- Medical Emergency
- Civil Unrest
- Kidnapping
- Death

In the event of a major emergency, the following general assumptions may exist:

- A crisis or an emergency may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The succession of events during a crisis or an emergency is unpredictable.

Therefore, published operational plans will serve only as a guide and modifications may be necessary.

Travel Emergency

Examples of travel emergencies are missed flights, lost or stolen baggage and/or passports or vehicular accidents. Before departure, please ensure a way of contacting the host and resources at Biola. In case of a travel emergency, please take the following steps:

- The head coach or travel administrator should contact Biola to notify the Campus Safety Communication Center and the athletic department administration about any emergency as soon as possible.
- Seek medical attention if you have any of the following problems:
 - Excessive bleeding
 - Trouble breathing
 - Persistent cough
 - Trouble walking or using an arm or leg
 - Stomach, back or chest pains
 - Severe headache
 - Blurred vision or burning eyes
 - Vomiting or diarrhea
 - Burned skin
 - Hearing problems
 - Injuries that increase in pain, redness or swelling
 - Injuries that do not improve after 24 to 48 hours

Medical Emergency

- Prepare for worst case scenarios.
 - Take all prescribed medications.
 - Know your blood type.
 - Mild conditions in the U.S. may worsen in other locations. Consult a medical professional about every condition you are aware of before departure.
 - Assess and know the location of the closest medical facility.
- If someone becomes seriously ill:
 - Go to a local medical facility.
 - Notify applicable members of the domestic and international crisis management team (headed by Chief Ojeisekhoba) as predetermined.
 - If abroad, consider notifying the U.S. Consulate especially if the illness gets worse or becomes prolonged. Biola University has insurance for incidents 100+ miles away within the United States and internationally. The insurance company should be contacted.

General Safety

- Before traveling, assess the security of the general location of the country, city, and area. Are there any regional or religious conflicts? How receptive are they to foreigners or outsiders? What is the potential for civil unrest? What is the crime rate and what types of crimes is the area known for?

- Ensure the group has the necessary means to contact the local police.
- Be aware of the surroundings at all times and maintain a low profile.
- Do not divulge much information to strangers about yourself or your group. Instead, be extra cautious and take a guarded approach.
- Do not leave personal belongings unattended, as they may become a target for thieves. This risk increases if they know you are an outsider.
- If a criminal approaches and attempts to rob the group, do not get into a struggle or fight with him/her. Consider giving up personal property rather than putting anyone at risk.
- Teams of students/staff/faculty should have at least one person that knows basic first aid and is CPR certified. All Biola coaches and athletic trainers have current first aid/CPR/AED training.

Communication/Emergency Contact

The University Communications and Marketing Department is responsible for responding to the crisis publicly, crafting the university's messaging and posting information on social media concerning crisis situations that may impact the university locally, domestically and internationally. Travel team members should refrain from posting information regarding any crisis situation on their personal social media until the university has released information to the public. This may put travel team members at further risk and may complicate the university's efforts to effectively manage the situation. Further, staff and student-athletes are not allowed to have any interaction or communication with the press without approval from the senior director of athletics or a representative of the University Communications and Marketing staff.

Student-athletes and athletics department staff annually submit emergency contact information via the Emergency Contact Form in Teamworks AMS (Smartabase)g (staff) or medical clearance paperwork (student-athletes), which will be used during an emergency.

General Communication/Contact Protocol

Communication between the travel team and the University may occur via the coach, the travel administrator, the senior director of athletics or designee, and the Campus Safety Communications Center. Crisis communication depends on a number of factors. These include but are not limited to the nature of the crisis, number of persons in the travel team, and the methods of communication available. Depending on the severity of the crisis, Emergency Medical Services should be the first contact if needed, followed by the Campus Safety Communications Center (562-777-4000), and then athletics administration.

Important Crisis Contact Information

All athletics staff should travel with the following contact information ready:

- Phone contacts for the coaching staff, student-athletes on the traveling team roster, athletic trainers and athletics administrators, including the cell phone contact for senior director of athletics, senior associate athletic director for internal operations and associate athletic director for compliance/communication. These senior

athletics administrators have direct contact information for all conference athletic directors to contact when necessary.

Local Emergency Authorities within the U.S.

- 911

Biola Campus Safety 24-hour Emergency Number

- 562-777-4000

Note: The full Domestic and International Crisis Procedures are published online and are currently residing with the [Risk Management Department and Campus Safety](#).

Competition Scheduling Policy

NCAA Competition Scheduling Policy and Procedures

All institutionally sponsored teams compete in the PacWest Conference except men and women's swimming and diving, who compete in the Pacific Collegiate Swimming and Diving Conference and men's and women's water polo who compete in the Western Water Polo Association.

Biola University will follow all maximum number of contests/dates of competition outlined by sport in the NCAA Division II Manual, Figure 17-1.

Figure 17-1

Sport	Contests	Dates of Competition
Baseball	50	
Basketball	26	
Cross Country*		7
Soccer	18	
Championship Segment		5
Other Segment		
Softball	56	
Swimming and Diving		16
Tennis		
Overall**		25
Individual Singles and/or Doubles Tournaments		7
Track and Field (Indoor and Outdoor)***		18

Volleyball, Women's Championship Segment Other Segment		26 4
Water Polo, Men's and Women's Other Segment		21 4

* See Bylaw 17.6.7.1.1 for institutions that sponsor men's or women's cross country but do not sponsor indoor or outdoor track and field.

** See Bylaw 17.22.7.1 (25 dates of competition, including not more than seven individual singles and/or doubles tournaments).

*** See Bylaw 17.23.1 for institutions that sponsor indoor and outdoor track and field and participate in at least the minimum number of contests with at least the minimum number of participants.

Competition Scheduling Procedures

Conference Scheduling

The conference office sets the conference schedules for soccer, volleyball, basketball, softball and baseball. The conference commissioner and directors of athletics at each institution must approve any changes to the conference schedule. Conference scheduling is at the discretion of the coaches in water polo. In water polo it is required that all west coast teams play home-and-home each year.

Non-conference Home Competitions

There are several steps that a coach will need to take in order to schedule home meets/games/competitions. All changes to home competition schedules should repeat the same steps.

- 1) **Checking Dates:** Once a potential date for competition is confirmed with another school, a coach must verify the availability of the facility. Sports that have exclusive access to their facility can skip this step. However, if the facility is Chase Gymnasium or another facility shared by multiple sports, the coach will need to verify the competition dates/times with the compliance coordinator and administrative assistant to the senior director of athletics, who coordinates all athletics facility calendars. He/she will submit all proper campus coordination forms and reserve the facility.
- 2) **Competition Schedules:** The Director of Sports Medicine/Athletics Health Care Administrator and sports information director need to be informed of schedules and potential home competitions well ahead of time. They will need adequate time to provide staffing and other needed services. If there is a change in a game schedule after it has been submitted, the sports information director, the associate athletic director for compliance/communication, the laundry attendant, the compliance coordinator and administrative assistant to the senior director of athletics, the department administrative assistant, and the Director of Sports Medicine/Athletics Health Care

Administrator should all be notified immediately. The Athletic Event Change form in Teamworks Compliance & Recruiting is the appropriate manner to notify these groups of a change. Additional communication is appreciated by the sports medicine staff.

- 3) Officials/Referees: Each coach must submit their final contest schedule to the sports information staff once the senior director of athletics and associate athletic director for compliance/communication have approved it. The sports information staff will send these schedules to the designated officials assignor. The department administrative assistant will coordinate payment for officials/referees for any home competition. In most sports, the conference regulates the officiating staff used for competition.
- 4) Contracts: The associate athletic director for compliance/communication will prepare and mail out contracts to visiting schools for all home competitions upon receipt of the final draft schedule. Coaches are required to have contracts for all home competitions to ensure smooth home event operations.

NCAA Scheduling Procedures

1. Below are the deadlines for competition schedules, practice schedules and Declaration of Playing Season forms to be submitted to the associate athletic director for compliance/communication via Teamworks Compliance & Recruiting:
 - Baseball, basketball, cross country, swim, soccer, men's water polo and volleyball — **June 1**
 - Softball, tennis, track and field and women's water polo — **July 1**
2. Following schedule approval, the associate athletic director for compliance/communication will disseminate the schedule to the following persons via email:
 - Senior Director of Athletics
 - Senior Associate Athletic Director for Internal Operations
 - Sports Information Director
 - Administrator for Facilities and Events
 - Director of Sports Medicine/Athletics Health Care Administrator
 - Department administrative assistants
 - Laundry attendant
 - Head coach
3. From this point forward, the schedules will be listed on the Biola Athletics website and are ready for publication.
4. The head coach must take cost and missed class attendance into strong consideration when scheduling contests.
5. The head coach is responsible for scheduling and arranging terms of all home contests. The associate athletic director for compliance/communication will send out the actual contracts.

6. The department administrative assistant will schedule and coordinate payment for officials/referees for all home competitions in cooperation and compliance with the PacWest Conference Office.
7. Scheduling Sunday competition is not allowed without approval from the senior director of athletics and the vice president of student development. To request a Sunday competition, a written request must be submitted to the senior director of athletics and include strong rationale for needing a Sunday contest.

Changes in contest schedule

Any and all changes to a set contest schedule must be submitted to the sports information office, via the Athletic Event Change Form in Teamworks Compliance & Recruiting. The following people will be notified for the change, once approved by the sports information director:

- Senior Director of Athletics
- Associate Athletic Director for Compliance/Communication
- Senior Associate Athletic Director for Internal Operations
- Director of Sports Medicine/Athletics Health Care Administrator
- Department Administrative Assistant
- Compliance coordinator and admin. assistant to the senior director of athletics
- Laundry attendant
- Head coach

Practices

Monday through Friday practices are based on the predetermined times. Any alteration or additions, of 15 minutes or more, to practice schedules must be submitted via the Practice Change Request Form, in Teamworks Compliance & Recruiting, 72 hours prior to the change or as soon as the coach is aware of the change, whichever is sooner. This form notifies the Director of Sports Medicine/Athletics Health Care Administrator, laundry attendant and compliance coordinator and administrative assistant to the senior director of athletics. Any requested changes in practice schedule must also be submitted to the associate athletic director for compliance/communication for compliance review.

Holiday and Saturday practice times should be scheduled in collaboration with and consideration for support staff, especially the sports medicine staff. During holiday break practices, the laundry attendant will be on break and head coaches/assistant coaches will be responsible to launder team practice gear and uniforms.

All practice calendars must be submitted with the Declaration of Playing Season by the June 1 or the July 1 deadline set by sport. Any unforeseen changes to the practice calendar, whether adding or canceling a practice, must be submitted via the Practice Change Request Form, in Teamworks Compliance & Recruiting, 72 hours prior to the change or as soon as the coach is aware of the change, whichever is sooner. The associate athletic director for compliance/communication and Director of Sports Medicine/Athletics Health Care

Administrator must approve the change prior to the rescheduled practice time.

Sunday Practice Policy

In keeping with current and past practices, there will occasionally be a need for an athletic team to practice on a Sunday (e.g., Monday competition). This will only happen under special circumstances and will be viewed as an exception. If a Sunday practice is needed, then it must occur in the afternoon or evening, after Sunday morning church services.

Fall Training Camps and Spring Postseason Practices

When practice is necessary before the fall semester begins or after the conclusion of the spring semester, coaches must:

- Coordinate any residence hall needs with the Office of Housing & Residence Life. This process is supported by the Executive Assistant to the Senior Director of Athletics. It is the coach's responsibility to coordinate meals.
- Understand the head coach is responsible for his/her student-athletes during this time as resident directors and resident advisors work limited dates outside the academic calendar. Following all residence hall rules is required. Coaches will be required to sign a contract attesting to this.
- Biola will comply with any and all NCAA playing season and extra benefit rules during these segments.

Contest Policies for Student-Athletes

1. All student-athletes are expected to make arrangements for their own travel to home contests. If transportation is not available, the student-athlete is expected to contact the coach well in advance of the contest.
2. All student-athletes are expected to meet at the game site at the time established by the coaching staff.
3. All student-athletes are expected to behave courteously toward visiting teams, fans and officials and to represent Biola University in a Christ-like manner.
4. All student-athletes are expected to wear appropriate apparel to their contest and change into uniforms in the dressing room unless approved by the coach. Uniforms must be placed in the laundry bin for the laundry attendant immediately after a home contest or upon arrival back to campus after an away contest.

A student-athlete cannot leave an away contest with anyone without written parental/guardian and head coach approval, regardless of the age of the student-athlete. Use the Game Travel Release form in Teamworks Hub.

Athletic Events

Coaches' Responsibilities

Coordinate pre-game team responsibilities and ensure all complimentary ticket requests were submitted prior to the deadline (12:00 a.m. on the day of the contest).

- Pass Lists —Student-athletes are limited to four complimentary tickets/passes. Each student-athlete can request up to four complimentary tickets, for home events, via the Teamworks Compliance & Recruiting compliance software. All requests must be made no later than the deadline communicated by the Sports Information Office at the beginning of the year. Picture ID may be required at the gate for admission for persons on the pass list.
- A group (e.g., a team or church group) that wants to attend a given home contest will be evaluated on a case-by-case basis. Please notify the sports information office and the associate athletic director for compliance/communication.

Sports Information Director's Responsibilities

- Coordinate with Auxiliary Services to arrange for ticket sellers and ticket takers. Utilize student event staff to coordinate personnel necessary for actual administration of the contest such as scorekeeper, timer, etc.
- Coordinate announcers and statisticians for all home events.
- Arrange for in-game entertainment/promotions.
- Coordinate online and social media event coverage.

Administrator On Duty's Responsibilities

For home soccer, volleyball, basketball, baseball, softball and tennis competition an administrator will be present at the site of competition on the Biola campus.

Soccer

- Arrive to Al Barbour Field in time to check-in with the visiting coaching staff and introduce yourself. Ask if they have any questions and provide any answers. Let them know how to connect with you should they need assistance throughout the event.
- Throughout the event, monitor the ticketing crew and support as needed.
- If notified by the Administrator for Facilities and Events that the visiting team requested towels, clearly instruct the visiting coach that the towels are waiting for them outside the showers in the locker room and ask them to place the towels back in the basket when finished. The Administrator for Facilities and Events is responsible to ensure towels are set out for advance requests. If the visiting coach requests towels the day of the match, the game administrator will work with the Event Staff to accommodate. The Administrator for Facilities and Events is responsible to have clean towels folded and ready for use in the laundry room. The game administrator shall notify the Event Staff/Sports Information by halftime if towels will be needed for the visiting team. The sports information director present will then coordinate with the Event Staff to put towels in place.
- Once the introductions of teams are complete and the event is set to begin, check the visiting team room and lock it if necessary.

- Station yourself close enough to the field to be able to get on the track at a moment's notice in the event you are needed. Change positions throughout the night so you can keep an eye on a large segment of the crowd.
- Report to the track to assist in the event of a serious injury or ejection. In the event of an injury, work with the sports medicine staff and campus safety to coordinate emergency services, etc. In the event of an ejection, immediately transport the ejected player or coach to the appropriate team room (out of sight and sound) and instruct them that they must stay there for the remainder of the evening. Check in on them intermittently to be sure they're following those instructions.
- In the event of a fight or ejection, call campus safety if needed, and gather player or coach name and a brief description of the offense and send that information to the senior director of athletics. The player or coach must be escorted to their team room and informed of the following rules:
 - Per NCAA rules, the individual must stay in the room out of sight and sound until after the match. The game administrator will be the person to allow the ejected player/coach to rejoin their team at an appropriate time.
- In the event of an ejection, gather the player or coach name and a brief description of the offense and send that information to the senior director of athletics.
- Just before the start of halftime, unlock the visiting team room.
- At the start of play in the second half, lock the team room. Re-open immediately following the end of the match. NOTE: if the team room is shared by the men and women's team and there are members of the team in the room you do not need to lock and unlock throughout the night. If you notice the second team to play is still hanging around and has not been in their team room yet at the start of the second half of game one, please check in with them to be sure they know where to go.
- At the conclusion of the game, keep an eye on the officials to ensure they are safely headed off the field to their locker room or cars. If the game was especially tense you are welcome to offer them an escort to their cars.
- Remain at the facility until most of the crowd has dispersed. Notify the sports information director or assistant sports information director before leaving.
- Always make yourself available by having your cell phone with you in case the sports information director or other staff need support.
- Notify facilities management/custodial/campus safety of any needs that arise at the facility during competition.

Volleyball

- Arrive to Chase Gym in time to check-in with the visiting coaching staff and introduce yourself. Ask if they have any questions and provide any answers. Let them know how to connect with you should they need assistance throughout the event.
- Throughout the evening monitor the ticketing crew and support as needed.
- If notified by the Administrator for Facilities and Events that the visiting team requested towels, clearly instruct the visiting coach on where to pick up and leave the shower towels. The Administrator for Facilities and Events is responsible to ensure towels are set out for advance requests. If the visiting coach requests towels the day of the match, the game administrator will work with the Event Staff to accommodate. The Administrator for Facilities and Events is responsible to have clean towels folded and ready for use in the laundry room. The game administrator shall notify the Event Staff/Sports Information by halftime if towels will be needed

for the visiting team. The sports information director present will then coordinate with the Event Staff to put towels in place.

- After the first set begins, lock the visiting team room. Re-open immediately following the end of the match.
- In the event of a fight or ejection, call campus safety if necessary, and help get ejected players/coaches sequestered to team rooms.

The player or coach must be escorted to their team room and informed of the following rules:

- Per NCAA rules, the individual must stay in the room out of sight and sound until after the match. The game administrator will be the person to allow the ejected player/coach to rejoin their team at an appropriate time.
- In the event of an ejection, gather the player or coach name and a brief description of the offense and send that information to the senior director of athletics.
- Station yourself close enough to the court to be able to assist if necessary, but also in a position where you can hear what is happening amongst the crowd (for positive game environment purposes).
- Report to the court to assist in the event of a serious injury. Work with the athletic training staff and campus safety to coordinate emergency services if necessary.
- Move throughout different spots in the crowd throughout the night to keep an eye on a large segment of the crowd.
- At the conclusion of the match, keep an eye on the officials to be sure they have safe passage to their locker room area.
- Remain at the facility until most of the crowd has dispersed. Notify the sports information director or assistant sports information director before leaving.
- Always make yourself available by having your cell phone with you in case the sports information director or other staff need support.
- Notify facilities management/custodial/campus safety of any needs that arise at the facility during competition.

Basketball

- Arrive to Chase Gym in time to check-in with the visiting coaching staff and introduce yourself. Ask if they have any questions and provide any answers. Let them know how to connect with you should they need assistance throughout the event.
- Throughout the evening monitor the ticketing crew and support as needed.
- If notified by the Administrator for Facilities and Events that the visiting team requested towels, clearly instruct the visiting coach on where to pick up and leave the shower towels. The Administrator for Facilities and Events is responsible to ensure towels are set out for advance requests. If the visiting coach requests towels the day of the match, the game administrator will work with the Event Staff to accommodate. The Administrator for Facilities and Events is responsible to have clean towels folded and ready for use in the laundry room. The game administrator shall notify the Event Staff/Sports Information by halftime if towels will be needed for the visiting team. The sports information director present will then coordinate with the Event Staff to put towels in place.
- Just before tip-off (or with a coach request) lock the team room. Re-open just before halftime. NOTE: If the women's and men's teams are sharing a team room be sure to connect with the men's team as soon as you see them arrive and let them know they

will be allowed in their room once the women's team comes out for halftime. Leave the room unlocked until men's tip-off.

- Station yourself close enough to the court to be able to assist if necessary, but also at a position where you can hear what is happening amongst the crowd (for positive game environment purposes).
- Move throughout different places in the crowd throughout the night to keep an eye on a large segment of the crowd.
- Report to the court to assist in the event of a serious injury. Work with the AT staff and campus safety to coordinate emergency services if necessary.
- In the event of a fight or ejections, call campus safety if necessary, and help get ejected players/coaches sequestered to team rooms. The player or coach must be escorted to their team room and informed of the following rules:
 - Per NCAA rules, the individual must stay in the room out of sight and sound until after the game. The game administrator will be the person to allow the ejected player/coach to rejoin their team at an appropriate time.
- In the event of an ejection, gather the player or coach name and a brief description of the offense and send that information to the senior director of athletics.
- At the conclusion of the game keep an eye on the officials to be sure they have safe passage to their locker room area.
- Remain at the facility until most of the crowd has dispersed. Notify the sports information director or assistant sports information director before leaving.
- Always make yourself available by having your cell phone with you in case the sports information director or other staff need support.
- Notify facilities management/custodial/campus safety of any needs that arise at the facility during competition.

Baseball/Softball

- Arrive at the facility in time to check-in with the visiting coaching staff and introduce yourself. Ask if they have any questions and provide any answers. Let them know how to connect with you should they need assistance throughout the event.
- In the event you are covering both baseball and softball at the same time, ensure that the lead person of the event staff for both games has your cell number to contact you if needed and is aware that you are covering both events. Try to move between events regularly.
- Throughout the event monitor the ticketing crew and support as needed.
- If notified by the Administrator for Facilities and Events that the visiting team requested towels, clearly instruct the visiting coach on where to pick up and leave the shower towels. The Administrator for Facilities and Events is responsible to ensure towels are set out for advance requests. If the visiting coach requests towels the day of the game, the game administrator will work with the Event Staff to accommodate. The Administrator for Facilities and Events is responsible to have clean towels folded and ready for use in the laundry room. The game administrator shall notify the Event Staff/Sports Information by mid-game (or halfway through a double header) if towels will be needed for the visiting team. The sports information director present will then coordinate with the Event Staff to put towels in place.
- Station yourself in a visible position in the crowd where the event staff can reach you if necessary. Move throughout different places in the crowd throughout the night to keep an eye on a large segment of the crowd.

- Report to the field to assist in the event of a serious injury. Work with the AT staff and campus safety to coordinate emergency services if necessary.
- In the event of an individual ejection, immediately report to the dugout of the ejected party, get their attention and inform them you are there to immediately escort them away from the field. Escort the ejected player or coach to a designated spot out of sight and sound from the field. Instruct them they are to remain there until after the conclusion of the day's games.
- In the event of an ejection, gather the player or coach name and a brief description of the offense and send that information to the senior director of athletics.
- In the event of a fight or multiple ejections, call campus safety for additional support and get those ejected sequestered out of sight and sound of the field. The ejected player or coach must be escorted to the team vehicle (softball) and team vehicle or G11 classroom (baseball) and informed of the following rules:
 - Per NCAA rules, the individual must stay in the room out of sight and sound until after the match. The game administrator will be the person to allow the ejected player/coach to rejoin their team at an appropriate time.
- At the conclusion of the game(s) keep an eye on the officials to be sure they have safe passage to their locker room area.
- Remain at the facility until most of the crowd has dispersed. Notify the sports information director or assistant sports information director before leaving.
- Always make yourself available by having your cell phone on you in case the sports information director or other staff need support.
- Notify facilities management/custodial/campus safety of any needs that arise at the facility during competition.

Tennis

- Arrive to Biola Tennis Center in time to check-in with the visiting coaching staff and introduce yourself. Ask if they have any questions and provide any answers. Let them know how to connect with you should they need assistance throughout the event.
- You do not need to remain present throughout the entire event but should ensure that you are easily reachable should it be necessary to report to the facility to provide support.
- Notify facilities management/custodial/campus safety of any needs that arise at the facility during competition.

Athletic Trainer's Responsibilities

- Provides preventive or corrective medical needs as perceived or requested.
- Issues and collects towels for visiting team use.
- Identifies and corrects any hazards to health and safety present at the facility.
- Provides water for both teams.

Laundry Attendant's Responsibilities

- Prepares uniforms and other equipment prior to event time, according to directions from the coach.
- Provides game officials/referees with laundered towels in facilities for use.
- Provides towels for home and visiting teams according to PacWest Conference sport regulations.

Department Administrative Assistant's Responsibilities

- Arrange for officials for each contest and coordinate their payment.

Announcer's Responsibilities

- Announcing will be done in a way to honor both (all) teams in an equitable manner.
- All announcements must be cleared with the sports information director or assistant sports information director prior to announcing, except actual game happenings and time and place of next scheduled game(s).
- Coordinate pre-event prayer and national anthem, when applicable.
- A specific announcement will be read regarding PacWest/NCAA Sportsmanship Guidelines.

Ticketing Procedure

Biola Athletics contracts with the department of Auxiliary Services, which runs the campus ticketing office, for ticketing at all home athletic contests. Tickets are sold for home soccer, volleyball, basketball, baseball and softball contests. All other home events, except for special events, are free for all spectators.

The Sports Information office is responsible for providing the department of Auxiliary Services with copies of the most current event schedules and also loading all ticketed events into the AudienceView online system.

Event "pass lists" and complimentary ticket requests take place in Teamworks Compliance & Recruiting. The Sports Information office provides this list to the ticket office the prior to or day of each home event. Spectators on the pass list must provide ID and sign their name to be allowed access to the facility. An admission wristband is provided on-site to confirmed pass list spectators.

NOTE: Biola Athletics provides free entry to all regular season events for Biola students, staff, faculty and alumni.

Concession Stand Policies

1. If operational, the concession stand will be under the supervision of the sports information director.
2. The net profits from the concession stand sales will be deposited into the general athletics department account along with ticket income.
3. The sports information director will supervise or delegate supervision of concession stand personnel.
4. The sports information director will determine the hours that the concession stand will be open in accordance with needs and requests from coaches, organizations or

others.

5. The concession stand will be properly taken down and stored immediately after the athletic event concludes.
6. The sports information director will place all money from the concession stand in the safe immediately upon closing.
7. All inventory from the concession stand will be reconciled at the end of the event.
8. The money from the concession stand will be counted, recorded and prepared for deposit by the sports information director. It will be turned in to the department administrative assistant to be deposited per the normal university financial channels.
9. The senior director of auxiliary services must approve all items for sale.

Sports Publicity

1. Each summer, the coach will compile the schedule and roster and send it to the sports information office. The deadline for submission of schedule and roster will be in conjunction with the deadlines established by the associate athletic director for compliance/communication in the compliance section NCAA Declaration of Playing Season (June 1/July 1).
2. The sports information office will utilize the ideas and resources listed below and any other ideas and materials to generate as much publicity as possible for the university through the athletics program and specific sports. These efforts will usually include the following:
 - Reporting of all event results
 - Publication of the website
 - Pre- and post-event news releases
 - Special interest news releases

Social Media Policy

Personal Social Media Account Policy

There is a balancing act involved when it comes to social media, especially for student-athletes. While freedom of speech, expression and association is supported and encouraged, coaches, administrators and student-athletes must at all times represent themselves, Biola University and the national association with character and appropriate conduct on social media. Biola Athletics advises student-athletes to exercise extreme caution in their use of social media platforms (Facebook, Twitter/X, Instagram, YouTube, etc.). Always remember that inappropriate postings can follow an individual for life. The following

reminders for student-athletes are published in the Student-Athlete Handbook, and pertain to all coaches and athletics department personnel:

- Nothing is ever fully private. Even if accounts are private, followers can make postings public.
- Once a post or photo is placed online, it is completely out of the user's control, regardless of whether access to a page is limited. Even if deleted, someone could have saved it or screen-captured it.
- Do not post inappropriate information or photos that could damage or embarrass individuals, teams, the athletics department or Biola University. This includes retweeting or reposting another user's content.
- Do not allow photos to be taken in a compromising situation. Anyone can post a cell phone photo and tag student-athletes or staff, leaving them with little control over the content or usage of the photograph. Always keep Biola University's community standards in mind and be sure to follow them at all times.
- Do not post disrespectful comments or engage in inappropriate behavior in interviews or on social media, including:
 1. Derogatory or defamatory language about others, including coaches, officials, opponents, Biola Athletics, Biola University, the conference or national affiliation.
 2. Comments that constitute a credible threat of physical or emotional injury to another person.
 3. Comments or photos that describe or support behavior contrary to Biola University's community standards (e.g., sexual relations outside of marriage between a husband and wife, theft and dishonesty, the use of tobacco products, the use of alcoholic beverages or the activity of gambling).
 4. Comments that disclose confidential, sensitive or private information such as athlete injuries, rosters, playbooks, game plans, officiating, etc.
- For safety reasons, do not post personal information (address, phone number, email address, date of birth, class schedule, whereabouts or daily activities). This could allow access from online predators/stalkers/identity theft.
- As a reminder, coaches, athletics department administrators, the current national affiliation, faculty, staff, Residence Life, employers, alumni, the media and Campus Safety can and do review these websites.
- Review Biola University Athletics' Name, Image, and Likeness Policy to ensure you do not post anything that violates the terms of that policy, which is signed in Teamworks Compliance & Recruiting each year.

Team Social Media Account Policy

1. The accounts *must* be run by a staff member (head coach, assistant coach, team manager).
2. The Sports Information Office *must* have administrative rights on the account (Facebook) or the username/password combination (Twitter/X/Instagram).
3. The Sports Information Office has the right to remove any post at any time if it is not representing the Biola Athletics brand properly. The sports information director will meet with an individual to discuss why it had to be removed in order to avoid the situation in the future.
4. Biola Athletics and its teams *may not* have Snapchat or TikTok accounts. There is no way to control content on that platform and it increases the department's susceptibility to posts that could be damaging to Biola Athletics.
5. At no time may any team account mention the name of a recruit, contact a recruit, or share a photo of a recruit with the team. It is not allowed for recruiting information to be made public for the protection of prospective student-athletes. The Office of Compliance will ensure the head coach knows when a signed PSA is allowed to be posted.

Interview Policies

Internal Interviews Policy

As a representative of Biola Athletics, head coaches, administrators and student-athletes will be asked by the Sports Information Office for interviews, comments, photo sessions or other forms of contact with the media. These sessions are set up primarily through the Sports Information Office, and will occur primarily in-season, though occasionally in the off-season as well.

Upon arrival at Biola University, student-athletes are asked by the Sports Information Office to fill out an online questionnaire for appropriate publicity. Head coaches will be responsible for their student-athletes turning in the student-athlete bio forms and the media release agreement in the requested time frame.

Coaches, staff and student-athletes have a responsibility to Biola University to be cooperative with the media. The public's perception of Biola University, its athletics program and individual teams are shaped by media coverage, and you should make every effort to make a positive impression that reflects the mission, vision and values of the university.

External Media Interview Policy

The following conditions shall apply for the Biola Athletics Interview Policy:

Scheduling Interviews

In the case of all interviews with any member of Biola Athletics, interviews by the media must be scheduled through the sports information office a minimum of 24 hours prior to the requested interview time. This includes both student media and off-campus media. Communication will also occur with the interviewer from the sports information office to determine and approve/deny the theme and questions in the interview.

If coaches have preferred representatives of their program, they should share those names with the Sports Information Office. This is helpful in dealing quickly with media requests.

Postseason Award Banquets

Postseason team banquets are encouraged to honor and celebrate the achievements of the student-athletes in their team endeavors. Head coaches can decide how this event is conducted (whether this is a BBQ at a home, meal at a restaurant or a dessert).

- o Any parents who are invited must pay to attend and eat per NCAA rules.
- o Biola Athletics will not provide or purchase plaques for team banquets. Teams may purchase awards on their own. However, this expense will be absorbed by the team fundraising budget.
- o In addition, *any* participation award/gift to your student-athletes must be approved by the associate athletic director for compliance/communication and meet the financial maximums allowable per NCAA Figure 16-1 in the NCAA Division II Manual. The quotes/invoices for any/all awards should be sent to the associate athletic director for compliance/communication.

Fundraising

Eagles Athletic Association Mission

The mission of the Eagles Athletic Association (EAA) is to raise annual support for Biola Athletics in order to offset the rising costs of tuition and operational expenses. Biola University offers a unique and transformative experience with a biblically centered education that will prepare student-athletes to use their platform of athletics to share Christ with the world. The EAA is determined to make this life-changing experience more affordable for our student-athletes as they are trained in mind and character and prepared for their careers after Biola.

EAA Cornerstones:

Improve Student-Athlete Affordability — By increasing the scholarship support of athletics, Biola becomes a more affordable and attractive option for student-athletes. Increased scholarship also lessens the financial impact of a Biola education on current student-athletes and their families.

Develop Student-Athletes in Mind and Character — Through the biblically centered education our student-athletes receive at Biola, they are empowered to use their

unique athletic platform to impact the world for Christ and his cause, both during their time as students and beyond.

Build Quality Athletic Facilities — In order to support Biola's nationally recognized and esteemed athletic programs, renovations are necessary to bring some of our facilities up to par with the performance of our teams. Three projects remain: a new tennis complex, softball complex and track and field complex.

Fundraising Policy

Biola University athletic teams are allowed to raise monies to supplement their operational budgets. These monies will go into a restricted account (please see budget operations for specific information) and can be used to enhance the program's recruiting budget, travel, team gear, mission trips and other approved areas. However, individual fundraising activities must be approved by the director of athletics development and be coordinated with the Office of Advancement. To obtain approval, a coach must submit a Fundraising Request Form in Teamworks Compliance & Recruiting to the director of athletics development a minimum of six weeks prior to the activity and receive written approval in order to proceed with the fundraising event. A fundraising event is an event designed with the intention of raising money. All of the following policies must be followed:

1. Student-athletes *cannot* miss class for any fundraising activity.
2. Monetary gifts given directly to the head coach must be turned in to the department administrative assistant (including cash gifts) within three business days of receipt to be processed and credited to the proper account. If not clearly stated, please communicate who the individual or company is that is responsible for the gift.
3. All athletics fundraising efforts must be done in collaboration with the director of athletics development and/or the Office of Advancement. For more information, call or email the director of athletics development at (562) 906-4525 or eagles.athletic.association@biola.edu
4. Coaches hosting a parent or alumni day must give the director of athletics development a six-week notice. There is a separate Teamworks Compliance & Recruiting form available to request an alumni event. Please use the Alumni Event Request in Teamworks Compliance & Recruiting.
5. Requests for donor, parent and alumni information should be made through the director of athletics development.
6. All athletics sponsorship should be coordinated through the director of athletics development. Consult with the director of athletics development with any questions related to the allocation of funds brought in by a sponsorship agreement.

Current SA Parent Communication Policies

Coaches are encouraged to keep parents in the loop on the big picture events within the program. Team "Newsletters" or regular updates to large groups of constituents must go through the director of athletic development. However, basic communication to current

parents is encouraged via group text or email communication. Here are best practices related to that type of communication:

- No specific recruiting info until after players are signed. Do not include parents of PSAs or of someone who is not officially signed
- No fundraising asks (per our fundraising policy)
- No injury details should ever be communicated to parents or supporters
- Keep your communication short and simple
- Feel free to share brief encouraging short stories about the team's progress, road trips, recent events
- Invite parents to upcoming games/events
- Ensure you include all parents and don't exclude any
- Email communication should be in simple text format, directing parents to continue to follow along via social media and our webpage for more robust updates with graphics
- Do not do anything that could be a compliance violation

Summer Camps

The associate athletic director for compliance/communication is responsible for monitoring all sports camps and clinics that involve Biola University student-athletes and/or staff members. Refer to Bylaw 13.12 in the Division II NCAA Manual for complete rules pertaining to sports camps and clinics.

Any coach or staff member wishing to work a camp or clinic outside of Biola must submit the Outside Camps/Clinic Employment Information form in Teamworks Compliance & Recruiting for approval. This is due at least one week prior to beginning work at the outside camp/clinic. Outside camps/clinics MUST adhere to NCAA Camp/Clinic policies or else the coach will not be approved to work them.

Institutional Camps & Clinics

Any camp or clinic is considered institutional if it is owned or operated by an NCAA school or member of an NCAA school's athletics department, whether it is conducted on or off of its campus. Any such camp or clinic must follow NCAA rules (e.g., open to any and all entrants, limited only by number and age, cannot employ or give free/reduced admission prospects, etc.)

Camp/Clinic Director's Responsibilities

The camp/clinic director's oversight of sports camps/clinics includes, but is not limited to:

- Produce and monitor camp and clinic brochures, invitations, advertisements, website and other information.
- Submit the Institutional Camp and Clinics Request via Teamworks Compliance & Recruiting to the associate athletic director for compliance/communication for approval by:
 - o April 1, for all summer institutional camps and clinics

- o September 1, for all fall semester institutional camps and clinics
 - o December 1, for all spring semester institutional camps and clinics
- Maintain and monitor all camp/clinic financial records.
- Monitor enrollment limitations of camp/clinic.
- Monitor compensation of camp/clinic employees in accordance with NCAA bylaws and institutional requirements.
- Report employment of high school or two-year college coaches to the associate athletic director for compliance/communication, in accordance with NCAA bylaws.
- Arrange for housing, food service, athletic facilities, concessions and product sales in accordance with Biola University procedures.
- Ensure student-athletes do not handle camp/clinic monies.
- Submit the Camp/Clinic Wrap-Up Report within one week of the conclusion of the camp/clinic via Teamworks Compliance & Recruiting.

General Procedures for Biola University Sports Camps/Clinics

The following procedures must be followed for each institutional sports camp/clinic.

1. Background checks and mandated reporter training
 - a. Every camp staff member (including volunteers and student workers) must pass a background check prior to working a camp.
 - b. Workers (paid staff, volunteers, student-workers, outside workers) working more than 16 hours of camps involving any minors in a given month or 32 hours in a given year must complete additional training and background checks. Workers who fall under this category must complete the following additional steps prior to working a camp or clinic:
 - i. Complete the state required mandated reporter training found at <https://www.mandatedreporter.ca.com/training/general-training>. The general training (about 2 hours) needs to be completed and the certificate of completion emailed to the athletics administrative assistant.
 - ii. Complete an additional LiveScan background check. Details on this process can be obtained from the athletics administrative assistant.
 - c. Hours will be tracked for anyone under the 16/32 hour limit to ensure that they do not exceed the maximum hours prior to completing the required training and background checks.
2. General Procedures Supervision and Safety
 - a. The camp director must ensure that constant and competent supervision is provided to all campers at all times of camp operation. Constant and competent supervision means: for campers under 6 years of age, that camp staff must maintain direct line of sight observation of such

children at all times and for children age 6 years and above, constant and competent supervision means taking into account the child's age, emotional, physical and cognitive development, and includes awareness of and responsibility for the ongoing activity of each child and requires that all children be near enough to camp staff such that staff can respond immediately if assistance is required.

b. No camp staff member should be alone in a private area with a camper. Two or more staff members should be present at all times should it be necessary to escort a camper into a private setting.

3. The camp/clinic director will work with the administrative assistant to the senior director of athletics to reserve the use of athletic facilities (e.g., Chase Gymnasium, Al Barbour Field, etc.). Other, non-athletic facilities (e.g., residence halls, dining commons, meals, etc.) must be approved and coordinated through Auxiliary Services.
4. The Camp/Clinic Request Form will be submitted, via Teamworks Compliance & Recruiting, and will then need the approval of the associate athletic director for compliance/communication before the camp can be officially approved.
 - o The camp/clinic director must have brochures, website, registration form, etc., approved by the associate athletic director for compliance/communication and the sports information office prior to advertising the camp/clinic.
5. The associate athletic director for compliance/communication will then notify the sports information director, senior associate athletic director for internal operations, senior director of athletics, and camp/clinic director that the camp/clinic has been approved.
6. Per institutional policy, a camp/clinic is not required to have an athletic trainer cover the camp/clinic. However, should the camp/clinic director desire to have athletic training coverage, he/she is responsible to secure one of Biola's certified athletic trainers for the event. An athletic trainer covering a camp/clinic is to be compensated from camp funds via a Compensation Requisition Form.
7. PSAs may only receive a discounted admission if they meet the criteria for a discount that is available to any and all campers (i.e. early bird, group, staff, etc.).
8. The Biola University Camp/Clinic Participation Waiver Form must be completed for each participant by herself/himself, or her/his parent or guardian, no later than the day of registration. Minors must have parental consent. In the case of a team camp, proof of liability insurance may be used in lieu of an individual consent form. Coaches will request a waiver specific to each camp using the [Event Release Form](#)

[Request.](#)

9. The head coach must coordinate camp/clinic insurance through risk management. Communication should be made including the number of participants, number of staff, ages of participants, dates and times of the camp. This information should be submitted via the [Sports Camps Insurance Request Form.](#)
10. The camp/clinic director must submit the Camp/Clinic Employee Form, via Teamworks Compliance & Recruiting, to the associate athletic director for compliance/communication after the conclusion of each camp/clinic session.
11. Any fees received from a camp are due to the Biola Athletics administrative assistant within three days of receipt. Coaches are required to use Teamworks Compliance & Recruiting Camps to collect fees and provide camp registration via the electronic registration services at the Biola camps website (biolacamps.com). All income/expenses for the camp/clinic will be run through the respective sport's camp budget.
12. Any Compensation Requisition Forms, and/or Reimbursement Requisitions for a camp/clinic are due to the Biola Athletics administrative assistant within one week following the conclusion of the camp/clinic in addition to the Camp/Clinic Wrap-Up Report in Teamworks Compliance & Recruiting.
13. The Biola Athletics administrative assistant will process all Compensation Requisition Forms for all camp employees and submit them to the accounting office.
14. The Biola Athletics administrative assistant will provide a copy of all Compensation Requisition Forms to the associate athletic director for compliance/communication.
15. The associate athletic director for compliance/communication will compare all Compensation Requisition Forms to the Camp/Clinic Employee Form and the Camp/Clinic WrapUp Report and verify all camp employees are paid according to NCAA regulations.

Other things to note in relation to camps and clinics:

- There are no limits on the number of student-athletes who may be employed (e.g., as counselors) in camps or clinics. Currently enrolled student-athletes may not participate as campers in their institution's camp or clinics.
- Institutional camps/clinics may not be conducted during a dead period.
- Student-athletes who are employed for a camp must be hired as student workers (hourly) per Human Resources policies. The rate at which they are hired must fall within the standard acceptable range for the type of job they will be performing as determined by Human Resources.
- Any student-athlete hired to work a camp must successfully pass a background check through Human Resources prior to working a camp.
- All camp employees must follow a "line of sight" policy throughout the duration of a

camp. A camp instructor must always be within sight of another instructor/employee when with a camper. A camp instructor/employee is never to be alone with a camper.

- A student-athlete may not be employed at an institutional camp or clinic during the legislated winter break (17.02.18).
- If a student-athlete is required to work a camp/clinic, the hours must be included in the daily/weekly CARA log.
- In operating a sports camp or clinic, an institution, members of its staff or a booster shall not give free or reduced admission privileges to any individual who has started classes for the ninth grade.
- A prospective student-athlete's expenses to attend a member institution's sports camp or clinic cannot be paid for by a booster.
- The interaction during sports camps and sports clinics between prospective student-athletes and those coaches employed by the camp or clinic is not subject to the recruiting calendar restrictions. However, other coaches wishing to attend the camp as observers must comply with appropriate recruiting contact and evaluation periods.

Camps/Clinics: Athletic Training Coverage Requirements

When a program is hosting an institutional camp/clinic, that program is required to have a trained and certified first responder present at all times. The required minimum qualifications of the first-responder will vary depending on the type of camp being hosted. Three types of camps/clinics have been identified for the purposes of assessing the level of athletic training/first responder coverage required. The three types of camps/clinics and their coverage requirements are as follows:

Team Camp - Game-based or tournament style camps.

A certified athletic trainer is required for institutional team camps. Coverage will be coordinated through the Director of Sports Medicine/Athletics Health Care Administrator at a cost of \$35/hour to be paid to the certified athletic trainer hired and the funds will come from the program's camp budget. It is permissible to request coverage by the Biola Athletic Training staff. However, in most cases a contract athletic trainer will be used for coverage. Any contracted certified athletic trainer will be required to complete the standard Biola University "Independent Contractor Agreement" and an IRS W9 form. Coverage will be requested on the Institutional Camp and Clinics Request for Approval form in Teamworks Compliance & Recruiting. The program hosting the camp will be supplied with a minimal first aid kit. An athletic training kit will be provided upon advanced written request by the camp director/coach. Any significant use of supplies from the athletic training kit should be logged by the camp's certified athletic trainer and will be billed to the camp budget.

Prospect Camp - Camp designed primarily for PSAs or PSA-aged campers.

At a minimum, a trained first responder (an individual certified in first aid and CPR/AED) is required to be present at all times. A coach/camp director may choose to function in this capacity or they may hire an Athletic Training Clinic student worker with proper

certifications. If an Athletic Training Clinic student worker is desired, the camp director will need to indicate that request on their initial submission of their Institutional Camp and Clinics Request for Approval form. The Director of Sports Medicine/Athletics Health Care Administrator will notify the coach/camp director of the name of the student-worker(s) that will be staffing the camp. If a student worker cannot be secured to cover the camp, the camp director has the option to either hire a certified athletic trainer or ensure that a trained first responder is present at all times during the operation of the camp. Requests MUST go through the sports medicine department prior to a camp director bringing in an outside Certified Athletic Trainer on their own.

When the camp director fills out the Camp/Clinic Wrap-Up form at the completion of the camp, they will need to report the name(s) of the student worker(s), as well as the hours worked. Those hours will be checked against the timecard of the student worker by the Director of Sports Medicine/Athletics Health Care Administrator. Once the hours are verified, the exact cost to hire the student worker will be transferred from the program's camp fund into the athletic training student worker budget by the associate athletic director for internal operations.

The program will be supplied with a minimal first aid kit. The first responder should only treat an injury they are trained to treat and recognize they are generally incapable of in-depth injury evaluation. Should a coach/camp director wish to hire a certified athletic trainer, they should follow the steps outlined in the Team Camp section above.

Skill/Instructional Camp - Camp geared towards youth in elementary through middle school, which has a lower risk of injury.

At a minimum, the camp director and/or his or her staff (who are required to be First Aid and CPR/AED certified) will act as first responders according to their certification in first aid and the use of CPR/AED. Should greater coverage be desired, the coach/camp director may request a higher level of coverage using the procedures outlined in the Team Camp section of this policy. Any expenses for higher coverage (wages, supplies, etc.) will be billed to the program's camp budget.

Additional Athletic Training Camp Information

- An AED is available in gym [east wall of main floor], all campus safety units, fitness center, and health center
- Upon advance request (greater than 3 business days), the Director of Sports Medicine/Athletics Health Care Administrator will help arrange access to water coolers and injury ice for institutional camps if available (e.g. not for outside groups using athletic facilities as guests). Camp staff is responsible for transporting all supplies to their facility.
- All camp literature should emphasize campers are to bring a water bottle for their personal use.
- Coaches/camp staff must be familiar with the Emergency Action Plan for their

facility and should have the campus safety emergency contact readily available.

Outside or Privately Owned Camps

Outside camps or clinics are any non-institutional (not operated by an NCAA school/staff) or privately owned camps or clinics. Coaches, athletics department staff members and student-athletes can only be employed at an outside camp or clinic if it is operated under all NCAA rules applicable to institutional camps and clinics (Bylaw 13.9). Therefore, all coaches, athletics department staff members and student-athletes may not be employed at any outside camps or clinics, including those run by another school, without prior approval from the associate athletic director for compliance/communication. Coaches should utilize the Teamworks Compliance & Recruiting form “Outside Camps/Clinic Employment Information” for this request.

NOTE: student-athletes may host their own camp/clinic but not on Biola’s campus. They may also host fee-for-lesson opportunities but not on Biola’s campus or in institutional facilities.

Procedures for Requesting Outside Camp/Clinic Employment

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

1. In order to be employed at an outside camp or clinic, a Biola Outside Camp/Clinic Employment Information must be completed by the requesting coach, athletics department staff member or student-athlete and submitted to the senior director of athletics. It is due at least one week prior to the camp or clinic.
2. The senior director of athletics, will review the information to ensure that the camp/clinic is within NCAA rules.
3. The senior director of athletics will email the individual requesting permission, either approving or denying the employment.

Facilities Policies and Usage

Usage Policies

The athletic facilities are for use primarily by student-athletes, and then the general student body and the campus community at Biola. All facilities require reservation.

On-campus groups requesting to use the facilities should file a Campus Coordination Request. Off-campus groups requesting facility use should contact Conference Services and must have insurance certificates, pay rental fees, and make any other accommodations per Conference Services. Current policy and facility needs make approval of facility reservation by off-campus groups rare during the academic year.

Athletic facilities are not to be opened or made available by head coaches to the general

public or any outside group without pre-approval from Conference Services and the associate athletic director for compliance/communication.

Indoor Facilities

- Chase Gymnasium
 - Home to Biola volleyball and Biola men's and women's basketball.
 - Built in 1966, the gym was expanded in 2005 with a new court installed in 2012.
 - Both wings of the gymnasium were reconstructed in the early-2020s, including a new strength & conditioning space, new athletic training clinic, new student-athlete fueling station and all new team rooms and offices.
 - The gymnasium features seating for 2,400 basketball fans and 1,400 volleyball fans with two sets of rollout bleachers and balcony seating.
 - The gym has hosted conference tournament basketball games and preseason and postseason volleyball tournaments.
 - The gym also features a halftime room for the home and visiting teams, men and women's locker rooms and team rooms with showers, officials' meeting space and a primary and secondary scoreboard.
 - Named after Biola's sixth president, J. Richard Chase.

Outdoor Facilities

- Al Barbour Field
 - Located east of Chase Gymnasium, Al Barbour Field is the home of the Biola men's and women's soccer teams.
 - Al Barbour Field was originally constructed in the mid-1960s, but was renovated in the summer of 2005 when the university needed more parking on campus. They built a one-level parking structure and installed the new synthetic turf field on top. The first games played on the new surface were in the fall of 2005.
 - The field features four 16-bulb light towers that make it the perfect place for a soccer game, day or night.
 - Outdoor bleacher seating offers 500 seats for fans. With standing room, the field can comfortably host up to 1,000 soccer fans and is often full in the standing room sections.
 - The field features one scoreboard and a sound system to encourage an exciting game environment.
 - Al Barbour Field hosted conference playoff games each year from 2011-16, including hosting NAIA Opening Round action in 2013.
- Track and Field Practice Facilities
 - Around Al Barbour Field is Biola's six-lane, all-weather practice track.
 - It features a pole vault and high jump pit, long jump pit and enough lanes for Biola's nationally ranked cross country and track and field programs to practice day or night.

- The Eagles practice their throws on the school's grass fields by the McNally classrooms. The field features a throwing cage for discus, shot put and hammer throw.
- Lansing Pool/SPLASH! Aquatic Center
 - Lansing Pool is Biola's on-campus swimming and diving facility.
 - It is a seven-lane, 25-yard pool that serves primarily as a practice facility for Biola's nationally ranked swim and dive programs.
 - The facility has built-in stadium seating, diving boards and immediate access to the men's and women's locker rooms and team rooms.
 - Recent upgrades to the facility include a rebuild of the diving boards, branded starting blocks, the addition of on-deck showers, new aquatics offices and family restrooms and upgraded branding on the deck walls and fences.
 - Lansing Pool also plays home to the school's community aquatics programs and kinesiology department swimming classes.
 - SPLASH! Aquatic Center is Biola's home pool for competitive meets and also water polo practices and competition. It is located immediately across the street from the campus at the La Mirada Activity Center.
 - It has a 50-meter pool, a 25-yard pool and a water park. Biola hosts occasional home meets and all home matches in the 50-meter pool, and it also occasionally runs meets there for its conference, the Pacific Collegiate Swimming and Diving Conference.
 - The 50-meter competition pool is set up with 16 25-meter lanes. It has a 16-lane LED scoreboard, light towers and a state-of-the-art timing system.
 - The pool has built-in stadium seating for up to 500 fans.
- Eagles Diamond
 - Built in the early 1970s, Eagles Diamond serves as the picturesque home of Biola Baseball. It is nestled right in the middle of the campus, surrounded by student housing, parking and the library.
 - The field features stadium seating for 125 and has additional bleacher seating and standing room for up to 500 baseball fans. It also has a press platform with power, internet access and hookups for the sound system.
 - The facility features a full scoreboard (installed new in 2020), home and away dugouts and batting cages, equipment storage areas and a sound system.
 - The field added action clocks/pitch timers at both dugouts and the scoreboard in 2024.
 - The field surface and dugouts were updated in the summer of 2013 and feature updated athletics branding, new dirt and new grass.

- **Freedom Field**
 - Freedom Field is home to Biola's nationally ranked softball program. The field was acquired when Biola purchased Andrew M. McNally Middle School. It was remodeled at that time and is currently in another multi-phase renovation.
 - The field features home and visitor dugouts, a nicely furnished and air-conditioned home team room, a scoreboard, a warning track and a padded backstop.
 - There is currently a hitting cage and pitching cage, newly renovated in January 2016.
 - The field hosts bleacher seating for 250 spectators. Standing room allows for up to 500 softball fans to be in attendance. Built-in, stadium-style spectator seating and a press box are part of the current renovation plans.
 - In the summer of 2015 the field was completely resurfaced for better draining, and a warning track was added.
 - The field is fully lit to allow for night games.
 - A new scoreboard and additional facility branding was added in summer 2025, following the team's first PacWest Softball Championship.

- **Biola Tennis Center**
 - Biola Tennis Center became Biola's first on-campus varsity tennis facility when phase one of construction was completed in 2005.
 - The facility currently features eight competitive courts approved for intercollegiate tennis. The courts are lit for long matches and evening play.
 - The Biola Tennis Center hosts all home varsity tennis matches, community wheelchair tennis, Special Olympics athletes, National Junior Tennis and Learning summer camps and occasionally the United States Tennis Association/Intercollegiate Tennis Association Regional Tournament.
 - Included on each of the eight courts is a camera for live streaming all intercollegiate matches.
 - A new scoreboard and updated branding was installed at the facility in summer 2025.
 - There are two team rooms furnished at the facility.

Athletic Training Facilities

- **Athletic Training Clinic**
 - Biola's Athletic Training Clinic was built in summer 2020 and is located at the northeast corner of Chase Gym. It is home to the Eagles' six full-time athletic trainers and the athletic training interns.
 - The Athletic Training Clinic includes specific areas dedicated to injury evaluation and rehabilitation that includes various therapeutic modalities, rehabilitation and recovery equipment, as well as space and apparatus to perform prescribed exercises.

- o Additional areas include areas for wound care management, taping and bandaging, hydrotherapy room with full-body whirlpools, cardio equipment and additional floor space for performing rehabilitative exercises. The ATC also houses the offices for the AT staff and a private exam room.

For further details on the athletic training policies, procedures and services provided, please refer to the Athletic Training section of the manual.

Strength and Conditioning Facilities and Policies

Fitness Center and Sport Performance Center

- o Housed next to the gym are Biola's Fitness Center and Sport Performance Center. The Biola Fitness Center is available for use by Biola faculty, staff, alumni and current students.
- o Athletic teams have reserved use to the Sport Performance Center, as selected by their head coach and the director of sport performance for team strength sessions.
- o Student-athletes must abide by all Fitness Center and Sport Performance Center policies when using these facilities.
- o The Fitness Center features treadmills, elliptical machines, stationary bicycles, rowing machines, stability balls, free weights and weight training machines. It also has its own restroom and a water fountain.
- o The Sport Performance Center features free weights, weight training machines, squat racks, barbell platforms and more and it is specifically reserved for athletic team use during practice times.
- o For updated Fitness Center hours, interested parties should visit <https://www.biola.edu/biola-fitness/hours>.

Biola Sport Performance Center and Fitness Center Policies

The Biola Fitness Center is available for use by Biola faculty, staff, alumni and current students.

Athletic teams have reserved use to the Sport Performance Center, as selected by their head coach and the director of sport performance for team strength sessions. Student-athletes must abide by all Fitness Center and Sport Performance Center policies when using these facilities.

The Biola Sport Performance Center is supervised by the director of sport performance and the administrator for facilities and events. Policies include:

1. You must lift with at least ONE partner during unsupervised times.
2. You must complete and sign a waiver acknowledging the risks associated with the Biola Sport Performance Center. Waivers are to be signed at the front desk of the Fitness Center annually prior to the fall semester.
3. Student ID cards are scanned for entrance into the Fitness Center and Sport

Performance Center.

4. Proper dress is required.
 - Shirts are required to be worn at all times.
 - No volleyball type spandex allowed.
 - Closed toed shoes must be worn (no taking shoes off during workout).
 - Sweat towel recommended.
5. All music played must be approved under the athletic facility music policy.
6. Be sensitive to others waiting to use the same equipment.
7. Absolutely NO dropping or slamming weights together or on the ground. The ONLY exception is when using bumper plates on the designated platform.
8. All weights and accessory attachments must be returned to dumbbell racks, weight trees or accessory racks after use.
9. Fold and stack workout mats against the wall as directed by signs.
10. No food or beverages allowed other than water.
11. Student-athletes may not access the Sport Performance Center at any time the facility is closed. Head coaches/athletic department staff may not open the facility for student-athlete use.

Equipment & Apparel

Apparel or Equipment that Includes Institutional Identification

A student-athlete may use institutional equipment during outside competition only when representing the institution.

A student-athlete may purchase institutional apparel (or uniform) for use during outside competition at the going rate for such apparel, provided the apparel (or uniform) is no longer used by the institution.

A student-athlete may not purchase equipment at a discounted price from an institutional vendor or outside vendor provided such discount to student-athlete is based on his or her affiliation with the institution or his or her status as an athlete.

Exception - A student-athlete may purchase equipment necessary for practice and competition from a manufacturer at the institution's discounted or reduced rate and retain the equipment, provided: (Adopted: 8/26/15)

- (a) Such equipment is not otherwise provided to student-athletes by the institution;
- (b) The institution certifies the equipment is necessary for practice and competition and not

for personal use; and
(c) The institution approves the transaction.

Equipment and apparel are the property of the Biola University Athletics Department. Equipment and apparel must be returned at the conclusion of the playing season or academic year.

The procedures for equipment and apparel are as follows:

1. Student-athletes must be on the NCAA Squad List in order to be issued equipment and/or apparel.
2. Athletic apparel is defined as (but not limited to) practice, contest and travel apparel.
3. Equipment is defined as (but not limited to) team supplies, practice and game/event equipment.
4. Game uniforms must be returned at the end of the season.
5. The laundry attendant or administrator for facilities and events is responsible for completing an Inventory Card, which each student-athlete must sign. This Inventory Card must be accurate and current at all times and is subject to an audit.
6. All practice gear and uniforms are laundered and delivered to each student-athlete. On the initial issuance the student-athlete signs an Inventory Card indicating receipt of the equipment and apparel and is then dated.
7. Completed Inventory Cards will be filed in the equipment/laundry room with the laundry attendant or the administrator for facilities and events.
8. Each student-athlete receives any equipment and apparel as necessary for that particular sport.
9. If a student-athlete wishes to receive new equipment/apparel, it will be done on an exchange basis. All transactions are recorded on the student-athlete's Inventory Card and are signed by the student-athlete, head coach and laundry attendant.
10. If equipment and/or apparel are lost, stolen, damaged or not returned at the end of the playing season or academic year, the student-athlete shall be held financially responsible and will be charged for the equipment and/or apparel.
11. A student-athlete may retain athletics apparel, but not equipment, at the conclusion of the playing season or academic year, at the discretion of the head coach and the

approval of the senior director of athletics. (*NCAA Bylaw 16*)

12. A student-athlete may not accept free of charge, or purchase at a discounted or reduced price, athletics equipment, supplies or clothing (e.g., tennis racquets, golf clubs, balls, shirts, etc.) from a manufacturer or commercial enterprise that is not offered to the general student body. Such items may be provided to the student-athlete's institution to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletic equipment/apparel. (*NCAA Bylaw 16*). See Bylaw 16.11.2.5.1 for an exception.
13. The associate athletic director for compliance/communication must approve all equipment and apparel donations (e.g., youth organizations, mission trips, charities, etc.).

Retention of Equipment

A student-athlete may retain athletics apparel, not equipment, at the conclusion of the playing season or academic year, at the discretion of the head coach and the approval of the senior director of athletics (*NCAA Bylaw 16.11.1.4*).

A student-athlete is allowed to use institutional equipment during vacation periods as long as this is consistent with institutional policy.

Laundry Policy

The laundry attendant will meet with each team prior to/within the first week of official practice to review laundry policies and procedures with student-athletes and the coaching staff. Student-athletes must abide by the rules set forth to properly submit their practice gear and uniforms for laundering.

Laundry services are provided during the championship and non-championship segments, but they will not be provided during out-of-season strength and conditioning. Only team gear worn during practice/competition may be submitted for laundering.

Coaches are responsible to collect the laundry loops, team uniforms, and team equipment at the end of the season and may store these in the laundry area for the summer break. Student-athletes are financially responsible for all lost or damaged equipment.

The general laundry policies are as follows:

1. Laundry is washed every day, Monday–Friday.
2. Practice gear/uniforms will be washed and returned the following day, excluding weekends and holidays.
3. All clothes must be put on laundry loops.

4. No loose clothes will be washed.
5. *Only* practice gear and game uniforms are washed; no personal items.
6. Please turn in clothes to be washed on a daily basis.
7. Do not overload laundry loop; 4–6 garments per loop.
8. Do not put uniform jersey or shorts on loop.
9. Uniforms should be turned right side out, not inside out.
10. Please empty any pockets, take off any race numbers, etc., before putting uniform in laundry bag.
11. Towels will be washed on Tuesday and Friday.
12. Please keep the locker room picked up for everyone's safety. No clothes, shoes or gear on the floor or benches.
 - a. No bicycles in the locker room.
 - b. No musical instruments in the locker room.
13. Please see the laundry attendant in the laundry room if there are any questions.

Student-Athlete Health, Wellness and Services Offered

The Biola University athletic training (AT) department is committed to providing comprehensive, high-quality medical services to every student-athlete. This is accomplished by six full-time Certified Athletic Trainers (ATC) who coordinate all aspects of the student-athletes' healthcare. This includes determining pre-participation health status and medical clearance, injury screening and prevention programming with therapeutic intervention, emergency care, clinical diagnosis/evaluation and treatment of athletically related injury and rehabilitation services. Additional on-site medical services provided include, but are not limited to, practice and competition medical coverage, physician referral, annual mental health screening (including on campus referral), and concussion baseline testing and assessment.

AT staff responsibilities also include student-athlete education and counseling on health related issues of heat-related injury, Sickle Cell Trait, mental health, and performance related issues (e.g. nutrition and sleep). Additional oversight of development and implementation of emergency action plans, medical record maintenance, establishing medical coverage and staffing policy as it relates to practices and competition.

Athletic Trainers (ATs) are allied healthcare professionals (recognized by the American Medical Association) who collaborate with the team physician and a network of physicians from a broad spectrum of specialties. For further information about the profession, including educational and clinical experience required for the national certification process, please visit the National Athletic Trainer Associations information page at <http://www.nata.org/athletic-training>.

Athletic Training Mission Statement

The mission of Biola University's athletic training program is to provide student-athletes with quality healthcare that focuses on injury prevention, treatment and rehabilitation. We desire our student-athletes to participate in safe, effective athletics programs provided through a coordinated team effort of the athletic trainer, strength and conditioning specialist, coach, physician and other allied health professionals. Our philosophy is to treat each student-athlete with a personal, caring approach without regard to gender, race, sport of participation and/or role on the team. Our goal is to ensure the student-athlete maintains a healthy state not only while at Biola, but leaves with a healthy body in order to effectively impact the world for Jesus Christ upon graduation.

Athletic Training Facilities

The Athletic Training Clinic (ATC) was completed in August 2020. The Clinic is conveniently located in the Chase Gymnasium building with direct access to the main gym, adjacent to the Sports Performance Center, and Al Barbour Field and provides easy emergency access when athletes are transported from sport venues located on other areas of campus. The Clinic includes areas dedicated to injury evaluation and rehabilitation (including various therapeutic modalities and assistive recovery equipment), dedicated space to perform prescribed exercises, cardio equipment, areas for wound care management, taping and bandaging, and a separate hydrotherapy area with full-body whirlpools. The AT Clinic also houses the offices for the athletic training staff.

Athletics Health Care Administrator and Team Physician

Biola University Athletics has both an on-site health care administrator and a contracted team physician. The Director of Sports Medicine has been designated as the athletics health care administrator and is responsible to oversee the institution's athletic health care administration and delivery.

The Athletic Department has contracted with David Kruse, M.D. as the primary team physician for Biola. Dr. Kruse holds two board certifications, sports medicine and family medicine and practices as a Primary Care Sport Medicine Specialist and provides excellent care to Biola's student athletes. He is a tremendous asset, bringing extensive experience in dealing with athletic related injuries. Dr. Kruse works closely with the athletic training staff whenever appropriate to help provide the best quality care for our student-athletes and referral to orthopedic surgeons and specialists as needed. Dr Kruse works with several prestigious educational institutions as well as USA Gymnastics.

<https://www.cedars-sinai.org/provider/david-kruse-706761.html>

Pre-Participation Examination Guidelines

The Biola University athletic training staff is constantly striving to render student-athletes the best possible medical care available with a minimal amount of confusion. In order for this to be accomplished, certain information is required from a student-athlete and his or her family physician that will assist the staff in the event that the student-athlete becomes ill or injured while participating in an organized practice or an intercollegiate athletics contest.

1. Each student-athlete is required to obtain a completed pre-participation examination (PPE) recorded on the correct Biola University PPE Form. A licensed M.D., D.O., or P.A./N.P. must perform exams. In order to be valid through the entire academic year (August through May), the physical exam must be completed in the June or July immediately preceding the current academic year. This is a one time requirement for new, incoming freshmen and transfers. The correct form for the exam can be secured from the Biola Athletics website. Although a student-athlete can call and schedule the exam at Biola University's Student Health Center, exams are not provided through Biola Athletics and associated costs are the student-athlete's responsibility. For this reason, (as well as familiarity with health care history) student-athletes are strongly encouraged to utilize a regular family physician before reporting to campus.
2. Each student-athlete must complete all forms assigned to them for medical clearance in the [EMS](#) system.

All paperwork must be submitted by the deadline given in order to be evaluated and cleared for athletic participation.

4. Lastly, the student athlete must participate in the Medical Clearance Event in person prior to the start of each academic year. Each year, Biola University holds two medical clearance events (one for Fall sports, one for Winter/Spring sports). This event is used to determine final medical clearance as deemed by our Team Physician. It is important to note that this event does not substitute for the independent physical that new student-athletes must obtain as outlined above. All new student-athletes must still obtain a physical from their primary physician in the June or July preceding the upcoming academic year. Information regarding the date and time of the annual medical clearance events is sent directly to all student-athletes each year no later than July 31st.

Student-athletes may not participate in any physical activity with their team until these documents have been completed and accepted. All forms must be submitted for approval to the Athletic Training Staff. Forms must be completed by July 31 via [Teamworks AMS](#).

Pre-Existing Injury Waiver

Biola Athletics and/or the department's secondary athletic insurance will not be responsible for any pre-existing injury. If a student-athlete enters Biola University with a pre-existing injury, regardless of having been cleared by their treating medical doctor, the

student-athlete will sign a pre-existing injury waiver stating that they (typically via their primary insurance) will be solely responsible for any cost accrued due to any re-injury.

General Policies

- All student-athletes must be fully cleared by the Athletic Training staff prior to participating in any athletic related activity.
- Clearance to participate in athletically related activity can be revoked at any time at the discretion of the Director of Sports Medicine.
- If a student-athlete is injured at an athleticly related event, the AT staff must be informed immediately.

Hours of Operation:

The Athletic Training Clinic (ATC) hours of operation are as follows:

Monday–Saturday: The ATC generally opens early in the morning (between 6 and 8am) varies according to scheduled practices and will close 30 minutes after the last practice/competition finishes (approx 8-10pm). This varies from day to day depending on practice/competition schedules and sport season. Injury rehabilitation and evaluation times are available through PickTime, an App for appointment scheduling. Typically, times immediately before team practice start times are blacked out due to the AT staff performing pre-practice tasks. All general care is provided by appointment only, emergency care is provided on an as-needed basis. This appointment scheduling policy allows the staff to give student-athletes their full attention during assessment and administration of rehabilitation. Information regarding the process of scheduling appointments is provided directly to student-athletes at the beginning of the year.

Sunday: Closed (open under special conditions only)

Athletic Training Clinic Guidelines

The ATC is for the exclusive use of Biola student-athletes. It is not for the use of the general student body, alumni, family or friends. Non-student-athletes should not be brought into the AT clinic for injury evaluations or treatments (including kinesiology department physical activity classes). All student-athletes are expected to read and understand the rules and policies for the ATC. The following rules are in place to ensure the AT staff provides a healthy environment to all student-athletes.

General ATC Policies:

- A shower is required before all treatments/evaluations. NOTE: Towels are not provided by the ATC.
- Begin all visits by signing in. The sign-in sheet is accessed via QR Code posted just inside the entryway.
- No food is allowed in the ATC or the areas just outside the ATC. Please do not dispose of food related trash in the ATC.
- No shoes on tables. There are cubbies provided for their storage along with other

small personal items.

- Remove cleats before entering the ATC.
- No cell phone use in the ATC.
- Backpacks, athletic gear or belongings of any kind should be secured in a locker.
- Dress modestly at all times in the ATC.
- Posts on social media sites are not permitted from (or about) the ATC due to possible FERPA and/or HIPPA violations.

Whirlpool Policies:

- Student-athletes must shower with soap and water prior to using the whirlpool.
- Student-athletes must wear clean clothes.
- No open wounds — blisters, cuts, scrapes are not allowed.
- Keep track of the time. A student-athlete should be spending 10–12 minutes maximum in the whirlpool.
- No loitering. If a student-athlete is waiting for his or her turn, they should do so outside.
- Keep the noise level down while in the whirlpool.
- There is a maximum of two student-athletes allowed in the whirlpool at a time.
- The whirlpool closes one half hour before the ATC closes.

Treatment Guidelines:

- For the highest chance of a successful outcome, student-athletes need to fully commit to the rehabilitation program established for them.
- Student-athletes are expected to keep all appointments with AT staff and doctors. It is very important that student-athletes are on time for all appointments.
- Treatment can frequently take time, and the student-athlete is responsible for his or her own time, so please plan ahead. Do not anticipate rushing through treatment.

Confidentiality

Athletic training is an allied health care profession. Therefore, whenever student-athlete medical records are retained or initiated, confidentiality must be maintained according to the Health Insurance Portability and Accountability Act of 1996. Medical records will not be left unattended, removed from the ATC or copied without the student-athlete's written permission. At no time should there be discussion about an injury or injured student-athlete with anyone other than the medical staff. This includes parents, roommates, professors, the press, other coaches and community members. All athletic training staff must always be aware of their surroundings and other persons present before discussing any confidential information.

Student Privacy Policy

The athletic training department has adopted the following policy in order to protect the student-athlete while also providing appropriate communication among university officials, medical providers and others to protect the health and safety of each student-athlete.

The athletic training staff, coaches and Health Center staff will have access to student-athlete health records and will communicate amongst each other on a need-to-know basis for the purpose of protecting the health and safety of the student-athlete. When a student-athlete sustains an injury, the athletic training staff will not discuss the condition with any non-medical personnel involved with the care of the student-athlete, including both Biola University media and outside media sources. If authorized by the student-athlete (Student-Athletes Consent and Authorization Agreement Form), information released to the media will be limited to the nature of the injury, the anticipated period of time before the student-athlete is able to compete again and, if hospitalized, the condition of the student-athlete as designated by the hospital (e.g., good, fair, stable, critical).

It will frequently be necessary for the athletic training staff to communicate with a team physician or other medical provider concerning the medical history or medical care of a student-athlete. Student-athletes sign a Consent for Disclosure of Protected Health Information Form at the beginning of each school year. Approval to release medical information to parties outside the university may be revoked at any time by the student-athlete. However, the revocation of authority to release student-athlete medical information to outside medical providers will impair the medical staff's ability to protect the health and safety of the student-athlete. Failure to allow Biola to communicate with outside medical providers can jeopardize the student-athlete's ability to continue to participate in intercollegiate athletics at Biola University.

When a student-athlete sustains an injury, the athletic training staff may be contacted by or may need to contact the student-athlete's Biola Athletics secondary insurance carrier or medical providers. Student-athletes are given the opportunity to approve or decline the release of medical information to such persons at the beginning of the school year. The student-athlete can revoke approval at any time. However, revocation of authority to provide information to an insurance company may result in the student-athlete's personal financial responsibility for any medical care received.

When a student-athlete sustains an injury, the student-athlete's parents may request information about the injury from the athletic training staff. Student-athletes are given the opportunity to approve or decline the release of medical information to parents at the beginning of the school year. The student-athlete can revoke approval at any time.

Student workers in the ATC work with student-athletes under the direct supervision of a certified athletic trainer. All student workers sign a confidentiality waiver upon beginning their employment or internship and are trained to maintain all student-athlete medical information in strict confidence. Student workers will be treated as part of the Biola athletic training staff for purposes of this policy.

For further information please refer to the following links:

<https://www.hhs.gov/hipaa/index.html>

<https://studentprivacy.ed.gov/ferpa>

Physical Therapy/Other Practitioner Referral

Most injury rehabilitation conducted with Biola student-athletes, including some post-operative care, will be conducted within the ATC by a staff certified athletic trainer (AT). An ATC can refer a student-athlete for physical therapy to an off-site physical therapy clinic if deemed necessary (in collaboration with the attending physician). If the student-athlete refuses to conduct physical therapy in the ATC and seeks outside care without approval by the AT, the Biola secondary athletic insurance policy will not be responsible for physical therapy expenses incurred by the student-athlete. The student-athlete will have to use his/her own primary insurance for the expenses. This same policy applies to other practitioners including, but not limited to, medical doctors, chiropractors, massage therapists and acupuncturists.

If a student-athlete is going to an off-site physical therapy clinic for rehabilitation, the physical therapist should supply the team AT with reports about the student-athlete's progress. The final return to play decision will be made by the Biola athletic trainer and attending physician.

Equipment Check-out

Equipment such as knee braces, crutches, ankle braces, knee sleeves, etc., may be checked out to medically cleared student-athletes with AT approval. Student-athletes must fill out the Equipment Check-Out Form with the pertinent information. All equipment will be collected at the completion of the regular season. Equipment not returned by the requested date will be billed to the student-athlete's account for the price of replacement equipment.

Rules for Issuing Equipment:

- All equipment issued to a student-athlete must be approved by an AT.
- Issued equipment will be catalogued on the Equipment Check-out Form.
- Equipment will be checked to make sure it fits and the student-athlete knows how to use and properly care for the equipment.
- If a student-athlete has previously signed out a piece of equipment, they may not have another one unless it is an exchange.
- If a student-athlete has an item checked out from a previous injury that they are not using, they may not be issued new equipment until the previous one has been returned or paid for.

Biola University's Medical Care and Insurance Policies

The following information is to inform Biola Athletics' coaches and staff members of the guidelines regarding qualification for and usage of athletic secondary insurance and access to off campus medical care. It is important that coaches and student-athletes understand the medical care system at Biola University.

Primary Insurance Information

All students at Biola University (including student-athletes) must have health insurance as

explained in the Biola University Student Handbook. Any costs incurred due to athletic injury are to first be paid by a student-athlete's primary insurance. This information will be on record at the medical provider's office and it is the student-athlete's responsibility to process any paperwork required with the primary insurance company. The athletic insurance representative is a member of the athletic training staff and processes insurance claims with the secondary insurance policy. He or she does not communicate with the student-athlete's primary insurance. Before a student-athlete goes to the doctor, the athletic training staff will give him or her a secondary insurance card to take with them. It is the student-athlete's responsibility to give the medical provider his or her primary and secondary insurance information. Biola University Athletic Insurance is not a student-athlete's primary insurance. (See Secondary Insurance section for more information.) If a student-athlete has any questions regarding insurance or is encountering insurance problems, please talk to the athletic insurance representative.

Secondary Insurance Information

The university maintains athletic injury insurance, which pays benefits for injuries received while participating in official practice sessions or in actual intercollegiate competition. This insurance is a secondary policy requiring that the primary (student-athlete's) policy must first be applied to any medical costs. The student-athlete must file all claims first against the student-athlete's primary insurance policy. The secondary policy pays on the amount not covered by the primary insurance. *There are guidelines that must be followed in order for the secondary insurance to pay for the injury.* It is the student-athlete's responsibility to read and understand this policy before participation. The athletic training staff or athletic insurance representative will answer any questions a student-athlete has about the secondary insurance policy.

Guidelines for Secondary Insurance

- The athletic training staff must medically clear the student-athlete through the pre-participation medical clearance process annually.
- The student-athlete must be on the official roster.
- The student-athlete must have sustained the injury while participating in organized and official competition, practices, conditioning sessions or travel to and from events.
- A claim form must be provided to the athletic insurance representative by the team AT.
- Medical attention was obtained *after* notifying the athletic training staff (unless in an emergency).
- Medical attention must be sought within 120 days of the injury.
- Secondary insurance benefits are 104 weeks (two years) from the date of injury.

Student-Athlete Injury Follow-up

For the benefit of student-athletes, it is imperative that coaches remind them to immediately inform the athletic training staff after sustaining an injury. This injury must be documented and an exact date of injury recorded.

Seeing a Doctor

The athletic training department at Biola University has medical providers we regularly refer to. Biola Athletics has a contracted team physician, David Kruse, MD. A student-athlete must let the athletic training staff know before seeing a doctor if he or she wishes to see a certain doctor or type of doctor. Student-athletes may not seek medical attention (unless an emergency) without first notifying the athletic training staff. Doing so can slow down the payment or even void the student-athlete's secondary insurance policy.

Student-athletes covered under an HMO will be required to see their primary physician first.

The athletic training staff will not send a student-athlete to our regular providers if they have an HMO. If a student-athlete has an out of area HMO it is recommended they change their primary care physician to a local physician. This will greatly reduce the time frames required for scheduling an appointment.

Kaiser is considered an HMO. Any student-athlete with Kaiser will be referred to the local Kaiser Facility. If the student-athlete is from outside the Southern California Kaiser network, the student-athlete is advised to call and ask for a Southern California Kaiser number. Failure to do so may delay treatment or access to a specialist.

Medical Sharing Societies — The student-athlete will be required to follow their program's process of submitting bills. It is the student-athlete's responsibility to know how his or her specific society works, including any exclusionary clauses.

When a student-athlete has his or her first appointment with the doctor it is his or her responsibility to see that they have all primary insurance information, Biola University's secondary insurance card, local phone numbers and permanent phone numbers.

After the Doctor's Visit

The athletic training staff communicates with the student-athlete's medical providers to the extent that privacy laws permit. An AT will be in touch with the student-athlete's doctor and will, if possible, attend the doctor's visit with the student-athlete. Information on the injury is not released to coaches unless the student-athlete, in writing, agrees to the release of information and to what extent information is to be released. The student athlete should secure a note from the physician regarding their return to play status.

Seeking a Second Opinion

If a student-athlete would like a second opinion on his or her medical condition, he or she must contact the athletic training staff and efforts will be made to see another doctor. Please understand that if a student-athlete seeks a second opinion on his or her own, or seeks continued care from an unauthorized medical provider, the Biola secondary insurance policy will become void.

Rarely, an injury will have long-term physical effects on the student-athlete's, primary insurance will be maximized, and the secondary insurance will reach its benefit amount or time. This situation should be foreseeable and not come as a surprise. With proper medical care these situations can be recognized. It is the student-athlete's responsibility to discuss

these situations with the Director of Sports Medicine/Athletics Health Care Administrator before benefits lapse. The university will make efforts to assist the student-athlete with future medical care if at all possible and only in a situation where all procedures have been properly followed. Any lapse in procedure by the student-athlete will absolve Biola University of financial involvement in future care.

Please do not allow student-athletes to make the common mistake of putting off medical care for an injury until after the competitive season, after eligibility has lapsed or after graduation. Making these decisions will severely limit Biola's secondary insurance's financial benefits and time limits and possibly extend completely beyond them. The student-athlete would then be solely responsible for his or her own medical care. Medical care should be sought immediately when it is deemed to be necessary by the athletic training staff.

Student-Athlete Patient Responsibilities:

- Student-athlete health is a shared responsibility.
- The student-athlete must understand his or her health situation and primary insurance.
- Be honest and direct in a courteous fashion about everything that relates to their need for health services.
- Follow the prescribed treatment plan.
- Ask the athletic trainer if there are questions.

Biola University Athletics Concussion Policy

Definition of Concussion

The Biola University Athletic Training Staff recognizes the consensus definition from the 6th International Conference on Concussion in Sport Amsterdam (2022): a Sport-related concussion is a traumatic brain injury caused by a direct blow to the head, neck or body resulting in an impulsive force being transmitted to the brain that occurs in sports and exercise-related activities. This initiates a neurotransmitter and metabolic cascade, with possible axonal injury, blood flow change and inflammation affecting the brain. Symptoms and signs may present immediately, or evolve over minutes or hours, and commonly resolve within days, but may be prolonged....It is also noteworthy that concussion is sometimes used interchangeably with mild traumatic brain injury and at other times is considered one of several possible manifestations of traumatic brain injury. ([NCAA Sports Medicine Handbook](#) p. 78) The Biola University Athletics Staff acknowledges that mTBIs pose a significant risk to all student-athletes, and these injuries must be taken seriously by all parties involved including the student-athlete, the student-athlete's parent(s)/guardian(s), medical staff, coaches, and academic faculty/staff.

Concussion Education

The Biola University Athletic Training staff educates all student-athletes annually on: 1. The basics of concussion occurrence, 2. Signs and symptoms 3. The risks involved 4. The importance of reporting, etc. during the Fall semester Policy and Procedures Meeting, which

is mandatory for all student-athletes. During this meeting, it is emphasized that maximum performance on the baseline tests will produce the most accurate results. The importance of reporting a concussion and basic return to play guidelines are discussed with the coaching staff at the initial athletics department meeting each academic year. Athletes and coaches are allowed an opportunity to discuss concussion education material (e.g. the NCAA Concussion Education Fact Sheet) and be required to sign an acknowledgment, on an annual basis, that they have been provided, reviewed, and understand the concussion education material.

The Biola AT staff (Certified Athletic Trainers) treat any traumatic brain injury (TBI/concussion) very seriously. Every concussion should be assessed and treated using the same criteria. Furthermore, the decision to return a student-athlete to competition after receiving a concussion should be made using the same criteria for every student-athlete. The guidelines and criteria for this policy are split up into five different sections: 1. Baseline Testing 2. Medical Coverage 3. Assessment 4. Treatment (including referral) 5. and Return to Sport (RTS)/Return to Learn(RTL).

Baseline Testing

All NCAA student-athletes will undergo a pre-participation baseline concussion assessment. Baseline testing for concussion will be conducted each year that a student-athlete meets one (1) of the following criteria: 1. It is the student-athlete's initial season of competition at Biola University. 2. The student-athlete sustained a concussion in the previous academic year. Additionally, a balance assessment (mBESS/BESS specifically) will additionally be if the student-athlete sustained a significant lower leg injury in the last academic year or meets the above criteria. A significant lower leg injury is specified as either requiring surgery, rest for more than one month, or rehabilitation efforts for the majority of a semester.

For the purpose of concussion management at Biola University, the baseline evaluation of a student-athlete consists of a variety of tests including a documented neurologic history with symptoms and a physical examination. Baseline testing for concussion at Biola University also involves the student-athlete's history of concussion or brain injury, neurologic disorder, and mental health symptoms and disorders, as well as an objective evaluation of multiple spheres of brain function and, at minimum, assess neurocognitive performance and motor control-specific tests used at Biola are the SCAT-6, SCOAT-6, BESS, and ImPACT.

The team physician will determine pre-participation clearance and any need for additional consultation or testing.

- a) *If an athlete has a disability or injury that does not allow for him/her to take an online computer assessment, ImPACT will not be required. That athlete will only be assessed via the SCAT-6*
- b) *If an athlete has a disability or injury that does not allow for him/her to stand on one foot for 20 seconds, then the Balance Error Scoring System (BESS) portion of the*

SCAT-6 will not be required. That athlete will be assessed by the rest of the SCAT-6 as well as the ImPACT test.

Medical Coverage of A Concussion

As required by the NCAA Independent Medical Care legislation, team physicians and athletic trainers shall have unchallengeable autonomous authority to determine medical management and return-to-activity decisions, including those pertaining to concussion and head trauma injuries, for all student-athletes.

According to NCAA policy, medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be “present” at all NCAA competitions of contact/collision sports, which specific to Biola Athletics includes: baseball, basketball, diving, pole vault, soccer, softball, volleyball, and water polo. To be “present” means to be on site at the campus or arena of the competition. Medical personnel may be from either team or may be independently contracted for the event. In addition to NCAA mandated sports coverage, a medical personnel is present at all Biola Athletics hosted events.

Medical personnel with training in the diagnosis, treatment and initial management of acute concussion must be “available” at all NCAA practices of contact/collision sports, which specific to Biola Athletics includes: baseball, basketball, diving, pole vault, and soccer, softball, volleyball, and water polo. To be “available” means that, at a minimum, medical personnel can be contacted at any time during the practice via telephone, messaging, email, beeper or other immediate communication means. Further, the case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated. In addition to NCAA mandated practice coverage, medical personnel are available for all on-campus CARA logged practices.

Assessment

Any student-athlete with signs/symptoms/behaviors consistent with concussion:

1. Must be removed from practice or competition for evaluation.
2. Assessment must be by an athletic trainer or team physician (or physician designee) with concussion experience.
3. Must be removed from practice/play for that calendar day if concussion is confirmed or suspected.
4. May only return to play the same day if concussion is no longer suspected.

Players exhibiting these signs should not return to a match or training that day, unless evaluated acutely by an experienced Health Care Professional with a multimodal assessment (as noted below) who determines that the sign was not related to a concussion (eg, the player has sustained a musculoskeletal injury and thus unable to balance). (Amsterdam, 2022)

The assessment tools used by Biola University’s AT staff are:

1. Sport Concussion Assessment Tool 6 (SCAT-6)

2. Sport Concussion Office Assessment Tool 6 (SCOAT-6)
3. Immediate Post-Concussion Assessment and Cognitive Testing (ImPACT) when deemed necessary.

The SCAT-6 is an internationally and nationally recognized concussion field assessment tool.

The SCAT-6 includes the following:

1. Glasgow Coma Scale
2. The Maddocks Score
3. a symptom evaluation
4. a cognitive assessment (Sideline Assessment of Concussion aka SAC) which includes: general mental/spatial orientation, immediate memory, concentration, and delayed recall
5. a neck assessment
6. a balance examination (Balance Error Scoring System aka BESS)
7. a coordination exam

The SCOAT6/Child SCOAT6 is designed to assist clinicians in assessing important clinical manifestations influencing the presentation of concussion, identifying areas for potential individualized therapeutic interventions, directing the need for specialist referral(s) and monitoring recovery. (Amsterdam, 2022) The SCOAT-6 includes the following:

1. Complete SCAT-6 as listed above
2. Blood Pressure in supine and standing positions
3. Timed Tandem Gait (single and dual task)
4. The modified Vestibular-Ocular Motor Screen (mVOMS)
5. Sleep/Anxiety/Depression Screen

ImPACT is a well-rounded testing platform which allows uniform testing and eliminates the factor of malingering (during baseline to skew likelihood of testing positive for concussion later or during the assessment/RTP process). ImPACT produces objective scores through a series of game-like activities that measure reaction time, memory, and processing speed.

Note: if an athlete is unable to perform either the balance aspect of the SCAT-6 or the ImPACT test due to disability or injury, that portion of the testing will not be required and post injury results will be compared to the baseline results of the gathered categories.

Treatment and Referral

The treatment of any life-threatening injuries is always the number one concern immediately following injury. On-field treatment of concussions will include assessment using the guidelines located in the SCAT5 as well as common medical treatment practices utilized by ATCs. When possible, the student-athlete will be administered the SCAT5 test away from the noise of the practice or competitive environment.

Day of Injury Referral Criteria

If any of the following criteria are met on the day of the injury, the student-athlete will be referred to a physician for further evaluation:

- a. Loss of consciousness (LOC) on the field *
- b. Glasgow Coma Scale <13 on initial assessment, or GCS <15 at 2+ hours post-initial assessment.*
- c. Amnesia that lasts longer than 15 minutes
- d. Deterioration of neurologic function*
- e. Decreasing level of consciousness*
- f. Decrease or irregularity in respiration*
- g. Decrease or irregularity in pulse*
- h. Unequal, dilated or unreactive pupils*
- i. Any signs or symptoms associated with spine injury or skull fracture*
- j. Mental status changes including lethargy, difficulty maintaining arousal, confusion or agitation
- k. Seizure activity*
- l. Concussion symptoms that worsen after the initial assessment
- m. Additional concussion symptoms not present during the initial assessment

*Requires that the student-athlete be transported immediately to the nearest emergency department.

Return to Sport (RTS) and Return to Learn (RTL) Criteria

Return to Sport Criteria

After utilizing the assessment procedures listed above, any student-athlete determined to have suffered a concussion will not be allowed to return to play on the same day.

The rate at which athletes recover from concussion varies significantly from individual to individual. The concussed athlete will check in with their assigned AT on a daily basis to complete the symptoms Checklist component of the SCAT-6 form. When there is a significant reduction of symptoms, the student-athlete is re-administered the complete SCAT-6 for comparison to baseline testing scores. A return to early light aerobic activity (Stage 2 of “Graduated Return to Play Protocol”) that does not exacerbate symptoms has been shown to improve outcomes and will be integrated under the direction of the AT when appropriate. When SCAT-6 scores return to clinically equal baseline scores, the student-athlete may then progress beyond Stage 2.

The best available evidence shows that recommending strict rest until the complete resolution of concussion-related symptoms is not beneficial following SRC. Relative (not strict) rest, which includes activities of daily living and reduced screen time, is indicated immediately and for up to the first 2 days after injury. Individuals can return to light-intensity physical activity (PA), such as walking that does not more than mildly

exacerbate symptoms, during the initial 24–48 hours following a concussion. (Amsterdam, 2022)

- Clinicians are encouraged to recommend early (after 24–48 hours) return to PA as tolerated (eg, walking or stationary cycling while avoiding the risk of contact, collision or fall).
- The best data on cognitive exertion show that reduced screen use in the first 48 hours after injury is warranted but may not be effective beyond that.
- Individuals can systematically advance their exercise intensity based on the degree of symptom exacerbation experienced during the prior bout of aerobic exercise.
- HCPs with access to exercise testing can safely prescribe subsymptom threshold aerobic exercise treatment within 2–10 days after SRC, based on the individual's heart rate threshold (HRT) that does not elicit more than mild symptom exacerbation during the exercise test (eg, 'mild'=testing stops with an increase of more than two points on a 0–10 point scale when compared with the pre-exercise resting value). Subsymptom threshold aerobic exercise treatment can be progressed systematically based on the determination of the new HRT on repeat exercise testing (every few days to every week (Amsterdam, 2022)

Athletes may continue/advance the duration and intensity of PA or prescribed aerobic exercise provided there is no more than mild (increase of no more than 2 points vs the pre-exercise value) and brief (<1 hour) exacerbation of their concussion-related symptoms. (Amsterdam, 2022)

Physical Activity (PA)/exercise and cognitive exertion should be stopped if concussion symptom exacerbation is more than mild and brief and may be resumed once symptoms have returned to the prior level. Clinicians should inform their patients that mild symptom exacerbation during PA, prescribed aerobic exercise treatment or during cognitive activity is typically brief (under an hour) and does not delay recovery. Prescribed subsymptom threshold aerobic exercise within 2–10 days of SRC is effective for reducing the incidence of persisting symptoms after concussion (symptoms >1 month) and is also effective for facilitating recovery in athletes suffering from symptoms lasting longer than 1 month. Importantly, individuals should be advised to avoid the risk of reinjury (ie, contact, collision or fall) until determined by a qualified HCP to be safe for higher risk activities.

Sleep disturbance in the 10 days after SRC is associated with an increased risk of persisting symptoms and may warrant evaluation and treatment. (Amsterdam, 2022)

A supervised program of progression will be performed, following these steps/guidelines. It will be typical for each step in the progression to last at least 24 hours depending on symptoms:

1. Symptom Limited Activity (daily activities that do not provoke symptoms)
2. Light aerobic activity (15-20' stationary cycling @ 50-70% max heart rate)

3. Individual sport specific exercise (dribbling, shooting, running, cutting, non-contact solo work 20-30')
4. Non-contact training drills (running set plays, non live scrimmage ~45')
5. Full contact Practice (full practice 60-90')
6. Return to sport

Return to Sport Stages, Functional Activities, and Goals listed in “Table 2” of the Amsterdam 2022 Consensus Statement on Concussion in Sport: the 6th International Conference on Concussion in Sport:

Table 2

Return-to-sport (RTS) strategy—each step typically takes a minimum of 24 hours

Step	Exercise strategy	Activity at each step	Goal
1	Symptom-limited activity	Daily activities that do not exacerbate symptoms (eg, walking).	Gradual reintroduction of work/school
2	Aerobic exercise 2A—Light (up to approximately 55% maxHR) then 2B—Moderate (up to approximately 70% maxHR)	Stationary cycling or walking at slow to medium pace. May start light resistance training that does not result in more than mild and brief exacerbation* of concussion symptoms.	Increase heart rate
3	Individual sport-specific exercise Note: If sport-specific training involves any risk of inadvertent head impact, medical clearance should occur prior to Step 3	Sport-specific training away from the team environment (eg, running, change of direction and/or individual training drills away from the team environment). No activities at risk of head impact.	Add movement, change of direction
Steps 4–6 should begin after the resolution of any symptoms, abnormalities in cognitive function and any other clinical findings related to the current concussion, including with and after physical exertion.			
4	Non-contact training drills	Exercise to high intensity including more challenging training drills (eg, passing drills, multiplayer training) can integrate into a team environment.	Resume usual intensity of exercise, coordination and increased thinking
5	Full contact practice	Participate in normal training activities.	Restore confidence and assess functional skills by coaching staff
6	Return to sport	Normal game play.	

NOTE: If at any point the student-athlete becomes symptomatic (more symptomatic than baseline), the team physician or designated physician will be notified, and adjustments will be made to the return-to-sport progression.

Prior to returning to full contact drills and competition, the following steps must take place:

1. The student-athlete must retake the concussion testing that was performed at the time of injury (SCAT6 or SCOAT6 and ImPACT) and.

2. Based upon all test results and findings, the team physician or the Health Center physician will declare the student-athlete able to fully return to their sport.

Information may be transmitted to these health care professionals electronically. Unrestricted return-to-sport should not occur prior to unrestricted return-to-learn for concussions diagnosed while the student-athlete is enrolled in classes. Prior to receiving clearance to fully return to sport, the student-athlete must sign an attestation form acknowledging that they are attending class full-time and that they are not receiving any further academic accommodations as a result of the concussion.

Return to Learn Criteria

A student-athlete who has suffered a concussion will return to the classroom/studying only as tolerated with modification of schedule/academic accommodations, as indicated, with help from the identified point-person in Athletics - typically either the Director of Sports Medicine, or the Biola Athletic's Concussion Care Coordinator (ACCC), and the Health Center or Team Physician. Campus resources and accommodations will be consistent with the ADA and are administered through The Learning Center.

The student-athlete who has sustained a concussion will require modified mental activity as they recover to a healthy state. It is important to understand that return to Play and Return to Learn do not always correlate in equity of time frames, although they often parallel each other. There are no standardized guidelines for returning the athlete to school, except that a student-athlete may not resume full participation in sport prior to a full return to the classroom. If the athlete develops increased symptoms with cognitive stress, student-athletes may require academic accommodations such as a reduced workload, extended test-taking time, days off or a shortened school day. These accommodations will be determined by the Learning Center based upon documentation provided by the Health Center.

The below table is pulled from the Amsterdam Consensus Statement on Sport Concussion regarding Return-to-Learn Strategies.

Table 1
Return-to-learn (RTL) strategy

Step	Mental activity	Activity at each step	Goal
1	Daily activities that do not result in more than a mild exacerbation* of symptoms related to the current concussion	Typical activities during the day (eg. reading) while minimising screen time. Start with 5–15 min at a time and increase gradually.	Gradual return to typical activities
2	School activities	Homework, reading or other cognitive activities outside of the classroom.	Increase tolerance to cognitive work
3	Return to school part time	Gradual introduction of schoolwork. May need to start with a partial school day or with greater access to rest breaks during the day.	Increase academic activities
4	Return to school full time	Gradually progress in school activities until a full day can be tolerated without more than mild* symptom exacerbation.	Return to full academic activities and catch up on missed work

Returning the student to school, even if the day is shortened, can be considered when the student can tolerate cognitive activity or stimulation for approximately 30 to 45 minutes. This arbitrary cutoff is based on the observation that a good amount of learning takes place in 30-45 minute increments. Given that most concussions resolve within three weeks of the injury, adjustments may often be made in the individual classroom setting without formal written plans such as a 504 plan or individualized educational program (IEP). (2013-14 NCAA Sports Medicine Handbook, p. 62) It is believed that light aerobic activity may actually be stimulating to the mental recovery process. This protocol allows a gradual increase in volume and intensity of classroom activity during the Return to Learn process.

The student-athlete should not participate in classroom activity on the same day as sustaining the concussion. Following the day of sustaining the concussion, the student-athlete is then allowed to return to school and academics in an individualized manner following the guidance of their physician and the Health Center. The student-athlete will be monitored for symptoms throughout the recovery process.

Any student-athlete who has received a concussion will receive the following support steps:

1. The student-athlete will then be instructed to schedule a follow-up appointment with the Health Center. Additionally, the student-athlete will receive a follow-up email from the ACCC with general instructions and care recommendations.
2. The ACCC will also email the injured student-athlete's instructors to notify them that the student-athlete has received a head injury and is in the process of working with the Health Center and the Learning Center.
3. The Health Center will coordinate with the Learning Center to determine any academic accommodations.
4. The Health Center will coordinate with the Athletic Training staff to determine clearance for return to sport and return to learn.

The student-athlete can progress to the graduated academic return once symptoms improve while monitoring for symptoms exacerbated by academic activities. If the student-athlete completes all stages in the graduated protocol, then the team ATC and team physician/Biola Health Center physician can allow the student-athlete to return to school full-time.

When the student athlete has reached the point where they are attending class full-time and are no longer receiving academic accommodations (Stage 5 in the above progression), the student-athlete will sign the Biola Athletics Completion of Return to Learn Progression Attestation Form.

Overlap of RTS and RTL

The following chart is intended to clarify the parallel yet distinct progression through RTS and RTL.

Stage	Location of Stage	Academic (RTL)	Description of RTL Stage	Activity/ Sport (RTS)	Description of RTS stage	Tasks for ATC at each stage
1 RTL	Home/ Dorm	Do Not Attend Class	No mental exertion.No computer/phone, email, video games, reading, homework, or testing. TOTAL REST until symptoms have drastically improved or are within normal limits of baseline at rest. Check in with ATC daily	NO ACTIVITY	TOTAL REST	Daily Symptom Check In
2 RTL	Home/ Dorm	Do NOT Attend Class	Up to 30 minutes of mental exertion without triggering symptoms. No prolonged concentration. Stay at home. No driving.Check in with ATC daily	Light Monitored Physical Activity as Tolerated	Total Rest	Daily Symptom Check In
3 RTL	School Part time	Attend Class as able. May need to leave class early or attend one per day.	Homework for short periods of time with breaks. No exams. Provide extra time, extra help, and modified assignments.	Light Monitored Physical Activity as Tolerated	Very light walking may be okay if directed by ATC and MD	Daily Symptom Check In
4 RTL / 1 RTS	School: Part time/Full time. Sport: monitored in ATR	Attend Class Full Time	Modified classroom exams. Moderate decreases of extra time, extra help, and modification of assignments.	Light aerobic activity	15'-20' of walking/ stationary cycling, no resistance training. Continue to check in with ATC before and after activity	SCAT prior to activity, Daily Symptom Check in after activity
5 RTL / 2 RTS	School: Full time Sport: monitored on field/court	Attend Class Full Time	Normal Exams okay. No final exams. Continue to decrease extra time/help/modification of assignments. May require more support in academically challenging subjects	Sport Specific Activity	20'-30' of dribbling, shooting, running, cutting, non-contact solo work. Check in with	Daily Symptom Check In

					ATC before and after activity	
3 RTS	School: Full time Sport: monitored on field/cour	Attend Class Full Time	Normal Exams okay. No final exams. Continue to decrease extra time/help/modification of assignments. May require more support in academically challenging subjects	Non-Contact / walk through drills	~45' running set plays, non-live scrimmage. Continue to check in with ATC before and after activity	Daily Symptom Check In
4 RTS	School: Full time Sport: monitored on field/cour	Attend Class Full Time	Normal Exams okay. No final exams. Continue to decrease extra time/help/modification of assignments. May require more support in academically challenging subjects	Monitored Full-Contact Practice	60'-90' Full practice. Continue to check in with ATC before and after activity	Daily Symptom Check In. SCAT redone after full practice
6 RTL / 5 RTS	School: Full Time Sport: field/court /area of competition	Attend Class Full Time	No Accommodations. Attend all classes, full homework. All exams okay	Return to Competition	Full competition allowed after MD clearance is acquired.	Athlete and ATC sign Completed RTL Attestation Form prior to full competition.

- Following an initial period of relative rest (24–48 hours following an injury at Step 1), athletes can begin a gradual and incremental increase in their cognitive load. Progression through the strategy for students should be slowed when there is more than a mild and brief symptom exacerbation.
- *Mild and brief exacerbation of symptoms is defined as an increase of no more than 2 points on a 0–10 point scale (with 0 representing no symptoms and 10 the worst symptoms imaginable) for less than an hour when compared with the baseline value reported prior to cognitive activity.

Prolonged Symptoms of Concussion

A student-athlete with atypical presentation or persistent symptoms will be re-evaluated by a physician in order to consider additional diagnoses, best management options, and consideration of a referral. Additional diagnoses may include, among others: fatigue and/or sleep disorder, migraine or other headache disorders; mental health symptoms and disorders; ocular dysfunction; vestibular dysfunction, cognitive impairment; and autonomic dysfunction.

Specific recommendations include:

- The term ‘persisting symptoms’ is used for symptoms that persist >4 weeks across children, adolescents and adults.
- Persisting symptoms can be assessed using standardized and validated symptom rating scales. However, evidence-based recommendations regarding the use of other specific tests or measures in the clinical diagnosis of persisting symptoms in any age group are not possible based on existing research.

A multimodal clinical assessment, ideally by a multidisciplinary team, is indicated to characterize individuals with persisting symptoms, including the types, pattern and severity of symptoms, and any associated conditions or other factors that may be causing or contributing to the symptoms. (Amsterdam, 2022)

If any student-athlete is having a prolonged inability to return to normal academic classroom activity, they will be referred to the team physician for further evaluation or referral. In the absence of the team physician, the university's Health Center physician will be consulted for further recommendations. Any additional necessary academic accommodations will be determined by the Biola Learning Center.

Prolonged symptoms may include emotional and spiritual complications, The Biola Student Care Team (<https://www.biola.edu/student-care>) is best equipped to assist in these areas. The Student Care Team collaborates care between the Health Center, the Biola Counseling Center, and Pastoral Care. Pastoral Care is a unique resource available to student-athletes who would like to confidentially talk through struggles they may be facing. Another resource

for the student-athlete is the Faculty Athletic Representative (FAR), who can be called upon to mediate any issues that arise between academic faculty and the concussed student-athlete.

Limiting Exposure to Head Trauma

Biola is committed to protecting the health of and providing a safe environment for each of its participating NCAA student-athletes. To this end, and in accordance with NCAA association-wide policy, Biola will limit student-athlete head trauma exposure in a manner consistent with Interassociation Recommendations: Preventing Catastrophic Injury and Death in Collegiate Athletes. For example:

- Biola athletic teams will adhere to existing ethical standards in all practices and competitions.
- Using playing or protective equipment (including the helmet) as a weapon will be prohibited during all practices and competitions.
- Deliberately inflicting injury on another player will be prohibited in all practices and competitions.
- All playing and protective equipment (including helmets), as applicable, will meet relevant equipment safety standards and related certification requirements.

Sickle Cell Trait Testing

Introduction

Sickle cell disease is a mutation in hemoglobin, which in turn affects the shape of red blood cells. Those with Sickle Cell trait have only one abnormal gene from one of the parents and usually have normal red blood cells. During intense exertion or exertion at extreme conditions, those with Sickle Cell trait can change the shape of the red cells from round to quarter-moon or “sickle.” This change, exertional sickling, can pose grave risk for some athletes. Exertional sickling causes a blockage of the blood vessels resulting in damage to multiple organs including muscle causing ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood. Sickling can begin within 2–3 minutes of any all-out exertion. Heat, dehydration, altitude and asthma can increase the risk for and worsen sickling, even when exercise is not all-out. Collapse due to exertional sickling is a medical emergency and death can occur quickly. Due to the above risks, it is important to know the Sickle Cell trait status of all student-athletes.

Sickle Cell Trait Testing/Screening, Notification, and Education Procedures

In compliance with NCAA Bylaw 17.1.5.1, Biola Athletics requires all student-athletes to have documentation of a Sickle Cell solubility test (SST) as part of his or her pre-participation physical examination. Prospective student-athletes participating in tryout activities also must have documentation prior to participation.

Documentation must be present *before* the student-athlete is permitted to participate in any athletically related activities including, but not limited to, tryouts, practices, strength and

conditioning sessions and/or competition in any intercollegiate athletic events.

Testing Process:

If a student-athlete has not been tested for Sickle Cell trait or if he or she is unable to access previous test results, the student-athlete should make an appointment with their primary care physician or local testing facility to be tested for Sickle Cell trait.

As of today, all 50 states have newborn screening programs that identify Sickle Cell trait status at birth. However, not all states adopted screening in the same year. In the state of California, if the student-athlete was born after Feb. 21, 1990, results may be available from the student-athlete's pediatrician. It is recommended that the student-athlete call his or her pediatrician prior to submitting any request to ask if they have results on file. If not available, contact the state office of public health. If the student-athlete was not born in California, he or she should contact his or her pediatrician for results.

As noted above, the pediatrician should be called first to ask if they have results on file. If not available, contact the state.

After a student-athlete has received his or her results, he or she must fax or email a copy of the documentation to the Director of Sports Medicine/Athletics Health Care Administrator.

Positive Test Notification, Counseling and Education Process

Student-athletes who are confirmed to have Sickle Cell trait will meet with a Biola University team physician at the earliest available opportunity for notification, education and counseling.

The student-athlete, team physician and a Biola athletic trainer must sign the Sickle Cell Notification Form at the time of notification. If the student-athlete is a minor, his or her parent or legal guardian will also be notified of the student-athlete's Sickle Cell status and must also sign the Sickle Cell Notification Form.

A complete list of student-athletes with Sickle Cell trait and other medical alert issues must be distributed to the following individuals at the beginning of each semester:

1. Athletic training staff
2. Coaching staff of the student-athlete
3. Strength and conditioning staff (if applicable)
4. Student athletic trainers (if applicable)

Athletic Training Personnel Education

- In-service training and review will be conducted for athletic training personnel at minimum on a yearly basis and/or as needed.
- In-service training and review will include, but will not be limited to:
 - NCAA Division II and Conference policy review

- Sickle cell trait background and review of literature
- Likely sickling settings
- Signs and symptoms and differential diagnosis
- Practical management and first aid
- Case specific education

Coaching Staff Education

- In-service training will be conducted with assistant coaches with strength and conditioning responsibilities (if applicable) and coaching staff personnel at minimum on a yearly basis and/or as needed.
- In-service training will include, but will not be limited to:
 - NCAA and conference policy review
 - Sickle cell trait background and review of literature
 - Likely sickling settings
 - Signs and symptoms and differential diagnosis
 - Practical management and first aid
 - Case specific education

Differential Diagnosis

Sickling vs. Cramping:

	Sickling	Heat Cramps
Onset	Usually immediate, with no early warning; may occur early in workout	Student-athlete usually feels twitching/twinges in tired muscles minutes to hours before onset
Pain	Increasing pain and weakness in the working muscles, esp. the legs, buttocks and/or low back; ischemic pain from insufficient blood flow to working muscles	"Burning" type pain
Collapse	Athlete "slump to a stop" due to the legs becoming weak, wobbly and no longer able to hold up the athlete; sometimes will still be talking while on the ground	"Hobble to a halt"; fully-contracted muscles no longer work
Physical findings	Soft, flaccid muscle tone	Sustained, full contraction of muscles (tetany)
Response	Athlete may feel better after 10–15 minutes in a cold tub, supplemental oxygen and fluids	Usually takes longer to resolve, even with aggressive cooling and stretching of the affected muscles

Conditioning Guidelines

- Adjust the work/rest cycle to accommodate for environmental (heat, altitude) or personal (illness, asthma, hydration) issues. An adequate rest time is necessary in managing SCT student-athletes. Adjustments to actual rest time should be made based on recommendations from the athletic training staff based on the specific activity being performed.
- No punitive conditioning for SCT student-athletes
- Medical staff and coaches should collaborate to determine individual progressions for sports with SCT student-athletes.

Practice/Game Guidelines

- The staff athletic trainer and the student-athlete will meet prior to the SCT student-athlete's participation to discuss and document sport-specific issues related to management of SCT student-athletes during practices and games that are not addressed by the statements listed above regarding conditioning. Management decisions will be communicated to the student-athlete and all appropriate coaches.
- Sport-specific management guidelines for SCT student-athletes should be sent to the team's coaching staff, the strength and conditioning coaches and the Director of Sports Medicine/Athletics Health Care Administrator.

Management of Symptoms

- The SCT student-athlete will report all symptoms immediately to the athletic trainer or coach.
- The medical staff and coaches should have a low threshold for removal of SCT student-athlete from activity.
- Discontinue activity at onset of symptoms (e.g., cramping, pain, swelling, weakness, tenderness, fatigue, shortness of breath, abdominal pain) or difficulty completing repetitions.
- Any SCT student-athlete that is identified as struggling or performing below standard by a coach will be removed from the drill.
- Following removal from participation:
 - Check vital signs.
 - Cool the student-athlete, if necessary.
 - Continue self-hydration as able.
 - Administer high-flow oxygen (if available), preferably with a non-rebreather facemask. Oxygen may be applied by M.D. or ATC (with physician orders).
 - Activate emergency action plan for any signs and symptoms related to decreased mental capacity or vital signs.
 - Communicate SCT status to EMTs and ER physicians so this will be included in their evaluation and treatment plan.

Return to Play Following Removal from Participation

- Must be cleared by team physician
- Monitor return to athletic participation

Emergency Treatment

First Aid for Sickling Emergencies:

- Consider any struggling, cramping or collapse as sickling until proven otherwise.
- Act fast! A sickling collapse is a medical emergency.
- Call EMS — someone from medical staff accompanies athlete to hospital
- Check vital signs/monitor ABCs
- Give supplemental oxygen (if available)
- Cool the student-athlete if necessary
- Attach an AED
- IV fluids (if available)

Referenced Documents:

- [NATA Consensus Statement: Sickle Cell Trait and the Athlete](#) (2007)
- [NCAA Medical Handbook](#) (2025)

Emergency Care of the Injured Student-Athlete: General Steps

1. Coach or ATC (if on scene) should contact Campus Safety immediately if a student-athlete is not breathing or is in cardiac arrest. Coaches should have Campus Safety's emergency phone number in their cell phone: (562) 777-4000 or ext. 5111 from a campus phone. He or she should have a second individual (assistant coach) contact the team assigned AT via their personal cell phone or the Director of Sports Medicine at (562) 944-0351 ext. 5942 or ext. 5942 from a campus phone. All coaching staff should have these phone numbers saved in "contacts" on their cell phone.
2. AT/coach should perform required first aid/CPR.
3. AT should perform the secondary survey once patient's vital signs stabilize.
4. Athletic facilities staff, Campus Safety and coaches should control the crowd and make sure the emergency personnel will be able to access the site.
5. Discontinue patient care only on the direct order of the EMS personnel, but remain present to assist as needed.
6. Find out the exact hospital where the patient will be transported (see transportation section above). Arrange to accompany the patient on approval of the senior staff member. Take the student-athlete's emergency card to the hospital. If the student-athlete's parent is present, they will accompany the student-athlete to the hospital. An assistant coach may also accompany the student-athlete to the hospital. ATC is not to leave competition or ATR if secondary coverage is unavailable.
7. ATC will contact the Director of Sports Medicine/Athletics Health Care Administrator to inform him/her of the incident and arrange notification of the student-athlete's family.
8. Attending ATC will make initial contact with the student-athlete's emergency contact after diagnosis is made.
9. At the hospital, be available to provide/assist with information for the medical staff.

Make every effort to be with the student-athlete at all times.

Emergency Action Plan for Specific Sites

Chase Gymnasium: Volleyball and basketball venue

Emergency Personnel

A certified athletic trainer (ATC) will be on site for all intercollegiate competition. In the event of an emergency during practice an ATC may be reached in the Athletic Training Room (ATR) located on the exterior southeast corner of the gymnasium (Building #18 on campus map) or by phone at (562) 944-0351 x5942. Campus Safety will be notified at (562) 777-4000 or ext. 5111 from a campus phone in the event of an emergency. Campus Safety will contact 911, activate the Emergency Medical System and notify the Student Health Center. Campus Safety will escort emergency personnel/ambulance to the gymnasium. Ambulance access will be by ramp accessible through Parking Lot O near the northeast corner or, alternately, Chase Way to the front entrance of Chase Gymnasium (as determined by Campus Safety).

Venue Location

Located on the east end of Biola University's campus, Chase Gymnasium is located south of Parking Lot O and north of Parking Structure "S" on University Drive. The ATR has an exterior entry at the southeast corner of Chase Gymnasium on Chase Way off of University Drive.

Emergency Communication

The ATC will have a cell phone during intercollegiate competition and coaches will carry a cell phone during practices. An emergency landline is located on the exterior northeast face of the gymnasium. The Campus Safety emergency line is (562) 777-4000 or ext. 5111 from a campus phone.

Emergency Equipment

The following equipment will be available on the home sideline during games/matches, and in the ATR during practices.

- a. Automated External Defibrillator (AED, located inside gym on northeast wall)
- b. Decompression splints
- c. Biohazard kit

Roles of the First Responder(s): ATC during competition/coach during practice

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Activation of Emergency Action Plan
 - a. Call Campus Safety at (562) 777-4000 or ext. 5111 from a campus phone.

- b. Provide information to Campus Safety.
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number of persons injured, current condition of injured, care being provided, other pertinent information
3. Direct the retrieval of emergency equipment as needed.
4. Request assistance of game management as needed for crowd control.

Delineation of Medical Assistance

The athletic training staff will assist only those varsity athletes directly involved in practice and/or competition for home and visiting teams.

All other medical aid (spectators, halftime entertainment, etc.) will be directed by Campus Safety according to their normal protocol.

Al Barbour Field: Soccer and Track Complex

Emergency Personnel

A certified athletic trainer (ATC) will be on site for all intercollegiate competition. In the event of an emergency during practice an ATC may be reached in the Athletic Training Room (ATR) located on the exterior southeast corner of the gymnasium (Building #18 on campus map) or by phone at (562) 944-0351 x5942. Campus Safety will be notified at (562) 777-4000 or ext. 5111 from a campus phone in the event of an emergency. Campus Safety will contact 911, activate the Emergency Medical System and notify the Student Health Center. Campus Safety will escort emergency personnel/ambulance to the soccer/track complex. Ambulance access will be the ramp located at the southwest corner of the track complex. Ambulances *are not* allowed on the track or soccer field surfaces.

Venue Location

Located on the east side of Biola University's campus, the Al Barbour Field/track and field complex (Structure 16) is located north of Parking Lot S on University Drive. The ATR is located on the southeast corner of gymnasium (Building #18 on campus map) off University Drive.

Emergency Communication

The ATC will have a cell phone during intercollegiate competition and coaches will carry a cell phone during practices. An emergency landline is located on the exterior northeast face of the gymnasium. The Campus Safety emergency line is (562) 777-4000 or ext. 5111 from a campus phone.

Emergency Equipment

The following equipment will be available on the home sideline during games/matches, and in the ATR during practices.

- a. Automated External Defibrillator (AED also located inside gym on northeast wall)
- b. Decompression splints
- c. Biohazard kit

Roles of the First Responder(s): ATC during competition/coach during practice

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Activation of Emergency Action Plan
 - a. Call Campus Safety at (562) 777-4000 or ext. 5111 from a campus phone.
 - b. Provide information to Campus Safety.
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number of persons injured, current condition of injured, care being provided, other pertinent information
3. Direct the retrieval of emergency equipment as needed.
4. Request assistance of game management as needed for crowd control.

Delineation of Medical Assistance

The athletic training staff will assist only those varsity athletes directly involved in practice and/or competition for home and visiting teams.

All other medical aid (spectators, halftime entertainment, etc.) will be directed by Campus Safety according to their normal protocol.

Eagles Diamond: Baseball Field

Emergency Personnel

A certified athletic trainer (ATC) will be on site for all intercollegiate competition. In the event of an emergency during practice an ATC may be reached in the Athletic Training Room (ATR) located on the exterior southeast corner of the gymnasium (Building #18 on campus map) or by phone at (562) 944-0351 x5942. Campus Safety will be notified at (562) 777-4000 or ext. 5111 from a campus phone in the event of an emergency. Campus Safety will contact 911, activate the Emergency Medical System and notify the Student Health Center. Campus Safety will escort emergency personnel/ambulance to the baseball field. Ambulance access is through a gate on the first baseline, via Sixth Street Way, between the field and Hope Hall.

Venue Location

Located on the east side of Biola University's campus, the baseball field complex (location 65 on campus map) is located south of Parking Lot H, on University Drive. The Athletic Training Room is located on the southeast corner of gymnasium (Building #18 on campus

map), off University Drive.

Emergency Communication

The ATC will have a cell phone during intercollegiate competition and coaches will carry a cell phone during practices. An emergency landline is located on the exterior northeast face of the gymnasium. The Campus Safety emergency line is (562) 777-4000 or ext. 5111 from a campus phone.

Emergency Equipment

The following equipment will be available on the home sideline during games/matches, and in the ATR during practices.

- a. Automated External Defibrillator (AED also located inside gym on northeast wall)
- b. Decompression splints
- c. Biohazard kit

Roles of the First Responder(s): ATC during competition/coach during practice

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Activation of Emergency Action Plan
 - a. Call Campus Safety at (562) 777-4000 or ext. 5111 from a campus phone.
 - b. Provide information to Campus Safety.
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number of persons injured, current condition of injured, care being provided, other pertinent information
3. Direct the retrieval of emergency equipment as needed.
4. Request assistance of game management as needed for crowd control.

Delineation of Medical Assistance

The athletic training staff will assist only those varsity athletes directly involved in practice and/or competition for home and visiting teams.

All other medical aid (spectators, halftime entertainment, etc.) will be directed by Campus Safety according to their normal protocol.

Tennis Center

Emergency Personnel

A certified athletic trainer (ATC) will be on site for all intercollegiate competition. In the event of an emergency during practice an ATC may be reached in the Athletic Training Room

(ATR) located on the exterior southeast corner of the gymnasium (Building #18 on campus map) or by phone at (562) 944-0351 x5942. Campus Safety will be notified at (562) 777-4000 or ext. 5111 from a campus phone in the event of an emergency. Campus Safety will contact 911, activate the Emergency Medical System and notify the Student Health Center. Campus Safety will meet and escort emergency personnel/ambulance to the Tennis Center.

Emergency vehicle access

Campus Entrance 5 to Lot C off Biola Avenue (nearest cross street is Roma Drive). Proceed through parking lot gate. Tennis Center (and tennis parking lot) is located on the right as you pass through gate.

Venue Location

Located on the southern end of Biola University's campus, the Tennis Center is located south of Parking Lot C. The ATR is in the gymnasium building on Chase Way, off of University Drive.

Emergency Communication

The Athletic Training staff will have a cell phone during intercollegiate competition and coaches will carry a cell phone during practices. A campus phone is located outside the storage shed at the tennis complex. The Campus Safety emergency line is (562) 777-4000 or ext. 5111 from a campus phone.

Emergency Equipment

The following equipment will be available on the home sideline during games, and in the Athletic Training Room during practices.

- a. Automated External Defibrillator (AED also located inside gym on northeast wall)
- b. Decompression splints
- c. Biohazard kit

Roles of the First Responder(s): ATC during competition/coach during practice

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Activation of Emergency Action Plan
 - a. Call Campus Safety at (562) 777-4000 or ext. 5111 from a campus phone.
 - b. Provide information to Campus Safety.
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number of persons injured, current condition of injured, care being provided, other pertinent information
3. Direct the retrieval of emergency equipment as needed.

4. Request assistance of game management as needed for crowd control.

Delineation of Medical Assistance

The athletic training staff will assist only those varsity athletes directly involved in practice and/or competition for home and visiting teams.

All other medical aid (spectators, halftime entertainment, etc.) will be directed by Campus Safety according to their normal protocol.

Freedom Field: Softball Complex

Emergency Personnel

A certified athletic trainer (ATC) will be on site for all intercollegiate competition. In the event of an emergency during practice an ATC may be reached in the Athletic Training Room (ATR) located on the exterior southeast corner of the gymnasium (Building #18 on campus map) or by phone at (562) 944-0351 x5942. Campus Safety will be notified at (562) 777-4000 or ext. 5111 from a campus phone in the event of an emergency. Campus Safety will contact 911, activate the Emergency Medical System and notify the Student Health Center. Campus Safety will meet and escort emergency personnel/ambulance to the softball complex.

Emergency vehicle access

Campus Entrance 5 to lot C off Biola Avenue (nearest cross street is Roma Drive). Proceed through parking lot to removable bollards located between portable buildings, designated (54 on campus map). Pass between buildings and pass to left of sand volleyball court (61 on campus map). Field access is through outfield fence along the first baseline. Gurney only allowed through the gate.

Venue Location

Located on the southern end of Biola University's campus, the Freedom Field Softball Complex is located southeast of Parking Lot C. The ATR is in the gymnasium building on Chase Way, off University Drive.

Emergency Communication

The ATC will have a cell phone during intercollegiate competition and coaches will carry a cell phone during practices. The nearest campus phone is located at the tennis complex. The Campus Safety emergency line is (562) 777-4000 or ext. 5111 from a campus phone.

Emergency Equipment

The following equipment will be available on the home sideline during games, and in the Athletic Training Room during practices.

- a. Automated External Defibrillator (AED also located inside gym on northeast wall)
- b. Decompression splints
- c. Biohazard kit

Roles of the First Responder(s): ATC during competition/coach during practice

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Activation of Emergency Action Plan
 - a. Call Campus Safety at (562) 777-4000 or ext. 5111 from a campus phone.
 - b. Provide information to Campus Safety.
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number of persons injured, current condition of injured, care being provided, other pertinent information
3. Direct the retrieval of emergency equipment as needed.
4. Request assistance of game management as needed for crowd control.

Lansing Pool: Swimming and Diving Facility

Emergency Personnel

A certified athletic trainer (ATC) will be on site for all intercollegiate competition. In the event of an emergency during practice an ATC may be reached in the Athletic Training Room (ATR) located on the exterior southeast corner of the gymnasium (Building #18 on campus map) or by phone at (562) 944-0351 x5942. Campus Safety will be notified at (562) 777-4000 or ext. 5111 from a campus phone in the event of an emergency. Campus Safety will contact 911, activate the Emergency Medical System and notify the Student Health Center. Campus Safety will escort emergency personnel/ambulance to the aquatic center. Ambulance access will be the ramp located at the southwest corner of the track complex.

Venue Location

Located on the south side of Biola University's campus, the Lansing Pool is located south of the gymnasium (Building #18 on campus map). The ATR is located on the southeast corner of gymnasium (Building #18 on campus map), off University Drive.

Emergency Communication

The athletic training staff will have a cell phone during intercollegiate competition and coaches will carry a cell phone during practices. An emergency phone is located on the northeast face of wall of the pool deck.

Emergency Equipment

The following equipment will be available during meets, and in the Athletic Training Room during practices.

- a. Automated External Defibrillator (AED also located inside gym on northeast wall)
- b. Decompression splints

- c. Biohazard kit

Roles of the First Responder(s): ATC during competition/coach during practice

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Activation of Emergency Action Plan
 - a. Call Campus Safety at (562) 777-4000 or ext. 5111 from a campus phone.
 - b. Provide information to Campus Safety.
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number of persons injured, current condition of injured, care being provided, other pertinent information
3. Direct the retrieval of emergency equipment as needed.
4. Request assistance of game management as needed for crowd control.

Delineation of Medical Assistance

The athletic training staff will assist only those varsity athletes directly involved in practice and/or competition for home and visiting teams.

All other medical aid (spectators, halftime entertainment, etc.) will be directed by Campus Safety according to their normal protocol.

Emergency Action Plan for Splash Aquatic Center

Emergency Personnel

A certified athletic trainer will not be present for most practices. In the event of an emergency during a practice, follow the procedures of the Splash Aquatic Center facility. Each coach utilizing SAC should be familiar with the specific protocols of the facility. Coaches should be familiar with the location of the on-duty lifeguards. The coach should know the address of the facility to give to the 911 operator. In the event of a non-life threatening emergency, such as an orthopedic issue, the coach should contact their team's specific sport assigned athletic trainer directly. The coach is responsible for having the phone number of their athletic trainer.

Venue Location

13806 La Mirada Blvd, La Mirada, CA 90638

Emergency Communication

Coaches should have a cell phone with them at all times when travelling off campus with their teams in order to summon emergency help if needed.

Emergency Equipment

A member of the coaching staff should be certain that they have their team's athletic training kit with them when off site. The AT kit contains basic first aid supplies, biohazard materials (such as gloves), and a CPR mask.

Roles of the First Responder(s): AT if with the team/Coach in absence of AT.

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Notify the facility staff (lifeguard) of the emergency so that they may assist in implementing their emergency plans and assist in directing emergency personnel to the correct location
3. Activation of Emergency Action Plan (according to Splash protocols, follow lifeguard instruction)
 - a. Call 911 (if instructed by lifeguard)
 - b. Provide information to 911 operator
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number persons injured, current condition of injured, care being provided, other pertinent information
4. Once the situation is resolved and the athlete is in the care of medical personnel, the coach should notify their primary AT ASAP to notify them of the incident.

Emergency Action Plan for Off Campus

Emergency Personnel

A certified athletic trainer will not be present for most off campus practices. In the event of an emergency during an off-campus practice, follow the procedures of the practice facility. Each coach utilizing an off campus site should be familiar with the specific protocols of the facility. In most cases, this will be a direct call to 911. The coach should know the address of the facility to give to the 911 operator. In the event of a non-life threatening emergency, such as an orthopedic issue, the coach should contact their team's specific sport assigned athletic trainer directly. The coach is responsible for having the phone number of their athletic training.

Venue Location

Varies with team.

Emergency Communication

Coaches should have a cell phone with them at all times when travelling off campus with their teams in order to summon emergency help if needed.

Emergency Equipment

A member of the coaching staff should be certain that they have their team's athletic training kit with them when off site. The AT kit contains basic first aid supplies, biohazard materials (such as gloves), and a CPR mask.

Roles of the First Responder(s): ATC if with the team/Coach in absence of ATC.

1. Provide immediate and continued care of the injured or ill student-athlete. Yield to and provide information to individuals with higher medical training upon their arrival.
2. Activation of Emergency Action Plan
 - a. Call 911
 - b. Provide information to 911 operator
 - i. Name, age, sport, other personal information of student-athlete
 - ii. Exact location, number persons injured, current condition of injured, care being provided, other pertinent information
3. Notify the facility staff of the emergency so that they may assist in implementing their emergency plans and assist in directing emergency personnel to the correct location.
4. Once the situation is resolved and the athlete is in the care of medical personnel, the coach should notify their primary AT ASAP to notify them of the incident.

Inclement Weather and Air Quality Policy

Lightning Policy

The National Severe Storms Laboratory and the National Athletic Trainers Association recommend determining an effective means of monitoring local weather to help determine when cover should be taken. The primary methodology is to use current technology to be notified of impending inclement weather. WeatherBug App or Storm Radar, a free app available through The Weather Channel can be configured to notify individuals when lightning is entering a predetermined mile radius. This, or an equivalent notification system should be utilized by athletic training staff and coaches.

The secondary means to detect lightning is the flash-to-bang method. To determine flash to bang begin counting when sighting of lightning flash. Counting is stopped when the associated bang (thunder) is heard. Divide this count by five to determine the distance to the lightning flash (in miles). Monitor local weather reports each day before any practice or event. Be aware of potential thunderstorms that may form during scheduled intercollegiate athletics events or practices. Weather information can be found through various means via local television news coverage, the Internet, cable and satellite weather programming, or the National Weather Service website at www.weather.gov.

Example: a flash-to-bang count of forty seconds equates to a distance of eight (8) miles.

Criteria for Suspension of Activity

By the time it reaches 6 miles and/or the flash-to-bang count approaches 30 seconds or less, all individuals should immediately seek the recommended safe structure or location. An activity will be postponed or suspended when a thunderstorm appears imminent before or during an activity/contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.

Chain of Command

The responsibility of the Director of Sports Medicine/Athletics Health Care Administrator, (or in their physical absence, staff athletic trainers) at Biola University will be to obtain weather reports with any anticipation of inclement weather and inform the head coach and game officials in charge and the visiting team's athletic trainer or head coach of concerns and any subsequent change within the situation. Whenever possible the Director of Sports Medicine/Athletics Health Care Administrator (or AT staff) will advise the coaching staff and administration via email by noon of the potential of inclement weather, including possible lightning.

Whenever possible, the Director of Sports Medicine/Athletics Health Care Administrator will advise the coach supervising the activity as to the danger and proximity of lightning threat. However, the responsibility still remains with the supervising coaches to remove their teams or individuals from a field or event site. With the information and background on lightning presented in this policy, the coach or athletic trainer, or both, can make an intelligent and safe decision regarding the removal of a team or individuals from an athletic site or the stopping of play during dangerous thunderstorm activity.

Practices

Upon the first sign of lightning or thunder activity a certified athletic trainer will inform the coach of current weather conditions and when the current "flash-to-bang" count reaches 30 seconds the certified athletic trainer will inform the coach that it is no longer safe to participate in outdoor activities. If the decision is made to clear the field, then all student-athletes, coaches, and staff members should seek shelter at the recommended areas listed below.

Games

Prior to start of competition, the decision to delay start of game due to adverse weather conditions will be decided by the athletic trainer on site with assistance from the game management team and sport officials following discussion. Once game has begun, decision to postpone game due to adverse weather conditions will be decided by the head official with input from the athletic trainer and game management team. If the decision is made to

clear the field, then all student-athletes, coaches, fans and staff members should seek shelter at the recommended areas listed below. The responsibility of removing student-athletes from a practice area due to the threat of lightning lies with the head coach of that particular sport. In the event that the head coach is not present, an assistant coach designated by the head coach will assume responsibility. Game management should make an announcement to spectators declaring evacuation conditions and instructing the public to safe space (buildings or personal vehicles).

Appropriate Shelter/By Venue

A safe shelter location is any substantial, frequently inhabited building. The building should have four solid walls (not a dug out), including electrical and telephone. Secondary choice for a safe location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows completely closed. It is important to not touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms. It is not safe to shower, bathe or talk on a landline phone while inside a safe shelter during a thunderstorm (cell phones are OK). The list below shows the designated locations for evacuating outdoor Biola University outdoor athletics.

During evacuation, individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position. The position is crouched on the ground, weight on the balls of feet, feet together, head lowered and covered. **DO NOT LIE FLAT ON THE GROUND!** You must minimize the amount of contact that you have with the ground.

Recommended Evacuation Locations

Sport	Evacuation Location	Optional
Soccer/Track/Field	Chase Gymnasium/locker rooms	car/vehicle
Swimming pool	Chase Gymnasium/locker rooms	car/vehicle
Baseball	Hope Hall	car/vehicle
Softball	Home locker room/Grove buildings	car/vehicle
Tennis	Tennis office/Grove buildings	car/vehicle
Cross Country	Nearest building	car/vehicle
Track Throws Facility	Nearest building	car/vehicle

Criteria for Return to Activity

If a game, practice or other activity has been suspended or postponed, wait at least 30 minutes (5 miles away) after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. Each time lightning is seen or thunder is heard the 30-minute clock should be reset. The athletic trainer on site is responsible for monitoring the weather.

Managing Victims of Lightning Strikes

In the event that a person is struck by lightning, proper care should be given. Lightning strike victims do not remain connected to a power source; they do not carry an electric charge and may be safely handled. However, personal safety must be considered before venturing into a dangerous situation to render care. If the decision is made to render aid, the first priority should be to move the victim to a safe location. It is imperative to treat lightning victims promptly. In the case of a lightning strike incident in which there are multiple victims, care should be administered to the apparently “dead” first.

1. Activate the BU venue specific Emergency Action Plan and EMS
2. Survey the scene for safety.
3. Carefully move the victim to a safe area, if needed.
4. Perform a primary evaluation.
 - AED is safe to use when lightening is present.
5. Perform a secondary evaluation.
6. Treat for any necessary findings.

Air Quality Policy

Detection Method

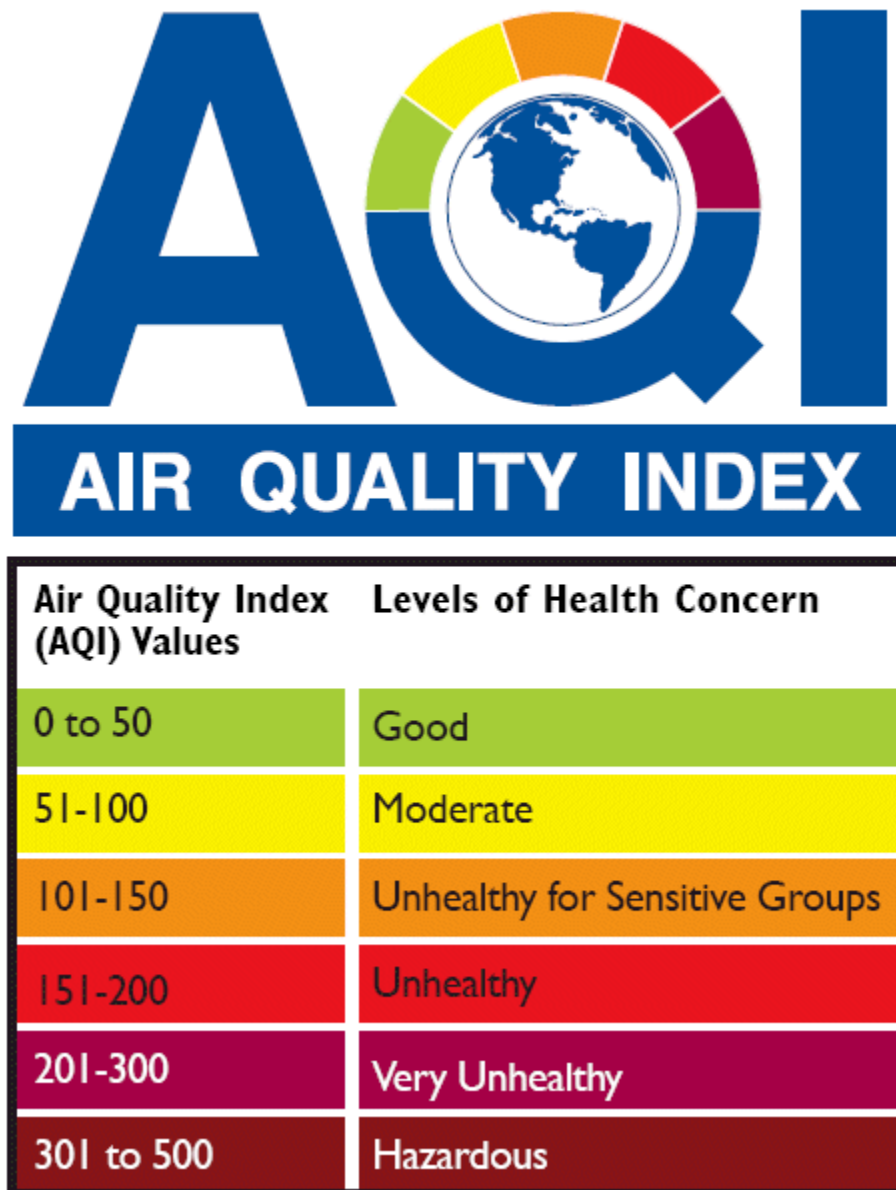
The Director of Sports Medicine/Athletics Health Care Administrator (and/or AT staff) will monitor the Air Quality Index using www.scaqmd.gov for readings and statistics. South Coast Air Quality Management District (SCAQMD) displays the recommended guidelines for exercise based on the air quality reading for that day. The Director of Sports Medicine/Athletics Health Care Administrator and his staff will continually update the following people in regards to air quality and recommendations for outdoor activities.

- BU senior director of athletics/game administrator
- Sport specific head coaches and head strength coach
- Game officials/referees/umpires (if applicable)
- Visiting team head coach and athletic trainer (if applicable)

Air Quality Index

The Air Quality Index (AQI) is an index for reporting daily air quality. It shows outdoor air quality and what associated health care effects might be during various levels of physical activity. The AQI focuses on health affects you may experience within a few hours or days after breathing polluted air. The five major air pollutants include: ground-level ozone, particle pollutants, carbon monoxide, sulfur dioxide, and nitrogen dioxide. For each pollutant the Environmental Protection Agency has established national air quality

standards to protect the public health. The Athletic Training Staff will utilize the following table with regards to the Air Quality Index to make recommendations for activity restrictions.



Smoke in the Air

During fires, the displayed AQI may not reflect the latest smoke conditions in all areas. In any area where you can see or smell smoke, everyone should avoid vigorous exertion and limit outdoor exposure.

Chain of Command

The responsibility of the Director of Sports Medicine/Athletics Health Care Administrator

will be to obtain governmental reports with any anticipation of poor air quality and inform the senior director of athletics, game administrator, head coach, and/or the game official in charge. The athletic trainer or the game administrator will also inform the visiting team's athletic trainer and/or head coach. The athletic trainer or game administrator will inform the visiting team's athletic trainer and/or head coach of any changes with the situation. The responsibility remains with the head coaches to remove their teams or individuals from a field or event site. With the information and background on air quality presented in this policy in conjunction with the student-athletes medical history, the coach or athletic trainer, or both, can make an intelligent and safe decision regarding the removal of a team or individuals from an athletic site or the stopping of play during poor air quality.

Practices

The AT staff will inform all outdoor coaches of air quality using the air quality index referenced above. It is the coach's responsibility to determine length and type of practice based upon the recommendations of the Director of Sports Medicine/Athletics Health Care Administrator. When the AQI reaches the "Very Unhealthy" rating as listed above the Director of Sports Medicine/Athletics Health Care Administrator will inform the senior director of athletics and head coaches, that all student-athletes should be removed from outdoor activity.

Games

Prior to the start of competition, decision to delay start of game due to poor air quality will be decided by sports medicine staff on site with assistance from the game management officials, game administrator/senior director of athletics, and head coaches. Once game has begun, decision to postpone game due to poor air quality will be decided by the head official with input from the athletic training staff, game administrator/senior director of athletics, and game management officials.

Away Events

Biola Athletics will follow host institution's established protocol, unless Biola University athletics administration deems otherwise. The responsibility of removing student-athletes from a practice area due to poor air quality lies with the Biola University head coach of that particular sport. In the event that the head coach is not present, an assistant coach designated by the head coach will assume responsibility.

Extreme Heat Policy

Activity in hot or humid environments can easily cause a number of heat related illnesses such as heat cramps, heat exhaustion, heat rash (or prickly heat), heat syncope (heat collapse), and heat stroke (which can be fatal).

All coaching staff and athletes are educated annually regarding the dangers of exercising in extreme heat, as well as the warning signs of an individual suffering adverse reactions and what actions to take when they recognize the signs in themselves or others. The Director of

Sports Medicine/Athletics Health Care Administrator should regularly check weather forecasts to be aware of predicted high temperatures. When high temperatures are expected, notification should be sent to the senior director of athletics, head coaches (including head strength coach), and athletic training staff via email as early as possible to inform them of impending extreme temperatures and possible need to modify activities. Modification to practice and competitions may require regular updates throughout the day. Updated notification should be made via the most expedient method available whether email, text, and/or phone or personal conversation.

Modifications to physical activity should follow the recommendations of the National Weather Service according to the Heat Index Chart below.

Specific thresholds with mandatory altering of physical activity are:

“Extreme Caution” level- individuals with known respiratory or other heat related illnesses, such as Sickle Cell Trait should be closely monitored

“Danger” level- modifications must be made to practices and competitions with warnings to all parties, “at risk” individuals should be removed from activity

“Extreme Danger” level- cessation of all outdoor activities

- If the practice time cannot be changed, encourage liberal consumption of water and breaks during practice, about every 10-15 minutes. An electrolyte replacement drink should be consumed during or immediately after practice.
- Shade and dry clothing should be available to players and staff throughout the practice or game.
- Remember that protective gear, dark colored clothing, wet clothing or plastic clothing becomes a virtual oven when participating in activity during high heat index periods.
- Encourage the liberal use of sunblock with SPF rating of 30.
- Carefully monitor athletes new to the area, recovering from illnesses, or who have a condition that may make them more susceptible to high heat.

		Relative Humidity (%)																			
		5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
Temperature (°F)	80	77	78	78	79	79	79	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	81	78	79	79	79	79	80	80	81	81	82	82	83	84	85	86	86	87	88	90	91
	82	79	79	80	80	80	80	81	81	82	83	84	85	86	87	88	89	90	91	93	95
	83	79	80	80	81	81	81	82	82	83	84	85	86	87	88	90	91	93	95	97	99
	84	80	81	81	81	82	82	83	83	84	85	86	88	89	90	92	94	96	98	100	103
	85	81	81	82	82	82	83	84	84	85	86	88	89	91	93	95	97	99	102	104	107
	86	81	82	83	83	83	84	85	85	87	88	89	91	93	95	97	100	102	105	108	112
	87	82	83	83	84	84	85	86	87	88	89	91	93	95	98	100	103	106	109	113	116
	88	83	84	84	85	85	86	87	88	89	91	93	95	98	100	103	106	110	113	117	121
	89	84	84	85	85	86	87	88	89	91	93	95	97	100	103	106	110	113	117	122	
	90	84	85	86	86	87	88	89	91	92	95	97	100	103	106	109	113	117	122	127	
	91	85	86	87	87	88	89	90	92	94	96	99	101	105	108	112	116	121	126	131	
	92	86	87	88	88	89	90	92	94	96	99	101	105	108	112	116	121	126	131		
	93	87	88	89	89	90	92	93	95	98	101	104	107	111	116	120	125	130	136		
	94	87	89	90	90	91	93	95	97	100	103	106	110	114	119	124	129	135	141		
	95	88	89	91	91	93	94	96	99	102	105	109	113	118	123	128	134	140			
	96	89	90	92	93	94	96	98	101	104	108	112	116	121	126	132	138	145			
	97	90	91	93	94	95	97	100	103	106	110	114	119	125	130	136	143	150			
	98	91	92	94	95	97	99	102	105	109	113	117	123	128	134	141	148				
	99	92	93	95	96	98	101	104	107	111	115	120	126	132	138	145	153				
	100	93	94	96	97	100	102	106	109	114	118	124	129	136	143	150	158				
	101	93	95	97	99	101	104	108	112	116	121	127	133	140	147	155					
	102	94	96	98	100	103	106	110	114	119	124	130	137	144	152	160					
	103	95	97	99	101	104	108	112	116	122	127	134	141	148	157	165					
	104	96	98	100	103	106	110	114	119	124	131	137	145	153	161						
	105	97	99	102	104	108	112	116	121	127	134	141	149	157	166						
106	98	100	103	106	109	114	119	124	130	137	145	153	162	172							
107	99	101	104	107	111	116	121	127	134	141	149	157	167								
108	100	102	105	109	113	118	123	130	137	144	153	162	172								
109	100	103	107	110	115	120	126	133	140	148	157	167	177								
110	101	104	108	112	117	122	129	136	143	152	161	171									
111	102	106	109	114	119	125	131	139	147	156	166	176									
112	104	107	111	115	121	127	134	142	150	160	170	181									
113	104	108	112	117	123	129	137	145	154	164	175										
114	105	109	113	119	125	132	140	148	158	168	179										
115	106	110	115	121	127	134	143	152	162	173	184										
116	107	111	116	122	129	137	146	155	166	177											
117	108	112	118	124	132	140	149	159	170	181											
118	108	113	119	126	134	142	152	162	174	186											
119	109	114	121	128	136	145	155	166	178												
120	110	116	122	130	138	148	158	170	182												
121	111	117	124	132	141	151	162	174	187												
122	111	118	125	134	143	154	165	178													
123	112	119	127	136	146	157	169	182													
124	113	120	129	138	148	160	172														
125	114	121	130	140	151	163	176														

Heat Index



Extreme Danger	Heat stroke likely.
Danger	Sunstroke, muscle cramps, and/or heat exhaustion likely. Heatstroke possible with prolonged exposure and/or physical activity.
Extreme Caution	Sunstroke, muscle cramps, and/or heat exhaustion possible with prolonged exposure and/or physical activity.
Caution	Fatigue possible with prolonged exposure and/or physical activity.

Visiting Team Information

The Athletic Training Clinic (ATC) is located on the northeast corner of Chase Gymnasium, and accessed by the hallway on the north side of the building. The ATC will open two hours prior to the start of competition.

The ATC is equipped with a hydrocollator, ultrasound, electrical stimulation unit, ice machine and hot and cold whirlpools.

If a visiting team is traveling without a certified athletic trainer, they should be accompanied with written instructions for all therapeutic treatments and an athletic training kit with all the necessary tape and supplies.

A certified athletic trainer will be present for all home competitions. Visiting team athletes should provide their own water bottles. Limited cups, bench towels (depending on sport), injury ice and a biohazard kit will be available at each bench. Emergency equipment will be available behind the home bench. Shower facilities are available for events on campus but towels will not be provided.

For any special requests, please email john.wiese@biola.edu at least 48 hours prior to the event.

Substance Abuse Program

As a member of the PacWest Conference, Biola University student-athletes are expected to conduct themselves in a manner that is congruent with the NCAA Drug Testing Policy as well as with the mission of the institution. This program implements specific measures to ensure student-athletes the highest level of accountability in upholding the mission of Biola University and the NCAA. This policy is not to be construed as a contract between the institution and the student-athletes at Biola University. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions in this policy.

Program Purpose and Philosophy

The purpose of this program is to create an environment that affords student-athletes the optimal opportunity to grow spiritually, emotionally, athletically and academically during their career at Biola. The athletics department and the institution as a whole believe that the use of alcohol and banned substances does not give student-athletes the best chance to succeed in the three areas of growth stated above. Therefore, this policy is designed to educate student-athletes about the adverse effects of substance abuse, detect the use of banned substances by Biola student-athletes, graciously discipline those who choose to partake in the use of banned substances, and assist them to the best of our ability in their recovery and rehabilitation. A Biola student-athlete may be tested at any time, including when academically ineligible or red-shirting. Biola University may amend the policy at any time. This program is separate and distinct from the NCAA Drug Testing program.

Prohibited Substances

Student-athletes participating in intercollegiate athletics are prohibited from the use, purchase, possession, manufacture and/or distribution of any substances on the current NCAA banned drug list with the addition of alcohol and tobacco. Student-athletes may not use the drugs specified by the NCAA regardless of whether such use occurs before, during or after the student-athlete's competitive season. In addition, pursuant to the Biola University

standards of conduct, the university requires that student-athletes abstain from the use and possession of alcoholic beverages and smoking/tobacco products. For procedures used by Biola University to receive consent from student-athletes for substance abuse screening, please refer to the Biola Athletics Substance Screening Program section.

It is the responsibility of the student-athlete to know what he or she is putting into their body and seek answers through the appropriate resources if they have questions.

The NCAA Banned Substance List can be located at

<https://www.ncaa.org/sports/2015/6/10/ncaa-banned-substances.aspx>

NCAA Tobacco Policy

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition (Bylaw 17).

The use of tobacco products is also prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use (Bylaw 11.1).

NCAA Banned Drugs List (revised June 2023)

It is the responsibility of the student-athlete to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

1. Stimulants.
2. Anabolic agents.
3. Beta blockers (banned for golf and rifle).
4. Diuretics and masking agents.
5. Narcotics.
6. Peptide hormones, growth factors, related substances and mimetics,
Hormone and metabolic modulators.
7. Beta-2 agonists.

Note: This is not a complete or exhaustive list. Any substance chemically/pharmacologically related to these classes also is banned. The institution and the student-athlete shall be held accountable for all drugs within the banned-drug class regardless of whether they have been specifically identified. Examples of substances under each class can be found at [ncaa.org/drugtesting](https://www.ncaa.org/drugtesting). There is no complete list of banned substances.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

1. Blood and gene doping.
2. Local anesthetics (permitted under some conditions).
3. Manipulation of urine samples.
4. Tampering of urine samples.
5. Beta-2 agonists (permitted only by inhalation with prescription).

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

1. There are no NCAA-approved nutritional or dietary supplements.
2. Nutritional/dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test.
3. Student-athletes have tested positive and lost their eligibility using nutritional/dietary supplements.
4. Many nutritional/dietary supplements are contaminated with banned drugs not listed on the label.
5. While third-party tested and low-level risk products may be options, complete elimination of risk is impossible.
6. All nutritional/dietary supplements are taken at the student-athlete's own risk.

Student-athletes should have any product checked by appropriate athletics department staff before consuming. The NCAA subscribes only to Drug Free Sport AXIS™ for authoritative review of label ingredients in medications and nutritional/dietary supplements. Contact AXIS at 816-474-7321 or axis.drugfreesport.com (access code: ncaa2).

Examples of NCAA Banned Substances in Each Drug Class

Note to student-athletes: There is NO complete list of banned substances.

Do not rely on this list to rule out any label ingredient.

1. Stimulants: Amphetamine (Adderall), Caffeine (Guarana), Cocaine, Dimethylbutylamine (DMBA; AMP), Dimethylhexylamine (DMHA; Octodrine), Ephedrine, Heptaminol, Hordenine, Lisdexamfetamine (Vyvanse), Methamphetamine, Methylhexanamine (DMAA; Forthane), Methylphenidate (Ritalin), Mephedrone (bath salts), Modafinil, Octopamine, Phenethylamine (PEAs) and its derivatives, Phentermine, Synephrine (bitter orange). Exceptions: Phenylephrine and Pseudoephedrine are not banned.
2. Anabolic agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione): Androstenedione, Boldenone, Clenbuterol, Clostebol, DHCMT (Oral Turinabol), DHEA, Drostanolone, Epitrenbolone, Etiocholanolone,

Methandienone, Methasterone, Nandrolone (19-nortestosterone), Oxandrolone, SARMS [Ligandrol (LGD-4033); Ostarine; RAD140; S-23], Stanozolol, Stenbolone, Testosterone, Trenbolone.

3. Beta Blockers (banned for golf and rifle: Atenolol, Metoprolol, Nadolol, Pindolol, Propranolol, Timolol)
4. Diuretics (water pills) and other masking agents: Bumetanide, Canrenone (Spironolactone), Chlorothiazide, Furosemide, Hydrochlorothiazide, Probenecid, Triamterene, Trichlormethiazide. Exceptions: Finasteride is not banned.
5. Narcotics: Buprenorphine, Dextromoramide, Diamorphine (heroin), Fentanyl and its derivatives, Hydrocodone, Hydromorphone, Meperidine, Methadone, Morphine, Nicomorphine, Oxycodone, Oxymorphone, Pentazocine, Tramadol.
6. Peptide hormones and analogues: Growth hormone (hGH); Growth hormone (hGH), Human Chorionic Gonadotropin (hCG), Erythropoietin (EPO), IGF-1 (colostrum; deer antler velvet), Ibutamoren (MK-677). Exceptions: Insulin, Synthroid and Forteo are not banned.
7. Hormone and Metabolic Modulators: Anti-Estrogen (Fulvestrant), Aromatase Inhibitors [Anastrozole (Arimidex); ATD (androstatrienedione); Formestane; Letrozole], PPAR-d [GW1516 (Cardarine); GW0742], SERMS [Clomiphene (Clomid); Raloxifene (Evista); Tamoxifen (Nolvadex)].
8. Beta-2 agonists: Albuterol, Formoterol, Higenamine, Salbutamol, Salmeterol, Vilanterol

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at (877) 202-0769 or www.drugfreesport.com/rec (password ncaa2).

It is your responsibility to check with the appropriate or designated athletic trainer before using any substance.

Note to Student-Athletes:

This linked NCAA online list of banned substances will always be up-to-date, and is the list for which each student-athlete will be responsible. This is not a complete list of banned substances. Do not rely on this list to rule out any supplemental ingredient. Any questions concerning this list need to be directed to an athletic trainer. Additionally, student-athletes are responsible to report any prescription or over the counter medications they are taking to an athletic trainer.

Biola Athletics Substance Screening Program

This program has three major components: education, substance screening and discipline. Each of these three components will be further outlined below.

Education

The senior director of athletics and/or Director of Sports Medicine/Athletics Health Care Administrator will explain the Biola Athletics Substance Screening Program to each student-athlete at Biola at the annual fall all-sports meeting.

Each student-athlete will be required to sign and return the NCAA Drug-Testing Consent Form and Student-Athlete Consent and Authorization Agreement Form prior to their participation in practice or competition. If the student-athlete is under the age of 18, the parent(s) or guardian(s) must also sign the forms. Failure of the student-athlete to return these forms will result in the student-athlete being ineligible to practice or compete.

Procedure

Biola University will conduct substance screening throughout the academic year. The basis for the screening process is informed consent (based on the forms submitted to Biola) and third party testing. On-campus screening(s) may occur throughout the year. Subsequent tests may be conducted at the discretion of the senior director of athletics. A student-athlete will be notified of required screening at least 24 hours prior to the test by the Biola site coordinator, Director of Sports Medicine/Athletics Health Care Administrator, associate athletic director for compliance/communication or senior director of athletics via Teamworks Hub.

Selection of participants will be determined by random sampling and upon individualized reasonable suspicion.

Random Sampling: A random sample of student-athletes from current team rosters will be selected for up to a total of 5 percent of the entire population of student-athletes. Student-athletes may be tested multiple times due to the random nature of the selection process.

Individualized Reasonable Suspicion: The Reasonable Suspicion reporting form is included in the appendices for reference. Circumstances for selection upon reasonable suspicion may include (but are not limited to):

- Observed changes in performance or behavior (physical and/or emotional), for example, missing class. Observations may come from the senior director of athletics, athletic trainers, head coaches, assistant coaches, dean or associate dean of student development, resident director and/or the faculty.
- Arrest on charges related to use and/or possession of banned substances.
- Suspected manipulation of specimens (example: dilution of sample).
- Proven history of positive results.
- Presence or possession by a student-athlete of illegal or controlled drugs or drug

- related paraphernalia.
- When a designated administrator, coach or support staff has suspicion through the sense of smell, sight and/or sound.

If a student-athlete fails to report to the testing site within 60 minutes of their designated report time, fails to produce a specimen at time of testing, and/or manipulates the integrity of the specimen and/or collection process, it will be considered a positive test. The student-athlete will be subject to the appropriate sanctions.

Student-athletes may also be selected for testing under any of the following circumstances:

Post-season/Championship Screening: Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not be allowed to compete at the post-season event and will be subject to the sanctions herein.

Re-entry Testing: A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The senior director of athletics or his/her designee shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.

Follow-up Testing: A student-athlete who has returned to participation in intercollegiate sports following a positive drug test under this policy may be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the senior director of athletics or his/her designee in consultation with the counselor or specialist involved in the student-athlete's case.

Pre-season Screening: Student-athletes are subject to pre-season drug testing and may be notified of such by the senior director of athletics or his/her designee at any time prior to their first competition

Specimen Collection

Details regarding specimen collection have been provided for reference in the appendix on the form Drug Free Sport's Collection Guidelines.

Medical Exception Process

Biola University recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the Department of Athletics allows exceptions to be made for those student-athletes with a documented medical history demonstrating a need for regular use of such a substance. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta-blockers, diuretics and peptide hormones.

Student-athletes are required to inform their athletic trainer of all medications (prescribed

and over-the-counter) he or she is taking via the Medical History Form submitted for Medical Clearance.

In the event a student-athlete tests positive, the assistant athletic director of sports medicine in consultation will review the student-athlete's medical record to determine whether a medical exception should be granted.

Discipline

First Violation

In the case of a first positive test the following sanctions will occur:

- The student-athlete will be referred to Student Development to discuss the violation and next steps. There will be a minimum one-week suspension from participation in practice, competition and travel.
- The student-athlete may be able to begin participation again at the conclusion of seven days (since the student-athlete's notification of positive test) depending on the recommendation of the assessment team and written evidence received by the senior director of athletics. In some cases, the team physician must also clear the student-athlete for participation.
- The student-athlete will automatically be enrolled in the substance screening program.
- Any offense may be grounds for revoking of athletic scholarship. The senior director of athletics and head coach may make decisions on scholarship removal.
- Depending on the seriousness of the offense, the student-athlete may also face further consequences, including but not limited to expulsion from the university. Please refer to the Biola Student Handbook section titled Alcohol, Tobacco & Drugs policy for more information on university sanctions.

Second Violation

In the case of a second positive test the following sanctions will occur:

- The student-athlete will be referred to Student Development to discuss the violation and next steps. The student-athlete will, at minimum, be suspended from participation in practice, competition and travel for the rest of the current season.
- The student-athlete may be terminated from any future participation in Biola Athletics.
- The student-athlete may also face further consequences, including but not limited to expulsion from the university. Please refer to the Biola Student Handbook section titled Alcohol, Tobacco & Drugs policy for more information on university sanctions.

Note: The decisions for both first and second violations will be decided by the dean of student development or designee who will consult with the athletics department administration as necessary. Biola will not cover any costs in addition to the initial substance screening incurred during this disciplinary process. The same punishment and

actions will occur for a student-athlete who is caught outside of the Biola Athletics Substance Screening Program in conjunction with Student Development.

Appeal Process

When the sanctioned student-athlete disputes the outcome of a disciplinary procedure, that student (hereafter called the Appellant) may request, through the dean of students, that an Appeal Hearing Committee review the decision. Sanctions may or may not be postponed or suspended pending the outcome of this appeal, at the discretion of the dean. The Appellant may appeal their sanctions on the basis of:

- Inaccurate findings (i.e., the available facts used in determining sanctions were inaccurate/incomplete);
- New evidence has become available;
- An unfair or inequitable process.

The following are not within the scope of the appeal process:

- The interpretation or judgment of university administrators regarding the meaning or implementation of the written regulations, standards, and/or policies of the university;
 - The written regulations, standards, and/or policies of the university themselves;
 - The determined sanctions from the disciplinary procedure.

To initiate an appeal hearing, the Appellant is to submit the following, in writing, to the dean:

- A request for a hearing to consider the appeal, submitted within five working days from the time the Appellant was informed of the disciplinary decisions.
- A statement including all of the relevant issues and evidence to be considered. Issues/evidence not included in this statement will not be considered in the appeal hearing.
- A list of material witnesses, if any, and the essence of their proposed contribution to the appeal hearing. Please note these are not character witnesses but individuals with first-hand knowledge of the situation in appeal. Their testimony will be limited to the specified matters.

The dean will then form an Appeal Hearing Committee, made up of one member of the Student Care Team who then serves as a non-voting facilitator, along with three faculty/staff members selected by the dean. If no members of the Student Care Team are available, the dean may select a replacement from Biola faculty/staff.

The Appeal Hearing Committee will, within 15 working days of the receipt of the appeal request, review and evaluate the original adjudication, as well as the information that the

Appellant has presented. Based on the nature of the appeal, the Appeal Hearing Committee has the discretion whether or not to call the Appellant and/or his/her witnesses to appear before the Appeal Hearing Committee. If the Appellant and/or the witnesses will be called, they will be notified at least two days in advance of the appeal hearing date. The Appeal Hearing Committee may tape-record the appeal hearing.

The Appeal Hearing Committee will issue its decision in writing to the parties involved within a reasonable time (usually within 10 working days) of the conclusion of the appeal process. The decision of the Appeal Hearing Committee will be final and no further appeal is possible.

It is also important to note that in respect to appeal proceedings, formal rules of evidence are not followed, and past conduct may be considered in the appeal process. No particular model of procedural process is required; however, the Appeal Hearing Committee will attempt to structure the procedure so as to facilitate a reliable determination of the truth and be fair and reasonable.

During periods other than regular semesters (summer, Christmas, interterm), the dean reserves the right to alter the timing of the appeals process as necessary, due to faculty/staff/appellant availability.

Assistance in Overcoming Alcohol and Other Drug Abuse

If a student-athlete needs help or knows someone with an alcohol, drug or substance-related problem, please know that the Biola Counseling Center, the Student Health Center, resident directors, deans, faculty and all other university personnel will provide assistance to those who come forward seeking help. The Counseling Center provides confidential consultations with trained psychologists and marriage & family therapists at extremely low cost, and also makes referrals to outside counseling and treatment services.

Confidentiality

Any information concerning a student-athlete's alleged or confirmed improper use of banned substances shall be restricted to institutional personnel identified within this document and to parents or legal guardians. Biola Athletics will follow HIPAA guidelines to ensure the utmost confidentiality.

Counseling

See the section on Biola Counseling Center.

NCAA Drug Testing Program

Biola student-athletes are subject to drug testing at any time. In addition to the Biola University Athletics Substance Screening Program, the NCAA has a drug testing program that we are required to follow. The following are the NCAA testing procedures and appeal processes:

- Every Division II institution is subject to year-round drug testing. Division II institutions not sponsoring football will be selected at least once every two years.
- If Biola is selected for year-round drug testing, the senior director of athletics, site coordinator and one additional athletic administrator will receive notification from Drug Free Sport no sooner than 48 hours prior to the test date. In some cases, institutions may receive only 24 hours' notice. After Drug Free Sport has randomly selected student-athletes for drug testing, the site coordinator will receive the roster of selected student-athletes. The site coordinator is responsible for notifying student-athletes of their selection for drug testing. Student-athletes must be notified in person or via direct communication.
- Any student-athlete who refuses to sign the Roster Sign-in Form or the Custody and Control Form, fails to arrive at the collection station at the designated time without justification, fails to provide a urine sample according to protocol, leaves the collection station before providing a specimen according to protocol or attempts to alter the integrity or validity of the urine specimen and/or collection process will be treated as if there was a positive for a banned substance other than a street drug.
- If the NCAA tests the student-athlete for the banned drug classes and they test positive (consistent with NCAA drug-testing protocol) in the initial Sample A test, that student-athlete will then be suspended from participation until the Sample B test has been determined. If the student-athlete tests positive for Sample B (consistent with NCAA protocol), then that student-athlete will be ineligible for further participation in regular season and postseason competition in all sports in accordance with the provisions in NCAA Bylaw 18.2.1.2.2. They will remain ineligible from the date of their positive drug test and until they can retest negative. The student-athlete will then be required to go through student-athlete reinstatement and will be charged one season of competition. *Biola may appeal to the NCAA Eligibility Committee for restoration of your eligibility if mitigating circumstances warrant restoration.*
- A student-athlete who tests positive for a banned drug other than a street drug shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility.
- A student-athlete who tests positive for a street drug shall be withheld from competition for 50 percent of a season in all sports (at least the first 50 percent of all contests or dates of competition in the season following the positive test).
- If a student-athlete tests positive a second time for the use of any drug, other than a street drug, he or she shall lose all remaining regular season and postseason eligibility in all sports. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug.
- An institution may appeal the duration of ineligibility to the Committee on Competitive Safeguards and Medical Aspects of Sports (or a designated subcommittee). In all sports, the committee may reduce the legislated penalty to withholding the student-athlete from the next 50 percent of the season of competition or provide complete relief from the legislated penalty. If the committee

requires the student-athlete to fulfill the legislated penalty or be withheld from the next 50 percent of the season of competition in all sports, the student-athlete shall remain ineligible until the prescribed penalty is fulfilled, the student-athlete tests negative and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement.

Note: The list of NCAA banned drugs is subject to change and the student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA web site (www.ncaa.org), and a copy is provided in this manual and posted in the Athletic Training Clinic.

For authoritative information on NCAA banned substances, medications and nutritional supplements, contact the Resource Exchange Center (REC) at (877) 202-0769 or www.drugfreesport.com/rec (password ncaa2).

Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff. Dietary supplements are not well regulated and may cause a positive drug test result. Any product containing a dietary supplement ingredient is taken at your own risk.

Sportsmanship and Ethical Conduct

NCAA Ethical Conduct

In addition to the expectations of the university, the NCAA has specific guidelines for unethical conduct. All athletics staff members and student-athletes must compete with honesty and sportsmanship at all times to represent the honor and dignity of fair play. A coach, administrator or support staff member who is found to have engaged in unethical conduct shall be held responsible for their actions.

Unethical conduct consists of, but is not limited to:

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
2. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; (Revised: 1/9/96)
3. Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; (Revised: 1/13/10)

4. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner"); (Adopted: 1/9/96, Revised: 4/26/06)
5. Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 18.2.1.2.8; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law; (Adopted: 1/9/06, Revised: 4/26/06, 5/29/08, 10/19/10)
6. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status. (Adopted: 1/5/07)
7. Fraudulence in connection with entrance or placement examinations;
8. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive
9. Dishonesty in evading or violating NCAA regulations;
10. Knowledge and/or involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
11. Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
12. Soliciting a bet on any intercollegiate or professional team;
13. Accepting a bet on any team representing the institution; or
14. Knowingly participating in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

PacWest Principle of Sportsmanship and Ethical Conduct

PacWest Bylaw 8.1 - It shall be the responsibility of each institution to ensure that all individuals employed by or directly associated with the athletic programs of that institution

conduct themselves in a sportsmanlike manner when representing their institution, especially at intercollegiate athletic contests.

8.1.1 - Unsportsmanlike and/or unethical conduct may subject an individual to disciplinary action by the Commissioner and/or the individual member institution(s) involved. The institution that the offending individual is associated with may also be subject to disciplinary action if it is found that the institution's policies, action, or failure to act substantially contributed to the individual's misconduct.

8.1.2 - Acts of unsportsmanlike and/or unethical conduct may be reviewed by the Commissioner and/or the individual member institution(s) involved. Individual penalties and/or discipline may be determined by the Commissioner and/or the individual member institution(s) involved.

8.1.3 - If the Commissioner is incapacitated or unable to fulfill his/her duties the Conference office staff member responsible for Compliance duties shall continue Conference operations by reviewing acts of unsportsmanlike and/or unethical conduct and levy appropriate penalties in such cases until the Executive Board has the opportunity to vote on an interim Commissioner. (Revised 5/25/23)

8.1.4 - Acts of unsportsmanlike and/or unethical conduct may include, but are not limited to, a student-- athlete, coach or other institutional representative who:

1. Strikes or physically abuses an official, opposing coach or player;
2. Intentionally incites participants or spectators to violent or abusive action;
3. Uses obscene gestures or profane or unduly provocative language or action toward officials, opponents, or spectators;
4. Publicly criticizes any game official, Conference personnel, another institution or its personnel;
5. Engages in negative recruiting by making statements to a prospective student-athlete, his/her parents, high school coach, or other persons interested in the prospective athlete which are unduly derogatory of another member institution, its personnel, or its athletic program or;
6. Any other acts or conduct not specifically described herein that bring disrepute on the Conference or one of its member institutions.

Student-Athlete/Coach Conflict & Feedback

Biola Athletics encourages all student-athlete/coach conflicts to be settled between the parties involved. If a student-athlete has a strong reaction to things occurring in his or her training and competition — either positive or critical — he or she is advised to connect

directly with a member of his or her coaching staff. If the experience is something significant, student-athletes share directly with the senior director of athletics, associate athletic directors, or faculty athletics representative for evaluation of any incident or concerns and consider appropriate responses.

At the close of the academic year, athletics administration gathers both quantitative and qualitative feedback. Every student-athlete will receive a Student-Athlete Well-Being Survey to share their experience in the areas of equity and inclusion, compliance, academics, sports medicine, coaching, and overall Biola experience. There are also random sampling qualitative interviews within each sports program with a member of the administrative team and exit surveys sent through the Office for Student Success. Annually, all feedback is reviewed by the senior director of athletics, Faculty Athletics Representative, and the associate athletic director for internal operations. In addition, the data is evaluated by staff in the University Analytics Office and presented to the Athletics Advisory Council. Biola Athletics is committed to the vision for student-athlete transformation through executing the highest quality intercollegiate program. These surveys and interviews assist in highlighting areas of strength and areas for improvement.

While not all of the items on the evaluation relate to the coaches' interaction with the team, it may be helpful to understand the types of standards that are applied to the overall evaluation of the coaching staff. These standards include:

- Develops the team to reflect Biola's mission and readily demonstrates student development goals, athletics department objectives and team success.
- Develops a spiritual focus consistent with university goals that promote individual student-athletes spiritual growth, team involvement in service and character development, and involvement in athletics department activities that support the spiritual growth of all student-athletes.
- Informs all team members of specific eligibility regulations and counsels team members regarding their responsibility to maintain eligibility. The coach should be alert to potential problems and may request information from faculty members.
- Coordinates hiring of support personnel (assistant coaches, managers, etc.) with the associate athletic director for internal operations as approved in the current budget. The head coach is responsible for recommending hiring of individuals that fit well with the mission of the university.
- Accepts full responsibility for student-athletes' conduct and appearance during home or away events and while on trips.
- Actively works toward influencing the student-athletes' conduct, public image and spirit of cooperativeness in accord with the university objectives. If university regulations have been violated, the coach must inform the director of athletics and disciplinary measures will be taken in consultation with the dean of students.
- Reviews NCAA rules with student-athletes when necessary and reinforces the importance of compliance.
- Ensures team's compliance with NCAA rules related to playing and practice seasons, including weekly countable athletically related activity logs.

- Educates student-athletes regarding NCAA regulations governing employment.
- All full-time and head coaches must be CPR, AED and first aid certified.

Hazing Policy

There is a strict no hazing policy at Biola University, as outlined in the Biola Student Handbook:

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or continued membership in a group or organization. The law of California makes it a criminal offense for anyone to participate in hazing. Biola policy is based upon the proposition that students are entitled to be treated with consideration and respect. Biola regulations on hazing are synonymous with state law as stated below (Calif. Penal Code §245.6):

- a. It shall be unlawful to engage in hazing, as defined in this section.
- b. "Hazing" means any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. The term "hazing" does not include customary athletic events or school-sanctioned events.
- c. A violation of this section that does not result in serious bodily injury is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), nor more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.
- d. Any person who personally engages in hazing that results in death or serious bodily injury as defined in paragraph (4) of subdivision (f) of Section 243 of the Penal Code, is guilty of either a misdemeanor or a felony, and shall be punished by imprisonment in county jail not exceeding one year, or by imprisonment pursuant to subdivision (h) of Section 1170.
- e. The person against whom the hazing is directed may commence a civil action for injury or damages. The action may be brought against any participants in the hazing, or any organization to which the student is seeking membership whose agents, directors, trustees, managers, or officers authorized, requested, commanded, participated in, or ratified the hazing.
- f. Prosecution under this section shall not prohibit prosecution under any other provision of law.
- g. Any students engaging in hazing will be subject to a disciplinary process.

The NCAA defines hazing as any act committed against someone joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or

demeaning, or endangers the health and safety of the person. Hazing includes active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. Hazing creates an environment/climate in which dignity and respect are absent.

The NCAA provides this comparison of “Hazing vs. Team Building” to help student-athletes better understand the differences:

<u>Hazing</u>	<u>Team Building</u>
Humiliates and degrades	Promotes respect and dignity
Tears down individuals	Supports and empowers
Creates division	Creates real teamwork
Lifelong nightmares	Lifelong memories
Shame and secrecy	Pride and integrity
Is a power trip	Is a shared positive experience

Any student-athlete who has been subject to or witnesses any activity that could be hazing should report it immediately to a university official (e.g., the faculty athletics representative or Vice President of Student Development).

Student-Athlete Well-Being

Equity and Respect for All

Biola University is committed to the principles of equity and treating all individuals with dignity and respect. Coaches and student-athletes will participate as requested in an athletics department assessment in these areas as initiated by the NCAA

Additionally, per NCAA guidelines, Biola Athletics will identify an Athletics Diversity & Inclusion Designee, who serves as the primary point of contact to receive and distribute information around topics of diversity and mutual respect. The athletics diversity and inclusion designee, known as the ADID, will be that point of communication between the

NCAA national office, athletics department, conference office and campus when information around inclusive programs, emerging issues and other related initiatives needs to be shared.

Student Health Center

All enrolled students, regardless of insurance status, are eligible for Health Center services. Services include M.D. appointments, nurse practitioner appointments, nurse appointments, immunizations, free self-care products, health education, travel related services and health care and health education pamphlets.

Campus Safety

The Campus Safety department's main responsibility is to provide for the safety and protection of our students, staff and visitors. They are the primary law enforcement agency on campus and their officers have full police officer powers of arrest while on duty.

There are Campus Safety officers who are armed with firearms while on duty. All officers are equipped with tasers, OC spray and batons. In addition to state-mandated training courses, officers have 10 in-service trainings per year that cover emergency preparedness, physical skills and customer service. Armed officers receive firearms training no less than four times per year, as well as biannual active shooter response training.

Campus Safety is divided into three internal divisions: Field Operations, Communications and Emergency Operations, and Administrative Operations. The Field division is managed by an overseeing captain and consists of officers, corporals, sergeants, a lieutenant and an investigator. The Field division is augmented by student cadets who assist with student escorts, building unlocks, traffic direction and parking enforcement, and gate attendants who staff the gate houses to provide visitor parking permits, give visitor information and control access to campus at night.

The Communications and Emergency Operations division handles the radio dispatch center, serves as university operator, is responsible for sending emergency text and email notifications via the university's emergency notification system, and monitors a system of campus security cameras (which cover parking lots, residence hall entrances and other key areas of the university). The Communications and Emergency Operations division is directed by the university's emergency operations manager.

The Administrative Operations division handles campus parking management, parking permits for staff and students, citation appeals, bicycle permits and the coordination of access requests to campus buildings. For questions regarding parking enforcement, permits or other special needs on campus, contact the Campus Safety office at campus.safety@biola.edu. The Administrative division is managed by the Campus Safety public information officer.

Biola Counseling Center (BCC)

BCC provides marital and premarital counseling as well as psychotherapy for individuals,

couples and families. Psychological testing and evaluation are also provided. If the need arises, the center also provides psychotherapy and psycho-education groups that afford opportunities for interpersonal learning, acquisition of information and the normalization of emotional struggles through mutual sharing.

The majority of BCC therapists are associated with Biola's Rosemead School of Psychology as clinical faculty, post-doctoral students, or doctoral students who are supervised by licensed clinical psychologists. Counselors seek to help clients arrive at a rich understanding of their personal life story so that, through increased self-understanding, the individual becomes better equipped to navigate and cope with the challenges of daily living. Some of the most common issues encountered by clientele include depression, anxiety, loneliness, low self-esteem and difficulties with establishing and maintaining relationships. BCC therapists are equipped to help clients address these difficulties through the enhancement of emotion management, appropriate interpersonal boundaries, self-awareness and interpersonal and situational problem solving skills.

In order to receive further information or to make an appointment, contact the La Mirada office at (562) 903-4800. Special reduced rates are available for Biola University students.

Spiritual Direction

Spiritual direction involves meeting with another Christian to give prayerful attention to the personal relationship with God. In spiritual direction, an individual will receive help discerning how God is speaking, how to respond to him, and how to live out a relationship with him. Biola undergraduate students can receive spiritual direction for free at ISF.

How to sign up for spiritual direction

To sign up for individual spiritual direction:

Go to the Institute for Spiritual Formation website and follow instructions for setting up Spiritual Direction:

<https://www.biola.edu/talbot/academics/isf/spiritual-direction>

How to get credit for spiritual direction

Undergraduate students who come to spiritual direction are eligible to get one chapel credit per meeting (unless you are coming for a class requirement). Chapel credit forms are available at the ISF Front Desk, at the Chapel Accountability office, or can be found [online](#).

Office of Student Accessibility

The Office of Student Accessibility (OSA) exists to provide students with academic assistance and support by providing a number of services. Tutoring and academic mentors are available, as well as individualized ADA care plans and counsel for those diagnosed with medical, psychological, learning or physical conditions. When entering our center whether in-person or remotely, students can expect to be met with caring, professional staff who

work hard to provide safe and personalized advocacy in a confidential and welcoming environment. We are currently offering a hyflex model of service, adapting to the specific needs of students as we face this pandemic.

Location and Contact Information

OSA is located on the top floor of the Biola University Library and has walk-in hours Monday through Thursday. Appointments are strongly encouraged. Phone: (562) 906-4542

Writing Center

Our mission is to support students, faculty and staff in their writing. Our team of peer consultants provides help with any writing assignments, research reports, graduate theses, conference presentations and conversational English. We provide feedback for writing projects at any stage—from outlines and early drafts to revisions and final edits—in a friendly, supportive environment, both face-to-face and online. We draw our philosophy from Stephen North: we strive to develop strong writers, rather than just strong writing. We work to support writers in their work, while letting them maintain control and ownership over their writing. You can create an account with us and make an appointment today using our online scheduler.

First Year Seminar

Biola's First Year Seminar (FYS) is designed to welcome and introduce all incoming undergraduate students to the academic community, core values, and unique aspects of Biola's biblically centered, liberal arts education. This course is linked to the student's chosen major or a disciplinary theme for students exploring majors. Core Curriculum: Approved for Core - FYS/Biola Experience. Note(s): Required of all students in traditional undergraduate programs (see program descriptions for requirements of Biola's online bachelor's programs); requirement waived for transfer students who enrolled prior to Summer 2022 with 12 or more credits and completed coursework at Biola.

Residence Life

Biola University cares deeply about the development of the student body. Through a comprehensive Residence Life program, residential student-athletes are cared for on and off the field of competition.

The Office of Housing & Residence Life is designed to support student life in and out of the classroom. Beginning with your first engagement with campus housing and for the duration of your time living on campus, our office is here to support student needs.

Student-Athlete Housing

At Biola University, our goal is to ensure that our student-athletes have a holistic college experience. The on-campus dorm life can be one of the most meaningful parts of the college experience for a Biola student.

In order to encourage student-athletes to be engaged with their dorm communities as well

as in broader campus life, no program requires a student-athlete room with another student-athlete.

Student-athletes will go through the normal housing process like general students, and will not be given preferential treatment. Student-athletes can choose, on their own accord, to room with another student-athlete, but they must go through the normal housing process for approval.

No staff member of the Athletic Department will be allowed to live in the same residence as a student-athlete except when the staff member is immediate family.

Institutional financial aid, when applicable, may be used to cover the cost of Biola owned housing. Institutional financial aid may not be used to pay for non-Biola owned housing.

Civic Engagement Policy

The Biola Athletic Department supports our student-athletes in being active citizens in La Mirada, the greater Los Angeles area, the State of California, and their home states and countries. As an athletic department, we encourage our student-athletes to be involved in civic engagement opportunities as they see fit.

NCAA Division II Legislation dictates that Civic Engagement Day is the first Tuesday after the first Monday in November (17.1.6.8). In sports participating in their championship segment during that time, the head coach must notify the compliance office whether they are providing a day off on the legislated civic engagement day or utilizing the exception (17.1.6.8.1) to provide a day off within 15 days before or after the civic engagement day.

This use of this exception should be noted in the Declaration of Playing & Practice season workflow submitted before the championship segment begins. A specific day should be identified as an off day, and the head coach is responsible for making clear to the team that the day off intends to allow them space to participate in civic engagement activity.

For a student-athlete participating in a sport in their championship segment who must practice on civic engagement day, the head coach will collaborate with any student-athlete who requests practice time off to participate in civic engagement opportunities. Reasonable effort and accommodations will be made to allow for the student-athlete to participate. Ultimately, it will be the head coach's discretion to determine if the student-athlete can miss practice time. For sports not in their championship segment, coaches must provide the required day off from CARA activity for the civic engagement day (17.1.6.8).

Aside from team activity covered under 17.1.6.8.1, the Sport Performance Center will be closed on Civic Engagement Day. Voluntary lifts will not be available in Athletic Department facilities.

Student-athletes can view non-partisan voting resources curated by the NCAA at https://ncaaorg.s3.amazonaws.com/committees/d2/saac/D2SAAC_CivEngRes.pdf.

Biola University Rules Compliance

Biola University is committed to abide by NCAA rules and regulations as they relate to all aspects of its athletics program. In addition to ensuring that all of its coaches, administrators, university faculty and staff and student-athletes are aware of and follow NCAA rules, Biola University is also responsible for educating individuals who are boosters. Compliance with NCAA rules requires the effort of everyone associated with Biola Athletics and requires a shared responsibility for the education of and compliance with NCAA, PacWest and university policies and procedures.

Principle of Institutional Control

It is the responsibility of Biola University to control its intercollegiate athletics program in compliance with the rules and regulations of the NCAA. The institution's president is responsible for the administration of all aspects of the athletics program, including approval of the budget and audit of all expenditures.

The institution's responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the athletics interests of Biola University.

Shared Responsibilities

It is the responsibility of Biola University to control its intercollegiate athletics program in compliance with the rules and regulations of the Association. Biola University's accepted responsibility for the conduct of its intercollegiate athletics program includes responsibility for the actions of its staff members and for the actions of any other individual or organization engaged in activities promoting the institution.

Biola University must have procedures whereby persons inside and outside the athletics department exercise oversight responsibilities that monitor and evaluate the efficiency of the compliance program. The oversight and monitoring of the program should be ongoing, rather than activated in response to allegations of wrongdoing. To accomplish this goal, Biola University has appointed individuals to serve on the Compliance Committee, which is chaired by the associate athletic director for compliance/communication, and will meet regularly to assess compliance efforts. These individuals will be expected to be operating on behalf of the institution with respect to those responsibilities that are logically within the scope of their positions. This committee will provide ongoing self-study and administrative accountability in the area of athletic compliance.

Biola University Athletics Compliance Committee

The Compliance Committee (CC) includes individuals with hands-on compliance responsibilities from the Office of the Registrar, Office of Undergraduate Admissions, Financial Aid Office, Academic Advising, faculty athletics representative (FAR). The associate athletic director for compliance/communication chairs the committee.

Responsibilities of the Compliance Committee (CC)

1. The associate athletic director for compliance/communication is responsible for educating the members of the CC on NCAA rules.
2. The CC will meet annually to discuss NCAA rules education and updates, as well as revision and refinements of compliance policies and procedures for the institution.
3. The CC will meet annually to ensure everyone involved in the processes (and those that have to carry out the processes) have a resource for reference.
4. The CC will annually conduct a comprehensive evaluation of the compliance program and make changes as necessary so they can be implemented as soon as possible.
5. The CC will be able to demonstrate and document the steps in each process for outside entities that may review or audit the institution's athletic compliance program.
6. The CC will approve all changes to the Compliance Manual.
7. The CC is ultimately responsible for the effectiveness and efficiency of the overall compliance program.

CC Members

Title	Name	Contact Number
Associate athletic director for compliance/communication	Neil Morgan	(562) 903-4889
Senior director of athletics (ex officio)	Dr. Bethany Miller	(562) 777-4082
Faculty Athletics Representative	Jeff McHugh	(562) 944-0351, x 5737
University Registrar (ex officio)	Cassandra Heath	(562) 944-0351, x5310
Registrar primary contact	Caleb Crawley	(562) 903-4793
Senior Director of Financial Aid (ex officio)	Geoff Marsh	(562) 903-4742
Financial Aid Specialist	Rachel Chu	(562) 906-4157
Associate Director of Undergraduate Admissions	Amber Nakamura	(562) 944-0351 x5366
Director of Traditional Undergraduate Admissions (ex officio)	Kayla Zuniga	(562) 944-0351 x5349
Senior Academic Advisor	Veronica Cruz-Schwerin	(562) 944-0351 x5330
Director, Athletics Development (ex officio)	Mike Teague	(562) 906-4525

Individual Compliance Responsibilities

Senior Director of Athletics

The senior director of athletics ensures full compliance with NCAA and conference regulations and is responsible for the integrity of the athletics program. Specific responsibilities include:

1. Establishing and communicating the institution's commitment to rules compliance.
2. Establishing organizational lines of authority to emphasize oversight and accountability.
3. Maintaining ongoing evaluations of staff members' commitments to and documentation of compliance.
4. Arranging periodic self-studies of Biola Athletics and annual audits of the compliance program.
5. Include NCAA rules in Biola Athletics publications.
6. Communicating with officers of booster organizations to review NCAA rules.
7. Reviewing contest schedules where applicable.
8. Evaluating potential NCAA rule violations and notifying the president of violations.
9. Declaring student-athletes who violate NCAA rules ineligible.
10. Communicating the institution's commitment to rules compliance to student-athletes.
11. Supporting and encouraging a comprehensive rules education program.
12. Generating and promoting NCAA legislative proposals.
13. Providing information addressing NCAA rules to athletic aid agreement signees.
14. Serving as an ex-officio member of the Compliance Committee.
15. Serving as an ex-officio member of the Athletics Advisory Council.

Associate Athletic Director for Compliance/communication

The associate athletic director for compliance/communication is responsible for the overall development, implementation, and review of Biola University's Athletics compliance program. The associate athletic director for compliance/communication is also responsible for the daily operation of the compliance program including rules education, interpretation, and monitoring of compliance areas as well as student success and academic matriculation of student-athletes. The associate athletic director for compliance/communication shares responsibility for the integrity of the athletics program and assists the senior director of athletics in establishing a culture of compliance by ensuring full compliance with national, conference and institutional regulations. Specific responsibilities include:

1. Reviewing coaches' declaration of playing, practice seasons and schedules of contests.
2. Conducting an all student-athlete orientation at the beginning of each academic year.
3. Reviewing all student-athlete NCAA, conference and institutional compliance forms, including the NCAA Drug-Testing Consent Form and Student-Athlete Statement.

4. Assisting with compilation and reporting of the NCAA Equity in Athletics Disclosure Act each year.
5. Coordinating the education of prospective student-athletes, enrolled student-athletes, coaches, college personnel, and representatives of athletics interests with regard to NCAA, conference and institutional rules.
6. Educating coaches and staff with compliance responsibilities to use the Teamworks Compliance & Recruiting compliance software.
7. Coordinating, preparing and maintaining NCAA financial aid reports in conjunction with the Financial Aid Office.
8. Monitoring financial aid limits offered based on team budgets.
9. Serving as department liaison with the NCAA Eligibility Center.
10. Receiving final Eligibility Center eligibility decisions and working with the university registrar to ensure those decisions are accurately reflected on PacWest Eligibility sheets.
11. Coordinating student-athlete initial and continuing eligibility certification with the FAR and university registrar. Share status with coaches.
12. Reviewing and auditing off-campus recruiting contact and evaluation requests.
13. Reviewing academic transcripts and IRL status to approve official visit requests.
14. Monitoring the number of official visits provided in all sports.
15. Interpreting NCAA rules for coaches and staff.
16. Monitoring permissible recruiting materials in accordance with NCAA bylaws.
17. Monitoring the NCAA Transfer Portal and entering student-athletes within seven days of written request.
18. Reviewing, and auditing weekly practice/competition (CARA) logs.
19. Maintaining participation records and determining seasons of competition utilized by student-athletes.
20. Identifying potential NCAA rules violations and reporting them to the senior director of athletics and FAR.
21. Leading investigations of reported secondary NCAA rule violations.
22. Reviewing summer regulations regarding athletics participation, camps and employment for coaches and student-athletes.
23. Coordinating the Athletic Scholarship Agreement program for incoming student-athletes.
24. Coordinating the release of ASA signees with the Sports Information Office, Financial Aid Office and the Office of Undergraduate Admissions.
25. Monitoring outside scholarships with the Financial Aid Office.
26. Coordinating the processing of initial and annual renewal, reduction, cancellation or non-renewal of athletic grants-in-aid with the Financial Aid Office.
27. Serving as department liaison with the Office of Undergraduate Admissions, Financial Aid Office, Office of the Registrar, Academic Advising and FAR.
28. Serving as the chair of the Compliance Committee.
29. Serving as an ex-officio member of the Athletics Advisory Committee.

30. Coordinating all NCAA appeals/waiver requests.
31. Monitoring employment of student-athletes according to NCAA bylaws.
32. Assisting the Financial Aid Office in determining student-athletes' eligibility status for the NCAA Special Assistance Fund.
33. Serving as an advisor to the Student-Athlete Advisory Committee.
34. Monitoring compliance with NCAA bylaws regarding complimentary admissions to athletics events.
35. Overseeing compliance with NCAA bylaws regarding camps/clinics.

Director, Athletics Development

The director of Athletics Development is responsible for knowledge, implementation and documentation of NCAA and institutional fundraising policies and procedures. The director of Athletics Development's compliance responsibilities include:

1. Monitoring student-athletes, monitoring they do not miss class for any fundraising activity.
2. Overseeing monetary gifts given directly to the head coach are handled appropriately and processed and credited to the proper account.
3. Collaborating with the Eagles Athletic Association and/or the Office of Advancement.
4. Working with coaches when hosting a parent or alumni event.
5. Providing information for donors, parents and alumni information regarding Biola Athletics and NCAA compliance.
6. Overseeing and coordinating athletics sponsorships.
7. Advocating for fundraising efforts.

Head/Assistant Coaches

The Coaches are responsible for knowledge, implementation and documentation of NCAA rules and regulations in the areas of eligibility, recruiting, financial aid, playing and practice seasons and awards and benefits. Coaches share responsibility for the integrity of the athletics program and assist the senior director of athletics in establishing a culture of compliance by ensuring full compliance with national, conference and institutional regulations. Coaches are expected to fully cooperate and participate in compliance related policies and procedures within Biola University and NCAA guidelines. For specific compliance responsibilities, see job description. Each coach must annually complete the NCAA Coaches' Certification coursework assigned in the NCAA Learning Portal.

Faculty Athletics Representative

The FAR shares responsibility for the integrity of the athletics program and assists Athletics in establishing a culture of compliance by ensuring full compliance with national, conference and institutional regulations. The FAR's rules compliance responsibilities include:

1. Serves as an Athletic Certifying Officer for the institution--certifies the academic and overall eligibility of each student-athlete each semester.
2. Serves as a member of the Financial Aid Appeals Committee.
3. Chairs the Athletics Advisory Council

4. Serves as a member of the Compliance Committee
5. Assists in the education for athletics for student-athletes, coaches, and staff.
6. Assists with appeals to restore the eligibility of student-athletes. Appeals must be submitted in the name of the institution by the FAR, President, or AD in accordance with NCAA Bylaws.
7. Assists with any institutional request for a waiver of division membership requirements in accordance with NCAA Bylaws.
8. Assists with all NCAA waivers and secondary NCAA violations. The FAR is included in notifications from the NCAA that an official inquiry is being initiated to determine whether rules violations have occurred.
9. Assists with the rules enforcement and appeals process.
10. Selects student-athletes for compliance mini-audits conducted by the Compliance Committee.

Office of the Registrar

The individual(s) in the Office of the Registrar assigned to eligibility is/are responsible for verifying the term-by-term and annual credit hour requirements, progress towards degree, GPA requirements, full-time status, declaration of major, seasons used and for reviewing the overall eligibility rosters for all teams.

The specific responsibilities of the Office of the Registrar liaison(s) include, but are not limited to:

1. Monitoring amateurism as it relates to transfer students, missed semesters of attendance or delayed enrollment.
2. Determining continuing eligibility for returning student-athletes.
3. Monitoring and certifying full-time enrollment.
4. Monitoring designation of academic degrees.
5. Determining Biola University student-athletes' progress towards degree and good academic standing.
6. Evaluating and certifying all transfer credits accepted by Biola University and calculating two-year college transfer grade point average.
7. Maintaining accurate written and electronic procedures for certifying eligibility and compliance.
8. Serving as a member of the CC.

Financial Aid Office

The individual(s) in the Financial Aid Office assigned the duty of awarding athletically related financial aid is/are responsible for monitoring all athletics aid, institutional aid and outside aid awarded.

The financial aid liaison or director must assume the following responsibilities:

1. Determining the institution's cost of attendance, including the Board of Trustees-approved tuition and fee charges.

2. Determining the institution's full grant-in-aid.
3. Working closely with the associate athletic director for compliance/communication to determine countable financial aid, per NCAA regulations.
4. Processing initial and annual renewal/non-renewal of athletic grant-in-aid.
5. Verifying student financial aid eligibility and other conference reports.
6. Ensuring athletic scholarships and financial aid is awarded properly and with the rules of the conference and National Office affiliation.
7. Responsible for Biola University's communication/correspondence regarding athletically related financial aid and other institutional aid.
8. Gathering information, in coordination with the senior director of athletics, for Appeals Committee hearings for those student-athletes who have their aid reduced or not renewed.
9. Monitoring financial aid limits and requirements.
10. Ensuring financial aid data is inputted and updated in the institutional system, including athletics grants-in-aid, institutional grants and all other aid, to ensure current data is imported into the Teamworks Compliance & Recruiting compliance software.
11. Maintaining accurate written procedures for certifying compliance.
12. Serving as a member of the CC.

Office of Undergraduate Admissions

The individual(s) in the Office of Undergraduate Admissions assigned as liaison(s) is/are responsible for ensuring that all student-athletes are admitted under the same standards as the general student applicant. The associate athletic director for compliance/communication is responsible for sending all appropriate paperwork to the Office of Undergraduate Admissions and monitoring admissions status and for maintaining communication between Biola Athletics and the Biola University Office of Undergraduate Admissions.

The specific responsibilities of the Office of Undergraduate Admissions liaison(s) include, but are not limited to:

1. Reviewing prospective student-athlete's admissions materials and advising Biola Athletics regarding admission status.
2. Ensuring prospective student-athletes are admitted under the same standards as all other prospective students.
3. Reviewing potential financial aid offers with all prospective students.
4. Assisting with educating prospective student-athletes and members of the Biola University Office of Undergraduate Admissions staff about the NCAA Eligibility Center, referring prospective student-athletes to the NCAA Eligibility Center.
5. Providing coaches, annually, with information about Biola University admissions events.
6. Serving as a member of the CC.

Academic Advising

Responsible to equip, educate and inspire students to establish curricular and life goals and achieve academic success and value while on their academic journey.

The Advising Center's specific responsibilities include, but are not limited to:

1. Helping students declare a major.
2. Assisting students in selecting classes.
3. Developing customized academic plans.
4. Selecting courses for first-semester freshmen and transfer students.
5. Assisting students on academic probation develop a plan for success.
6. Answering major-specific questions.
7. Monitoring and proactively advising academically at-risk student-athletes

President

The President is responsible for and the final authority for the conduct of the intercollegiate athletics program at Biola University and the actions of any committee involved with Biola Athletics.

Specific responsibilities of the president include, but are not limited to:

1. Regular meetings with the FAR, the vice president for student development and the senior director of athletics.
2. Knowledge of NCAA rules and institutional violations.
3. Verifies and submits institutional appeals to the Student-Athlete Reinstatement Committee in accordance with NCAA bylaws along with the FAR and senior director of athletics.
4. Signs all appropriate NCAA documents.

Sports Medicine Staff

The athletic trainers are responsible for assisting with the NCAA drug testing program on campus, provide athletic training and rehabilitation services in accordance with institutional and conference policy, as well as contributing to educating student-athletes in these areas. Athletic Trainers share responsibility for the integrity of the athletics program and assist the senior director of athletics in establishing a culture of compliance by ensuring full compliance with national, conference and institutional regulations. The sports medicine staff is responsible for the following:

1. Monitoring compliance with NCAA Bylaws regarding documentation for medical hardship waivers.
2. Providing student-athletes and coaches with rules education regarding use of banned substances and drug testing.
3. Providing student-athletes and coaches with rules education regarding NCAA and institutional insurance programs.
4. Supervising and monitoring ineligibility for the use of banned drugs consistent with NCAA Bylaws.

5. Assisting in compliance with NCAA Bylaws regarding daily and weekly hour limitations.
6. Monitoring the medical clearance process for student-athletes, including NCAA Physical Examination and Sickle Cell Solubility Test requirements.

Rules Violations Reporting & Investigating

The enforcement policies and procedures are an essential part of the athletics program at Biola University and require full and complete disclosure by all Biola University representatives of any relevant information requested by the NCAA enforcement staff, Committee on Infractions or Infractions Appeals Committee during the course of an inquiry.

It is the policy of Biola University to self-report to the NCAA any instances where athletic compliance has not been achieved. Staff Members of the Athletics Department and any staff member who represents athletics interests will report any knowledge of violations of NCAA legislation involving Biola University.

Types of Violations

The two-level violation structure ranges from severe breaches of conduct to incidental infractions. The structure is designed to focus most on conduct breaches that seriously undermine or threaten the integrity of the NCAA Constitution and its bylaws.

- Violations, Major

All violations other than secondary violations are major violations, specifically including those that provide an extensive recruiting or competitive advantage. Major violations are investigated by NCAA enforcement staff, and can lead to severe penalties against the school and involved individuals.

- Violations, Secondary

A secondary violation is a violation that is isolated or inadvertent in nature; provides or is intended to provide only a minimal recruiting, competitive or other advantage; and does not include any significant impermissible benefit (including, but not limited to, an extra benefit, recruiting inducement, preferential treatment or financial aid). If an institution commits several secondary violations, the violations may be collectively considered a major infraction. Secondary violations occur frequently, are usually resolved administratively and are not typically made public.

Reporting Procedures

The following procedures outline the process for reporting and investigating both secondary and major violations:

1. Any student-athlete, coach, staff member or anyone one else who becomes aware of behavior or actions that might lead to a violation or any alleged violation shall

- immediately* report the information to the associate athletic director for compliance/communication. If the associate athletic director for compliance/communication is the one involved in the alleged violation the alleged violation shall be reported to the senior director of athletics or the faculty athletics representative (FAR).
2. The associate athletic director for compliance/communication will immediately notify the senior director of athletics and FAR, via email, that an investigation has been opened.
 3. The associate athletic director for compliance/communication shall make a comprehensive record of what is reported including dates, times, circumstances, events, names and any other relevant information. A preliminary inquiry and research of interpretations will be conducted to obtain complete information regarding the alleged violation.
 4. The associate athletic director for compliance/communication will then communicate with the FAR and the senior director of athletics the findings of the investigation to discuss the issue and determine if a violation has occurred. If the associate athletic director for compliance/communication, FAR and senior director of athletics cannot reach a consensus on a violation then the vice president for student development will be consulted.
 5. If it is determined that no violation has occurred, no further action will be taken.
 6. If it is determined that a violation has occurred, the associate athletic director for compliance/communication will discuss corrective and disciplinary actions with the FAR and senior director of athletics.
 7. All violations will be submitted to the NCAA via Request/Self-Reporting Online (RSRO) and an electronic version of the RSRO report will be sent to the Senior Associate Commissioner/SWA at the PacWest Conference. As needed, the associate athletic director for compliance/communication will also follow up on any cases involving restoration of eligibility with the NCAA.
 8. In the case of a major violation, the FAR and senior director of athletics will inform the vice president for student development and president prior to submitting the violation(s) to the PacWest Conference.
 9. All major violations will be reported to the president (via the FAR and/or the senior director of athletics), vice president for student development (via the associate athletic director for compliance/communication), FAR, Compliance Committee and senior director of athletics.

10. The entire coaching staff will be made aware of any violation by using the violation as a training opportunity in compliance/rules education meetings.
11. A copy of the violation and letter of admonishment/reprimand is a part of the coach's performance evaluation as well as any Biola University employee involved in athletics interest or NCAA compliance. The senior director of athletics and the coach's supervisor keeps these reports on file.
12. If a possible major violation is reported against any athletics administrator, the Office of the President will appoint a vice president or legal counsel to investigate the allegations. They will follow the process for investigating an NCAA violation and present the findings to the president. The Office of the President will work with the associate athletic director for compliance/communication to prepare the proper paperwork for the PacWest Conference and the NCAA. They will make contact with the NCAA Enforcement Staff for recommendations, sanctions and/or fines.
13. If a student-athlete needs to be reinstated, the FAR and associate athletic director for compliance/communication will submit the necessary documents for NCAA reinstatement.
14. The Compliance Committee will review the violation report monthly. This report is also accessible to the CC in a secure Google Drive.
15. A violation report will be submitted to the president monthly.
16. A violation report will be submitted to the Athletics Advisory Council once per semester.

All representatives of Biola University shall cooperate fully with the NCAA enforcement staff, Committee on Infractions, Infractions Appeals Committee and Management Council to further the objectives of the NCAA and its infractions program.

Media Relations Plan

Biola University's marketing and communication division has a Reputational Risk Communication Plan outlining a response to identified scenarios that could adversely impact operations, financial stability and reputation, which includes a NCAA major infraction. In the event of a NCAA major infraction, the Vice President of marketing will be contacted immediately after Biola's president is informed in order to initiate the steps outlined in the plan. The Crisis Communications Team will take the lead in managing messaging, media relations, social media and institution-wide communication.

Rules Education

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

Rules education is a critical component and is designed to educate the athletics department, student-athletes, representatives of athletics interests and other key departments at Biola University and in the community on the NCAA Division II rules, regulations, interpretations, new legislation (proposed and adopted) and any other relevant information. The associate athletic director for compliance/communication will be responsible for rules education.

The most up-to-date version of the Student-Athlete Handbook and the Biola Athletics Department Operations and Compliance Manual is posted on the Biola Athletics website.

Athletics Staff

All athletics staff members should attend any scheduled compliance meetings.

The associate athletic director for compliance/communication is responsible for distributing educational materials to staff members, as needed.

All Biola University Athletics staff will be provided with the following resources:

- NCAA Division II Manual (electronic copy)
- Access to the NCAA Learning Portal for training materials, resources
- Written communication from the associate athletic director for compliance/communication related to rules updates
- Biola University Student-Athlete Handbook (electronic copy)
- Biola Athletics Department Operations & Compliance Manual (electronic copy)

Coaching Staff

All head and full-time assistant coaches are required to attend any scheduled compliance meetings. If a coach is unable to attend, he or she must contact the senior director of athletics and the associate athletic director for compliance/communication in advance to receive any missed information.

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

All coaches will be given access to the following resources:

- NCAA Division II Manual (electronic or hard copy)

- Access to NCAA Division II University for training materials, resources
- Written communication from the associate athletic director for compliance/communication related to rules updates
- Biola University Student-Athlete Handbook (electronic copy)
- Biola Athletics Department Operations & Compliance Manual (electronic or hard copy)

Student-Athletes

The associate athletic director for compliance/communication will meet with the student-athletes prior to the start of the academic year and distribute information related to rules compliance at the end of the academic year.

Some of the issues the student-athletes will be informed of include, but are not limited to:

- Eligibility (refer to NCAA Bylaw 14)
- Awards and benefits (refer to NCAA Bylaw 16)
- Outside competition
- Employment
- Substance abuse/drug testing
- Playing and practice seasons/Countable Athletically Related Activity logs
- Fundraising
- Name, Image & Likeness legislation

The associate athletic director for compliance/communication will also use emails, meetings with the Student-Athlete Advisory Committee and scheduled appointments to educate student-athletes on NCAA rules and regulations.

Prospective Student-Athletes (PSAs)

Head coaches and the associate athletic director for compliance/communication share responsibility for educating PSAs. Specific information for PSAs can be found on the Biola Athletics, Office of Compliance website.

- Head coaches or designee will provide relevant rules information to PSAs and their families while they are visiting the campus (whether during an unofficial or official visit).
- Head coaches or designee will be responsible for communicating with each PSA their status with the Eligibility Center. The associate athletic director for compliance/communication will work with each head coach or his/her designee as to what information is to be communicated to each PSA.
- High School PSAs are encouraged to work with their guidance counselor at their high school to ensure they are taking the correct approved core courses for NCAA Eligibility.

- PSAs are also encouraged to use NCAA resources (website, brochures, etc.) or contact the NCAA with specific questions.
- The associate athletic director for compliance/communication will send introductory emails to PSAs who sign with the institution or submit an enrollment deposit.
- International PSAs should be certain they utilize the NCAA Eligibility Center Guide To International Academic Standards For Athletics Eligibility.

Boosters

Biola is responsible for the conduct of its intercollegiate athletics program, which includes responsibility for the acts of boosters. A booster is an individual who is known (or who should have been known) by a member of the institution's executive or athletics administration to:

1. Have participated in or to be a member of an agency or organization, including corporate entities (e.g., apparel and equipment companies), promoting the institution's intercollegiate athletics program;
2. Have made financial contributions to the athletics department or to an athletics booster organization of that institution;
3. Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
4. Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
5. Have been involved otherwise in promoting the institution's athletics program.

Any individual participating in any of the activities listed above are considered a booster, and once so identified as a booster, it is presumed the person retains that identity indefinitely.

Rules education meetings for institutional staff and boosters will be conducted on an as-needed basis. Departments at Biola University are encouraged to invite all personnel interested in Biola Athletics to attend. The associate athletic director for compliance/communication will meet to review relevant rules and regulations with each department.

The associate athletic director for compliance/communication will also publish information for faculty, staff, boosters, alumni and fans on the Office of Compliance portion of the Biola Athletics website.

The Biola Athletics compliance weblink is provided on the Eagles Athletic Association website for the education of boosters.

Rules Interpretations

Any individual (e.g., athletics department staff member, student-athlete, university employee, booster or member of the community) may request a rules interpretation. Those needing a rules interpretation are advised to submit their question(s) to the associate athletic director for compliance/communication for clarification on the issue. Rules interpretation requests should be submitted in writing.

Rules Interpretation Request Procedure

1. All coaches and staff members must direct all compliance/rules interpretation questions to the associate athletic director for compliance/communication.
2. Coaches can submit their requests with all the important information to the associate athletic director for compliance/communication by email. If the question is discussed verbally, the associate athletic director for compliance/communication will ask the coach to follow up the discussion with an email.
3. If the associate athletic director for compliance/communication cannot provide a definitive interpretation the question will be forwarded, in writing, to the PacWest Conference associate commissioner/SWA or the NCAA. Only designated Biola University representatives may contact the NCAA or PacWest offices regarding NCAA regulations.
4. Once an official interpretation has been received, the associate athletic director for compliance/communication will contact the individual who requested the interpretation and/or send a written response. Coaches must wait for final official interpretation from the associate athletic director for compliance/communication before taking action. If relevant, the interpretation will be communicated to all coaches and staff as an educational opportunity.
5. The average turnaround time for an official rules interpretation by the associate athletic director for compliance/communication is approximately one to three business days.
6. The associate athletic director for compliance/communication will keep a copy of a follow-up email outlining the question and the response.

Admissions

The Office of Undergraduate Admissions is responsible for ensuring that all student-athletes are admitted under the same standards as the general student applicant and for entering admissions information into the campus database.

The following are the admissions guidelines for offering athletic aid. Check transcripts and test scores (if applicable) and IRL standing before offering athletic scholarships.

Office of Undergraduate Admissions

Application Procedure

1. [Visit this webpage](#) for a full breakdown of the university application procedure. Biola PSAs are subject to the same admission requirements as the general student body.

Admission Guidelines

[FULL UNDERGRADUATE ADMISSIONS GUIDELINES](#)

[FULL TRANSFER ADMISSIONS GUIDELINES](#)

[GENERAL ADMISSIONS WEBPAGE](#)

[GENERAL GRADUATE ADMISSIONS WEBPAGE](#)

Freshmen

Defined as students who have not taken college credits post-high school graduation or are graduating in May or June of their incoming year.

All freshman student-athletes must meet the general admissions requirements for Biola University and those prospective student-athletes must also meet NCAA amateurism and initial eligibility requirements. First-year students will have both cumulative GPA and test scores considered.

1. The head coach must verify that the prospective student-athlete (PSA) is registered with the NCAA Eligibility Center (EC) and placed on the Institutional Request List (IRL) for the correct enrollment period. The head coach is responsible for informing the prospective student-athlete to select a sport in the EC and to complete the amateurism section.
2. The head coach will flag the PSA as “high level interest,” in Teamworks Compliance & Recruiting, which will notify the Biola University Office of Undergraduate Admission of the PSA in the admissions application pool.
3. The head coach is responsible to ask for, and to receive, a copy of high school transcripts and test scores and placing them in the PSA’s profile, in Teamworks Compliance & Recruiting, to make sure that these grades and exam scores fit within the general admissions requirements.
4. The PSA is responsible for submitting to the Biola University Office of Undergraduate Admissions a completed university application, official high school transcripts, official standardized test scores and any other required documentation.

Transfers

Biola considers any student who has taken college credits post-high school graduation, and

who is not a first-time freshman, as a transfer. Any student who has completed less than 15 college credits, post-high school, is considered a transfer freshman.

All transfer student-athletes must meet the general admissions requirements for Biola University. Transfer student-athletes must meet NCAA eligibility requirements.

1. Once the transfer has registered with the NCAA Eligibility Center, the head coach is responsible for placing the PSA on the Institutional Request List (IRL) for the correct enrollment period. The student-athlete should be marked as a transfer student.
2. The head coach will flag the PSA as “high level interest,” in Teamworks Compliance & Recruiting, which will notify the Biola University Office of Undergraduate Admission of the PSA in the admissions application pool.
3. The PSA is responsible for submitting a completed transfer admission application.
4. The head coach is responsible to ask for, and receiving, a copy of college transcripts, high school transcripts (if needed) and test scores (if needed) and for making sure that these grades, credits and exam scores fit within the general admissions requirements and loading them into the PSA's profile in Teamworks Compliance & Recruiting.
5. All official transcripts must be submitted to the Office of Admissions and the official transcript evaluation will be done by the Office of the Registrar. For eligibility purposes, incoming transfers shall have all official transcripts from previous colleges/universities sent as directed by the office of admissions and/or office of the registrar.

International Students

All international student-athletes must meet general admissions requirements for Biola University and all NCAA eligibility requirements. International student-athletes must have foreign “course by course” credential evaluation prior to admission.

1. The head coach must verify that the PSA is registered with the NCAA Eligibility Center, and the head coach is responsible for placing the PSA on the Institutional Request List (IRL) for the correct enrollment period.
2. The head coach will flag the PSA as “high level interest,” in Teamworks Compliance & Recruiting, which will notify the Biola University Office of Undergraduate Admissions of the PSA in the admissions application pool.
3. The PSA is responsible for submitting a completed admission application.

4. PSAs are required to have their foreign transcripts evaluated by a service that is accredited by the National Association of Credential Evaluation Services. A detailed or course-by-course report is required and submitted directly to the Biola Undergraduate Admissions Office.
5. The head coach is responsible to ask for and receive a copy of college transcripts, high school transcripts (if needed) and test scores (if needed) and for making sure that these grades, credits and exam scores fit within the admissions department's recruitment guidelines. Head coach is also responsible for uploading these to the PSA's profile in Teamworks Compliance & Recruiting.
6. All prospective international student-athletes must be admitted and their qualifier status and amateurism must be cleared through the NCAA Eligibility Center and the institution prior to receiving an F-1 Student Visa from Biola University.

Eligibility

NCAA Eligibility

Biola University is required to use the NCAA Eligibility Center to determine the initial eligibility and amateur status of student-athletes.

Biola University shall not permit a student-athlete to represent it in intercollegiate athletics competition unless the student-athlete meets all applicable eligibility requirements and the institution has certified the student-athlete's eligibility. Establishing a student-athlete's eligibility is based on a combination of NCAA, conference and university regulations. The Office of the Registrar, specifically the Athletics Compliance Coordinator, serves as the certifying officer and determines continuing eligibility. The PacWest Academic Eligibility Report Forms are signed by the liaison from the Office of the Registrar, the senior director of athletics, head coach and the faculty athletics representative, who certify that they are accurate. To be eligible for competition the student-athlete must meet the minimum NCAA requirements, as well as the scholastic regulations required to remain enrolled at Biola University.

NCAA Initial Eligibility Review

In order to avoid potential breakdowns in the initial eligibility review process, an initial eligibility review shall take place for all prospective student-athletes prior to the offering of athletically related financial aid.

The automation of the initial eligibility review process in Teamworks Compliance & Recruiting provides a platform for Admissions, coaches and athletics administration to be transparent and included in the initial eligibility review process. With any turnover of the coaching staff, the initial eligibility review will still be able to be accessed via the Academic

Evaluation module in the PSA's profile in Teamworks Compliance & Recruiting, with final decisions available as well as the IRL located in the Eligibility Center portion of the NCAA Portal. Head coaches to educate any new staff members in the initial eligibility review process and NCAA rules regarding initial eligibility.

Education

- At the first compliance meeting each year, the Compliance Office will conduct an educational session regarding initial and continuing eligibility requirements.
 - Discuss pertinent best practices provided by the NCAA and PacWest Conference.
- Coaches are responsible for educating any PSAs they are recruiting about the initial eligibility requirements making use of NCAA resources.
- For international, homeschool and PSAs with diagnosed learning disabilities the initial eligibility review process occurs regardless of any other factors.

Deficiency Recognition

- If there are any deficiencies in regards to NCAA Core Courses, GPA or test scores the coach and/or Undergraduate Admissions will communicate with the Compliance Office the deficiencies.
 - The Compliance Office will take the initial eligibility review and work together with Undergraduate Admissions and the coach to identify the deficiencies and any possible solutions to overcome the deficiencies.
 - Deficiencies will be identified through
 - Teamworks Compliance & Recruiting
 - NCAA Core Course List – the NCAA Eligibility Center
 - The Compliance Office will communicate the deficiencies with the coach and provide the PSA with suggestions to overcome the deficiencies prior to enrollment at Biola.

Offers of Athletic Aid

- An offer of Athletic Aid will only be issued to a PSA if the initial eligibility review is included with the New Student Aid Request Form in Teamworks Compliance & Recruiting or the Academic Evaluation is completed in the PSA profile in Teamworks Compliance & Recruiting
 - Once approved by the Compliance Office, Financial Aid can then verify and approve the request for Athletic Aid.

Follow-up

- Once the deficiencies have been communicated with the PSA, the Compliance Office will work with the coach to ensure the PSA has followed up with the recommendations made during the initial eligibility review.
- Any deficiencies identified during the fall semester will be communicated to the PSA. The coach and Compliance Office will follow-up with the PSA in December to ensure

the PSA is working to overcome the deficiencies prior to enrolling at Biola University.

- Any deficiencies identified during the spring semesters will be communicated to the PSA. The coach and Compliance Office will follow-up with the PSA immediately to ensure the PSA is working to overcome the deficiencies prior to enrolling at Biola University.

Certification of Eligibility

NCAA Eligibility

Certification of eligibility must occur prior to allowing a student-athlete to represent the institution in intercollegiate competition (see Bylaw 14.01.2). A violation of this bylaw in which the institution fails to certify a student-athlete's eligibility prior to allowing them to represent the institution in intercollegiate competition shall be considered an institutional violation per article 4 of the NCAA Constitution.

1. The head coach will finalize their roster in Teamworks Compliance & Recruiting no later than August 1. This roster should include every current student-athlete (including those receiving athletic aid and not participating). When a coach wishes to add a student-athlete to his/her roster, he/she must notify the associate athletic director for compliance/communication via the appropriate workflow in Teamworks Compliance & Recruiting (New Student Aid Request, Walk-on, Change of Roster - Add to Squad).
2. The associate athletic director for compliance/communication will notify the Office of the Registrar that the rosters in Teamworks Compliance & Recruiting are accurate on August 1.
3. The Office of the Registrar will track each student-athlete's eligibility on the PacWest Conference Academic Eligibility Report Form, which will be kept on file in the Office of the Registrar. This form will provide a specific academic historical record for eligibility purposes for each student-athlete.
4. The Office of the Registrar will certify all aspects of the student-athlete's eligibility criteria (e.g., full-time semesters used, nine-hour requirement, 24-hour requirement, progress toward degree and GPA) for returning, new incoming, and transfer student-athletes, as defined by NCAA.
5. The Office of the Registrar will be prepared to certify eligibility according to the following timeline each semester.

Fall Semester	Eligibility Sheet	Eligibility Review	Eligibility
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	Viewing Access	with Coaches	Signature Date
Fall Sports (cross country, soccer, m water polo, and volleyball•)	Four weeks prior to the first day of the fall semester	One week prior to the established eligibility signature date	No later than 24 hours prior to first competition or departure from campus for first competition (including scrimmages)
Winter Sports (basketball and swim and dive)	Three weeks prior to the first day of the fall semester	One week prior to the established eligibility signature date	No later than 24 hours prior to first competition or departure from campus for first competition (including scrimmages)
Spring sports (baseball, softball, w water polo, tennis and track and field)	Two weeks prior to the first day of the fall semester	One week prior to the established eligibility signature date	No later than 24 hours prior to first competition or departure from campus for first competition (including scrimmages)
Spring Semester	Eligibility Sheet Viewing Access	Eligibility Review with CC	Eligibility Signature Date
Winter Sports (basketball and swimming and dive)	Wednesday prior to the start of the spring semester	At least three days prior to the established eligibility signature date.	No later than 24 hours prior to first competition or departure from campus for first competition (including scrimmages)
Spring sports (baseball, softball, w water polo tennis and track and field)	At least seven days prior to the established eligibility signature date.	At least three days prior to the established eligibility signature date. ♦	No later than 24 hours prior to first competition or departure from campus for first competition (including scrimmages)

Fall Sports (cross country, soccer, m water polo and volleyball)	At least seven days prior to the established eligibility signature date.	At least three days prior to the established eligibility signature date. ♦	No later than 24 hours prior to first competition or departure from campus for first competition (including scrimmages)
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▪ During a fall festival year the dates will be one week earlier, for volleyball and soccer only

♦ or five days prior to first competition, whichever is earlier

NOTE: International tours require unique, specific eligibility certification cycles.

These dates will be agreed upon by the Office of the Registrar in conjunction with the associate athletic director for compliance/communication.

Once each sport's individual student-athlete's eligibility has been determined on the PacWest Eligibility Report Form, it will be reviewed and signed by the Office of the Registrar, faculty athletics representative, the senior director of athletics and head coach. This form reflects the number of seasons used, semester of initial collegiate enrollment, total semesters of full-time enrollment, eligibility status, the number of full-time semesters at all institutions, acknowledgment of full-time status, transfer eligibility information, continuing eligibility information, the nine-hour rule, overall cumulative GPA and degree program designation. An electronic version of all signed PacWest Eligibility Sheets will be sent to the PacWest Conference not less than 24 hours prior to the first competition and the original document will be kept on file with the senior director of athletics.

The Compliance Office will notify the head coach, senior director of athletics, university registrar and student-athlete immediately, in writing, if there is any change in the student-athlete's eligibility status for practice, competition or financial aid.

Responsibility of the Office of the Registrar

The Office of the Registrar is responsible for verifying the 24-hour credit requirement, nine-credit hour requirement, progress towards degree, GPA requirements, full-time status, full-time semesters used, declaration of major, and for reviewing the overall eligibility rosters for all teams.

The Office of the Registrar assumes responsibility for the following:

1. Designating student-athletes as such in Banner and set the financial aid eligibility flag each term;
2. Determining continuing eligibility for returning student-athletes;
3. Monitoring and certify full-time enrollment;

4. Monitoring designation of academic degree;
5. Determining student-athletes' progress towards degree and good academic standing;
6. Evaluating and certifying all transfer credits accepted by Biola University and calculating two-year college transfer GPA.

Continuing Eligibility

Full-time Enrollment

NCAA

To be eligible for practice or competition, a student-athlete shall be enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the institution. Undergraduate programs shall not be less than 12 semester hours, regardless of the institution's definition of a minimum full-time program of studies.

The only exception is for student-athletes who are going to graduate at the end of the semester and require less than 12 credits to graduate that semester. In that case, the student-athlete only needs to take the number of credits he/she needs to graduate that semester.

1. The associate athletic director for compliance/communication will notify the Office of the Registrar that all student-athletes identified by sport have been placed on the roster in Teamworks Compliance & Recruiting by Aug. 1 or earlier.
2. The associate athletic director for compliance/communication is responsible for maintaining the roster in Teamworks Compliance & Recruiting so student-athletes can be viewed by the Office of the Registrar, so the student athletes' records can be noted in the institutional database (Banner), and so their full-time enrollment can be monitored.
3. Students may add/drop classes via myaccount.biola.edu.
4. A credit minimum and maximum is placed on the student-athlete's account preventing them from dropping below 12 credits or exceeding 18 credits for each semester.
5. After registration is closed, students must contact the Office of the Registrar if the add/drop periods have concluded.
 - If the student-athlete is considering a schedule change after the add/drop periods have concluded, they should meet with the Senior Academic Advisor in the office of academic advising.
 - The deadlines for adding and dropping courses can be found on the academic calendar, which is specific and updated annually.

In addition to the student-athlete's credit minimum level, the following practices are in place to monitor full-time enrollment:

- If any student is dropped below full-time status, the Office of the Registrar will immediately notify the senior director of athletics and associate athletic director for compliance/communication.
 - The senior director of athletics, associate athletic director for compliance/communication, the Office of the Registrar, the Financial Aid Office, accounting, etc., can access reports identifying any student-athlete who drops below 12 credits. Immediate steps will be taken to access and address their eligibility.
1. Prior to each semester the associate athletic director for compliance/communication, associate athletic director for internal operations and the designee in the Office of the Registrar will review registration/enrollment reports daily until the enrollment/withdraw period concludes. Coaches will be notified throughout if student-athletes are below full-time or if enrollment has not been completed.
 2. The head coach and the student-athlete will be immediately notified, by the compliance office in writing, that the student-athlete has been declared ineligible and must cease participating in practice and competition. The student-athlete cannot receive benefits incidental to participation (e.g., travel with the team).
 3. It is the head coach's responsibility to make certain that the student-athlete does not practice, compete or receive incidental benefits until notified by the associate athletic director for compliance/communication that the student-athlete has enrolled as a full-time student and has been reinstated by the NCAA (if necessary).

9 Hour Rule

All undergraduate student-athletes, including transfers, are required to earn a minimum of nine hours applicable to their degree in the previous full-time term of attendance to be eligible for competition in the next semester.

This rule does not apply to graduate students or a student seeking a second bachelor's degree. If a student is in the final year of his/her degree program, the nine hours may be acceptable toward any of the institution's degree programs as long as the student is carrying the necessary credit hours to complete the degree at the end of the next two semesters. The procedure for certifying the nine hour requirement is noted below.

The Office of the Registrar will:

1. Check the credit hours earned for all student-athletes at the end of each term, and

- again at the beginning of the second semester, following a semester of ineligibility.
2. Check the official transcript of transfers to determine if the nine hour rule has been met at the previous institution.
 3. Notify the associate athletic director for compliance/communication and faculty athletics representative of each student-athlete's eligibility status (nine hour requirement).

* The associate athletic director for compliance/communication will notify the head coach and the student-athlete if the nine hour minimum has not been met, and it is the head coach's responsibility to make certain that the student-athlete does not compete if the standard has not been met.

24 Hour Rule

Once a year, student-athletes will be certified as having passed 24 credit hours in the previous two semesters of attendance. Beginning with the third year of enrollment (fifth semester), these credits must count toward the student-athlete's designated degree program.

The following procedures will be observed:

1. The Office of the Registrar will check the credit hours earned and GPA for all student-athletes at the end of each academic year and again at the end of each semester for those found ineligible.
2. The Office of the Registrar will notify the associate athletic director for compliance/communication and faculty athletics representative of each student-athlete's eligibility.
3. The associate athletic director for compliance/communication will immediately notify the head coach if the 24 hour minimum has not been met.
4. It is the head coach's responsibility to make certain that the student-athlete does not compete if the standard has not been met.
5. A student-athlete not meeting this requirement may be able to restore eligibility by attending summer school.

10 Semesters

Student-athletes must complete their four seasons of college competition within 10 full-time semesters at any collegiate institution, in which the student-athlete was enrolled in a minimum full-time program of study as determined by the collegiate institution. The Biola University academic year is based on semesters.

Good Academic Standing and GPA Requirements

The phrase good academic standing is defined differently by each institution. Biola University defines good academic standing as any student not on Academic Probation (for the purposes of tracking program GPA requirements).

- During their first semester of academic study, first-time freshmen must earn at least a 2.00 GPA, regardless of the number of credits taken, to remain in good academic standing. The minimum GPA as required by the NCAA will be 2.00 to remain in good academic standing.
- Any undergraduate students failing to maintain the minimum grade point average required by their academic program after the completion of 6 or more credits in a term, any post-baccalaureate or graduate students failing to maintain the minimum cumulative grade point average required by their program after the completion of 4 or more credits in a term, or any doctoral students failing to maintain the minimum cumulative grade point average required by their program after the completion of 3 or more credits will be placed on Academic Probation (for the purposes of tracking program GPA requirements). All students on Academic Probation must adhere to the stipulations of their probation as outlined in their notice of Academic Standing. These limitations can include restrictions on the number of credits they may take per term (generally a limit of 13 credits for undergraduate students and 9 credits for graduate students). Undergraduate students on Academic Probation must register for and successfully complete GNST 001. Undergraduate students on first term probation are required to meet with the Office of Academic Advising. The academic record and transcript of all students on Academic Probation will be notated accordingly.
- Students on Academic Probation (for the purposes of tracking program GPA requirements) who do not successfully remove themselves from Academic Probation at the end of two consecutive terms of Academic Probation will be academically disqualified. Any undergraduate student taking 6 or more credits in a term who receives less than a 1.0 term GPA will be academically disqualified. Any post-baccalaureate or graduate student carrying 4 or more credits in a term who receives less than a 1.0 term GPA will be academically disqualified. Any doctoral student carrying 3 or more credits in a term who receives less than a 1.0 term GPA will be academically disqualified.
- Academic requirements vary by academic program at the graduate level. To maintain academic eligibility and access to intercollegiate athletic competition, Biola graduate student-athletes must meet all of their degree program's academic requirements. Academic standing is assessed by the Office of the Registrar prior to the start of each regular academic term. Graduate students on academic probation

are not eligible for intercollegiate athletic competition due to a failure to maintain “good academic standing”. The threshold for “good academic standing” for graduate students are the minimum program requirements outlined in the official university catalog. Academic standing is assessed by the Office of the Registrar prior to the start of each regular academic term.

The Office of the Registrar will:

1. Check the grade point averages of all student-athletes at the end of each term. Any student-athletes who have fallen below the required cumulative GPA will be placed on academic probation for the following semester.
2. Certify cumulative GPAs once per semester, prior to the student-athlete’s first competition of the semester. Cumulative GPAs will be calculated based on the same method used by the institution for all students and include all coursework normally counted by the institution in calculating cumulative GPA. At Biola University, grades for transfer coursework that have been accepted by the institution are not included in a student’s cumulative GPA.
3. Notify the associate athletic director for compliance/communication, the senior director of athletics and faculty athletics representative of each student-athlete’s eligibility status using the PacWest Academic Eligibility Form. The associate athletic director for compliance/communication notifies the head coach of the student-athlete’s status.*

*It is the head coach’s responsibility to make certain that the student-athlete does not compete if the standard has not been met.

Designation of Degree Program

A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree.

The designation of degree is documented on the [Undergraduate Major/Concentration Change Form](#) via the Office of the Registrar.

The following procedures will be observed:

1. It is the student-athlete’s responsibility to declare a major by the fifth semester of full-time enrollment.
2. The Office of the Registrar will check to identify any student-athletes who have completed their fourth semester and have yet to declare a major and will notify the associate athletic director for compliance/communication of these student-athletes.

3. Student-athletes are required to have an [Undergraduate Major/Concentration Change Form](#) signed by their academic department and the Assistant Director of Specialized Advising before submitting it to the Office of the Registrar.
4. Adding or changing a major or minor, changing the catalog year, and transferring into or out of the Torrey Honors Institute will require a signature from the academic program.
5. The Office of the Registrar will document all change of degree program decisions in Banner. Changes of major are effective in the subsequent term of enrollment. Once updated in Banner, Teamworks Compliance & Recruiting will reflect the change in the student-athlete's profile and the Athletic Department will be notified.

Progress Towards Degree (PTD)

The following provides the process for the PTD requirement:

1. The Office of the Registrar will review degree audits and university transcripts for all student-athletes after each semester to ensure they are making satisfactory progress toward a degree.
2. Each semester, all students are required to schedule an appointment to meet with their academic advisor to discuss courses for the following semester.
3. All students must submit a Graduation Petition to the Office of the Registrar during their junior year. In addition, they must make an appointment with the Office of the Registrar, to meet with their Graduation Counselor, to ensure they are taking the proper course for completion of their degree.
4. The Office of the Registrar, senior academic advisor and faculty athletics representative will follow up with any student-athlete currently on academic probation to make sure they are registering for appropriate classes for the upcoming semester or summer term. This will be done in communication with the student-athlete's advisor.
5. The Office of the Registrar will notify the associate athletic director for compliance/communication of any student-athlete not making satisfactory progress toward a degree.
6. The associate athletic director for compliance/communication will notify the head coach of the student-athlete's unsatisfactory progress.
7. It is the head coach's responsibility to make certain that the student-athlete does not compete if the standard is not met.

The following chart provides a summary of the Division II PTD requirements:

Entering Second Year of Collegiate Enrollment (Sophomore)	Entering Third Year of Collegiate Enrollment (Junior)	Entering Fourth Year of Collegiate Enrollment (Senior)	Entering Fifth Year of Collegiate Enrollment (Senior)
Pass nine credits per full-time term	Pass nine credits per full-time term	Pass nine credits per full-time term	Pass nine credits per full-time term
Complete 24 credits per year (see below)	Complete 24 credits per year	Complete 24 credits per year (see below)	Complete 24 credits per year (see below)
Earn a 2.0 cumulative GPA	Earn a 2.0 cumulative GPA;	Earn a 2.0 cumulative GPA	Earn a 2.0 cumulative GPA
	Declare major		

Exceptions

The responsibility to determine if a student-athlete meets any of the exceptions listed below resides with the Office of the Registrar, associate athletic director for compliance/communication and the faculty athletics representative. Exceptions may include:

- Missed-term exception
- Mid-year enrollee exception
- Non-recruited, non-participant exception
- Graduate student exception
- Two-year non-participation exception
- Medical absence waiver
- International competition

Summer School Procedures

Student-athletes may utilize summer school credits if they need the additional credits to fulfill the degree or grade point average requirements. For courses taken at another institution, all transferable courses will be transferred back to the certifying institution.

The following procedures will be observed:

1. The Office of the Registrar, Academic Advising and the associate athletic director for compliance/communication will check the credit hours earned for all student-athletes at the end of each term.
2. It is the head coach's responsibility to make certain that the student-athlete understands his/her academic standing.
3. Student-athletes must submit the External Coursework/Summer School Pre-Approval form in Teamworks Compliance & Recruiting, confirming the course(s)

taken will be beneficial. This approval verifies the courses will transfer, fulfill academic requirements, count towards PTD and how the course will affect academic eligibility.

4. The Office of the Registrar is responsible for approving the External Coursework/Summer School Pre-Approval form in Teamworks Compliance & Recruiting before student-athletes enroll in summer courses.
 - Through the approval process, the Office of the Register is reviewing summer school enrollment to ensure courses taken during summer school apply toward progress towards degree requirements.

Seasons of Competition

Student-athletes are not eligible to participate in more than four seasons of intercollegiate competition in one sport. The associate athletic director for compliance/communication is responsible for tracking participation.

Redshirt

“Redshirt” is not an official NCAA term, however, it is currently a common practice at many NCAA institutions. A “redshirt” season refers to a year in which a student-athlete does not participate in any competition, including scrimmages, with outside competition, regardless of time, during a championship-segment season in an intercollegiate sport.

In men’s and women’s soccer, men’s and volleyball, a student-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition, provided the student-athlete was academically eligible during the segment in the same academic year that concludes with the NCAA championship. In baseball, and softball, a student-athlete may engage in outside competition during the segment of the playing season that does not conclude with the NCAA championship without using a season of competition. Prior to participating against outside competition during the nonchampionship segment, student-athletes shall be certified as eligible (e.g., amateurism, enrolled full time).

During a year in which the student-athlete does not use a season of competition, if eligible to do so, a student-athlete can practice with his or her team and may be eligible to receive athletic aid. NCAA Division II student-athletes have 10 full-time semesters or 15 quarters of full-time enrollment in order to participate as a student-athlete. Of these 10 full-time semesters or 15 full-time quarters, a student-athlete only has four years of athletics eligibility (seasons of competition) in which he or she can participate against outside competition. Because of this, there is an extra year of time and some student-athletes, in consultation with their coaches, choose to use this extra time as a “redshirt” year.

Participating in any amount of competition during a championship segment, regardless of the duration, negates the ability to redshirt. The only exception to this rule is NCAA Bylaw 14.4.3.4.1.7 which permits students in their first year of collegiate enrollment to participate in up to 30 percent of the team’s allowable competition without using as season.

The head coach is responsible for determining and monitoring the playing status of each of their student-athletes. The head coach has the responsibility to clarify the role of each student-athlete on the team. If the intention of a student-athlete is to redshirt, the head coach must make sure the student-athlete understands what it means to be a redshirt and what the expectations are for him/her as a redshirt. Student-athletes can redshirt for various reasons and should make that intent clear to their coaching staff prior to the start of competition. The head coach is also responsible to make decisions that do not disadvantage the student-athlete as it relates to a season of competition.

If a head coach and student-athlete agree that a redshirt year is desired and participation in an intercollegiate sport shall not take place during an academic year, the head coach will discuss the following topics with the student-athlete:

- Student-athlete's role on the team as a redshirt.
- Outline expectations: athletic, academic, and other expectations.
- Expectations to participate in team activities.
 - A redshirt may participate in all team activities (if all NCAA eligibility requirements are met) including practice.
 - Depending on the sport, the student-athlete might be able to participate in outside competition during the non-championship segment (see above).
- Conduct: Student-athlete must comply with all team, department and university policies.
- Athletic apparel and equipment: to be issued only after the Compliance Office has cleared the student-athlete to begin team activities.
- Redshirts are permitted to sit on the team bench during home games dressed in team-issued warm-ups unless he/she does not meet NCAA eligibility requirements to do so and provided the student is not missing class or other academic requirements.
- Travel:
 - Redshirts can travel as a part of the official travel party, for local contests, as long as there will be no missed class time and the cost to include the redshirt is minimal (a meal).
 - Redshirts are not allowed to travel part of a team's travel party to away contests that are out of pod, unless granted an exception by the senior director of athletics or associate athletic director for internal operations.
 - If a redshirt student-athlete wishes to travel on their own to support their team as a spectator, they may do so at their own expense. They may not participate in any part of the official travel itinerary and cannot receive any team benefits (travel, meal, team activities on the road, sitting on the bench, etc.).
- Complementary admissions and ticket benefits will be available to those student-athletes who have met all NCAA eligibility requirements to receive complimentary admission and tickets.

Student-athletes with questions regarding their redshirt status will be directed to the head

coach or to the Compliance Office.

Once the coach has met with the student-athlete and a decision has been made for a student to redshirt, the head coach will notify the Compliance Office. The Compliance Office will then assign the Redshirt Expectations Agreement Form in Teamworks Compliance & Recruiting to the student-athlete to review and approve. The head coach will then be assigned the form to review and approve. Once the head coach and student-athlete approve the Redshirt Expectations Agreement Form the Compliance Office will notify the Sports Information Office and will note the redshirt status in Teamworks Compliance & Recruiting.

NCAA Transfer Eligibility

Two-Year Transfers

[Refer to Bylaw 14.3 in the Division II NCAA Manual for the regulations governing college transfers.](#)

The procedures for recruiting two-year college transfer student-athletes are the following:

1. The head coach is responsible for informing junior college transfer student-athletes that they must apply to Biola University and have official transcripts from each institution previously attended sent to the Office of Undergraduate Admissions.
2. The head coach is also responsible for informing two-year transfers that they must update their amateurism certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.
3. A coach may submit the Unofficial Transfer Transcript Evaluation Form, via Teamworks Compliance & Recruiting, requesting that the Office of the Registrar review the PSA's transcripts to determine what courses would transfer and if the PSA would be academically eligible. This process is NOT intended to give an official answer on how long it will take for a PSA to graduate. That can be accomplished via a graduation plan made with academic advising after the PSA is accepted and submits and enrollment deposit.
4. The associate athletic director for compliance/communication will send a Historical Questionnaire to the transfer student-athlete and all completed Historical Questionnaires will be sent to the Office of the Registrar. NOTE: This process will take place annually when new student-athletes are assigned forms in Teamworks Compliance & Recruiting.
5. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Office of the Registrar evaluates the transcripts, confirms transferable degree credits, verifies terms of attendance and calculates GPA in accordance with NCAA rules.
6. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the associate athletic director for

compliance/communication will confirm the results of the information from the NCAA Eligibility Center and the other schools the transfer student-athlete has attended and then compares this with the information provided by the student on the Historical Questionnaire and via transfer tracers.

7. The associate athletic director for compliance/communication will work with the Office of the Registrar to confirm whether the transfer student-athlete is eligible or not. If the transfer student-athlete is found to be ineligible, the associate athletic director for compliance/communication will inform the head coach.
8. For transfer student-athletes who are beginning their fifth full-time term or later, the Office of the Registrar will verify that the student-athlete has declared a major and is enrolled in courses that will count toward the designated degree program.
9. The Office of the Registrar will notify the Assistant Director of Specialized Advising of any student-athlete that has not declared a major or is not enrolled in courses that will count toward the designated degree program.

Four-Year Transfers

A Biola Athletics staff member may not make contact with a student or student-athlete of another NCAA four-year collegiate institution without first verifying the student-athlete has been added to the NCAA Transfer Portal by the student-athlete's current institution.

Permission to contact is not required for a student-athlete at an NAIA institution or other non-NCAA member institution.

See Bylaw 13.1.1.3 for prohibition against contacting student-athletes of another four-year collegiate institution.

1. The head coach will notify the associate athletic director for compliance/communication that they are interested in contacting a student-athlete currently enrolled at a four-year institution. If the student-athlete is currently attending a NCAA institution the head coach will verify the student-athlete is listed in the NCAA Transfer Portal.
2. If the student-athlete is not listed in the NCAA Transfer Portal, there shall be no contact with the PSA.
3. After verifying the student-athlete is listed in the NCAA Transfer Portal, the associate athletic director for compliance/communication will notify the head coach that he/she may contact the transfer student-athlete and initiate the recruiting process. If the student-athlete is not in the transfer portal, the head coach may not make ANY contact with the student-athlete.

4. The head coach is responsible for informing the prospective four-year transfer student-athletes that they must apply to Biola University and have official transcripts from each institution previously attended sent to the Office of Undergraduate Admissions.
5. A coach may submit the Unofficial Transfer Transcript Evaluation Form, via Teamworks Compliance & Recruiting, requesting that the Office of the Registrar review the PSA's unofficial transcripts to determine what courses would transfer and if the PSA would be academically eligible. This process is NOT intended to give an official answer on how long it will take for a PSA to graduate. That can be accomplished via a graduation plan made with academic advising after the PSA is accepted and submits and enrollment deposit.
6. The associate athletic director for compliance/communication will send a Historical Questionnaire to the transfer student-athlete and will forward all completed Historical Questionnaires to the Office of the Registrar. NOTE: This process will take place annually when new student-athletes are assigned forms in Teamworks Compliance & Recruiting.
7. Upon receipt of transcripts, a transfer tracer and the Historical Questionnaire, the Office of the Registrar and associate athletic director for compliance/communication will review all documents to determine viability of the transfer for the prospective student-athlete based on eligibility status and seasons of eligibility used at the end of last term at the former institution. If the transfer prospect is viable, then the associate athletic director for compliance/communication will inform the head coach of the viability of the transfer.
8. The head coach is also responsible for informing four-year prospective transfer student-athletes that they must update their amateurism certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.
9. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Office of the Registrar evaluates the transcripts, confirms transferable degree credits and verifies terms of attendance.
10. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the associate athletic director for compliance/communication will confirm the results of information from the NCAA Eligibility Center and the other schools the transfer student-athlete has attended and will compare them with information provided by the student-athlete on the Historical Questionnaire and via transfer tracers.

11. The associate athletic director for compliance/communication and the Office of the Registrar will work together to confirm whether the transfer student-athlete is eligible or not. If the transfer student-athlete is found to be ineligible, the associate athletic director for compliance/communication will inform the head coach.
12. For transfer student-athletes who are beginning their fifth full-time term, or later, the Office of the Registrar will verify that the student-athlete has declared a major and is enrolled in courses that will count toward the designated degree program.
13. The Office of the Registrar will notify the liaison for Academic Advising of any student-athlete that has not declared a major or is not enrolled in courses that will count toward the designed degree program.

Permission to Contact a Four-year College Transfer

Procedures for recruiting four-year college transfer are as follows:

Each coach must notify the associate athletic director for compliance/communication of any prospective student-athlete (PSA) who seeks a transfer to Biola University prior to them making contact or sending communication to the PSA.

1. The head coach is responsible for verifying the PSA is active in the NCAA Transfer Portal. If the PSA is not active in the transfer portal they may not be contacted. Non NCAA-member schools do not participate in the NCAA Transfer Portal and those PSAs may be contacted any time.
2. The associate athletic director for compliance/communication will add the Transfer Tracer Form from the PSA's current institution to the PSA's profile in Teamworks Compliance & Recruiting, so it is accessible to the head coach and the Office of the Registrar.

Refer to NCAA Bylaw 14.3.5 in the [Division II NCAA Manual](#) for further information governing four-year college transfers.

Transferring Out

The procedures for requesting a transfer release are the following:

1. A student-athlete must fill out the Student-Athlete Request for Release Form, via Teamworks Compliance & Recruiting. If the student-athlete has already been removed from Teamworks Compliance & Recruiting, they must send written notification via email to their coach and the associate athletic director for compliance/communication.
2. The associate athletic director for compliance/communication will communicate other necessary steps to the student-athlete, including the link and procedure to complete the NCAA-mandated education module.

3. The associate athletic director for compliance/communication will contact the head coach and senior director of athletics with notification. The associate athletic director for compliance/communication must add the student-athlete to the NCAA Transfer Portal within seven days of receiving the written request from the student-athlete.
4. The associate athletic director for compliance/communication will add the student-athlete to the NCAA Transfer Portal. The student-athlete and head coach will be notified of the student-athlete being added to the NCAA Transfer Portal.

Recruiting

Recruiting is any solicitation of a prospective student-athlete or his or her relatives or legal guardian(s) by a Biola University staff member or by a representative of Biola University's athletics interests for the purpose of securing the prospect's enrollment and ultimate participation in Biola University's intercollegiate athletics program. Monitoring the recruitment of prospective student-athletes (PSAs) is the responsibility of each head coach and the associate athletic director for compliance/communication. The associate athletic director for compliance/communication will conduct checks of recruiting activity on prospective student-athlete profiles in Teamworks Compliance & Recruiting.

A member of the Biola athletics staff (non-coach) or a booster shall not recruit a prospective student-athlete. They are prohibited from:

- Making in person, off-campus recruiting contacts
 - Observing a prospective student-athlete's contest, not on his or her own initiative
 - Contacting a prospective student athlete while observing prospective student-athletes' contest
 - Visiting the prospective student-athlete's educational institution to pick up film/videotape or transcripts pertaining to the evaluation of the prospective student-athlete
- Making telephone calls with a prospective student-athlete
- Making contact with the prospective student-athlete's relatives or legal guardians
- Contacting a prospective student-athlete's coach, principal or counselor in an attempt to evaluate the prospective student-athlete
- Directing enrolled student-athletes to make off-campus, in-person contact or written/electronically transmitted correspondence with the prospective student-athlete
- Making arrangements for or giving or offering to give any financial aid or other benefits to a prospective student-athlete or their relatives or friends.

The recruitment of a prospective student-athlete by a member of the Biola athletics staff (non-coach) or a booster is in violation of NCAA legislation and may result in the

student-athlete becoming ineligible to represent Biola in intercollegiate athletics.

Please refer to Bylaw 13 in the NCAA Division II Manual for further definition and application of recruiting rules and boosters.

Recruiting

The head coach or designee(s) is responsible for documenting all PSAs in the Teamworks Compliance & Recruiting recruiting software.

The head coach or designee(s) is responsible for adding new prospects, so that each prospect is on the Institutional Request List (IRL) within the NCAA Eligibility Center.

In-person recruiting contact with a PSA must be after June 15 prior to their junior year in high school. In-person contact is also restricted during NCAA legislated Dead Periods and during the date when a PSA signs an athletic aid agreement. Communication (phone calls, emails, text messages, social media direct messages) can be made at any time.

After first contact, the coaching staff should keep track of all significant contact, evaluations and telephone calls must be documented in Teamworks Compliance & Recruiting. Coaches are encouraged to have all PSAs complete a recruiting questionnaire to ensure accurate information is entered into their recruiting profile. All PSAs must have a high school graduation year indicated in Teamworks Compliance & Recruiting.

Coaches Certification

According to NCAA rules, all coaches are required to pass the annual Coaches Certification modules in the NCAA Division II Learning Portal before engaging in any off-campus recruiting activities or participating in any CARA activities. If additional athletics department staff is going to be engaged in off-campus recruiting, those individuals must also pass the assigned modules.

The Coaches Certification procedures are as follows:

1. Each year in April the NCAA makes available a series of modules in the NCAA Learning Portal, titled "YEAR" NCAA Division II Coach Certification.
2. All coaches (paid and volunteer) must complete these modules to 100 percent prior to July 31 in order to maintain their ability to recruit off-campus and participate in CARA.
3. The associate athletic director for compliance/communication will ensure all coaches are enrolled in this curriculum and will monitor completion. Head coaches are responsible for withholding any staff who've not been certified.
4. Any coach added to the staff after July 31 will be withheld from any CARA and/or off-campus recruiting until they've reached 100 percent completion of that year's NCAA Coach Certification.

This certification must occur on an annual basis and shall include a requirement that coaches complete designated educational modules as a condition before being permitted to:

- 1) Engage in off-campus recruiting of PSAs; and
- 2) Direct, supervise or observe countable athletically related activities (CARA).

Recruiting Actions

The following actions by Biola University staff or members of the athletics department cause a prospective student-athlete to be identified as a PSA at the institution:

- Providing the prospect with an official visit;
- Having an arranged, in-person, off-campus encounter with the prospective student-athlete or the prospective studentathlete's relatives or legal guardian(s);
- Initiating or arranging a telephone contact with the prospective student-athlete, the prospective student-athlete's relatives or legal guardian(s) on more than one occasion for the purpose of recruitment; or
- Issuing an institution's written offer of athletically related financial aid to a prospective student-athlete.

Telephone Calls

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

Procedures for telephone recruiting calls are as follows:

1. Coaches may make recruiting calls from personal cell phones or from home phones only if they agree to provide Biola Athletics with their personal phone records if requested. Coaches are not permitted to make recruiting calls from any phone not listed in Teamworks Compliance & Recruiting. It is highly encouraged the coaches use the Teamworks Compliance & Recruiting mobile app to automatically log all recruiting phone calls.
2. The head coach is responsible for ensuring all information pertaining to the PSA, including the telephone conversation, is recorded in Teamworks Compliance & Recruiting. This includes the date and time of each telephone call to each PSA, along with the telephone number and comments regarding the telephone call, including whether a message was left.
3. The associate athletic director for compliance/communication will conduct periodic audits of all telephone logs and forward the name of any coach who is not compliant with the telephone call guidelines to the senior director of athletics.

Telephone calls are now permitted with prospective student-athletes at any time. There shall be no limit to the number of telephone calls made to a prospective student-athlete or

the prospective student-athlete's relatives or legal guardian(s).

Telephone calls to a PSA, or the prospect's relatives or legal guardian(s) may not be made during the conduct of any of Biola University's intercollegiate athletics contests, in that sport, until the competition has concluded and the team has been dismissed by the coach.

Institutional staff members may receive telephone call placed by a prospective student-athlete, at the prospective student-athlete's own expense, at any time.

Electronic Transmissions

Electronically transmitted correspondence (e.g., instant messaging, text messaging) may now be sent to prospective student-athletes at any time.

All electronically transmitted correspondence shall be sent directly to the prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s) and coaches] and shall be private between only the sender and recipient (e.g., no use of chat rooms, message boards, posts to "walls"). There shall be no limit on the number of electronic transmissions sent by institutional staff members to a prospective student-athlete [or the prospective student-athlete's relatives or legal guardian(s)].

Color attachments and hyperlinks may be included with electronically transmitted correspondence sent to a prospective student-athlete, provided there is no cost (e.g., subscription fee) associated with sending the item attached or linked to the electronically transmitted correspondence.

Electronically transmitted correspondence may not be sent to a prospective student-athlete [or his or her relatives or legal guardian(s)] during the conduct of any of the Biola intercollegiate athletics contests in that sport from the time the institution's team reports on call at the competition site at the direction of the coach until the competition has concluded and the team has been dismissed by the coach.

Contacts and Evaluations

Procedures for contacts and evaluations are as follows:

1. All coaches are responsible for knowing the specifics of their respective sports' recruiting calendars and for abiding by the recruiting calendar in all recruiting activities.
2. Coaches are responsible for contacting the associate athletic director for compliance/communication with questions regarding their recruiting calendar.
3. The head coach and associate athletic director for compliance/communication are responsible for monitoring all recruiting activities involving off-campus contacts by all coaches certified to recruit off-campus for that sport.
4. The head coach is responsible for ensuring all information pertaining to the PSA and

the coach contact is recorded in Teamworks Compliance & Recruiting.

5. The associate athletic director for compliance/communication will conduct periodic audits of all contact and evaluation entries and the associate athletic director for compliance/communication is responsible for forwarding the name of any head coach who is not compliant with the contact guidelines to the senior director of athletics.

Recruiting Off-Campus

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

1. Any off-campus recruiting by boosters or any other person who has not completed the year's NCAA Division II Coach Certification modules is prohibited.
2. The coach must notify the associate athletic director for compliance/communication, via the Off-Campus Recruiting Trip Request Form in Teamworks Compliance & Recruiting at least 24 hours prior to any off-campus recruiting activities. Emergency situations and exceptions will be dealt with on an individual basis. Coaches are expected to plan ahead and avoid last-minute requests.
3. During the recruiting activity any contact or evaluation of a PSA should be included in Teamworks Compliance & Recruiting. The coach can easily enter the details of the contact in the Teamworks Compliance & Recruiting mobile app.
4. Within one week of returning to campus from recruiting activities, the coach must submit all receipts to the associate athletic director for internal operations and/or the athletics administrative assistant.
5. The associate athletic director for internal operations and/or athletics administrative assistant will work with the associate athletic director for compliance/communication as needed to verify charges incurred.

Official Visits

Procedures for official visits are as follows:

1. The head coach identifies a prospective student-athlete (PSA) that he/she would like to bring to campus for an official visit.
2. Prior to requesting an official visit, the head coach must request recent copies of transcripts from the PSA and attach them to the PSA's profile in Teamworks Compliance & Recruiting.
3. The head coach will verify with the PSA that they are registered with the NCAA Eligibility Center. To add the PSA to the Institution Request List (IRL) the coach must do the following:

- If the PSA is not registered with the Eligibility Center, the head coach must contact the PSA to have them register with the Eligibility Center.
 - If the PSA is registered with the Eligibility Center, the head coach (or designee) is responsible for adding the PSA to the IRL.
 - An official visit cannot occur until the PSA is registered with the Eligibility Center and added to the team's IRL.
 - The head coach (or designee) will complete an initial academic evaluation in Teamworks Compliance & Recruiting if no prior initial eligibility review has been completed by Admissions or an Academic Qualification status is not listed on the IRL.
4. Coach completes the Official Visit Request Form, via Teamworks Compliance & Recruiting, with all of the required documents. This should be done *at least* one week prior to the visit. The visit request form must include a detailed itinerary for the entire visit.
 5. If the PSA is staying with a student host, the coach must meet with the student host prior to the official visit to discuss the student host instructions, and the student host must complete the Student Host Instruction Form in Teamworks Compliance & Recruiting before the PSA arrives on-campus. The student host must also complete the appropriate guest form with the university housing and residence life department.
 6. When the PSA arrives on-campus, the 48-hour time limit begins.
 7. A PSA may be housed on-campus overnight per Student Life policy and must be registered with Residence Life via the appropriate online Guest Registration Form on myaccount.biola.edu. The head coach or student host must contact the resident director of the housing unit and provide the PSA's name and dates of the visit.
 8. The institution is allowed to provide a PSA with three meals per day.
 9. If the PSA is planning to attend an athletic event, the coach must submit the prospective student-athletes' name via Teamworks Compliance & Recruiting complimentary ticket process at least 24 hours prior to the athletic event. This will add the PSA's name to the Complimentary Admissions Pass List, which is submitted to the sports information office.
 - A maximum of five complimentary admissions to a home event may be provided to the PSA. Such complimentary admissions are for the exclusive use of the PSA and those persons accompanying the PSA on the visit.
 - Seating is limited to the general seating area of the facility utilized for

conducting the event. Providing seating during the conduct of the event (including intermission) for the PSA or the PSA's parents/legal guardian or spouse in the facility's press box, special seating boxes or bench area is specifically prohibited.

- After the event, the signed pass lists will be given to the associate athletic director for compliance/communication for review.
 - PSAs are not eligible for complimentary tickets, reduced tickets or pass lists for NCAA Championships and Conference Tournaments.
10. At the conclusion of the visit the PSA must sign the Official Visit Recruiting Form and the coach must upload the signed form to the PSAs profile in Teamworks Compliance & Recruiting. This form provides important information that indicates what is and is not permissible during the visit and verifies what occurred during the visit.
 11. The PSA concludes the official visit within the 48-hour limit and leaves campus.
 12. The associate athletic director for compliance/communication will review all official visit documentation.
 13. Official visits are not permitted during a dead period.

Unofficial Visits

The procedures for unofficial visits are as follows:

1. The head coach identifies a PSA that he/she intends to invite on an unofficial visit.
2. Coaching staff or department personnel may not provide transportation except transportation to view practice and competition sites in the prospective student-athlete's sport, other institutional facilities and to attend an institution's home athletics contest (on or off campus).
3. When the PSA comes on the unofficial visit, the institution is allowed to provide meals on or off campus.
4. If the PSA is planning to attend an athletic event, the coach must submit the prospective student-athletes' name via Teamworks Compliance & Recruiting complimentary ticket process at least 24 hours prior to the athletic event. This will add the PSA's name to the Complimentary Admissions Pass List, which is submitted to the sports information office.
 - A maximum of five complimentary admissions to a home event may be provided to the PSA. Such complimentary admissions are for the exclusive use of the PSA and those persons accompanying the PSA on the

- visit.
 - Seating is limited to the general seating area of the facility utilized for conducting the event. Providing seating during the conduct of the event (including intermission) for the PSA or the PSA's parents/legal guardian or spouse in the facility's press box, special seating boxes or bench area is specifically prohibited.
 - After the event, the signed pass lists will be given to the associate athletic director for compliance/communication for review.
 - Any complimentary admission tickets to an athletic contest must be documented.
 - PSAs are not eligible for complimentary tickets, reduced tickets or pass lists for Championships and Conference Tournaments.
5. The head coach is responsible for ensuring all information pertaining to the PSA is recorded and the Unofficial Visit Form is submitted to the associate athletic director for compliance/communication within 72 hours post visit.
 6. The associate athletic director for compliance/communication will review all unofficial visit documentation.
 7. Unofficial visits are not permitted during a dead period.

Tryouts

The head coach must submit the Tryout Form and required documents to the associate athletic director for compliance/communication and the form must be approved by the associate athletic director for compliance/communication and the designated athletic trainer prior to the PSA participating in a tryout.

A tryout must occur at the regular university competition or practice facilities. Competition against team members is permissible during the academic year. A prospective student-athlete's tryout cannot last more than two hours on a given day. Biola University student-athletes can participate in these tryouts so long as the time spent is counted within their weekly hour limitations of athletic related activities. No coaching activities may occur with Biola University student-athletes while they are participating in the tryout.

Prospects

The following procedures apply to tryouts for PSAs:

Not more than one tryout per PSA, per institution, per sport shall be permitted.

1. The tryout for a high school or two-year college PSA may be conducted at any time.
2. Four-year transfer student-athletes may try out after the conclusion of the sport season, provided authorization through the notification of transfer process (per

Bylaw 13.1.1.3) has been obtained

3. The coach identifies PSAs who are going to be invited for a tryout.
4. The coach must verify with each PSA that he/she has exhausted eligibility and/or is not in the traditional season of the sport and must notify the associate athletic director for compliance/communication that the PSA is eligible for a tryout.
5. Prior to participation the head coach or designee sends information to each PSA specifying the requirements for a tryout, including transcripts, a recent physical exam, Sickle Cell test results and Biola University Participation Waiver.
 - Each PSA is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). A nurse practitioner whose state medical licensure allows for health care practice independent of physician supervision may complete the medical examination without supervision by a physician.
 - The examination or evaluation must be administered within one year prior to participation in the tryout.
 - The examination or evaluation shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution.
6. Prior to the tryout the head coach or designee must submit all required documents and Tryout Form, via Teamworks Compliance & Recruiting, to the associate athletic director for compliance/communication and athletic training staff for approval.
7. The tryout will be canceled if any of the required documents (recent physical, Sickle Cell test results, Biola University participation waiver and transcripts) are missing or if the proper approval has not been received from the associate athletic director for compliance/communication and the designated athletic trainer prior to that start of the tryout.
8. PSAs must be added via a comment to the Countable Athletically Related Activity (CARA) log.

Current Enrolled Students (Non-Recruited Walk-On)

For the purposes of these procedures, a definition of a non-recruited walk-on is a non-recruited Biola University student joining a team after the first permissible practice.

1. The current enrolled student must meet with the coach and receive the coach's approval to try out. The coach is also responsible for informing the current enrolled student that he/she must bring proof of a physical examination (within the past six months), Sickle Cell test results and Biola University Participation Waiver before a tryout may occur. Before a tryout can occur it must be approved by the associate athletic director for compliance/communication and the designated athletic trainer.

2. The length of the tryout shall not exceed 14-consecutive calendar days and the student must be added via a comment to the CARA Log.
3. If the current enrolled student is offered a roster spot, the coach must notify the associate athletic director for compliance/communication immediately using the appropriate add to roster workflow in Teamworks Compliance & Recruiting.
4. The head coach must confirm that she/he has spoken with the walk-on and is willing to provide a roster spot.
5. The associate athletic director for compliance/communication must confirm that the walk-on is enrolled as a full-time student in the current semester.
6. The walk-on will be assigned all applicable workflows in Teamworks Compliance & Recruiting and Teamworks AMS to complete compliance intake forms and medical clearance.
7. Once the walk-on has completed the required documents and has been cleared by the associate athletic director for compliance/communication, he/she becomes a student-athlete and may practice *only*. The walk-on will have 45 days to be cleared by the Eligibility Center and/or the Office of the Registrar for competition.
8. The associate athletic director for compliance/communication will add the walk-on to the roster in Teamworks Compliance & Recruiting and the NCAA Financial Aid Form Summary.
9. The associate athletic director for compliance/communication will notify the head coach, athletics department, Office of the Registrar and Financial Aid Office of the roster change via the Change in Roster form/Walk-On Form in Teamworks Compliance & Recruiting.
10. The Office of the Registrar will certify the walk-on for competition according to Biola University academic requirements.
11. The Eligibility Center, Office of the Registrar and the associate athletic director for compliance/communication will certify amateurism.
12. After academic and amateurism has been certified, the associate athletic director for compliance/communication will notify the walk-on, head coach and athletics department that he/she is eligible for competition.
13. The Office of the Registrar will add the walk-on to the PacWest Eligibility Report Form. Once the Office of the Registrar completes the form, the associate athletic

director for compliance/communication will obtain the required signatures and submit the form to the PacWest Conference office.

Playing and Practice Seasons

The associate athletic director for compliance/communication is responsible for monitoring the playing and practice seasons for all Biola University intercollegiate teams through playing season declarations and CARA logs both in and out of season. All playing and practice season documentation will be submitted by the head coach via Teamworks Compliance & Recruiting through the Declaration of Playing Season Form and CARA Logs.

Declaration of Playing Season

- The head coach is responsible to submit their Declaration of Playing Season Form, season calendar and contest schedule (all in Teamworks Compliance & Recruiting) by the dates below:
 - Fall & winter sports — by June 1 (*cross country, volleyball, soccer, swimming and basketball, m water polo*)
 - Spring sports — by June 30 (*baseball, softball, track & field, w water polo and tennis*)
- In the event of a change after the initial submission all schedules and athletic event changes must be submitted via the Athletic Event Change form in Teamworks Compliance & Recruiting and must be approved by the sports information office, the senior director of athletics and the associate athletic director for compliance/communication.
- It is the entire athletics department's responsibility to ensure each team is abiding by their submitted championship/non-championship dates for practice and competition.

Find the important playing and practice season legislation in NCAA Division II Bylaw 17. This includes start dates, end dates, total days allowed in championship segment, minimum and maximum number of competition, exemption information and more.

Countable Athletically Related Activities (CARA)

Countable hours must be recorded on a daily basis for each student-athlete regardless of whether the student-athlete is participating in an individual or team sport. Any countable individual or group athletically related activity must count against the time limitation for each student-athlete who participates in the activity but does not count against time limitations for other team members who do not participate in the activity.

Countable athletically related activities include any required activity with an athletics purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations noted in NCAA Bylaw 17. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities. [See Bylaw 17 for further information

regarding the exception for summer workouts in fall championship sports (including golf and tennis, for those institutions that conduct the championship segment during the fall).]

The following activities are considered countable athletically related activities for the purpose of practice hour limitations:

- a) Practice (no more than four hours per day)
- b) Athletic meetings with a coach that are initiated or required by the coach
- c) Competition (countable competition counts as three hours regardless of actual length - scrimmages/exhibitions count as actual length)
- d) Field, floor, or on-court activities
- e) Setting up offensive and defensive alignments
- f) On-court or on-field activities called by any member of the team and confined to members of the team at the request of the coaching staff
- g) Required weight training and conditioning activities
- h) Required participation in camps/clinics
- i) Visiting the competition site in golf or cross country
- j) Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- k) Discussion or review of film
- l) Participation in a physical activity class for student-athletes only and taught by athletics staff
- m) See Figure 17-3 for full listing of Countable Athletically Related Activities.

All coaches (paid and volunteer) who direct, supervise or observe CARA must complete designated educational modules in Division II University **PRIOR** to engaging in CARA activity. There is a 14-day grace period for newly hired coaches who wish to engage in ARA before completing the required educational modules. (see Ed Column associated with Bylaw 11.6.1.1)

NCAA Limitations

Daily and Weekly Hour Limitations — Playing Season/Championship Segment

A student-athlete's participation in countable athletically related activities (see Bylaw 17) shall be limited to a maximum of four hours per day and 20 hours per week.

Golf Practice—Round Exception

A practice round of golf may exceed the four-hours-per-day limitation, but the weekly limit of 20 hours shall remain in effect. A practice round played on the day before the start of an intercollegiate golf tournament at the tournament site shall count as three hours, regardless of the actual duration of the round.

Weekly Hour Limitations—Outside of Playing Season

In sports outside of their championship segment, during the academic year, only a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be permitted, as follows:

1. In winter championship sports, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities and/or skill instruction, as follows:
 - a. In basketball, from Sept. 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before Oct. 15.
 - b. In swimming and diving and track and field, from Sept. 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the institution's declared start date of practice.
2. In spring championship sports, from Sept. 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities and/or skill instruction;
3. In fall championship sports, from the beginning of the institution's second term of the academic year (e.g., winter quarter, spring semester) through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities and/or skill instruction;
4. In National Collegiate Championships sports, from the beginning of the institution's academic year through the day before the institution's declared start date of practice, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours may be spent on team activities and/or

skill instruction; and

5. Following the institution's final contest or date of competition in the segment that concludes with the NCAA championship, a student-athlete is prohibited from engaging in countable athletically related activities for a period of 14-consecutive calendar days. Between the end of the 14- day break period or the end of the non-championship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of eight hours per week, of which not more than four hours per week may be spent on team activities and/or skill instruction set forth in Bylaw 17.

Non-championship Segment Athletically Related Activities

Student-athletes and members of the coaching staff shall not engage in countable athletically related activities outside the championship segment, except for the following;

In baseball, cross country, soccer, softball, and volleyball the daily and weekly hour limitations, during the non-championship segment, shall be limited to a maximum of four hours per day and 15 hours per week.

1. During the segment in which the NCAA championship segment does not occur, student-athletes may participate in any practice or competition activities by other legislation provided such activity is restricted to a period of 45-consecutive calendar days, omitting vacation and examination days officially announced on the institution's calendar and days during which the institution is closed due to inclement weather, as long as no practice or competition occurs on such days.
2. The 45-consecutive calendar days must be within the dates set forth by Bylaws 17.2.5 and 17.2.6, and shall not commence prior to September 7 or the institution's fourth day of classes, whichever is earlier.
3. The days in which practice and competition are prohibited may be exempted from the period of 45-consecutive calendar days.

In golf and tennis, during the non-championship segment, a student-athlete's participation in countable athletically related activities shall be limited to a maximum of hour hours per day and 20 hours per week.

1. In golf and tennis, during the segment in which the NCAA championship segment does not occur, student-athletes may participate in any practice or competition activity as permitted by other legislation provided such activity is restricted to a period of 60-consecutive calendar days, omitting vacation and examination days

officially announced on the institution's calendar and days during which the institution is closed due to inclement weather, as long as no practice or competition occurs on such days.

2. The 60-consecutive calendar days must be within the dates set forth by Bylaws 17.2.5 and 17.2.6, and shall not commence prior to September 7 or the institution's fourth day of classes, whichever is earlier.
3. The days in which practice and competition are prohibited may be exempted from the period of 60-consecutive calendar days.

During the non-championship segment, all athletically related activities, in all sports, shall be prohibited during two calendar days per week. In team sports, student-athletes are not permitted to miss class for competition within the non-championship segment.

Skill Instruction – Outside of Playing Season

Participation by student-athletes in individual skill-related instruction is permitted outside the institution's declared playing season in accordance with Bylaw 17.

Conditioning Activities – Outside of Playing Season

Conditioning drills, as permitted in Bylaw 17 that simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used. In swimming and diving, a student-athlete may be involved with in-pool conditioning activities and swimming-specific equipment (e.g., starting blocks, kickboards, pull buoys) may be used.

Practice Prohibited After Competition

Practice may not be conducted at any time (including vacation periods) after competition, except between contests, rounds or events during a multiday or multi-event competition (e.g., double-headers in softball or baseball, rounds of golf in a multi-day tournament).

Non-countable Athletically Related Activities

The following activities are not considered countable athletically related activities for the purpose of practice hour limitations:

- a) Compliance meetings
- b) Meetings with a coach that are initiated by the student-athlete
- c) Drug/alcohol educational meetings or life skills related meetings
- d) Study hall, tutoring, or academic meetings
- e) Student-Athlete Advisory Committee (SAAC) meetings
- f) Voluntary weight training not conducted by a coach

- g) Voluntary sport-related activities, no attendance taken, no coach present, no report to the coaches
- h) Traveling to/from the site of competition
- i) Training room activities
- j) Recruiting activities (e.g., student host)
- k) Pregame and post-game meals
- l) Attending banquets
- m) Fundraising activities or public relations/promotional activities or community service/engagement projects
- n) Bible studies
- o) Captain's practice (at the direction of the captain or players only), no report of attendance to the coaches

CARA Logs Auditing Procedures

The procedures for documenting weekly athletically related activities are as follows:

1. Each program is responsible for submitting a weekly CARA Log to the associate athletic director for compliance/communication via Teamworks Compliance & Recruiting by Tuesday at 7:00 p.m. from the previous week.
 - Biola University has defined the week as Sunday through Saturday (Sunday is the day off). Teams may declare a different start date should that work better for their schedule, but this change must be initiated prior to the start of a segment.
 - For each day, the head coach is responsible for indicating the date and the length of all team activity in the following areas: practice, competition, team meeting, conditioning, weight training and film review.
2. Required approvals, via Teamworks Compliance & Recruiting, for the CARA logs are as follows:
 - Championship segment (in-season) — Coach, designated student-athlete representative and the associate athletic director for compliance/communication's approval
 - Non-championship segment (out of season) — Coach, designated student-athlete representative, and the associate athletic director for compliance/communication's approval.
 - If no countable hours for the week are recorded only the associate athletic director for compliance/communication's approval is necessary.
3. The associate athletic director for compliance/communication reviews all weekly

CARA logs.

4. Occasional team practice checks will be conducted by the associate athletic director for compliance/communication to ensure compliance within the NCAA bylaws of the playing and practice legislation.
5. The senior director of athletics and sport supervisor is notified of any missing forms or violations.
6. The associate athletic director for compliance/communication will investigate all possible violations.

Weekly CARA Reports

The head coach is responsible for completing and submitting all CARA logs in a timely manner to allow the selected student-athlete to review and approve the CARA Log by Tuesday at 7:00 p.m. from the previous week (Monday-Sunday). Once submitted by the head coach and approved by the selected student-athlete the associate athletic director for compliance/communication will review the CARA Log.

Voluntary Athletically Related Activities

In order for any athletically related activity to be considered voluntary, all of the following conditions must be met:

1. The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student-athlete's coach any information related to the activity;
2. The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;
3. The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
4. The student-athlete may not be subjected to penalty if they elect not to participate in

the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on their attendance or performance in the activity.

Amateurism

Initial Enrollment

Prior to engaging in practice or competition, a student-athlete shall receive certification of amateur status for activities that occur prior to the certification or initial full-time enrollment at an NCAA Division II institution.

Biola University is responsible for certifying the amateur status of a prospective student-athlete on a form provided by the NCAA (including two-year and four-year college transfers initially enrolling at an NCAA Division II institution) from the time he or she requests a final certification be issued by the NCAA Eligibility Center or he or she initially enrolls as a full-time student at an NCAA Division I or II institution (whichever occurs earlier). The completed form shall be maintained on file at Biola University with other eligibility documents and shall be available for examination on request by the NCAA, and if the institution is a member of a conference, an authorized conference representative.

The NCAA Eligibility Center, Office of the Registrar and Biola University athletics department, together, verify amateurism for all student-athletes.

- Initial Amateurism — The NCAA Eligibility Center certifies initial amateurism for all prospective student-athletes.
- The head coach must verify that the prospective student-athlete (PSA) is registered with the NCAA Eligibility Center (EC). The head coach is responsible for informing the prospective student-athlete to select a sport in the EC and to complete the amateurism section.
- Transfer Amateurism — Transfers are required to go through amateurism recertification with the NCAA Eligibility Center at the same time the Office of the Registrar and the associate athletic director for compliance/communication is researching the transfer's amateurism.
- The head coach is also responsible for informing two-year transfers that they must update their amateurism certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.
- The head coach is also responsible for informing four-year prospective transfer student-athletes that they must update their amateurism certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.

- The Office of the Registrar and the associate athletic director for compliance/communication reviews preliminary NCAA Eligibility Center certifications to determine initial and amateur eligibility for all freshmen student-athletes. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Office of the Registrar will work with the associate athletic director for compliance/communication to confirm the results of information from the NCAA Eligibility Center and the other schools the transfer student-athlete has attended and will compare them with information provided by the student-athlete on the Historical Questionnaire and Transfer Tracer Form.
- The Office of the Registrar will review the Historical Questionnaire and Permission to Contact/Transfer Tracer Form and will access the National Student Clearinghouse to verify the information received and to account for any missed semesters of attendance or delayed enrollment.
- Continuing Amateurism — the associate athletic director for compliance/communication monitors amateurism during the time a student-athlete is enrolled at Biola University.
- The associate athletic director for compliance/communication will have all student-athletes complete the Historical Questionnaire prior to mandatory fall all student-athlete meetings each year.
- Upon completion, the Historical Questionnaire is submitted to the associate athletic director for compliance/communication and reviewed.
- Any outside aid received must be indicated on the Historical Questionnaire. Any forms that indicate any outside aid is being received will be sent to the Financial Aid Office for review. When the Financial Aid Office is notified of outside aid by the student-athlete, it is recorded on the Historical Questionnaire, or is received after the Historical Questionnaire is completed, the student-athlete will also be sent a Financial Aid Clarification Form from the Financial Aid Office to verify the outside aid.
- After academic and amateurism has been certified, the associate athletic director for compliance/communication will notify the head coach and athletics department that the student-athlete is eligible for competition. This is accomplished with each signing of the PacWest Conference Eligibility Sheets.
- At any time the head coach, Office of the Registrar, or associate athletic director for compliance/communication is aware of questionable amateurism activities, the associate athletic director for compliance/communication will notify the NCAA Eligibility Center immediately.

Maintaining Amateur Status and Eligibility

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

1. Following initial full-time collegiate enrollment, a student-athlete uses his or her athletic skill (directly or indirectly) for pay in any form in that sport (pay-for-play);
2. Following initial full-time collegiate enrollment, a student-athlete accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Following initial full-time collegiate enrollment, the student-athlete signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received at the time of signing;
4. Following initial full-time collegiate enrollment, the student-athlete receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;
5. Following initial full-time collegiate enrollment, the student-athlete competes on a professional athletics team, even if no pay or remuneration for expenses was received; or
6. The student-athlete enters into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.
7. The student-athlete enters a professional draft.

Outside Competition

It is permissible for student-athletes to participate in outside competition during the academic year in the student-athlete's sport (other than basketball), as long as the student-athlete represents only himself or herself in the competition and does not engage in competition as a member of or receive expenses from an outside team.

In sports other than basketball, a student-athlete will become ineligible if, after enrolling at Biola University, they participate as a member of any outside team in any non-collegiate, amateur competition during the season in their sport. The student-athlete will remain ineligible until the NCAA Division II Committee on Student-Athlete Reinstatement restores eligibility. This includes tournament play, exhibition games or other activities in their sport outside of their Biola University team.

When a student-athlete is determined to be ineligible under any applicable provision of the constitution, bylaws or other regulations of the NCAA, the member institution, having applied the applicable rule and having withheld the student-athlete from all intercollegiate

competition, may appeal to the Committee on Student-Athlete Reinstatement for restoration of the student's eligibility, provided the institution concludes that the circumstances warrant restoration of eligibility.

The compliance office will administer and monitor the collection of the Outside Competition Approval Forms. The head coach and the associate athletics director for compliance/communication must approve participation of a student-athlete in outside competition. The head coach must ensure that the student-athlete(s) understand and obey all NCAA regulations pertaining to outside competition. The student-athlete(s) is required to inform the compliance office immediately of any offer or receipt of privileges, benefits or awards.

Procedures:

1. The student-athlete will inform the head coach of his/her desire to participate in outside competition.
2. The student-athlete will submit the Outside Competition Request - Outside Team form OR the Unattached or Outside Competition and NCAA Rules to their head coach for approval a minimum of one week prior to the scheduled activity.
3. If approved, the Outside Competition Request - Outside Team form OR the Unattached or Outside Competition and NCAA Rules is submitted to the compliance office for review and approval.
4. A copy of the form provided will remain on file in the student-athlete's profile in Teamworks Compliance & Recruiting.
5. The Compliance Office will require all student-athletes to complete a Historical Questionnaire at the beginning of each school year to verify and attest to any outside competition and reaffirm amateur status.

Competition-related expenses from an outside sponsor

Following initial full-time collegiate enrollment, participation in the following activities and receipt of the following benefits will not jeopardize the amateur status of an individual:

1. Actual and Necessary Expenses from an Outside Amateur Sports Team or Organization. Receipt of actual and necessary expenses from an outside amateur sports team or organization for competition and practice held in preparation for such competition. Practice must be conducted in a continuous time period preceding the competition except for practice sessions conducted by a national team, which occasionally may be interrupted for specific periods of time before the competition;
2. From outside sponsors.
 - a. An individual who participates in a sport as a member of a team may receive

actual and necessary expenses for competition and practice held in preparation for such competition (directly related to the competition and conducted during a continuous time period preceding the competition) from an outside sponsor (e.g., neighbor, business) other than an agent, booster or professional sports organization.

- b. An individual who participates in a sport as an individual (not a member of a team) may receive actual and necessary expenses associated with an athletics event and practice immediately preceding the event, from an outside sponsor (e.g., neighbor, business) other than an agent, booster or professional sports organization.
3. Prize money based on place finish
 - a. Individual Sports. In individual sports, receipt of prize money based on place finish or performance in an open athletics event. The competition must occur outside the institution's declared playing season during the institution's official summer vacation period. In addition, such prize money shall not exceed the student-athlete's actual and necessary expenses and may be provided only by the sponsor of the event. Actual and necessary expenses shall not include the expenses or fees of anyone other than the student-athlete.

Following initial full-time collegiate enrollment, an individual's participation in the following activities or receipt of the following benefits will jeopardize the individual's amateur status and eligibility for intercollegiate participation in a particular sport:

1. From Non-permissible Entities. Receipt of any expenses, including actual and necessary expenses or any other form of compensation, to participate in athletics competition (while not representing an educational institution) from an agent, booster or professional sports organization.
2. Preferential Treatment, Benefits or Services. Receipt of preferential treatment, benefits or services because of the individual's athletics reputation, skill or payback potential as a professional athlete, unless such treatment, benefits or services are specifically permitted under NCAA legislation.
3. Payment Based on Place Finish. Any payment, including actual and necessary expenses, conditioned on the individual's or team's place finish or performance or given on an incentive basis, or receipt of expenses in excess of the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition. **Exception - #3 above

Involvement with Professional Teams - Tryouts

A student-athlete may try out with a professional athletics team (or participate in a combine including that team) in a sport or permit a professional athletics team to conduct medical examinations at any time, provided the individual does not miss class. A student-athlete may

receive actual and necessary expenses related to the tryout from a professional sports organization, provided the tryout does not exceed 48 hours. The 48-hour tryout period begins at the time the individual arrives at the tryout location. At the completion of the 48-hour period, the individual must depart the location of the tryout immediately in order to receive return transportation expenses. A tryout may extend beyond 48 hours if the individual self-finances additional expenses, including return transportation.

Male Practice Player

A male student or male student-athlete (see Bylaw 17) may engage in practice sessions with women's teams under the following conditions:

1. Male students who practice with an institution's women's team must be verified as eligible for practice in accordance with Bylaw 14.2.3.1 and must have eligibility remaining under the ten-semester/15-quarter rule (see Bylaw 14.2.2) and undergo a mandatory medical examination per Bylaw 17.1.5. A male student who practices with an institution's women's team is not required to have an academic or amateurism certification from the NCAA Eligibility Center.
2. It is not permissible for an institution to provide male students financial assistance, which includes room and board, tuition and fees, and books, in return for practicing with the women's team.
3. It is not permissible for an institution to provide male students awards and benefits set forth in Bylaw 16.
4. It is not permissible for an institution to provide male students room and board to remain on campus during a vacation period to participate in practice sessions with a women's team.
5. It is permissible for an institution to provide practice apparel to male practice players for the purpose of practicing with a women's team.

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

- The male student must be a non-scholarship athlete.
- The male student must be enrolled full-time during the term that he practices with a women's team.
- Male practice players must be included in the team's CARA Log.

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

1. The head coach is responsible for notifying the associate athletic director for

compliance/communication, via e-mail, of the name and email address of any male students who they recommend to serve as male practice players.

2. The associate athletic director for compliance/communication is responsible for contacting the potential male practice players of the requirement and notifies the head coach the potential male practice player has been contacted.
3. The potential male practice players will notify the head coach and associate athletic director for compliance/communication of their desire to move forward with becoming a male practice player.
4. The associate athletic director for compliance/communication will initiate the Male Practice Player Certification form notifying the Office of the Registrar, Financial Aid Office and Athletic Training of the responsibilities to certify the male practice player.
5. Once the associate athletic director for compliance/communication certifies male practice players for practice, the director of financial aid or designee is responsible for adding them to the NCAA Financial Aid Form Summary. The associate athletic director for compliance/communication will also notify the senior director of athletics and FAR.
6. All male practice players are required to:
 - Complete NCAA required paperwork, including a drug-testing consent form.
 - Undergo a medical exam and complete medical clearance process.
 - Be enrolled in a minimum full-time program of studies.
 - Be certified in accordance with all applicable NCAA eligibility regulations for practice.
7. Once the male practice player is certified the associate athletic director for compliance/communication will notify the head coach and male practice player indicating the male practice player can begin to practice with the women's team.
8. The head coach is responsible for including male practice players on the practice logs and ensuring that accurate time is recorded on the CARA logs on the days they practice with the women's team.

Student-Athlete Academic Responsibilities

A Biola University student-athlete is expected to uphold the highest academic standards. The goal of the university is to have each student-athlete pursue and obtain an academic degree. A student-athlete has the responsibility of attending class on a regular basis, completing all classroom assignments, and conducting themselves in all academic matters in ways that are consistent with optimal classroom performance. Student-athletes are required to meet all university academic requirements as well all university, conference and NCAA eligibility requirements. It is the responsibility of the student-athlete to ensure that

eligibility requirements are being met.

Intercollegiate Athletics Class Attendance Policy

Regular class attendance is expected of all students. Classes are conducted in a manner that will encourage academic excellence and the growth of Christian character. The final authority for attendance and any effect that it might have upon grades rests with the individual faculty member. This is due to the tremendous variety of class size and purpose, and the specific requirements in attendance. Students who fail to meet the minimum attendance requirement of a course will be assigned a grade of "UW" (Unofficial Withdrawal) which will influence the GPA the same as an "F." Visitors and current students may visit a class for a maximum of one week (or the equivalent thereof, based on a 15-week course). After one week, registration in credit or audit status for the course(s) is required.

Student-athletes will be excused to miss class only under the following circumstances per NCAA Division II rules and regulations. The following information is provided to student-athletes, head coaches and faculty members and is intended to summarize Biola policies on missed class time due to athletics contests.

- Student-athletes are not permitted to miss class for home practice activities including but not limited to: practice, weights/conditioning, film study, promotional events, or community engagement events. There are two exceptions:
 - When a team is traveling to an away-from-home contest and the practice is in conjunction with the contest. Bylaw 17.1.
 - Championship Practice. Student-athletes representing Biola at a conference or NCAA championship shall be permitted to miss class time to attend practice activities in conjunction with the event. Bylaw 17.1.
- Student-athletes are permitted to miss class for competition, home and away, during the championship segment of competition. No class time shall be missed for competition, including activities associated with competition, during the non-championship segment of competition per Bylaw 17.1. Student-athletes are not excused from classes that end prior to departure time on the day of travel.
- Student-athletes are responsible to notify faculty within seven business days after the first day of class concerning any future missed class time due to athletics contests using the Class Absence Reporting Form. This will ensure the individual faculty member has been notified of sport-related absences prior to missing class. The form includes a section requesting accommodations for completion of any missed work. All missed class work and assignments must be completed according to the schedule established by the faculty member teaching the course.
- In the case of last minute travel itinerary changes due to unforeseen circumstances, the student-athlete is responsible to promptly notify faculty (within 24 hours of the change).

Note: Any student-athlete that does not complete the form correctly or on time is not protected from missed class penalties under this policy.

Individual faculty members will judge the validity of student-athlete absences from class and may require documentation for excused absences. In such cases the student-athlete will submit a written request to the assistant athletic director for compliance to request that documentation be sent to the faculty member. For classes requiring mandatory attendance incompatible with the number of planned absences, student-athletes will be advised to register, if possible, during a semester in which they will not be participating in the university sanctioned activity.

If a faculty member already has a policy in place that allows for a minimum number of absences, missed in-class assignments, and/or late assignments, then absences due to athletics contests will apply toward that policy.

As with any academic issue, student-athletes may exercise their right to appeal adverse attendance decisions. Should the faculty member and student-athlete be unable to agree on appropriate accommodation under this policy, either party shall have the right to request mediation. The person seeking mediation will pursue resolution by meeting with the following individuals (in order) until the issue has been resolved: the department chair, academic dean, faculty athletics representative, director of athletics, and the vice-provost.

The Intercollegiate Athletics Class Attendance Policy Addendum was developed in order to ensure collaboration between faculty members and the student-athlete in order to achieve graduation requirements.

Financial Aid

Responsibility of the Financial Aid Office

Monitoring individual and team limits is the responsibility of the head coach, senior director of athletics, associate athletic director for compliance/communication and the Financial Aid Office. Student-athletes at the institution may not receive countable institutional aid over a full grant-in-aid as defined by NCAA Division II that includes tuition, required fees, room, board and books and supplies required by a course.

The Financial Aid Office is assigned the duty of applying, reviewing and verifying any athletically related financial aid to the financial aid package and is responsible for packaging all athletic aid, institutional aid and outside aid awards. The associate athletic director for compliance/communication will monitor the overall aid eligibility. The Financial Aid Office will input all financial data into Banner that will then be reflected in the Teamworks Compliance & Recruiting compliance software.

The Financial Aid Office will determine eligibility for state, federal and institutional aid. This

data will then be available for use by Biola Athletics for determining athletics scholarship eligibility. Biola Athletics will determine the amount of a student's athletic award and communicate the amount to the Financial Aid Office via the Athletic Scholarship Agreement form, New Student Aid Request Form and/or the reduction/cancelation of athletic aid form. The Financial Aid Office is responsible for recording the amount in Banner, which will then be reflected in the Teamworks Compliance & Recruiting compliance software. The Financial Aid Office will add the athletics scholarship to the student's total aid package.

The Financial Aid Office must assume the following responsibilities:

1. Determine the institution's cost of attendance and full grant-in-aid per program and/or undergraduate/graduate status.
2. Verify countable and non-countable aid per NCAA regulations
3. Input financial information for the NCAA Financial Aid Report.
4. Monitor for compliance regarding grant-in-aid limits, cost of attendance limits, equivalency limits and team budget limits.
5. Process the initial and annual renewal/non-renewal of athletics aid, along with all other types of aid, and any increases or reductions during the term.
6. Confirm athletic aid eligibility per athlete per term as determined by the Office of the Registrar prior to athletic aid disbursement.
7. Assist the associate athletic director for compliance/communication in monitoring bylaws in the NCAA Division II Manual.
8. Update institutional policies, procedures, and handbooks relating to athletic financial aid.
9. Applying summer aid, as determined by Biola Athletics.
10. Annually set-up Banner fund codes and Teamworks Compliance & Recruiting data extract related to all athletically related aid.

Financial Aid Policy

Biola Athletics does award merit-based financial aid for student athletes. These grants are given in accordance with all NCAA guidelines and are awarded on a year-by-year basis. Awards are at the sole discretion of the coaching and administrative staff. A student-athlete may be awarded athletics aid during any term in which a student-athlete is in good academic standing and in regular, full-time attendance, for a maximum of 10 semesters. Institutional discretion and/or extension of eligibility allows for an athletic award past 10 semesters.

The majority of scholarships awarded do not cover the full cost of tuition, room and board.

However, when they do, the maximum amount of regular institutional athletic aid that a student-athlete can receive cannot exceed the total cost of the following:

1. Tuition;
2. Mandatory fees; and
3. Board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.

If an athletic scholarship exceeds the actual cost of tuition and the student-athlete wishes it to cover the cost of room and/or board using the athletic scholarship, it is institutional policy that those funds can only be used for Biola housing and meals. Student-athletes cannot withdraw funds from their account to pay for non-Biola meals or housing.

In the case where a scholarship exceeds the actual cost of tuition, class fees, room and board, the coach can exchange the excess regular athletic aid dollars with a book scholarship, up to the actual cost of required books and supplies for the term.

If an athlete has demonstrated “extreme need” (a student who has exhausted all resources available to them, including family support, assets, loans, institutional scholarships, and savings from working), the coach may award a restricted athletic scholarship that can pay for health insurance. Otherwise, restricted athletic scholarships may only pay for actual costs of tuition, class fees, room and board.

The total aid based on athletic ability awarded by the Department of Athletics must not exceed a full grant-in-aid and the total aid in a student’s package must not exceed the estimated or actual Cost of Attendance for their program and/or undergraduate/graduate status.

Internal procedures and system processes for tracking and awarding athletics grants-in-aid are documented in the Financial Aid and Department of Athletics Policy and Procedure Manuals.

In some cases, the athletic scholarship may affect other portions of the student-athlete's financial aid package.

If a student-athlete has been selected for the federal or state verification process, any resulting changes to the federal or state aid shall be in accordance with all federal and state regulations, up to and including the loss or reduction of aid. The recommendations for student-athletes to complete the entire financial aid process, including verification, are as follows:

Description	Biola University Target Completion Dates
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New student-athletes admitted for fall semester	May 30
New student-athlete admitted after July 31	Within 30 calendar days of first written notification to student-athlete
New student-athletes admitted for spring semester	First day of spring semester classes
Returning student-athletes	July 1

If a student-athlete has requested and files a Special Circumstances Appeal (financial appeal), any resulting changes to the federal, state or institutional aid shall be in accordance with all federal and state regulations and institutional policies, up to and including the increase, loss or reduction of aid.

Pell Grant

For student-athletes who live in university housing and have university meal plans, the total of a student's gift aid including federal, state ¹, and institutional cannot exceed the total of all institutional and book charges. If federal, state, and institutional gift aid exceeds institutional and book charges, the athletic aid will be reduced to eliminate the amount in excess of institutional and book charges.

For student-athletes who live in university housing and who do not have a university meal plan, the total of a student's state¹ and institutional gift aid cannot exceed the total of all institutional charges and books. If institutional gift aid does exceed institutional and book charges, the athletic aid will be reduced to eliminate the amount in excess of institutional and book charges. If these students have other non-institutional gift aid, the student may receive a cash refund of non-institutional gift aid that exceeds institutional costs.

For student-athletes who do not live in university housing and who do not have a university meal plan, the total of a student's state¹ and institutional gift aid cannot exceed the total of all institutional charges and books. If institutional gift aid does exceed institutional and book charges, the athletic aid will be reduced to eliminate the amount in excess of institutional and book charges. If these students have other non-institutional gift aid, the student may receive a cash refund of non-institutional gift aid that exceeds institutional costs.

¹ Cal B Access is not included in these calculations.

Process for Initial Awarding of Athletic Scholarships for New, Incoming Student-Athletes

1. The head coach of each sport is responsible for verifying, with the senior director of athletics and the associate athletic director for internal operations, that sufficient funds are available for awards and for monitoring the permissible number of equivalencies in his or her sport prior to making any commitment to a prospective student-athlete (PSA).
2. The head coach of each sport is responsible for submitting the New Student Aid

Request Form, via Teamworks Compliance & Recruiting by the appropriate deadline. The coach must provide the PSA's full name, NCAA ID #, mailing address, date of birth, current PSA status (i.e. high school senior, transfer) and recommended athletics scholarship amount.

3. A two-week lead time is necessary for the senior director of athletics, Financial Aid Office and the associate athletic director for compliance/communication to verify and approve the New Student Aid Request Form and draft the Athletic Scholarship Agreement (ASA).

Before Athletic Scholarship Agreement can be drafted and approved,

- PSAs must be registered with the NCAA Eligibility Center
 - PSAs must be on the IRL
 - Recruiting information must be updated in Teamworks Compliance & Recruiting. Including the NCAA Eligibility Number and a recent copy of their transcripts
4. The senior director of athletics must approve all recommendations.
 5. The Financial Aid Office will review overall team awards and individual awards.
 6. The director of financial aid (or designee), head coach, and the senior director of athletics will verify and sign the ASA.
 7. The associate athletic director for compliance/communication will distribute (mail, fax, email, etc.) the ASA to the PSA. This letter will also state that athletics aid may impact eligibility for other types of aid. The written offer may only be sent to a PSA within the applicable signing period.
 8. The PSA signs and returns the ASA to the associate athletic director for compliance/communication within seven days of the ASA being issued. After verification of the ASA, the associate athletic director for compliance/communication scans the ASA documents into Teamworks Compliance & Recruiting, sends the Financial Aid Office the completed New Student Aid Request Form via Teamworks Compliance & Recruiting, and emails the head coach. Once the associate athletic director for compliance/communication receives the completed and original ASA, it will be filed in Teamworks Compliance & Recruiting with access by the Financial Aid Office. Coaches may request additional copies from the associate athletic director for compliance/communication.
 9. The Financial Aid Office records all athletic scholarship financial aid award information into Teamworks Compliance & Recruiting/Banner by May 31st. Any financial aid offered to a student-athlete based on their athletic ability may not be

split between academic years or carried forward to a new academic year.

10. The Financial Aid Office and the associate athletic director for compliance/communication will verify athletics awards in Teamworks Compliance & Recruiting.
11. Whenever the FAFSA is completed, the Financial Aid Office will determine eligibility for state, federal and non-athletic institutional aid and will send an award notice to PSA. If the Financial Aid Office is not yet notified that a signed ASA has been received, the PSA's aid will be packaged without athletic aid until a signed ASA is received. Once a signed ASA is received, the PSA's package will be adjusted accordingly. All new, incoming students, including student-athletes are awarded financial aid beginning in November and on a rolling basis thereafter. If the Financial Aid Office has received notification of an offer of an athletics scholarship prior to the official start date of packaging new students' aid, the athletics scholarship may be added to the student-athlete's financial aid package but an award notice will not be generated. The student-athlete will be directed to confirm all offers of financial aid via their student portal.
12. The Financial Aid Office will add athletic awards to student packages with a contingent status that will keep the aid from paying to the student account. The financial aid disbursement process will not disburse aid for students who have not been verified as eligible for athletic financial aid by the Office of the Registrar.
13. The Financial Aid Office will run a report to identify students with contingent aid whose eligibility flag is set, and will then update the aid to allow it to disburse, based on the financial aid eligibility flag in Banner, set by the Office of the Registrar.
14. Athletic aid will disburse on the same disbursement timeline as other financial aid which is usually within the first month of the semester.
15. The associate athletic director for compliance/communication will have access to financial aid reports verifying those student-athletes who have not completed all paperwork required by the Financial Aid Office. It is the responsibility of the student-athlete to complete all required paperwork for approval prior to practice or participation.

Process for Renewal, Non-Renewal, Reduction and Removal of Athletic Scholarships for Returning Student-Athletes

1. The head coach will determine which student-athletes' athletic financial aid will be renewed, non-renewed, reduced, or removed for the next academic year.
2. The head coach will recommend in writing the decision to not renew, reduce, or remove to the senior director of athletics according to the deadline:

- Fall Sports – March 15
 - Winter Sports – April 1
 - Spring Sports – April 15
3. The senior director of athletics and the associate athletic director for compliance/communication will review and approve/deny the recommendation to not renew, reduce, or remove athletic financial aid based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the student-athlete's athletic financial aid will not be removed, or reduced. If a non-renewal request is denied, the aid will be renewed at the discretion of the senior director of athletics.
 4. The senior director of athletics will inform the Financial Aid Office and head coach of the decision to not renew, reduce, or remove athletic financial aid.
 5. The head coach will verbally inform the student-athlete of the decision to not renew, reduce, or remove athletic financial aid as well as communicate the option to appeal.
 6. The Financial Aid Office will send written notice to the student-athlete of the decision to not renew, reduce, or remove athletic financial aid as well as detail the option to appeal. The student-athlete shall have 14-consecutive calendar days upon the date of issuance of this letter to respond in writing to the Financial Aid Office to formally request a hearing. Failure by the student-athlete to submit a written request for a hearing within 14-consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal or reduction of athletics grant-in-aid shall be made final and binding.
 7. For athletic financial aid that will be renewed, the head coach will draft and sign the Athletic Scholarship Agreement Renewal (ASAR) according to the deadline:
 - Fall Sports – April 1
 - Winter Sports – April 15
 - Spring Sports – May 1
 8. For athletic financial aid that will be renewed or reduced, the Financial Aid Office and the associate athletic director for internal operations will verify/sign the ASAR.
 9. For athletic financial aid that will be renewed or reduced, the Financial Aid Office will distribute the ASAR to the student-athlete by July 1, at which point the student-athlete has two weeks to sign. The award is subject to cancellation if not returned within two weeks of being issued.
 10. For athletic financial aid that will be renewed or reduced, the associate athletic director for compliance/communication will verify/sign the completed ASAR that has been returned by the student-athlete and will inform coaches of incomplete ASARs. It will be the responsibility of the student-athlete to complete all required paperwork for approval prior to practice or participation.

11. For athletic financial aid that will be renewed or reduced, the associate athletic director for compliance/communication will submit the completed ASARs to the Financial Aid Office.
12. For athletic financial aid that will be renewed or reduced, the Financial Aid Office will update athletic financial aid data in Teamworks Compliance & Recruiting/Banner per the ASAR with a contingent status that will keep the aid from paying to the student account. The Financial Aid disbursement process will not disburse aid for students who have not been verified as eligible for athletic financial aid by the Office of the Registrar.
13. Eligibility for state, federal and institutional aid will be determined when the FAFSA process is completed and a signed ASAR is received. Once a student's eligibility is calculated, an award notice will be sent to the student. If the student submits the ASAR after May 31, they will have to appeal with the Athletics Department in order to be awarded the athletic aid
14. For athletic financial aid that will be renewed or reduced, the Financial Aid Office and the associate athletic director for compliance/communication will review limitations in Teamworks Compliance & Recruiting.
15. The Financial Aid Office will run a report to identify students with contingent aid whose eligibility flag is set, and will then update the aid to allow it to disburse, based on the financial aid eligibility flag in Banner, set by the Office of the Registrar.
16. Athletic aid will disburse on the same disbursement timeline as other financial aid which is usually within the first month of the semester.
17. When a student-athlete is removed from a roster in the middle of an academic year and their athletic aid is reduced or canceled, the Financial Aid Office will send written notice to the student-athlete of the decision to not renew, reduce, or remove athletic financial aid as well as detail the option to appeal. The notice will include both the current academic year and notice of non-renewal for the following academic year. The student-athlete shall have 14-consecutive calendar days upon the date of issuance of this letter to respond in writing to the Financial Aid Office to formally request a hearing. Failure by the student-athlete to submit a written request for a hearing within 14-consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal or reduction of athletics grant-in-aid shall be made final and binding.

Policy for Revisions to Financial Aid Awards

Revisions to a student-athlete's financial aid awards may be necessary as a result of:

- Notification or receipt of an outside scholarship or grant.
- Notification or receipt of a department or institutional scholarship or grant.
- Any change in their financial information due to correction of FAFSA information submitted, including completion of the federal or institutional verification process.

- Any changes in their SAP status.
- Any change in their enrollment status.
- Any over-award in the student-athlete's package
- Any circumstance that under federal, state or institutional law or policy requires a revision to any student-athlete's financial aid package.

If an adjustment to a student-athlete's financial aid package is necessary during a term or after practices have begun, a financial aid officer will update the system to reflect changes.

All changes made will be updated by the Financial Aid Office in Banner and reflected in the Teamworks Compliance & Recruiting compliance software for review by the NCAA financial aid liaison or designee and the associate athletic director for compliance/communication.

Institutional financial aid may be increased for any reason, at any time.

Policy for Athletics Aid Reduction, Removal, and Non-Renewal

It is NCAA policy that institutional aid, based in any degree on athletic ability, may only be reduced or removed during the period of the award if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresented any information on an application, letter of intent or financial agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport at any time for personal reasons.
- Non-athletic reason

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the senior director of athletics and associate athletic director for compliance/communication.

Anytime athletic aid is reduced, removed, or non-renewed, regardless of reason with the exception of the student-athlete withdrawing from Biola, the athlete must be given the option to appeal.

Appeal Procedure for Athletics Aid Reduction, Removal & Non-Renewal

1. The head coach will submit the Reduction/Cancellation of Athletic Aid form in Teamworks Compliance & Recruiting recommending to the senior director of athletics that a student-athlete's athletic financial aid be reduced, removed or not renewed (March 15 - Fall Sports, April 1 - Winter Sports, April 15 - Spring Sports). The senior director of athletics will review the head coach's recommendation with the associate athletic director for compliance/communication. The senior director of athletics will decide whether to approve or deny the coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If the recommendation is denied, the student-athlete's athletic financial aid will not be removed, or reduced. If a non-renewal request is

denied, the aid will be renewed at the discretion of the senior director of athletics.

2. The senior director of athletics will notify the director of financial aid or designee, via Teamworks Compliance & Recruiting, that a student-athlete's athletics financial aid award will be reduced, removed or not renewed.
3. The senior director of athletics will also notify the head coach, via Teamworks Compliance & Recruiting, of this decision, directing the head coach to meet with the student-athlete to inform the student-athlete of the decision. The head coach will also verbally advise the student-athlete of the appeal process.

The Financial Aid Appeals Committee is comprised of the regular, ad hoc appeals committee from the Financial Aid Office (at least two people) and a representative of the Student Development staff. The FAR will serve on the NCAA Appeals Committee as available.

1. The Financial Aid Office will send written notice to the student-athlete of the decision to not renew, reduce, or remove athletic financial aid along with details of the option to appeal. The written notice includes a request for the student-athlete to submit supporting documentation regarding non-renewal, reduction, or removal decision.
2. To request an appeal, the student-athlete must provide the NCAA Appeals Committee with an Athletic Aid Appeals form in writing before 5p.m. on the deadline stipulated in the financial aid notification (14 days from the date of notice). The student-athlete must also submit with his/her appeal and other relevant supporting materials, including names of witnesses that have information relevant to the appeal.

All requests and supporting material should be sent via Teamworks Compliance & Recruiting or to :

Biola University

Attn: NCAA Appeals Committee - Financial Aid

13800 Biola Ave.

La Mirada, CA 90636

Email: financialaid@biola.edu

Subject: Athletic Scholarship Reduction/Cancellation Appeal

The appeal shall consist of one or more of the following exclusive grounds for appeal: (a) Procedural Irregularity: the initial decision-maker failed to follow relevant NCAA or Biola policies or procedures, and that failure resulted in a wrongful reduction, non-renewal or removal of the athletic award. (b) Inconsistent Outcome: the amount of reduction is excessive or disproportionate relative to the amount of reduction for other student-athletes similarly situated. (c) New

Information: There is new and significant information that has not yet been considered; information is considered “new” if it was discovered by the student after the reduction decision was made.

The expiration of this deadline will conclude the student-athlete’s right to appeal. Failure by the student-athlete to submit a request for an appeal within 14 consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal or reduction of athletic aid shall be made final and binding. Students who are unable to submit an appeal within the 14-day deadline due to unusual extenuating circumstances may appeal the deadline by providing a written explanation why they were unable to meet the deadline. Written appeals regarding the appeal date should be submitted along with the reduction/cancellation appeal.

3. Upon receipt of the student-athlete’s request for an appeal, the NCAA Appeals Committee will request the Athletics Department for submission of written documentation (e.g. e-mails, written notes, etc.) regarding the reduction, non-renewal, or removal of athletic aid.
4. The NCAA Appeals Committee shall schedule and conduct the hearing within 30 consecutive calendar days of receiving written notification of a student-athlete’s appeal and will notify the student-athlete, Athletic Director, head coach, and Compliance Office of the hearing date, time, and location via email.
5. The following parties should attend the hearing: the student-athlete, NCAA Appeals Committee, a representative from the Compliance Office, and head coach and/or Athletics Director or designee. One other individual (e.g. parent, fellow student, friend, advisor, or faculty member) may accompany the student-athlete to offer support, but cannot act as a legal representative. The support person will not be allowed to address the committee, but may confer with the student-athlete if necessary. The university will provide an ombudsperson to assist the student-athlete, if requested. The NCAA Appeals Committee reserves the right to approve the presence of other parties necessary.
6. Prior to the hearing, the NCAA Appeals Committee will review all documentation and supporting materials submitted by the student-athlete and the Athletics Department.
7. The order of the hearing will be as follows:
 - a. Prelude - Private meeting with the NCAA Appeals Committee.
 - i. The NCAA Appeals Committee will discuss a summation of the reasons for reduction, non-renewal, or removal of athletics aid and the appeal, along with the submitted supporting documentation to collaborate on what is perceived to be the main issues.
 - b. Part I - Both parties may take up to 5 minutes to offer a summation of their position to clarify the main issues. Note: It is not appropriate to recite verbatim from documentation previously submitted.
 - c. Part II - I – Private interview with the student-athlete

- i. The NCAA Appeals Committee will ask further discovery questions.
 - ii. The student-athlete may provide any additional information that they believe is needed in order to fully understand the situation from their perspective
- d. Part III - Private interview with athletics staff member(s)
 - i. The NCAA Appeals Committee will ask further discovery questions.
 - ii. The athletics staff member(s) may provide any additional information that they believe is needed in order to fully understand the situation from their perspective(s).
- e. Conclusion
 - i. The NCAA Appeals Committee may take up to a 10-minute recess to review preliminary information to decide if additional information is needed.
 - ii. The NCAA Appeals Committee may request additional information, as needed, to either party. The party requested will have 5 consecutive calendar days to submit the additional information unless it is proven unfeasible to do so.
- 8. The NCAA Appeals Committee is solely responsible for deciding the outcome of the hearing and will do so in a closed meeting within five business days of the hearing or receipt of requested additional information, whichever is later. An extension may be granted if requested by the NCAA Appeals Committee, if agreed upon in writing from both the student-athlete and the athletics department. The NCAA Appeals Committee will notify the student-athlete, Athletic Director, and head coach of the committee's decision in writing. This decision shall be final and is not subject to appeal.
- 9. The appeal process, related emails, documentation presented, and the decision of the NCAA Appeals Committee is considered confidential and shall not be disclosed (including, but not limited to, on personal or institutional social media and media outlets). A violation of confidentiality by the student-athlete or their support person may result in the reversal of the NCAA Appeals Committee decision and/or loss of athletic scholarship. A violation of confidentiality by a Biola staff member may result in disciplinary action, up to and including termination.

Appeals Hearing Confidentiality

The appeal process, related emails, documentation presented and decision of the Appeals Committee should be considered confidential. The student-athlete, their family members or friends, Biola University coaching and athletics department staff and student-athlete scholarship Appeals Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including, but not limited to, Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the student-athlete or their family members or friends may result in the reversal of the Appeals Committee's decision and/or loss of athletic scholarship. A violation

of the confidentiality of information as noted above by any member of the staff representing Biola University may result in disciplinary action, up to and including termination.

Non-Institutional Outside Financial Aid

All student-athletes must report any outside financial aid received to the Financial Aid Office prior to the start of each academic year.

1. The associate athletic director for compliance/communication will send the Historical Questionnaire to all student-athletes prior to the fall mandatory meeting each year. It will include questions related to the amount of any outside aid award(s) the student-athlete may have received and the source of the award(s). Upon completion, the Historical Questionnaire is submitted back to the associate athletic director for compliance/communication and reviewed before being submitted to the Financial Aid Office.
2. If the Financial Aid Office receives an outside scholarship check that was not specified on the Historical Questionnaire and it is not clearly based on athletic ability, the Financial Aid Office will send a Financial Aid Clarification form to the student-athlete. The head coach and the associate athletic director for compliance/communication will be informed by the Financial Aid Office of any student-athlete who has not completed all required paperwork. It will be the responsibility of the student-athlete to complete the Historical Questionnaire and, if necessary, a Financial Aid Clarification form for approval prior to practice or participation.
3. The Financial Aid Office will email the awarding organization to inquire about the permissibility of the scholarship, if needed.
4. The Financial Aid Office will review the Historical Questionnaire and, if available, the Financial Aid Clarification form. The Financial Aid Office will determine if the scholarship is permissible and will make necessary adjustments to the student-athlete's award package. In the event that permissibility cannot be determined, the award will be treated as non-permissible and will be removed from the student's package.
5. The Financial Aid Office will update the Teamworks Compliance & Recruiting compliance software and with the associate athletic director for compliance/communication will determine that team and individual limits have not been exceeded.

Summer Session Athletic Aid

1. Athletic Scholarships may be awarded for summer courses at Biola University
2. Athletic Scholarships for the summer are paid from the athletic budget for the year prior to the summer. For instance, summer 2026 scholarships come from the 2025-26 scholarship budget.
3. Coaches may request a summer athletic award with the Summer School Scholarship

Request in Teamworks Compliance & Recruiting during the spring semester prior to the summer session the requested award would be applied.

4. Students may be awarded aid for the summer before the student's initial full-time enrollment per Bylaw 15
5. Summer aid is not countable per Bylaw 15.
6. Biola University will provide student-athletes a summer aid contract.
7. An additional award must be made for summer due to limited awarding periods not in excess of one academic year per Bylaw 15.
 - a. The summer award is separate from the fall/spring award, the loss of a summer award in future years does not require Biola to follow the rules related to reduced or eliminated awards.

Packaging Aid for Graduate Student-Athletes

Graduate-level student-athletes may be eligible for athletics scholarship if they have remaining eligibility under NCAA rules. Graduate renewals follow the same guidelines as undergraduate renewals. For athletic financial aid that will be renewed or reduced, the head coach will draft and sign the ASAR for approval from the Financial Aid Office and the associate athletic director for internal operations according to the deadline:

- Fall Sports – April 1
- Winter Sports – April 15
- Spring Sports – May 1

Contributions by Donors

It is permissible for an individual to contribute funds to the university to finance a scholarship for a particular sport. However, the decision as to how those funds are allocated within the sport rests exclusively with the institution. It is not permissible for an individual to contribute funds to finance a scholarship for a particular student-athlete.

Aid to Professional Student-Athletes

An institution may not award financial aid to a student-athlete who is under contract to or is currently receiving compensation from a professional sports organization. Institutions must be aware of the eligibility requirements for student-athletes participating in outside competitions and any winnings received from those competitions. Student-athletes must complete a Historical Questionnaire at Biola, register with the NCAA Eligibility Center and provide required information to the NCAA Eligibility Center. This is particularly important for international student-athletes.

Incoming and Returning International Student-Athletes

The International Student Admissions Team and/or student-athlete will notify the associate athletic director for compliance/communication and director of financial aid or designee of any outside financial support.

Studying Abroad

Athletics aid may not be used to study abroad during any semester or enrollment period. Athletics aid awarded may be reduced or removed if the student-athlete failed to notify the associate athletic director for compliance/communication.

Monitoring Individual and Team Limits

Projecting total available athletic funds per team is the responsibility of the senior director of athletics, associate athletic director for compliance/communication and the associate athletic director for internal operations. Verifying available award funds at team-level is the responsibility of the head coach, senior director of athletics, and the associate athletic director for internal operations. Monitoring the permissible number of equivalencies is the responsibility of the head coach, senior director of athletics, associate athletic director for compliance/communication and the Financial Aid Office. Monitoring individual and team limits is the responsibility of the head coach, senior director of athletics, associate athletic director for compliance/communication and the Financial Aid Office. Monitoring financial aid team budget limits is the responsibility of the associate athletic director for compliance/communication. Monitoring overall aid eligibility is the responsibility of the Financial Aid Office and the Registrar's Office. Monitoring general reporting is the responsibility of the senior director of athletics, associate athletic director for compliance/communication and the Financial Aid Office.

Awards and Benefits

Extra Benefits

A student-athlete shall not receive any extra benefit as defined in Bylaw 16. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports.

An extra benefit is any special arrangement by an institutional employee, booster or anyone that the student-athlete is not legally dependent upon, that provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible.

Student-athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of Biola Athletics is not permitted and renders the student-athlete ineligible.

Non-permissible awards or benefits include, but are not limited to:

- Cash or equivalent;
- Gift certificates;
- Country club or sports-club memberships;
- Use of vehicles or transportation provided for personal use or non-athletic related business;
- Use of long distance telephone lines for non-course required issues;
- Free typing or clerical services;
- Gifts of clothing, equipment or jewelry;
- Receipt of loans on deferred pay back or those not intended to be collected;
- Unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips; and
- Use of golf courses for no fee or discounted rates.

A student-athlete may not receive discounts, free or reduced-cost services, use of credit cards or the following from institutional employees or boosters:*

- Loan
- Guarantee bond
- Use of an automobile
- Transportation
- Signing or co-signing a note

The list above is not a complete list. Check with the associate athletic director for compliance/communication or NCAA Bylaw 16.11 for more clarification.

At the beginning of each academic year all student-athletes will complete the Historical Questionnaire verifying benefits and any awards received.

Allowable Benefits

A student-athlete may receive benefits generally provided to all students and which are not considered an extra benefit as defined above. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students or minority students) determined on a basis unrelated to athletics ability.

A student-athlete may not receive extra benefits as a result of a special arrangement by an institutional employee or boosters.

Occasional Meals

An occasional meal is a meal provided to a student-athlete in the locale of the institution on infrequent and special occasions.

All refreshments and occasional meals provided per Bylaw 16 must have approval from the senior director of athletics, associate athletic director for internal operations (if athletics

department funds are used) and the associate athletic director for compliance/communication per the Occasional Meal Form 72 hours before the meal may be provided.

Prior to the benefit being provided, a list of all attendees must be sent to the associate athletic director for compliance/communication. The Occasional Meal Form will not be approved until the compliance office receives the list of attendees.

Per 16.5.1 (c) an institution, booster or other individual may provide student-athletes with meals and snacks at any time, on an occasional basis, per institutional discretion and/or policy.

The procedures for occasional meals are as follows:

1. The head coach of the student-athlete(s) or team invited for an occasional meal will complete and sign an Occasional Meal Form 72 hours prior to the meal.
2. The form is then submitted to the associate athletic director for compliance/communication for approval.
3. The form is then submitted to the senior director of athletics and associate director for internal operations (if institutional funds are used) for approval.
4. The associate athletic director for compliance/communication will notify the head coach of the denial or approval of the request.

Complimentary Admissions for Student-Athletes

Biola University may provide four complimentary tickets per regular season home contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.

An institution may provide each studentathlete who participates in or is a member of a team participating in an NCAA championship or bowl game with complimentary admissions to all contests at the site at which the student (or team) participates.

Refer to the Athletic Events section of the Biola Athletics Department Operations & Compliance Manual under Coaches Responsibilities for procedures to submit requests for complimentary tickets to home contests.

Note: PacWest policy dictates that no complimentary admissions are available for away contests.

All requests for complimentary tickets must be submitted by the student-athlete via Teamworks Compliance & Recruiting and approved by the sports information office by the set deadline.

The following are prohibited:

1. Receiving payment from any source for complimentary admissions or

exchanging or assigning them for any item of value. Receipt of payment for these complimentary admissions by such designated individuals is considered an extra benefit.

2. Special arrangements to sell student-athlete tickets (tickets shall be available for purchase by student-athletes according to the same purchasing procedure used for other students).
3. A student-athlete may not purchase tickets for an athletic contest from the institution and then sell the tickets at a price greater than their face value.

Awards

Biola Athletics selects deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance and outstanding achievement.

1. Each sport has annual awards that are based on criteria set by the individual sport. These awards are presented at the discretion of the athletics department.
2. Coaches must obtain approval from the associate athletic director for compliance/communication, for any awards provided to the student-athlete.
3. Awards by outside groups or organizations are not allowed unless approved in advance by the senior director of athletics and associate athletic director for compliance/communication.

Student-Athlete Employment

Employment Earnings

Student-athletes may be employed during the year and are subject to the following guidelines:

- The student-athlete may not receive any compensation based on the value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following he/she has obtained because of athletic ability.
- The student-athlete may be compensated only for work actually performed.
- The student-athlete may be compensated only at a rate commensurate with the going rate in that locality for similar services.
- No Biola Athletics staff members may transport a student-athlete to or from the work site.
- If the student-athlete is working on a commission basis, commissions must be paid at the rate generally equivalent to the rate realized by non-athletes.

Student-athletes may receive compensation for teaching or coaching sport skills and

techniques in their sport on a fee-for-lesson basis.

All student-athlete employment must be documented by the student-athlete via the Student-Athlete Employment/Internship form in Teamworks Compliance & Recruiting.

Procedures for the Academic Year

1. The associate athletic director for compliance/communication reviews NCAA bylaws governing student-athlete employment, and all required employment monitoring procedures to be completed by student-athletes via the Historical Questionnaire, at their first administrative team meeting or prior to the fall mandatory student-athlete meeting.
2. The student-athlete must complete a Student-Athlete Employment/Internship Instructions Form in Teamworks Compliance & Recruiting within 14 calendar days of the start of employment. The student-athlete must affirm his/her understanding of the terms outlined in the Student-Athlete Employment/Internship Instructions Form and his/her intent to adhere to its provisions.
3. The associate athletic director for compliance/communication reviews the Student-Athlete Employment/Internship Instructions Form and approves the form indicating that the student-athlete has completed all necessary steps.
4. The associate athletic director for compliance/communication notifies the head coach of the student-athlete's employment.
5. It is the head coach's responsibility to monitor their student-athlete's athletic, academic and work commitments as they relate to their overall well-being.
6. The associate athletic director for compliance/communication periodically monitors the employment of student-athletes.
7. The associate athletic director for compliance/communication works closely with Human Resources to ensure NCAA rules and regulations are followed for on-campus employment.

Procedures for End of the Spring Semester

1. Prior to the end of spring semester, all student-athletes must complete a NCAA Student-Athlete Summer Contact Form, indicating where they will be living over the summer, whether or not they intend to work over the summer, and whether or not they have already obtained jobs. If the student-athlete has already obtained a job, he/she must complete employment information on the Student-Athlete Employment/Internship Instructions Form.
2. The associate athletic director for compliance/communication reviews all forms and the forms will be kept on file in the student-athletes' profile in Teamworks Compliance & Recruiting.

3. As part of the beginning of the year forms, student-athletes must complete a section within their student packets entitled Student-Athlete Employment/Internship Form for the summer. The associate athletic director for compliance/communication compares the Student-Athlete Employment/Internship Form with the NCAA Student-Athlete Summer Contact Form. Where differences are noted, the associate athletic director for compliance/communication meets with the student-athletes to correct the forms and/or take actions necessary to verify employment complies/has complied with NCAA requirements. This includes employment at camps/clinics.

Student-Athlete Employment at Camps/Clinics

The following procedures must be followed for all institutional sports camps/clinics regarding student-athlete employment approval and are subject to NCAA bylaws:

Compensation may be paid to a student-athlete:

1. Only for work actually performed
2. At a rate commensurate with the going rate in that locality for similar services
3. When ensured that an employer shall not use the athletic reputation of a student-athlete employee to promote the sale of a product or service

These procedures are monitored by the associate athletic director for compliance/communication using the Camp/Clinic Request Form and the Camp/Clinic Employee Form and are detailed further in the Camp & Clinic section of the Biola Athletics Department Operations & Compliance Manual.

Team Managers

Biola Athletics permits the use of student managers so long as they abide by institutional guidelines and NCAA regulations.

- It is not permissible for a student-athlete who is ineligible for any reason to serve as a student manager. Although it is permissible for a male student to serve as a student manager for a women's team, the individual's duties should be limited to those traditionally performed as managers.
- It is not permissible to place a male student in the position of a student manager for the purpose of practicing or traveling with the women's team (see Male Practice Player Procedures).
- Student managers are expected to maintain a minimum 2.0 GPA and are expected to positively represent the university during their tenure as managers.
- Student managers may participate in limited on-court or on-field activities during competition (e.g., assist with warm-up activities)
- Student managers may participate in limited on-court or on-field activities during practice (e.g., assist with drills, throw batting practice), but may not participate as a

player or give instruction during practice.

Procedure:

1. Head coach or designee is responsible to notify the associate athletic director for compliance/communication of the names, phone numbers and email addresses of any students serving as student managers. If a student manager is receiving an athletics grant-in-aid, the standard athletics grant-in-aid procedures are followed (see the Financial Aid section).
2. The associate athletic director for compliance/communication will contact the prospective student manager, via email, with details regarding becoming a student manager.
3. Once the prospective student manager agrees to fulfill the duties of the student manager the associate athletic director for compliance/communication will send the student manager the Student Manager Agreement Form to complete via Teamworks Compliance & Recruiting.
4. The student manager will complete the Student Manager Agreement Form in Teamworks Compliance & Recruiting.
5. The supervising coach will also sign the Student Manager Agreement Form, via Teamworks Compliance & Recruiting, and submit the completed form to the associate athletic director for compliance/communication.
6. The student manager may start, once the Student Manager Agreement Form is completed in Teamworks Compliance & Recruiting.
7. The form is kept on file in the compliance office, via Teamworks Compliance & Recruiting.
8. Student Managers must maintain a 2.0 cumulative GPA.

The supervising coach is responsible for monitoring student managers' actions in accordance with NCAA legislation.

Volunteer and Student Assistant Coaches

A volunteer coach is any coach who does not receive compensation or remuneration from the institution's athletics department or any promotion of the institution's athletics program (excluding camps/clinics).

A student assistant coach is a Biola University student assisting in a particular sport's program. A student assistant coach may receive athletics aid.

The following provisions for volunteer and student assistant coaches shall apply:

- Prohibited from contacting and evaluating prospective student-athletes off campus, may not perform recruiting related activities and are prohibited from directing, supervising or observing countable athletically related activities until the coach successfully completed the required educational modules annually as determined by the Legislation Committee.
- Is not eligible to receive reimbursements, wages, salary or benefit compensation.
- Per Biola University policy all volunteers are required to participate in a background check through Human Resources.
- May receive team apparel at the discretion of the head coach.
- May travel with the team and receive complimentary meals incidental to organized team activities (e.g., pre- or post-game meals).
- May receive meal(s) during a prospective student-athlete's official visit, provided the individual dines with the prospective student-athlete.
- Is not authorized or empowered to act as an agent or speak publicly on behalf of the university.
- The head coach shall determine the duties and responsibilities of this position.
- Held accountable for all NCAA, PacWest Conference and Biola University policies and procedures.
- Meet with the associate athletic director for compliance/communication prior to CARA activity, in order to review rules and regulations for CARA, recruiting and team activities.
- Must complete the Volunteer Assistant Coach Agreement Form or Student Team Assistant Agreement Form, Confidentially Contract and Standard of Conduct Form all via Teamworks Compliance & Recruiting.

Promotional Activities

No staff member of Biola's athletics department may be compensated by an individual or commercial business outside of the institution for employment or assistance in the production, distribution or sale of items (e.g., calendars, pictures, posters, advertisements or cards) bearing the names or pictures of student-athletes. The use of the names or pictures of student-athletes on promotional items is limited to institutionally controlled activities involving the sale of official institutional publications and team or individual pictures by the institution. This restriction shall apply even if the promotional item is provided without charge to the public by an outside individual or commercial business that produces or purchases the item through the assistance of the institution's staff member (Bylaw 11.4).

The head coach is responsible for completing the Promotional Activity Form. The Promotional Activity Form should be submitted to the associate athletic director for compliance/communication and senior director of athletics no later than one week prior to the scheduled activity. If the activity is not approved by the associate athletic director for compliance/communication and the senior director of athletics prior to the activity, the promotional activity will be cancelled or postponed.

As a representative of Biola Athletics, head coaches, administrators and student-athletes will be asked to report, in writing, any promotional items bearing the names or picture of

student-athletes before printing or distributing to the sports information office as well as the associate athletic director for compliance/communication. Approval must be received from the sports information office as well as the associate athletic director for compliance/communication before any promotional items or activities are developed.

Please refer to the operations manual sections on Sports Publicity, Social Media Policy and Internal/External Media policy and procedures.

Recruiting Service Consultants

Athletics department staff members from Biola University may not endorse, serve as consultants or participate on advisory panels for any recruiting or scouting service involving prospective student-athletes (Bylaw 11.4).

Employment With Professional Sports Organizations

Institutional staff members may be employed by a professional sports organization in accordance with institutional policies.

Student-Athlete Well-being

Honesty and Sportsmanship

Individuals who are employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics, and all participating student-athletes, shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome, competitive sports (NCAA Bylaw 10).

Student-Athlete Conduct

The regulations that follow are in place to ensure a safe, healthy environment for student-athletes.

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following (NCAA Bylaw 10.1):

1. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
2. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; (Revised: 1/9/96)
3. Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's

involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; (Revised: 1/13/10)

4. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., "runner"); (Adopted: 1/9/96, Revised: 4/26/06)
5. Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law; (Adopted: 1/9/06, Revised: 4/26/06, 5/29/08, 10/19/10)
6. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or (Revised: 4/26/06, 1/5/07)
7. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status. (Adopted: 1/5/07)

Academic Misconduct

Pre Enrollment

A prospective student-athlete, student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, shall not engage in the following conduct:

1. Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective student-athlete;
2. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or an institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades and test scores); or
3. Fraudulence or misconduct in connection with entrance or placement examinations.

Post Enrollment

All institutional staff members and student-athletes are expected to act with honesty and integrity in all academic matters. Post-enrollment academic misconduct includes any

violation or breach of an institutional policy regarding academic honesty or integrity (e.g., academic offense, academic honor code violation, plagiarism, academic fraud).

1. Impermissible Academic Assistance by Institutional Staff Member or Booster.
 - a. Impermissible academic assistance by a current or former institutional staff member or a booster includes, but is not limited to, the provision of or arrangement of:
 - i. Substantial assistance that is not generally available to an institution's students and is not otherwise expressly authorized in Bylaw 16.3, which results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics or receive financial aid; or
 - ii. An academic exception that results in a grade change, academic credit or fulfillment of a graduation requirement when such an exception is not generally available to the institution's students and the exception results in the certification of a student-athlete's eligibility to participate in intercollegiate athletics or receive financial aid.
 - b. Academic misconduct related to a student-athlete; or
 - c. The alteration or falsification of a student-athlete's transcript or academic record.
2. A student-athlete shall not be involved in:
 - a. Academic misconduct involving a current or former institutional staff member or booster;
 - b. Academic misconduct, without the involvement of a current or former institutional staff member or booster, that results in:
 - i. An erroneous declaration of eligibility to participate in intercollegiate athletics and the student-athlete subsequently competes for the institution while ineligible;
 - ii. An erroneous declaration of eligibility to receive financial aid and the student-athlete's subsequently receives financial aid while ineligible; or
 - c. Academic misconduct involving the alteration or falsification of a student-athlete's transcript or academic record.

Biola University's written institutional policies and procedures regarding academic misconduct are applicable to the general student-body, including student-athletes. The policies and procedures have been approved through the institution's normal process for approving such policies and can be found in the in the Student Handbook on the university website.

Gambling and Sports Wagering

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition: (Adopted: 1/8/07 effective 8/1/07)

1. Staff members of an institution's athletics department;
2. Nonathletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
3. Staff members of a conference office; and
4. Student-athletes.

Biola University expects that all individuals involved in the athletic program, including student-athletes, staff members, coaches, athletic trainers and university personnel involved with Biola Athletics will adhere to the following understanding that it is not permissible to:

- Place, accept or solicit a wager (on a staff member's or student-athlete's own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize (NCAA Bylaw 10).
- Participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition (NCAA Bylaw 10.3). A student-athlete who violates this bylaw may lose eligibility in all sports.

Education

- The associate athletic director for compliance/communication will educate student-athletes about gambling and sports wagering during the All Student-Athlete Meetings at the beginning and end of the academic year.
- The associate athletic director for compliance/communication will send occasional emails to student-athletes, Biola Athletics and the Compliance Committee prior to any major sporting event (e.g., Super Bowl, March Madness, etc.)
- Any student-athlete who is struggling with gambling or sports wagering and wishes for support can contact either the Biola Counseling Center or Student Development.

Biola University is committed to providing support and guidance for students struggling with any issue including gambling and sports wagering.

Disciplinary Action

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility (see Bylaw 10 for sanctions of student-athletes involved in violations of Bylaw 10.3). Institutional staff members found in violation of the provisions of this regulation shall be subject to disciplinary or corrective action as set forth in Bylaw 19 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

Sanctions

The following sanctions for violations of Bylaw 10.3 shall apply:

1. A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., "point shaving") or who participates in any sports wagering activity involving the student-athlete's institution shall permanently lose all remaining regular season and postseason eligibility in all sports.
2. A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker or a parlay card shall be ineligible for all regular season and postseason competition for a minimum period of one year from the date of the institution's determination that a violation occurred and shall be charged with the loss of a minimum of one season of eligibility. If the student-athlete is later determined to have been involved in a violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular season and postseason eligibility in all sports.