

**Friends University**  
**Athletic Department**  
**STUDENT**  
**Handbook**



**FRIENDS UNIVERSITY**  
**FALCONS**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

**Athletic Department Handbook**  
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**FRIENDS UNIVERSITY**  
**FALCONS**  
**DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

All,

This handbook serves to document essential policies, procedures, and expectations for the athletic department at Friends University. Please take time to read through it and refer to it when questions arise. These policies are subject to change.

At Friends University Athletics, we believe in the holistic nature of the collegiate athletic experience. We want and expect to win at a high level. It is our goal to win the KCAC Commissioners Cup every year. Still, it is much more critical that our student-athletes grow in all areas of their lives, commit to the process of winning, and become graduates of Friends University.

I hope you have a great experience this year at Friends University.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Ramseyer".

Dr. Rob Ramseyer  
Friends University  
Associate Vice President of Athletics

## **FRIENDS UNIVERSITY MISSION STATEMENT**

Friends University, a Christian University of Quaker heritage, equips students to honor God and serve others by integrating their intellectual, spiritual, and professional lives.

## **NATIONAL ASSOCIATION OF INTERCOLLEGIATE ATHLETICS (NAIA)**

Friends University is a member of the NAIA.

*The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process. The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structure, and the benefits of membership in a national association.*

## **KANSAS COLLEGIATE ATHLETIC CONFERENCE (KCAC)**

Friends University is a proud member of the Kansas Collegiate Athletic Conference. Friends will work in collaboration with the conference office and other conference members. Coaches are encouraged to pursue leadership positions within the conference.

### **Philosophy of the Kansas Collegiate Athletic Conference**

*Our intention is that intercollegiate athletics, among Kansas Collegiate Athletic Conference members, be an integral part of the total educational process. Through athletics, participants find one more avenue to experience and understand themselves, others, and the world in which they live. In the act of competition there is an emphasis on commitment, cooperation, high achievement, and working toward a common goal. Member institutions, although varied and diverse, share a common commitment to Christian values, high standards of character development, moral integrity, and social values. The KCAC supports equality in all facets of athletics. The KCAC is subject to the National Association of Intercollegiate Athletics (NAIA) rules and regulations. The governance of the KCAC, like that of the NAIA, is based upon the integrity of member institutions. The KCAC embraces the concept of "acting so as to bring about the greatest possible good" and considers specific "conditions" when making decisions that will impact either the conference or individual institutions.*

(Taken from the KCAC Constitution)

# ACADEMICS AND POLICIES

## ACADEMIC SERVICES

Dr. Kenneth Stoltzfus, VP of Academic Affairs and  
Dean of the Faculty  
Phone: 316-295-5812  
Email: [Kenneth\\_Stoltzfus@friends.edu](mailto:Kenneth_Stoltzfus@friends.edu)

**Taylor Mounts, Director of Student-Athlete  
Success**  
O 316-295-5587  
Google text – 316-285-9442  
Email: [taylor\\_mounts@friends.edu](mailto:taylor_mounts@friends.edu)

**Dr. Preston Todd, Associate Academic Dean**  
Phone: 316-295-5623  
Email: [todd@friends.edu](mailto:todd@friends.edu)

**Nichole Wynn, Faculty Athletic Representative**  
O 316-295-5514  
Email: [Nichole\\_wynn@friends.edu](mailto:Nichole_wynn@friends.edu)

**Tor Wynn, Faculty Athletic Representative**  
O 316-295-5451  
Email: [tor\\_wynn@friends.edu](mailto:tor_wynn@friends.edu)

## ACADEMIC RESOURCE CENTER (ARC)

The Academic Resource Center strives to promote the success of every Friends University student by providing individualized assistance and supplemental resources. Our staff of professionals and peer tutors encourage students to develop the academic skills necessary to be effective, efficient, and confident in all academic and professional environments.

### **About the ARC**

The ARC provides a variety of help for students in writing, natural sciences, mathematics, music theory, accounting, and computer science. This free assistance is available on a drop-in basis or by appointment on the first floor of the Edmund Stanley Library, Room 112.

Fourteen peer tutors, three professional writing tutors, and a professional math tutor offer one-on-one assistance for courses offered at Friends. Students are asked to bring their assignments, drafts, and/or notes, and handouts to facilitate tutoring.

The center provides tutors with mandatory training and in-services on a variety of topics, and the tutors meet a minimum number of tutoring hours each academic year.

Resources for all types of writing, particularly research and documentation style, are available in the ARC. The center keeps a variety of textbooks, handouts, and dictionaries for student use. Students may use the computers to write papers, search databases, and the Internet, access email, access Moodle, etc.

Group study sessions are scheduled before tests in most of the disciplines.

Students enrolled in the **College of Graduate and Professional Studies**, and **distance learners** may elect to email their papers to the Academic Resource Center at [arc@friends.edu](mailto:arc@friends.edu). This service exists throughout the year.

Along with quick writing advice, Friends has numerous grammar handouts, style and writing handbooks, several ESOL (English as a Second or Other Language) resources, mathematics handouts, and computers with computer-science software, professional mathematical-computing software, Internet access, word processing,

and printing. Friends also has charging stations available for students, calculators available for checkout, and a 76-key keyboard (with headphones) available during operating hours.

#### Semester Hours of Operation

Monday through Thursday: 11 a.m. to 9 p.m.

Friday: 11 a.m. to 4 p.m.

Saturday: CLOSED

Sunday: 3 p.m. to 9 p.m.

<https://www.friends.edu/academics/resources-support/academic-resource-center/>

### **FALCON STUDY HALL PROGRAM**

Study Hall Hours are required for the following student-athletes:

- All new Incoming Freshman and Transfers for their first semester of enrollment
  - Freshman with a high school GPA of 3.5 or higher will have hours reduced to 3 hours.
  - Transfers with a college GPA of 3.25 or higher will have hours reduced to 3 hours.
- All continuing student-athletes under a 2.5 cumulative GPA
- All continuing student-athletes with a previous semester grade point average below a 2.0
- Any continuing student-athlete at the discretion of the Coach, Athletic Director, and/or Director of Student-Athlete Academic Success.
- Student-athletes with academic concerns raised during a semester.

Student-athletes may request to be in the required study hall – if reinstated, they must abide by all rules

Study Hall hours must be completed by 12:00 Noon every Friday.

All Study Hall hours must be earned in the Student-Athletic Academic Success Center. Team travel will be considered.

Failure to complete study hall hours by 12:00 Noon pm on Friday will result in a Study Hall offense.

Student-athletes must be checked in and out properly to the SAASC to earn Study Hall hours.

Tutorial Sessions will be added upon completion of appointments.

The Study Hall week runs Sunday through Friday each week of the semester.

Only Friends University Falcon Wear is allowed in the SAASC

Note: Departmental Study Hall rules are the minimum requirement for all student athletes. Team rules may be higher than those listed above.

#### **Penalty Structure:**

1st Offense the student is required to earn ten (10) new hours the following week (5 hours for those that have 3 required hours). If this is completed successfully, the student-athlete will move back to zero offenses.

2nd Offense: suspension from competition\*. For sports that have over 20 allowable contests per NAIA rules, the suspension will be one game. For sports that have under 20 allowable contests per NAIA rules, the suspension will be a half (where applicable). If the sport does not have halves, the suspension will be a full competition.

3rd Offense- suspension doubles and the coach and student-athlete will meet with a member of the Athletic Administration to determine if they should remain a member of the team.

\*For sports that are in their off-season, the suspension will be served during the next season.

### **COURSE CREDIT FOR SPORTS**

Student-athletes may only receive credit for participation in their specific sport. They can receive one credit per semester. Signing up for this course is done by the student-athlete and the advisor. If a student-athlete stops participating in a sport mid-semester, they should withdraw from the course.

### **DROPPED CLASSES**

Student-athletes must be enrolled in at least 12 hours per semester. If a student drops below 12 hours, they are immediately ineligible and should not participate in competition.

### **TITLE IX**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in educational programs or activities that receive federal financial assistance. Title IX states that no person in the United States shall, on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

All employees at Friends University will complete Title IX training and are expected to follow all Title IX policies and procedures.

#### **Title IX Contacts**

Dr. Kenneth Stoltzfus, VP of Academic Affairs and  
Dean of the Faculty  
Phone: 316-295-5812  
Email: [Kenneth\\_Stoltzfus@friends.edu](mailto:Kenneth_Stoltzfus@friends.edu)

Danita Mason, Director of HR  
Phone: 316-295-5676  
Email: [Danita\\_Mason@friends.edu](mailto:Danita_Mason@friends.edu)

## **Title VI**

Title VI is part of the Civil Rights Act of 1964 that prohibits discrimination on the basis of race,, color, or national origin and retaliation by any program or activity that receives federal financial assistance. If a student or others persons believe they have been discriminated against, retaliated against, or harassed may file a complaint or report, verbally or in writing to:

Danita Mason, Director of HR  
Phone: 316-295-5676  
Email: [Danita\\_Mason@friends.edu](mailto:Danita_Mason@friends.edu)

Dr. Kenneth Stoltzfus, VP of Academic Affairs and  
Dean of the Faculty  
Phone: 316-295-5812  
Email: [Kenneth\\_Stoltzfus@friends.edu](mailto:Kenneth_Stoltzfus@friends.edu)

## **INELIGIBLE STUDENT-ATHLETE TRAVEL**

Academically ineligible student-athletes are not allowed to travel with the team if the travel will require missing classes. At their discretion, individual coaches can decide whether to allow ineligible student-athletes to travel as long as they do not miss class. Ineligible and non-certified athletes are never allowed to suit up for competitions.

## **FUNDRAISING**

All fundraising is coordinated through the Assistant Athletic Director of Development. All athletic programs and student-athletes will participate in ETeamSponsor Fundraising through our annual day of giving for athletics and the Adopt a Cause Rusty Eck New Car Raffle.

Student-Athletes are welcome to help and/or recruit corporate sponsors for the Athletics Golf Tournament that takes place every June.

## **BSN SPORTS**

Friends signed a five-year contract with BSN Sports and Nike. The contract stipulates the institution buy all equipment, gear, and apparel through our BSN representative unless it is not available through BSN.

## **GAME SCHEDULING, ATTENDANCE AND CLASS POLICIES**

The academic success of student-athletes depends heavily upon their class attendance. Student-Athletes should attend all classes. Coaches are encouraged, but are not required, to develop a team class attendance policy. Friends Athletics does not require it because it is difficult to monitor class attendance when all faculty do not take or report attendance.

Minimizing the number of missed class days does not assure student-athletes' academic success. Student-athletes are responsible to meet with instructors before each missed class session to make arrangements to complete missed activities and assignments. Student-athletes are also responsible for meeting the attendance policies for each of their classes. **Failure to contact instructors before missed class days may jeopardize a student-athlete's ability to make up or receive credit for missed classwork or activities.**

## **ATHLETIC SCHOLARSHIP RENEWALS**

If a student-athlete is recruited to Friends University and offered an athletic scholarship, the University will honor the scholarship amount regardless of injury, illness, academic plans, or athletic performance. If the student-athlete completes a full year in the program with a good standing, their total financial aid package will remain the same. This does not include any endowed or fundraised athletic scholarships.

Criteria considered:

- The student has successfully completed at least one season of competition.
- The student is in good academic standing according to the academic catalog.
- The student has not committed any egregious acts and remains in good social and behavioral standing across campus including athletics, residence life, student life, and academics.
- Student needs to meet with their coach to begin the official process.

If a student-athletes quits the team and goes on academic probation at the end of the semester in which they quit, their athletic aid will be rescinded.

## **GRIEVANCE PROCESS**

The following procedures have been established by Friends University to help guide the students through a potential grievance with a staff member of the Intercollegiate Athletic Department. In virtually all cases, the first step of the process is for the student-athlete to meet with the coach to express thoughts and explain any issues or complaints. This should be done face to face and not through an email or other form of communication. Playing time is not a grievance that can be escalated nor is it a topic that can be discussed with a coach or administrator by a parent or representative of the student-athlete.

Friends University Conflict Resolution Process: Non-Academic Complaints

1. The student arranges a meeting with the university employee to discuss the complaint. The employee should respond to student with a resolution to the complaint within five business days of the official meeting.
2. If the student is not satisfied with the employees' resolution, the matter may be appealed to the employee's immediate supervisor within five business days.
3. The supervisor will meet with the student to discuss the concern. The supervisor will render a decision on the matter within 10 business days of the meeting.
4. If the student is not satisfied with the supervisor's decision, the matter may be appealed, in writing, to the unit Vice President within five business days.
5. The Vice President will meet with the student to discuss the concern and render a decision on the matter within 10 business days of the meeting. The Vice President's decision is final and represents the University's final stance on the matter in question.

## **ELIGIBILITY AND COMPLIANCE**

Friends University is committed to compliance and following rules. Coaches are accountable for knowing NAIA rules. If questions arise, they can contact athletic administration, the FAR, or contact the NAIA directly.

## **FACULTY ATHLETIC REPRESENTATIVE (FAR)**

From the NAIA Handbook:

The Role and Responsibilities FAR faculty athletics representative shall:

- a. Be appointed by the chief executive officer of the institution to represent the institution in the development of sound educational policies for athletics;
- b. Be a regular member of the faculty, but not assigned as a coach or athletics administrator;
- c. Be charged with the responsibility of ensuring that all participants in intercollegiate competition are eligible in accordance with the rules and regulations of the Association prior to their representing the institution in any manner;
- d. Meet with the institution's chief executive officer to review NAIA and conference issues regarding academics and athletics;
- e. Participate (either in person or via conference call) in any conference-wide meeting which is set for the purpose of rules education;
- f. Participate (either in person or via conference call) in conference meetings when items on the agenda are pertinent to the faculty member's role as the faculty athletics representative of his/her institution;
- g. Be encouraged to attend the first NAIA National Convention occurring after being appointed faculty athletics representative; and
- h. Work with the athletics director to provide a rules education program in a manner consistent with the best practices approved and published by the Council of Faculty Athletics Representatives. Such a program shall include educating the institutions:
  - 1) Administrators who participate in eligibility certification (e.g. registrar, newly appointed faculty athletics representative or athletics director);
  - 2) Sports coaches;
  - 3) Student-athletes; and
  - 4) Appropriate faculty (including advising centers).
- i. Retain eligibility documentation for a minimum of five academic years. Best practice is to retain for seven academic years.

### **Academic Eligibility**

All first-time student-athletes at any NAIA institution must be certified through the NAIA Eligibility Center. Student-athletes can register through [www.playnaia.org](http://www.playnaia.org). Friends University is prohibited from providing financial assistance in regard to fees for PlayNAIA. All final, official documents must be sent to the eligibility center and the Friends University prior to an eligibility ruling.

To be able to compete, student-athletes must be enrolled full time. Full time is 12 hours for undergraduate students and 6 hours for graduate students. In general, student-athletes must pass 12 hours per semester with a 2.0 GPA to maintain athletic eligibility. Academic eligibility questions should be referred to the Faculty Athletic Representatives.

### **NAIA 24-Week Contact Rule with KCAC Guidelines**

Per NAIA guidelines, sports shall have a maximum 24-week practice and competition season as established by each member institution. For the KCAC, frequency of play, practice and scheduling policies shall be restricted to the following: beginning on Monday of the week in which August 15 falls and ceasing no later than May 15th per NAIA guidelines.

1. Frequency of play, practice, and scheduling outside of this period (beginning the Monday of the week in which August 15 falls until May 15 each year) is governed by each member institution and will not be regulated by the NAIA.
2. Member institutions may be engaged in conditioning activities beginning on August 1 in preparation for the fall season of competition. However, no practice or outside competition is allowed between

August 1 and the start of the practice and competition season, which begins on Monday of the week in which August 15 falls.

3. There shall be no more than three break periods during the 24 weeks. NAIA approved postseason participation shall not be counted as part of the 24-week period. A calendar week is defined as Monday (12:01 a.m.) through Sunday (11:59 p.m.). Any practice or competition during this period shall constitute one of the 24 weeks permitted. Specific Rules on Contact: · Athletic-related contact, which includes practice, meetings, film, conditioning, and/or competition activities, will be limited to 20 hours per week once classes have begun for the fall semester at the specific KCAC institution. · Prior to classes beginning for the fall semester, specific to each KCAC institution, the 20-hour contact rule will not apply. Games, exhibitions, and scrimmages will be counted as 2 hours within the 20 hours of contact during the week.

For all KCAC teams, there will be one day per week with no athletic-related activities, which includes practice, conditioning, competition, film, and meetings.

### **KCAC and NAIA Handbook and Guidelines**

NAIA Handbook: [http://naia.cstv.com/member-services/pubs/handbook/NAIA\\_Official\\_Handbook.pdf](http://naia.cstv.com/member-services/pubs/handbook/NAIA_Official_Handbook.pdf)

KCAC Specific Sport Guidelines: [http://www.kcacsports.com/f/Sport\\_Guidelines.php](http://www.kcacsports.com/f/Sport_Guidelines.php)

### **Day Off Policy**

All programs are required to take a day off each week from athletic related activities. Friends University Athletics will follow the policy of the KCAC. The KCAC policy states “For all KCAC teams, there will be one (1) day per week with no athletic-related activities, which includes practice, conditioning, or competition.”. Any potential infraction can be reported to the VP of Athletics, Assistant AD of Operations, or the Senior Woman Leader. Their contact information can be found at Friendsathletics.com.

### **MEDICAL HARSHIPS**

The NAIA no longer offers medical redshirts. If a student-athlete appears in 20% of allowable regular season contests or in the post-season (including the conference tournament), they will be charged a season of competition.

### **NAME, IMAGE, AND LIKENESS (NIL)**

The NAIA has led the way in Name, Image, and Likeness legislation in collegiate athletics. The NAIA allows students to use their own name, image, and likeness in their role as a student-athlete to earn money and endorsement deals.

Friends University is supportive of this policy.. Friends University prohibits student-athletes using the University name or reputation for an athlete to endorse and earn money from businesses that are counter to the institutions mission and values. These include, but are not limited to, businesses promoting drugs, alcohol, and sex.

Student-athletes are required to notify their institutions Director of Athletics when receiving compensation from the use of their name, image, or likeness in relation to their school or status as a student-athlete. Friends University Athletics asked that student-athletes use this form to do so:

<https://www.naia.org/membership/nil-submit-details>

## **DUAL-SPORT ATHLETE POLICY**

It is difficult to play two sports at the college level. It may or may not be in the best interest of the program or student-athlete to participate in two sports. If a student-athlete would like to participate in two sports, they must talk to their coaches to see if it is possible. It is not the practice of Friends University to increase scholarships for students that choose to participate in two sports.

## **LETTERS OF INTENT**

KCAC Letters of Intent (LOIs) provide Friends University and a student-athlete a written contract for participation in intercollegiate athletics at Friends University. Once the student-athlete signs the letter of intent, attends a class at Friends University, or participates in a practice, they will have to sit out of competition for a year prior to competing in a competition. For more information, refer to KCAC Constitution at [KCACSports.com](http://KCACSports.com).

## **FRIENDS UNIVERSITY STUDENT-ATHLETE ALCOHOL AND DRUG POLICY**

Designation as a Friends University student-athlete and participation in the University's intercollegiate athletic programs is a privilege. Friends University wants to provide a safe, healthy, and supportive educational and athletic environment for each of its student-athletes. Further, student-athletes are among the most visible and influential students on campus. By being a part of a Friends University Athletic Program, a student-athlete takes on additional responsibilities of representing the University in the public arena. The use of prohibited substances compromises the physical and mental capabilities of our student-athletes and is a health-safety issue for the University. The purpose of this policy is to clearly state the athletic department guidelines related to the use/abuse of alcohol and prohibited drugs. This policy is reviewed on an annual basis and is subject to change when deemed necessary. Click [HERE](#) to access the policy.

## **STUDENT-ATHLETE LEADERSHIP TEAM (SALT)**

SALT is a representative body of student-athletes of every sport. Each sport is required to provide 1-2 SALT representatives that will attend monthly meetings come to 1-2 meetings per month and participate in SALT events. These events include the year-end banquet, community service projects, and participating in SALT committee work.

The Senior Woman Leader, along with the SALT President, convene this group. The Associate Vice President of Athletics will also attend meetings when possible.

Each athletic program is required to have 1-2 student-athletes from their program to be a part of SALT. Student-athletes should let their coach know if they are interested in being part of SALT.

## **MUSIC AT EVENTS**

Pregame and game music is managed by the Assistant AD of Operations. Each sport can select a specific playlist based on actual songs or types of music. These requests are to go through the coach who will communicate then with the Assistant Athletic Director of Internal Operations or the Graduate Assistant Intern for Athletic Administration. Under no circumstances should personal playlists be played at any athletic event.

## **STRENGTH AND CONDITIONING PROGRAM**

It is not possible to run a highly competitive athletic program without a commitment to the weight room. It is required that all head coaches work with the Assistant Athletic Director of Athletic Performance on schedules, programming, and maintain an updated roster on RACK. Coach Belden has final say on all programming. Student-athletes are expected to work out in sessions with and led by the strength and conditioning coach. All programs are expected to have a minimum of 80% participation of expected sessions of their teams.

If sport specific skill instruction is not taking place, strength and conditioning does not count towards the 24 - week NAIA limit. Per the NAIA Bylaws: "Practice will be defined as follows: An activity organized and/or directed by an identified member of the coaching staff of that sport in which appropriate equipment is used or instruction and/or evaluation of the athlete takes place."

## **SPORTS INSURANCE**

All student-athletes are required to have insurance and the Friends University secondary sports insurance. If a student does not have adequate insurance that is approved through United Health, they will be required to buy insurance through Friends University. All international students are required to buy insurance through Friends University.

Additionally, all Friends University students pay a fee for a Mandatory Student Accident Plan (MSAP). This plan covers up to \$3000 of any accident or injury.

Student-athletes are not allowed to participate until proof of insurance is provided and all other athletic training paperwork is submitted and approved.