



Student Athlete Handbook

2009/2010

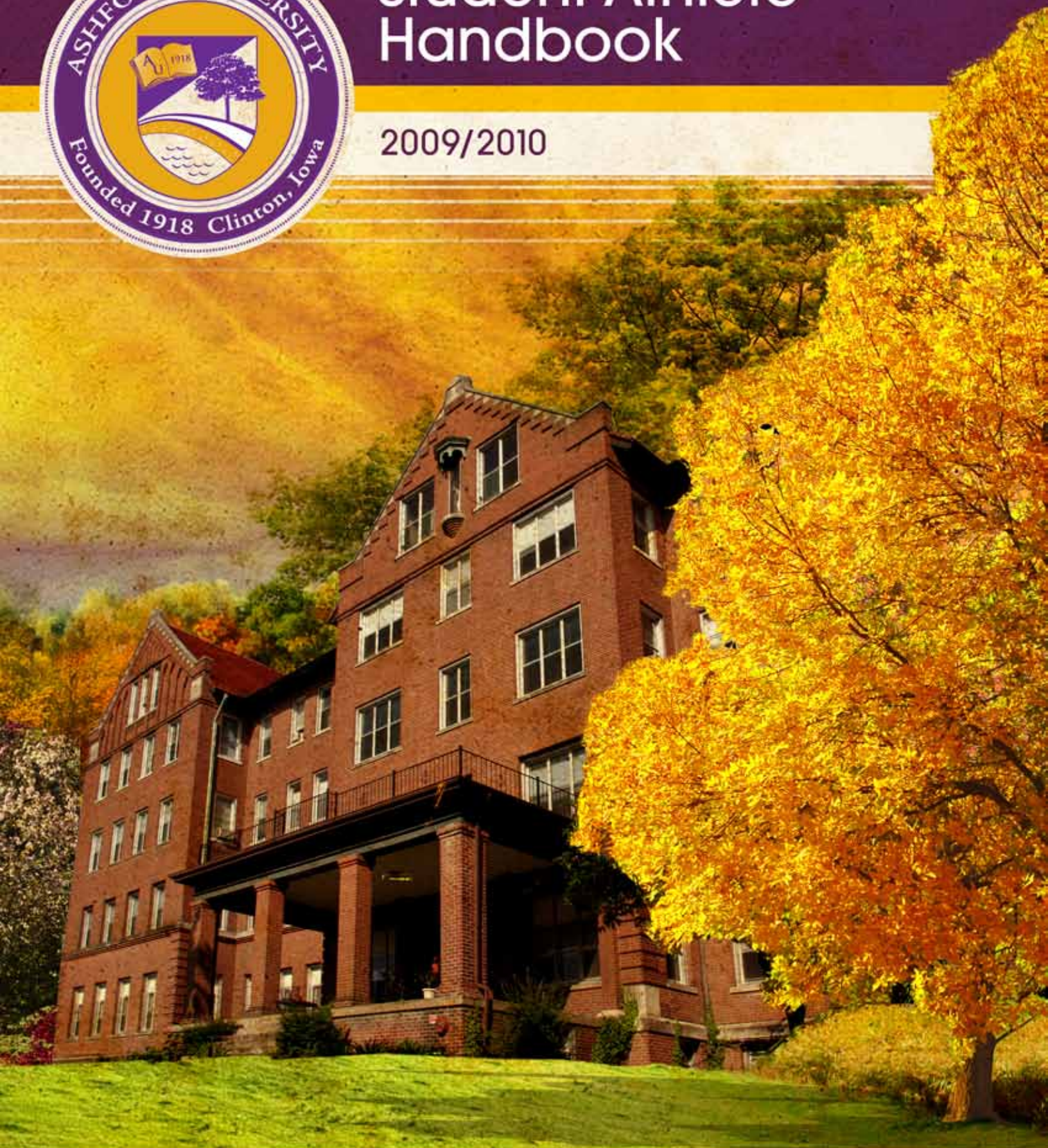


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LETTER FROM THE COACHES

Participation in athletics can be one of the greatest learning experiences in your life. In one event, over a relatively short period of time, you can learn to deal with numerous challenging situations. You will learn lessons that will affect you emotionally, mentally and spiritually, and you may have a vast number of highs and lows. This can occur in just one game, match, event or during a whole season. Participating in athletics will allow you numerous opportunities to learn from situations that resemble life off the playing field. We consider your opportunity to be a member of our program a vital part of the **complete** educational experience that you will have at Ashford University.

Ashford University is committed to providing a complete education. All aspects of your experiences at the University will be a part of this education. In order for you to take advantage of these opportunities, you need to demonstrate total commitment, hard work, and self-discipline—not in one area, but in everything that you do.

Our goal as coaches is to help you cope with pressures and maximize your abilities. We recognize that while none of us is perfect, we want to do our best to work with you throughout the many learning experiences that you will encounter. As members of the athletic program at the University, we should all seek to avoid conduct or behavior that would bring dishonor to our school, our teammates, our families, or ourselves. We are all part of a team.

As coaches, our desire is to be role models, to promote excellence in all areas of life, and to be available to each of you. Please read and understand the following pages. If you have any questions or concerns, please feel free to talk to any one of us.

ATHLETICS DEPARTMENT PHILOSOPHY AND OBJECTIVES

As an Athletics Department, we strive to provide direction and motivation for each of our student-athletes toward developing as a student-athlete, earning a meaningful degree and growing as a total person. We have an obligation to ourselves and to our student-athletes to strive to reach our full potential.

Intercollegiate athletics is a vital part of the institution that it serves.

As an Athletics Department, we wish to:

1. Represent the University and its values as a means to gain positive exposure and recognition for both and be a generator of positive school spirit for the campus.
2. Work with University administration, faculty, and staff to advance the opportunity for our student-athletes to become committed to academics and pursuit of a meaningful education.
3. Develop and maintain a competitive athletic program that can be a source of pride for students, faculty, staff, alumni, and friends.

ASHFORD UNIVERSITY ATHLETIC PRINCIPLES

Our athletic program will:

1. Be a well-coordinated part of the school curriculum that is committed to academics and a well-rounded lifestyle.
2. Justify the use of institutional funds and facilities because of the educational and athletic aims achieved.
3. Foster training in professional conduct, game ethics and sportsmanship for participants and spectators.
4. Provide opportunities for many student-athletes to participate in a wide variety of sports.
5. Provide quality coaching and facilities to allow our student-athletes to be competitive in a wide range of team sports.
6. Be conducted on principles of honesty and integrity.
7. Be administered by individuals who are fully committed to discipline and hard work, and who exemplify that commitment.
8. Participate in the NAIA Champions of Character program and embrace its character values in sport.

CODE OF CONDUCT FOR ASHFORD UNIVERSITY STUDENT-ATHLETES

Ashford University student-athletes are to abide by the rules and policies of the University as set forth in the Code of Student Conduct in the current Academic Catalog. In addition, each coach may design his or her own specific team policies that go beyond the following basic policies:

- A. All of the University scholastic and social standards must be met.
- B. Each team member must conduct him- or herself in a dignified manner, both on and off the campus or field of play. All student-athletes are continually in the public eye and must accept responsibility for constantly representing the University. Off-season conduct is considered as important as that expected during the playing season.
- C. All student-athletes must abide by the following general training rules:
 1. Refrain from the use of cigarettes, alcohol and/or illegal drugs as per Athletics Department and/or team rules.
 2. Student-athletes will be expected to maintain a decent and proper appearance as representatives of the University and its Athletics Department.

3. Student-athletes should exhibit respect for themselves and others. Foul or abusive language and/or actions or insulting gestures are not to be directed toward other players, officials or other individuals.
 4. Conduct which may result in fighting or inciting individuals to antisocial or violent behavior is prohibited.
 5. Student-athletes should pay careful attention to the advice of the coach and the trainer/physician when advised to treat an injury, including seeking proper medical care if deemed necessary.
- D. For road trips, all members of the team will leave the University with the squad, remain with it throughout travel, and return to campus at the same time and in the same manner as the rest of the team as arranged by the University. Any exceptions will be considered on a case by case basis and require permission prior to departure. All players must stay at the quarters provided by the University on overnight trips unless they have permission in advance from the coach to do otherwise.
- E. All athletic team members must maintain proper care of the University's athletic equipment and uniforms. If proper care is not taken, the expense of damaged or missing items will be charged to the responsible student-athlete's account.

THE POLICIES LISTED ABOVE CAN BE ADDED TO, BUT NOT SUBTRACTED FROM. THE STUDENT-ATHLETE WILL BE WARNED AND REPRIMANDED ACCORDING TO THE SEVERITY OF THE MISCONDUCT. PENALTIES COULD INCLUDE SUSPENSION OR DISMISSAL FROM FURTHER PARTICIPATION IN ATHLETICS, POSSIBLE LOSS OF SCHOLARSHIP, AND/OR SUSPENSION OR DISMISSAL FROM THE UNIVERSITY.

COMMITMENT TO EDUCATION/ ACADEMIC MONITORING POLICY

At the four-week grade check, each coach will receive from the Registrar a list containing names of his or her student-athletes who have received more than two deficiencies. Each coach will be responsible for contacting these student-athletes and helping each deal with the deficiencies.

The student-athlete-faculty-coach relationship is very important. Coaches are expected to communicate this to the student-athlete and do their best to cooperate with faculty.

1. Coaches will be expected to enforce class attendance. All student-athletes are expected to attend every class. If student-athletes need to miss class for any reason, they need to notify their instructor and coach in advance.
2. Coaches will send a memo to the Vice President of Academic Affairs' Office listing the names of all student-athletes and the dates of all classes to be missed. A copy of this memo must be sent to the Athletics Director. The Athletics Department will keep these memos on file.
3. Coaches are responsible for notifying their student-athletes of the mandatory academic study table requirements.

Study Table Guidelines

ATTENDEES:

1. All Freshman Student-Athletes.
2. Any returning or transfer student-athletes with a GPA below 2.50.

All Study Table attendees must have six (6) hours of logged time in Study Tables per week. Grades will be reviewed at the conclusion of each term to re-determine attendees. Study Tables will be held the following times:

6-9 pm Mondays–Thursdays beginning Tuesday, Sept. 8th, 2009
(Excluding Mid-Term Break and Thanksgiving Holiday Weekends)

- Monitored by AU Graduate Assistant Coaches every night.
- Held in Collis Lecture Hall.
- Roll will be taken – signing in and signing out.
- Attendees may enter and exit the room on the hour only (6pm, 7pm or 8 pm).
- Attendees may be present for one hour at a time, 2 hours at a time, 3 hours at a time, on a daily basis.
- Attendance will be checked weekly by the Athletics Director.
- Attendees may use the time allotted by their specific coach to achieve the 6 hour minimum.
- Coaches must submit individual hours to an administrator immediately following the completion of event.
- Anyone not fulfilling their weekly hours will be held accountable by being held from athletic practice and competition until hours are completed.
- Any hours not completed during the week must be completed with the student-athlete's individual coach by the Sunday prior before being allowed to participate in the week's practice or games.

SEMESTER-BASED COURSE ATTENDANCE POLICY

The attendance policy at Ashford University is based on the commitment of the faculty and administration to help student-athletes develop the work habits and skills that are essential for achieving academic success. Accordingly, student-athletes are expected to comply with the University attendance policy in order to remain in continuous enrollment. Furthermore, compliance with the attendance

policy is essential for maintaining financial aid. To familiarize themselves with the official University attendance policy, students-athletes should refer to the current Ashford University Academic Catalog. An electronic copy of the current Catalog can be accessed in the Student Portal.

ATHLETIC SCHOLARSHIPS

Athletic scholarships are one-year commitments to the student-athlete, to be renewed annually on recommendations from the coaches. Any violation of the stipulations listed on the grant-in-aid contracts could result in a loss of scholarship. If a student-athlete quits school at any time, a loss in his/her scholarship may result if and when he/she returns. If a student-athlete quits the team at any time, a loss in scholarship will result.

ATHLETIC SCHOLARSHIP CHANGES

If a student-athlete decides to quit his/her sport in which a scholarship has been granted, he/she must follow proper protocol:

1. Notify the coach of the sport in which the scholarship had been granted, and inform that coach of his/her decision to not participate in that sport.
2. Financial Aid will then be notified, and the athletics scholarship will then be revoked.

If a student-athlete quits his or her scholarship sport, but wishes to participate in another sport, he or she must do the following:

1. Notify the coach of the sport in which the scholarship has been granted, and inform that coach of the decision to quit and participate in another sport.
2. Notify the coach of the sport the student-athlete wishes to participate in instead, and inform that coach of the decision.

3. No new scholarship will be awarded for one academic year. Scholarship amounts may be rolled over if requested and approved. If rollover is not approved, the student-athlete will participate as walk-on. Following this time period, applicable scholarships will be recommended by the coach.

ATHLETIC AWARDS

All Ashford University student-athletes who earn Varsity status (determined by Head Coach of each sport) will receive the following recognition for their participation and contribution to their respective teams:

1st year letter winner—award of merit certificate

2nd year letter winner—award of merit certificate

3rd year letter winner—award of merit certificate

4th year letter winner—plaque with AU crest

INSURANCE

Ashford University provides supplemental accidental injury insurance for all participants in the intercollegiate athletic program. This policy is secondary to a student-athlete's own personal health insurance. **Student-athletes are required to have personal health insurance before they are allowed to participate.** The University also participates in the NAIA catastrophic program. Injuries covered and coverage limits are defined in the insurance policies. The coach and the student-athlete should work through the Athletic Trainer in submitting or filing forms necessary for insurance coverage.

ATHLETIC PHYSICALS

All student-athletes **must** have a physical before practice begins. **Completed physical forms must be on file before a student-athlete participates.** These forms may be obtained online.

ATHLETIC TRAINING POLICIES & PROCEDURES

Training Room Telephone Number
(563) 242-4257 ext. 4120

Athletic Training at the University has been established to provide the student-athletes with the opportunity to receive the proper evaluation, treatment and rehabilitation of their sport-related injuries. Athletic Training is important to the overall success of the Athletics Department, and respect and cooperation are qualities that make these two groups work together as one.

1. Any time you sustain an injury, report it to your Athletic Trainer whether you feel it is serious or not. It is our responsibility to evaluate and treat all injuries under the guidance of the student-athlete's physician.
2. Please report any new illnesses or injury to the athletic training staff by 10 am. Contact the Athletic Training Room prior to notifying your coach or teammates to ensure proper and prompt treatment. The Athletic Training Room will contact your coach about your illness or injury. Any previous condition not treated or evaluated during the day prior to practice may not be used as an excuse to not participate on that day.
3. The Training Room is not to be used as an excuse to be late for practice. Please allow sufficient time to receive treatment and/or get taped before practice starts.
4. If you have an acute injury, you must receive three treatments daily:
 1. Morning treatment
 2. Pre-practice treatment
 3. Post-practice treatment

Do not discontinue treatments until cleared by the Head Athletic Trainer.

5. The Athletic Training Room is not a lounge for gossip or just “hanging out.” Please be respectful of the purpose for which it is intended. However, if you have any questions related to your injury or condition, feel free to come in at any point during the day.
6. All student-athletes must shower prior to receiving treatment **after** a practice session.
7. No uses of profanity, food, or drinks are allowed inside the Training Room.
8. All student-athletes must have on file a current medical physical authorized by a physician, a medical release, and a proof of insurance prior to any team or individual practice that is a part of University athletics.
9. Sports in-season will have priority in the Training Room, but all student-athletes will be attended to.
10. The Athletic Trainer will be present at all home athletic events. It is up to the discretion of the Trainer as to what away events he/she can attend.
11. Student-athletes must report injuries or sickness to the trainer, who will arrange for the student-athlete to see a physician if needed. **ALL VISITS TO THE PHYSICIAN NEED TO BE PREARRANGED BY THE TRAINER, OR IN THE CASE OF EMERGENCIES, NEED TO BE REPORTED TO THE TRAINER AS SOON AS POSSIBLE.**

STUDENT-ATHLETE DRUG, ALCOHOL AND TOBACCO POLICY

General Statement

Ashford University prohibits the unlawful possession, use, or distribution of drugs, alcohol, or tobacco by student-athletes, on- or off-campus. The University and Athletics Department oppose the misuse or abuse of alcohol, which it defines as “any alcohol-related behavior that adversely affects a person’s life in regard to physical health, feelings of self-

esteem, personal or family relationships, educational, occupational goals or one’s standing in regard to local, state or federal laws.”

All student-athletes are to abide by Ashford University standards and Code of Student Conduct as defined in the current Academic Catalog and any additional standards as determined by their coach via team rules. Students who violate the Ashford University Code of Student Conduct are subject to sanctions that may be independent and/or in addition to those described below, per Catalog policy.

The Athletics Department and University seek to help individuals who are suffering from chemical dependency or drug abuse problems.

**Per NAIA regulations, all student-athletes must attend an Alcohol Awareness Education seminar or presentation. The date of this event will be announced by the Athletics Department.

Illegal Drugs Student-Athletes must read the **Ashford University Drug Testing and Education Policy Statement** (reprinted below) and sign the **Ashford University Intercollegiate Athletics Drug Education and Testing Program Consent, Authorization and Release Form.**

ASHFORD UNIVERSITY INTERCOLLEGIATE ATHLETICS DRUG EDUCATION AND TESTING PROGRAM POLICY STATEMENT

Ashford University hereby adopts a policy for drug education and the prevention of drug abuse. This policy includes the testing and education of student-athletes involved in intercollegiate athletics at Ashford University. This policy is based on a presumption against the use of any artificial chemical substances that are not medically necessary (i.e., taken under orders of a physician, with notice to the athletic training staff). If an athlete has any questions about a given substance, then he/she should consult the Athletic Director.

Purpose:

1. To insure the health and well being of the Ashford University student-athlete through education, counseling and support groups, and through assistance to those with substance abuse related problems;
2. To insure safe, fair and equitable competition for student-athletes competing in intercollegiate athletics;
3. To maintain appropriate standards of behavior;
4. To deter substance abuse; and
5. To protect the integrity of the student-athlete and Ashford University

Participation and Compliance by the Student-Athlete:

1. Annually, each student-athlete will be required to sign a Consent, Authorization and Release form to participate in the Drug Education and Testing Program as a condition of participation in intercollegiate athletics at Ashford University.
2. Refusal to fully participate in the Education and Testing Program and comply with all provisions set forth in this Policy Statement may result in dismissal from further athletic participation and any financial aid received from the Athletic Department may be canceled at the end of the academic year. Lesser sanctions for failure to fully participate/comply, including suspension from team activities, may also be imposed. All such sanctions shall be determined by the Athletic Director, in consultation with the Head Coach.

Drug Education/Awareness Session for Student-Athletes:

The Athletic Director and/or his/her designee will, at the beginning of each academic year, meet with each team. The Athletic Director/designee will review the Ashford University Drug Education and Testing Program Policy Statement, including ramifications of a positive test. In addition, student-athletes, as individu-

als or teams, may be required to attend drug education programs or other educational programs, as deemed appropriate by the Athletic Director and/or the Head Coach.

Prohibited Substances:

In an effort to be as specific as reasonably possible, the University has designated a list of prohibited substances that it routinely tests for. See Appendix A. The University reserves the right to add to Appendix A at any time with appropriate notice prior to testing for the substances added, as new information becomes available about various substances.

University Testing by Random Selection:

Random testing may be done several times each semester during the academic year. Testing may begin on the day the student-athlete completes the consent form.

The random selection of student-athletes will be made by the Athletic Director from a list of eligible student-athletes on record. Selection of individuals for testing will be done either by computer program or some other method that ensures true randomness.

The Athletic Director will notify the student-athlete of his/her selection to be tested. Testing may be done at the time of the notification or at a date and time to be determined by the Athletic Director, but no later than 48 hours after the notification.

A positive test will result in imposition of sanctions and/or conditions. See "Effect of Positive Test Results" section below.

University Testing by Reasonable Suspicion:

The following individuals may submit a request to the Athletic Director for a student-athlete to be tested based on reasonable suspicion of improper drug use: Head Athletic Trainer, Assistant Athletic Trainer, Strength and Conditioning Coach, Head Coach, Assistant Coach, Assistant or Associate Athletic Directors.

Objective behaviors and information that may give rise to a reasonable suspicion of improper drug use include, but are not limited to, significant drop in academic or athletic performance,

missed class time, falling asleep in class, acts of violence, significant weight gain or weight loss, abnormal or erratic conduct, agitation or anger. Reasonable suspicion may also be present where a student-athlete is involved in any incident involving illegal drugs.

Based upon said reasonable suspicion, the Athletic Director may mandate that an individual be tested for the use of prohibited substances.

A positive test will result in imposition of sanctions and/or conditions. See "Effect of Positive Test Results" section below.

Additional University Testing at the Time of NAIA Postseason Competition Qualification:

In the event that an individual or team qualifies for NAIA postseason competition, testing will take place no more than thirty (30) days prior to the first NAIA postseason event. Unless a student-athlete qualifies for a medical exemption, he/she will be immediately banned from competing in NAIA postseason competition if he/she is found to have a positive test. Further sanctions and/or conditions may be imposed by Ashford University, depending on whether this is the student-athlete's first, second or third violation. See "Effect of Positive Test Results" section below.

Self-Referral:

If a student-athlete has used a prohibited substance or illegal drug and self reports this behavior before testing is announced or expected due to NAIA postseason qualification, then a positive drug test will not be charged against the student-athlete. The student-athlete will receive some form of sanction, as determined by the Athletic Director. Self-referral is a one-time opportunity.

EFFECT OF POSITIVE TEST RESULTS

First Positive Test:

The Athletic Director will notify the Head Coach of the results. The Athletic Director, the student-athlete and the Head Coach will meet to discuss the results. The parents/guardians of the student-athlete and the Director of Student Success will also be notified.

The student-athlete must undergo a full evaluation by a chemical dependency treatment center of the University's choosing to determine the scope and cause of substance use. The student-athlete must also attend and satisfactorily complete treatment/education/counseling program recommended by the Ashford University Counseling Center or other professional(s) of the University's choosing.

The evaluation must be completed in a time to be determined by the Athletic Director. The student-athlete must fully report all details of treatment/education/counseling to the Athletic Director. The student-athlete must allow the Athletic Director and the Head Coach access to all information and opinions of the persons/professionals involved in the evaluation and treatment/education/counseling by signing the necessary releases.

The student-athlete will undergo a follow-up test 2-4 weeks following completion of the treatment/education/counseling program and a second follow-up test at 5-8 weeks after completion. Subsequent tests may be administered at any time during the student-athlete's remaining years of eligibility. The student-athlete will additionally remain subject to all other forms of testing as administered to the other student-athletes.

Beginning immediately, the student-athlete will be suspended from intercollegiate competition for a minimum of ten percent (10%) of all regular season contests, or, if less than 10% of the regular season remains, the remainder of the regular season plus a minimum of one post-season game, to be determined by the Athletic Director. The Head Coach of the student-athlete's sport may invoke a harsher penalty and will consult with the Athletic Director prior to invoking such a penalty.

Second Positive Test:

If the student-athlete has a second positive test, the Athletic Director will notify the Head Coach of the results. The Athletic Director, the student-athlete and the Head Coach will meet to discuss the results. The parents/guardians of the student-athlete and the Director of Student Success will also be notified.

The student-athlete must undergo a full evaluation by a chemical dependency treatment center of the University's choosing to determine the scope and cause of substance use. The student-athlete must attend and satisfactorily complete a mandatory treatment/education/counseling program recommended by the Ashford University Student Success Center or other professional(s) of the University's choosing.

The evaluation must be completed in a time to be determined by the Athletic Director. The student-athlete must fully report all details of treatment/education/counseling to the Athletic Director. The student-athlete must allow the Athletic Director access to all information and opinions of the persons/professionals involved in the evaluation and treatment/education/counseling by signing the necessary releases.

The student-athlete will undergo a follow-up test 2-4 weeks following completion of the treatment/education/counseling program and a second follow-up test at 5-8 weeks after completion. Subsequent tests may be administered at any time during the student-athlete's remaining years of eligibility. The student-athlete will additionally remain subject to all other forms of testing as administered to the other student-athletes.

Beginning immediately, the student-athlete will be suspended from intercollegiate competition for the remainder of the season. The student-athlete will also be suspended from practice and team conditioning during this time. Athletic scholarship will be removed. The Head Coach of the student-athlete's sport may invoke a harsher penalty and will consult with the Athletic Director prior to invoking such a penalty.

Appeal:

Every student-athlete has the right to appeal both (1) the drug test itself and (2) the sanctions/conditions imposed.

All appeals must be in writing and delivered to the Athletic Director within ten (10) days after the notification to the student of a positive test or notification to the student-athlete of the sanctions and conditions imposed, whichever is later.

An Appeal Committee consisting of the Athletic Director, the Athletic Trainer, the student-athlete's Head Coach and the Assistant or Associate Athletic Director that oversees the student-athlete's sport will hear the appeal, with notice of the hearing to the student fourteen (14) days prior to the hearing date. The student and the University may bring relevant witnesses and documents to the hearing. The Head Coach will run the hearing and will decide all questions relating to witnesses, documents and logistics of the hearing. The hearing will be conducted informally. The student may have an advisor present, but the advisor shall not address the Appeal Committee. If the student chooses to not attend the hearing or provide witnesses and documents, the Appeal Committee will proceed to decide the appeal based on the information available to it. The Appeal Committee will make a recommendation to the Athletic Director. The Athletic Director will then rule on the appeal.

The Athletic Director's decision is final.

Additional Sanctions or Conditions:

This Policy Statement does not limit the authority and discretion vested in the various University departments and recognized organizations (including the Office of Student Success, residence hall and dining hall staff, Greek student leaders and staff and other student organizations and staff) to investigate and sanction student-athletes within their jurisdictions in accordance with their rules, regulations and policies, as stated in the current University Catalog.

Not a Contract:

This Drug Education and Testing Program

Policy Statement does not constitute a contract between Ashford University and its student-athletes. The University reserves the right to modify these procedures without notice.

PROHIBITED SUBSTANCES

Appendix A

Reputed Performance-Enhancing Substances

1. Anabolic steroids and diuretics.
2. Amphetamines, cocaine and related psychomotor and central nervous system stimulants, including:

Amphetamines
Benzphetamine
Chlorphentermine
Cocaine
Diethylpropion
Dimethylamphetamine
Ethylamphetamine
Fencamfamine
Meclofenoxate

Methylamphetamine
Methylphenidate
Pemoline
Phendimetrazine
Phenmetrazine
Phentermine
Pipradol Prolinatanc

Appendix B

1. Heroin and related narcotic analgesic, including:

Codeine*
Heroin
Methadone
Morphine

2. Hallucinogens, including:

Angel dust
LSD
Marijuana and THC**
Mescaline
PCP

* If concentrate of the metabolite exceeds 300 nanograms/ml.

** If concentrate of the metabolite exceeds 50 nanograms/ml.

Alcohol

State of Iowa Law

Iowa law makes it unlawful for any person to “sell, give, or otherwise supply alcoholic liquor, wine, or beer to any person knowing or having reasonable cause to believe that person to be under legal age.” Iowa law further provides that persons under the legal age “shall not purchase or attempt to purchase, or individually or jointly have alcoholic liquor, wine, or beer in their possession or control.”

Possession of alcohol under legal age is punishable as a simple misdemeanor under Iowa law. Supplying alcohol to persons under legal age is punishable as a serious misdemeanor, unless serious injury or death is involved, in which case it constitutes an aggravated misdemeanor or class “D” felony. See Iowa Code section 123.47. In Iowa the legal drinking age is 21 years.

University student-athletes under the age of 21 years (legal drinking age in Iowa) are not permitted to consume alcoholic beverages. Student-athletes found in violation of the prohibition will be subject to the following sanctions:

LEVEL 1

First offense recorded The student-athlete will have a confidential meeting with head coach. The Athletics Director and Director of Student Success will be notified of the violation. Suspension will include a minimum of two games/events, one week of competition during which games are scheduled, or 10% of the remaining schedule (whichever is shorter), and a possible loss of scholarship. Additional sanctions may be imposed by the Director of Student Success or designee.

LEVEL 2

Second offense recorded A confidential meeting will be held with the student-athlete, head coach, and Athletics Director. The Director of Student Success will be notified of the violation. Suspension will include a

minimum of four games/events or two weeks of competition during which games are scheduled (whichever is shorter), and a possible loss of scholarship. The student-athlete must attend an alcohol education seminar, as determined through the Ashford University athletics department. Additional sanctions may be imposed by the Director of Student Success or designee.

LEVEL 3

Third offense recorded A confidential meeting will be held with the student-athlete, head coach, and Athletics Director. The Director of Student Success will be notified of the violation. The student-athlete will be suspended from the team for the remainder of the season, with a loss of scholarship. The student-athlete must attend an alcohol education seminar, as determined through the Ashford University athletics department. Additional sanctions may be imposed by the Director of Student Success or designee. Students found in violation of this prohibition may also be forwarded to local law authorities if appropriate.

Tobacco

The University Athletics Department prohibits its student-athletes from using any form of tobacco during their season(s). All student-athletes must abide by the stipulations put forth by the NAIA in regard to tobacco use.

Student-athletes found in violation of the prohibition will be subject to the following sanctions:

LEVEL 1

First offense recorded The student-athlete will receive a confidential verbal warning from the head coach. The Athletics Director will be notified of the violation.

LEVEL 2

Second offense recorded The student-athlete will be suspended for a minimum of one game/event or one week of competition during which games are scheduled (whichever is shorter), and possibly will lose his or her scholarship. The Athletics Director will be notified of the violation.

LEVEL 3

Third offense recorded The student-athlete will be suspended for a minimum of two games/events or two weeks of competition during which games are scheduled (whichever is shorter), and will lose his or her scholarship. The Athletics Director will be notified of the violation.

EACH LEVEL OF ACTION REGARDING THE VIOLATION OF THE ALCOHOL OR TOBACCO POLICIES MAY BE APPEALED BY THE STUDENT-ATHLETE. THE APPEALS PROCESS IS AS FOLLOWS:

1. A written appeal letter must be submitted to the Athletics Director within 48 hours of the penalty being levied.
2. The appeal will be processed within 48 hours of its reception. The student-athlete may participate in practice and games during this time.
3. Once the Athletics Director makes a final ruling, the student-athlete will be notified immediately of the decision. .

IN ANY OF THE AREAS LISTED ABOVE, THE HEAD COACH MAY CHOOSE TO BYPASS LEVEL 1, MOVE DIRECTLY TO THE NEXT LEVEL, AND/OR ENFORCE MORE STRINGENT RULES.

ELIGIBILITY FOR PARTICIPATION (as listed in Article V of the NAIA Bylaws*)

* NAIA Official Handbook and Policy Handbook, available at http://naia.cstv.com/member-services/pubs/handbook/NAIA_2009-10_Official_Handbook.pdf

TO BE ELIGIBLE TO REPRESENT ASHFORD UNIVERSITY IN ANY SPORTING EVENTS, TOURNAMENTS AND COMPETITIONS:

1. YOU MUST, if you are a first-time entering freshman, meet any two of the three entry-level requirements below:
 - A. A score of 18 on the ACT or 860 on the SAT (after April 1, 1995);

- B. Achieve an overall high school grade point average of 2.000 on a 4.000 scale* ;
- C. Graduate in the top half of your high school graduating class.

A first-time entering freshman is defined as a student-athlete, who upon becoming identified with a NAIA institution has not previously identified with another institution of higher learning for two semesters or three-quarters (or equivalent).

* Ashford University calculates student GPA to two decimal points.

2. YOU MUST be making normal progress toward a recognized baccalaureate degree and maintain the grade points required to remain a student-athlete in good standing, as defined by the institution you are attending.
3. YOU MUST be enrolled in 12 institutionally approved degree or required credit hours at the time of participation. Should participation take place between terms, you must have been enrolled and in attendance during the term immediately preceding the date of participation.
4. YOU MUST have accumulated a minimum of twenty-four (24) degree or required credit hours in the two immediately previous terms of attendance. Up to 12 institutional credit hours earned during the summer, and/or non-term institutional credit hours, may be applied to meet the 24-credit hour rule, provided such credit is earned AFTER the first of the two immediately previous terms of attendance.
5. YOU MUST, if a second-term freshman, have accumulated nine (9) degree or required credit hours **before** identification for the second term of attendance.
6. YOU MAY NOT count repeat courses previously passed in ANY term toward the 24-hour rule.
7. YOU MUST be eligible in your own conference.
8. YOU MUST, if a transfer student from a four-year institution, have eligibility remaining at the institution from which you are transferring to be eligible for further intercollegiate competition.
9. YOU MUST, if you are a transfer student having ever attended a four-year institution, reside for 16 consecutive calendar weeks (112 calendar days), not including summer sessions, at the institution to which you transfer before becoming eligible for intercollegiate competition in any sport which the previous four-year institution sponsored during your attendance. There are exceptions to the 16-calendar-weeks residency, which are explained in the NAIA Official Handbook.
10. YOU MUST be within your first ten semesters, 12 trimesters or 15 quarters of attendance as a regularly enrolled student. A term of attendance is any semester, trimester or quarter in which you initially enrolled for nine or more institutional credit hours and attended any class. (Summer sessions are not included, but night school, extension, or correspondence courses are applicable to this ruling.)
11. YOU MUST have a cumulative grade point average of at least 2.00 on a 4.00 scale as certified by the institutional Registrar.
12. YOU MUST, to participate the second season in a sport, accumulate at least 24 semester/36 quarter institutional credit hours.
13. YOU MUST, to participate the third season in a sport, accumulate at least 48 semester/72 quarter institutional credit hours.
14. YOU MUST, to participate the fourth season in a sport, accumulate at least 72 semester/108 quarter institutional credit hours. These hours include at least 48

semester/72 quarter hours in general education and/or your major field of study.

15. YOU MAY NOT participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more inter-collegiate contests, whether a freshman, junior varsity or varsity participant or in any other athletic competition in which the institution, as such, is represented during a sport season. All student-athletes must achieve and maintain a 2.00 cumulative grade point average in order to participate in intercollegiate athletics.

Student-athletes who do not reach the 2.00 grade point average standard and are placed on probation through the Satisfactory Academic Progress guidelines will also be placed on athletic probation and will be ineligible for participation. **Exceptions may be granted by the Vice President of Academic Affairs (VPAA). To apply for an exception, the student-athlete must send a written request to the VPAA. Student-athletes will be allowed to retain their scholarship for one semester.**

If, after a semester of probation, the student-athlete achieves the 2.00 GPA standard, he or she will be declared eligible to participate again and will retain his or her scholarship.

If a student-athlete does not meet the Requirements for Satisfactory Academic Progress while on probation but is allowed to remain at the University will remain ineligible for participation and his or her athletic scholarship will be revoked.

NAIA Champions of Character

“The Champions of Character process is designed to instill an understanding of character values in sport and provide practical tools for student athletes, coaches and parents to use in modeling exemplary character traits.”

www.championsofcharacter.org

Student-Athlete Pledge (to be taken at athletic orientation)*

“Each game and practice I participate in will provide me with an opportunity to be a Champion of Character. I pledge, as an NAIA student athlete, to accept the five core character values of the NAIA, and will do my best to represent the NAIA, my institution, my teammates, and myself by:

- Respecting my opponent, the officials, my teammates, my coach, myself and the game;
- taking Responsibility for my actions in all areas of my life;
- having the Integrity to stand by my word;
- providing Servant leadership, where I serve others while striving to be a personal and team leader; and
- exemplifying Sportsmanship by holding myself to the highest standards of fair play.”

*** NAIA Student-Athlete Pledge, available at http://www.championsofcharacter.org/d/NAIAChampionsofCharacter_StudentAthletePledge.pdf**

MISSION STATEMENT

The NAIA “Champions of Character” initiative will create an environment in which every NAIA student-athlete, coach, official and spectator is committed to the true spirit of competition through respect, integrity, responsibility, servant leadership and sportsmanship.

Objectives:

- To develop a comprehensive NAIA “Champions of Character” program.
- To encourage all NAIA institutions to champion character development in all sports programs.

- To establish character development expectations for NAIA student-athletes, coaches, administrators and spectators involved in intercollegiate athletics.
- To develop standards of accountability for all NAIA student-athletes, coaches, administrators, and spectators, so that all will take responsibility for their actions.
- To implement a program of assessment and accountability of the NAIA “Champions of Character” initiative at all NAIA institutions.
- To initiate a community outreach program with a character development emphasis.
- To develop community service outreach opportunities at NAIA championship sites.
- To establish a Character Center that will bring national attention to affect character traits, educate people on character principles, and develop initiatives for character education.

ASHFORD UNIVERSITY ATHLETICS DEPARTMENT DIRECTORY

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Baseball GA:	TBA	