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Purpose

Policy formation is essential in order to assure that Graceland University Department of Athletics receives the direction necessary to function in a progressive and successful manner. Policies affecting the operation and administration of the intercollegiate athletics program at Graceland University are developed by the Director of Athletics, with input from the athletic department staff, and approved by the Graceland University President.

This is an evolving document, as is the world of intercollegiate athletics. While the practices and regulations of the athletic department governing bodies grow, so will this manual as well as the department of athletics. The information found within this manual are consistent with the rules and regulations found in the following publications:

- A Rich Heritage from the Community of Christ
- Graceland University Employee Manual
- Graceland University Student-Athlete Manual
- NAIA Manual
Vision Statement
Graceland University will become a recognized educational leader, inspiring and empowering persons for transformational service and leadership.

Mission Statement
The mission of intercollegiate athletics at Graceland University is to advance learning, enrich campus life and school pride, develop leadership skills, and foster the health, safety and personal growth of the student-athlete. Athletic department personnel will provide model programs that develop spiritual, personal and academic growth through athletic performance, leadership and community service. Athletics contributes to Graceland University’s values of learning, wholeness, community, and aims to help students build solid foundations for success in their lives. As a department we shall strive for excellence in accordance with the philosophy, rules and regulations of the National Association of Intercollegiate Athletics and the Heart of America Athletic Conference.

Guiding Principles and Values

Values
Graceland values learning, wholeness and community. Graceland encourages the development of these values for the enrichment of lives and the betterment of the world.

Learning
We believe in the lifelong process of the open and free pursuit of truth.

Wholeness
We believe that the development of the intellectual, physical, social and spiritual dimensions of all persons is necessary for healthy and fulfilling lives.

Community
We appreciate and welcome diversity and, as an institution sponsored by Community of Christ, believe in the inherent worth of all persons expressed through relationships built on the foundation of unconditional love and acceptance.

Athletic Extra Mile

Excellence
Upholding superior standards for academic and athletic performance.

Passion
Dedication to putting the student-athlete in a position to achieve at the highest level and committing the resources necessary for success on and off the field.

Teamwork
A network of student-athletes, athletics department professionals, and community committed to the goals and objectives of Graceland University athletics.
**Integrity**
All athletics department decisions and actions are made honestly and open.

**Community**
Graceland University athletics will be engaged in the community and support partnerships that promote service, learning and outreach.
General Information

Graceland University
Athletics Department
1 University Place
Lamoni, IA 50140

Athletic Office Hours: 8am to 5pm, Monday through Friday

Athletic Office Phone: 641-784-5311
Fax(es): 641-784-5472

School Web Site: www.gujackets.com

Enrollment: 1,000

Nickname: Yellowjackets

Color(s): Blue and Gold

Religious Affiliation: Community of Christ

Founded: 1895

President: Dr. Patricia H. Draves

Sports Sponsorship:

Men’s Sports:
Baseball  Basketball  Cross Country
Football    Golf     Soccer
Track & Field  Volleyball Wrestling

Women’s Sports:
Basketball   Cross Country Dance Team (Gadets)
Golf        Soccer    Softball
Track & Field  Volleyball

Co-Ed:
Cheer

ARENAS, FIELDS AND STADIUMS

Baseball ............. Chase Stadium (100)

Basketball ............. Eugene E. & Julia Travis Closson Center (2,000)
Football ............. Huntsman Field (3,000)
Surface: Field Turf

Soccer ............... Rasmussen “The Razz” Field (300)
Surface: Grass

Softball ............. North Park (100)

Track, Indoor ...... Eugene E. & Julia Travis Closson Center
Surface: Rubber

Track, Outdoor ..... Ackerley Track
Surface: All-weather
ATHLETIC ADMINISTRATION

VP for Enrollment Management
Scott Briell  (641) 784-5110
sбриll1@graceland.edu

Athletic Director
Brady McKillip  (641) 784-5341
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Associate Athletic Director
Dr. Stew McDole  (641) 784-5315
mcdole@graceland.edu

Associate Athletic Director
Zack Mullins  (641) 784-5498
zmullins@graceland.edu

Athletic Operations
Mari Chandler  (641) 784-5311
mchandle@graceland.edu

FAR Consultant
Dr. Phyllis O’Daniels  (641) 784-5378
odaniels@graceland.edu

pg. 8
Faculty Athletic Representative  Andrew Miller  (641) 784-5222  lighthill@graceland.edu

Academic Success Coach  Ozzie White  (641) 784-5321  ozzie.white@graceland.edu

Head Athletic Trainer  Erin Lundy  (641) 784-5042  elundy@graceland.edu

Sports Information Director  Nikki Roeder  (641) 784-5318  nroeder1@graceland.edu
Coaching Staff

**Baseball**
Brady McKillip  
(641) 784-5351  
bmckilli@graceland.edu

**Basketball, Women**
Frank Howell  
(641)784-5314  
lfb1@graceland.edu

**Basketball, Men**
Craig Doty  
(641) 784-5070  
cdotyl@graceland.edu

**Cross Country, Women/Men**
Nick Ekel  
(641)784-5464  
ekell1@graceland.edu

**Football**
Marc Kolb  
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kolb1@graceland.edu

**Golf, Women/Men**
Kevin Brunner  
(641) 784-5175  
brunner@graceland.edu

**Soccer, Women**
Ozzie White  
(641) 784-5321  
dwhite1@graceland.edu

**Soccer, Men**
Bryan Courtney  
(641) 784-5430  
bcourtne@graceland.edu

**Softball**
Todd Verwers  
(641) 784-5313  
tverwers@graceland.edu

**Cheer**
Julie Rivera  
(641) 784-5395  
jrivera@graceland.edu

**Gadets (Dance)**
Courtney Brummet  
TBD  
cbrummet@graceland.edu

**Track Women/Men**
Nick Ekel  
(641) 784-5464  
ekell1@graceland.edu

**Volleyball Women**
Stew McDole  
(641) 784-5315  
mcdole@graceland.edu

**Volleyball Men**
Jake Mattern  
(641) 784-5304  
jakem1@graceland.edu

**Wrestling**
Zack Mullins  
(641) 784-5498  
zmullins@graceland.edu
Conference Affiliations
Graceland is a member of the National Association of Intercollegiate Athletics (NAIA) and the Heart of America Athletic Conference (HEART).

2017 - 2018 Heart Member Institutions:
Avila University
Baker University
Benedictine College
Central Methodist University
Clarke University
Culver-Stockton College
Evangel University
Graceland University
Grand View University
MidAmerican Nazarene University
Missouri Valley College
Mount Mercy University
Peru State College
William Penn University

Athletic Department Policies and Procedures
The following statements of policy will be used as the guideline for administration of the athletic department at Graceland University.

Responsibilities of the Graceland University Athletic Program and Participants
The athletic department is committed to providing resources and opportunities for those who wish to compete in their sport of choice. The department is expected to administer itself within the construct of higher education promoting improvement in the physical and mental well-being of its members through athletic competition. The athletic department is expected to support and represent the Mission of Graceland University-“Graceland creates learning communities where students develop their potential for meaningful and productive lives.”

Student-athletes, coaches and fans bear the responsibility of representing the mission and objectives of Graceland University at all times. The athletic department seeks to provide the best possible environment for the student-athlete to prepare, practice, and compete. Institutional support is realized through budget allocation, coaching salaries, equipment purchase, game management, and travel expenses.

The coaching staff is required to provide the best possible environment for personal development in all aspects of the student-athlete experience. The coaches are expected to create opportunities for growth and development in the areas of Mind, Body, and Spirit. The coaching staff is expected to recruit student-athletes that possess the academic capacity and willingness to compete academically and ultimately matriculate.
Coach’s Requirements:

- Monitor the academic progress of their student-athletes
- Inform the student-athlete of their support options
- To provide adequate time for academic pursuits for success
- To organize and plan practice/training sessions that are challenging, productive and efficient.

Responsibilities of the Student-Athlete

To be a member of the Graceland University Athletic Department is a privilege which must be earned by each student’s academic and athletic promise and continuing performance. Student-athletes who participate in intercollegiate athletics become a member of a team. By accepting this privilege of team membership, the student-athlete accepts the following responsibilities in the areas of student conduct and academic performance.

Student Conduct

As an ambassador of the University, it is critical you recognize the importance of good conduct. The image of the entire campus and community can be positively and negatively impacted by the conduct of one individual.

All student-athletes are bound by the student code of conduct found in the Student Handbook. The student conduct section contains the rules and regulations governing the community. The student-athlete will be held to the highest standard of the student code of conduct and will be subject to its policies. Violation of the conduct code will result in action by the Student Welfare Committee. Furthermore, all student-athletes are bound by the rules of the athletic department and the coach of his/her sport. Offenders may be subject to athletic department or team sanctions above and beyond what is applied by the Student Welfare Committee.

Accountability

Standing behind your actions - what you do as well as what you fail to do is what accountability is to you as a student-athlete. We will have accountability on and off the field. We either get it done or we do not. As individuals on this team, we will have honesty and integrity in all that we say and do. If we are not honest with ourselves, how can we possibly get better as players, coaches, and as people? It is through admitting what we did wrong that we have taken the first step in figuring out how to do it right. As individuals on this team, you must be accountable. As a team there will be no other way.

We offer no excuses. None are accepted.

Alcohol, Drug and Tobacco Policy

Graceland University is an alcohol, drug and tobacco free campus. All student-athletes are subject to drug testing at the Athletic Director’s discretion. Refusal to take the test or testing positive will result in an immediate suspension and possibly termination of eligibility to participate in athletics at Graceland University.

Academic Performance
The athletic department does not view the student-athlete merely as an athlete; his/her primary purpose at the university is to obtain an education culminating with a degree. The student-athlete has the responsibility to compete in the classroom.

- The student-athlete is required to attend class
- The student-athlete is required to notify instructors in advance of missed classes due to athletic events and make arrangements for all missed work.
- The student-athlete is required to conduct himself/herself appropriately in the classroom, on campus and in the community
- The student-athlete is required to meet all academic qualifications set forth by the NAIA, the Heart and Graceland University

**National Association of Intercollegiate Athletics (NAIA) Eligibility**
Every student-athlete participating in their first season of NAIA competition must sign a Graceland Letter-of-Intent and be determined eligible by the NAIA Eligibility Center.

Registration for the Eligibility Center is at [www.playnaia.org](http://www.playnaia.org)

**Freshman Requirements**
Must meet at least 2 of the following 3 requirements:
- GPA 2.0
- Upper-half of graduating class
- At least 18 ACT or 860 SAT

**Satisfactory Progress**
The Graceland University Catalog lists the number of semester hours (s.h.) that must be achieved by the end of each semester.

Based on 12 hours successfully completed in each of the first 6 semesters and 13 in the final 4 terms.

For example:
- 1st Term 12 s.h
- 2nd Term 24 s.h.
- 3rd Term 98 s.h.
- 4th Term 124 s.h.

**Participation**
10 semesters in which to play 4 seasons of competition in the same sport.

Example:
- W Volleyball 4 fall terms
- MW Basketball 4 seasons/2 terms

If all ten terms have not been used, an athlete may compete in a different sport if he/she qualifies for that competition.

**Full Time Enrollment**
Twelve (12) s.h.
Must be enrolled as a full time student.

Dropping below 12 hours immediately ends eligibility.

May affect financial aid for that semester

**Nine Hour/Twenty-Four Hour Rule**

- First semester attendance must show completion of at least 9 s.h.
- After second semester must show 24 s.h. in the immediately preceding two semesters.
- Summer sessions, winter terms, and part-time terms do not count in the total terms but hours are included in the count.

**Repeated Courses**

- Courses which have been passed with a low grade and taken again to improve the grade cannot be counted again to meet the 24 hour rule.
- A class with a failing grade can be repeated and, if passed, the hours counted.

**Non-Term Classes**

- Summer and winter term classes
- Part-time semesters are 11s.h. or less
- No more than 12 s.h. can be counted in one year.
- Official transcript must be sent to registrar’s office at the end of the session.
- Check at end of spring semester for GPA and number of hours earned. Know if you need summer school hours.

**Transfer Students**

All transfer students must complete appropriate forms to be eligible.

- Be sure official transcripts of all work have been received by the Registrar’s Office.
- Find out the results of the Registrar’s evaluation of your transcript.
- Complete required transfer information form with the Faculty Athletics Representative.

**Competitive Experience Report**

- Intent is to identify professional or outside competition and training
- Required when gaps occur in a student’s academic record following graduation from high school

**Medical Hardship**

- Must document – injury date, competition dates, etc.
- Contest limitations are specified for each sport
- Required form must contain Doctors care and recommendations
- Request(s) will be submitted after the end of a season

**Athletic Training**
Paperwork needed to be cleared for participation. The following forms need to be filled out and turned in every year before a student is cleared to participate:

- Parent Information
- Risk Waiver
- Physical
- Copy of their insurance card (all athletes must have insurance to participate) ****

These forms are located on the athletic web site. [www.GUjackets.com](http://www.GUjackets.com)

**Procedure to Receive Insurance Coverage:**

- Graceland provides secondary coverage for athletes.
- Injury must be reported to the Athletic Trainer
- The injury must occur during an organized practice, game, or conditioning.
- Doctor visits must be authorized by the athletic training staff.
- Athletes need to contact their insurance before a doctor’s visit is made to make sure the athlete’s insurance procedures are followed.
- The doctor’s visit should be charged to the athlete’s insurance first.
- To file with Graceland’s insurance, the athletic training room must receive an itemized bill, a form from the insurance company that explains what they have paid (EOB), and a claim form. If these steps are not followed, Graceland’s athletic insurance will not cover the medical costs.

Graceland University will provide transportation for the initial doctor’s visit and surgery date if necessary.

**General Athletic Training Room Rules**

1. No outdoor shoes in the athletic training room.
2. Athletes need to shower before entering the athletic training room.
3. Towels need to stay in the room
4. If an athlete does not sign in, they will be listed as a no show.
5. Act respectful in the athletic training room.
6. Shirt and shorts are required.

**Athletic Department Equipment Issue and Return**

The University has purchased the necessary equipment needed to practice and compete via budget dollars allocated to each sport. The equipment that is issued to you is your responsibility while in your possession. Mistreatment and neglect will not be tolerated. Student-athletes may be billed for lost, stolen, or mistreated equipment. The individual sport coach is responsible for monitoring the treatment and life cycle of their team’s equipment. Student-athletes are expected to use the equipment provided for them unless permission is granted by the sport coach.

**Team Gear**

Due to budget constraints, it is impossible for the University to provide each student-athlete with team workout gear and travel apparel. Each sport is unique in their team gear needs and abilities to fundraise for such purchases. Therefore, the student-athlete may be
asked to purchase such items. Each individual sport coach is responsible for the team gear order and payment of such order.

Weight Room
As a student-athlete you are expected to make use of the facility. Please realize the facility is a community facility and therefore will be accessed by many different populations. Open times are posted and will be assigned through the Coordinator of Athletic Operations. These times are priority only and still open to the general campus community. It is expected that all-student athletes will be courteous of other users and respectful of the equipment.

Travel
Travel to and from athletic contests will be in university vehicles. Only members of the athletic teams or members of their official travel party may travel in the vehicles. All members are encouraged to dress accordingly when traveling and will consult with their coach for instruction. Student-Athletes are expected to depart with the team both on the way to the site and on the way home. Exceptions to this policy may occur when an athlete wishes to travel with their parents or legal guardian. Prior permission must be obtained from the head coach or athletic director before such travel is to occur. When traveling the student-athlete is the responsibility of the coach and the university. Team and institutional policies are in effect and student-athlete conduct is expected to be appropriate.

Written Evaluation of Coaches
At the completion of each season, the student-athlete will be given the opportunity to complete a formal evaluation of the head coach and the program. The evaluations will be given directly to the athletic director for compilation and summarizing. The athletic director and the coach will meet annually to discuss the evaluation and compare perceptions.

Conflict
When you have a “family” of players and numerous coaches and staff members, there will be conflict. That is an unavoidable fact. Another unavoidable fact is that all conflicts must be resolved and not allowed to fester. Conflict is part of being in a family, but unresolved conflict can be cancerous to a team.

Social Media and Confidentiality
What is said in the locker room stays in the locker room! That is true in relationship to meetings and the practice field as well. What is said in the locker room, meeting rooms, practice fields … stays there! This information or knowledge is not for the internet, girlfriends, family members of friends; we will not tolerate unnamed sources. Our athletic organization is a family. Our policy is to keep our family business confidential and not on the internet or on the street.

Social media tools, uses and challenges are evolving rapidly, and the university continuously monitors our strategies and best practices for using these media. The following policy serves as a guideline and starting point for those initiating a social media
feed that involves the university, its schools, departments, programs, groups, organizations and individuals. It is also a reference for those managing existing feeds, so that the university’s efforts in social media communications are as consistent as possible. Our business does not belong on chat lines, internet blogs, and other media outlets. In the end nothing positive can come out of those types of sites. Any existing websites or pages that represent Graceland University are reviewed routinely and may be amended or, when necessary, removed. This policy extends to our players’ parents and families. We ask that you use discretion when using sites such as Facebook, Instagram, and Twitter etc... Be aware that whatever information you make available on those sites reflect not only on yourself, but also on your family, friends, and community on our athletic program. In addition, the general public has access to whatever information you place on those websites. We ask that you respect yourself, your family, friends, teammates, community and on our athletic program by selecting the information you choose to make available with wisdom.

**Hazing**

Any activity organized by a student organization, or members of a student organization, which involves a member in practices which are injurious, or potentially injurious to an individual’s physical, emotional, or psychological well-being (as determined at the sole discretion of the University) shall be immediate cause for disciplinary action. It shall not matter whether such practices were mandatory, or voluntarily entered into by any of the student organization members in question, including new and initiated members.

**Iowa State Law:**

708.10 **HAZING.**

1. a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to, any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student.

   b. For purposes of this section, “forced activity” means any activity which is a condition of initiation or admission into, or affiliation with, an organization, regardless of a student's willingness to participate in the activity.

2. A person who commits an act of hazing is guilty of a simple misdemeanor.

3. A person who commits an act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

*Hazing is a Class A misdemeanor punishable by fines up to $1,000, imprisonment of up to one year, or both. However, if the hazing “creates a substantial risk to the life of the student or perspective member,” the act is a Class C felony punishable by fines up to $5,000, imprisonment of up to seven years, or both.*
Champions of Character

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<tr>
<th>Integrity</th>
<th>Respect</th>
<th>Responsibility</th>
<th>Sportsmanship</th>
<th>Servant Leadership</th>
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**Integrity** is knowing and doing what is right. In other words, who you are on the inside helps you make decisions about your actions on the outside. Integrity is about you! It’s doing the right thing when everyone is looking and staying consistent and doing the same action when no one is looking.

**Respect** means treating others in a way you would want to be treated. It is important because without it you can't have a good relationship with others or build a great team. Respect is the one on one relationship. A relationship which is between your teammate, opponent, coach/teacher, etc…which you show to them by coming prepared to play my best each practice and game.

**Responsibility** is embracing the opportunity to contribute. It means that I know I own my duty to my team and I want them to be able to count on me to do my job. I try to do my duty and be responsible to my team. I know if I don't do my job I'm not being a very good teammate and I’m letting the team down. This means to embrace the opportunity to contribute and it's important to fulfill your responsibilities at home, at school or with your team.

**Sportsmanship** is bringing your best to any competition. It means reacting correctly even when others do not to situations inside and outside of sports while bringing your best to any competition.

**Servant Leadership** is the most difficult of the core values to embrace. Servant Leadership is serving the common good. It is doing the best you can to help others. Others could be your family, classmates, school, athletic team or your community. Anyone can be a good servant-leader and you don't have to be a captain, or be in charge.
**Student-Athlete Appeal, Grievance, and Discipline Procedures**

Financial Aid Appeal Policy and Procedures. The Office of Student Financial Aid administers the Financial Aid Appeal. The Office of Student Financial Aid will notify the student-athlete in writing via a "Notification Letter" if aid is to be non-renewed or reduced. The student-athlete may formally appeal by submitting a written request to the Office of Student Financial Aid within fifteen days of the date of the Notification Letter.

**Procedures are as follows:**

When the Athletics Department intends to recommend that a student-athlete's (athletic) institutional aid should not be renewed or should be reduced for the upcoming award period, the following procedure shall be followed.

1. The Compliance Office will forward a memo regarding the student-athletes who will not be renewed and setting forth the names of affected students, the recommendation and the reason for the recommendation. Any student-athlete who is having their aid reduced will be clearly identified during the recommendation process along with the reason for the reduction.

2. The University's Office of Student Financial Aid will review the recommendation and render a decision.

3. The appropriate letter will be sent to the student-athlete ("Notification Letter").

4. If the student-athlete feels that the aid has been non-renewed or reduced unfairly, he or she may formally appeal. To appeal, he or she submits a written request that includes the student-athlete's name, ID number, year in school and their sport. In addition, the student-athlete should state the reason he or she believes the reduction or non-renewal is unfair, as well as provide the names of institutional staff members with whom the student-athlete has discussed his or her financial aid. The student-athlete should include any relevant documents. The student athlete needs to also state whether or not he or she wants an in-person hearing. This request, along with the information described, shall serve as the student-athlete's appeal documents ("Appeal"). This Appeal and related information must be submitted by the student-athlete to the Office of Student Financial Aid within fifteen days of the date of the Notification Letter. The Appeal options are set forth below:

   **Option 1:** If the student-athlete elects not to have an in-person hearing, the Office of Student Financial Aid shall direct the Appeal to the Financial Aid Appeals
Committee within ten days of receiving the Appeal from the student-athlete. The Office of Student Financial Aid shall also notify the Athletics Department of the Appeal and provide the Department with adequate time for a response should they elect to respond. The chairperson will have the Appeal and the response read by the Committee. The Committee may request additional information if necessary. The Committee will reach a decision within two weeks of receipt of the Appeal. The chairperson will issue the Committee's response to the student-athlete in writing as soon as possible. The Committee's decision is final.

Option 2: The student-athlete shall submit with the Appeal a written request to the Office of Student Financial Aid for an Appeal hearing before the Financial Aid Appeals Committee.

The request for a hearing must be included with the Appeal and must be received within 15 days of the date of the Notification Letter. The Athletics Department will be given adequate time to prepare a written response should they elect to respond. A hearing will be scheduled, and the student-athlete and Athletics Department will be notified of the time and place. Each side presents its arguments to the Financial Aid Appeals Committee as determined by the chairperson. Within ten days, the Financial Aid Appeals Committee will reach a decision and send it in writing to each party. The Committee's decision is final.

Hearing Committee shall be chaired by the Faculty Athletics Representative and seats two (2) additional campus representatives as appointed by the Faculty Athletics Representative.

The Dismissal and Hearing Procedures are administered by the Director of Athletics, but no departmental staff or employees may sit on the appeal decision-making body.

Disciplinary Procedures for the Athlete Code of Conduct and policies and team rules

The purpose of this policy is to establish disciplinary procedures for the enforcement of the Athlete Code of Conduct as well as violations of other athletic department policies and individual team rules. This Policy is applicable to any student-athlete who is charged with a violation of athletic department policies, which results in permanent dismissal from a team.

These procedures neither modify nor replace the University's Student Disciplinary Procedures, which are applicable to all University students, including student-athletes, for violations of the University Student Code of Conduct, nor take the place of any Code of Conduct disciplinary proceeding initiated by the Dean of Students Office, which shall take precedent over these proceedings.

Notice of Decision. If a coach, Associate Athletic Director and/or Athletic Director decides to permanently dismiss a student-athlete from a team for a violation of department policies and individual team rules, such administrator shall provide the student-athlete with a written notice of the decision.

The written decision shall include:

1) A statement of the violation
2) The factual basis supporting the violation with sufficient detail to enable the student-athlete to respond
3) The administrator's conclusions
4) The sanction imposed

Hearing Request. The student-athlete may request a hearing before the Hearing Committee to review the Athletics Administrator's decision by filing a written request with the Director of Athletics no later than fourteen (14) days following receipt of the written decision. In the hearing request, the student-athlete shall state the reasons why he or she believes that the written decision is wrong. Upon receipt of the hearing request, the Director of Athletics will set a hearing date, and will send a written notice of hearing, return-receipt requested, to the student no less than ten (10) days prior to the date set for the hearing. The notice will be delivered personally, or by mail directed to the address furnished by the student-athlete.

The notice will include:
1) A statement of the date, time, and location of the hearing
2) Notice of the student-athlete's right to bring an Advisor to the hearing. "Advisor" shall mean one individual selected by the student-athlete to advise him/her. The Advisor may be a faculty or non-athletics' department staff member, student, attorney, or other representative of the student-athlete. If the student is represented by an attorney, then the Athletics Administrator may also be assisted by an attorney.
3) The Athletics Department Hearing Committee shall be composed of a standing committee consisting of three persons appointed by the Athletic Director. No officer, employee, or agent of the Athletics Department shall be eligible to serve on the Hearing Committee.

The hearing shall be convened within twenty (20) days after it is requested. In order to preserve the confidential nature of the hearing process, and to protect the privacy interests of the student who is charged with the violation and the witnesses who may be called to testify, the hearing conducted by the Hearing Committee will be closed. The formal rules of evidence will not apply, although objections to the introduction of specific statements or documents may be considered by the chairperson. Irrelevant, immaterial, privileged, or unduly repetitious information will be excluded. The chair may establish reasonable limits upon the time allotted to the student and the Athletics Administrator for oral presentation and examination of witnesses. The Athletics Administrator will present the information that supports the charges, and will have the burden of showing that a violation of department policies and individual team rules was more likely than not to have been committed by the student. The student who has requested the hearing will present statements or written information on his/her own behalf. A student who fails to appear at the hearing will be deemed to have abandoned his/her request, unless the student can demonstrate that an extraordinary circumstance prevented his/her appearance. Both the student and the Athletics Administrator may be assisted thought the proceeding by an advisor. Witnesses may be excluded from the hearing except during their own testimony.

The order of presentation will be as follows:
1) The Athletics Administrator will present an opening statement which summarizes what the information that has been gathered is expected to show.
2) The student may present an opening statement, or may reserve it until the presentation of his/her case. 
3) The Athletics Administrator may call witnesses to provide statements. 
4) At the conclusion of each witness' statements, he or she may be questioned by the student. 
5) Following the questioning by the student, the Athletics Administrator and the members of the Hearing Committee may ask further questions of each witness. 
6) Following the testimony of all witnesses called by the Athletics Administrator, the student then presents his/her case. 
7) Each witness for the student is called to testify. The pattern remains the same as described above. 
8) Following the close of the student's presentation, the Athletics Administrator may call witnesses to refute statements made by the student or the student's witnesses. If such witnesses are called, they will be subject to the same procedure outlined above. 
9) Throughout the proceeding, all parties may introduce written documents and may be considered by the Hearing Committee in reaching its decision. 
10) Following the presentation of witnesses, the parties will be allowed to present closing statements to summarize the information that has been presented. The Athletics Administrator presents his/her closing statement first, followed by the student. 

Hearing Committee Deliberations and Recommendations shall be in private to discuss the information that has been presented and the reasonable inferences to be drawn from this information prior to reaching their decision. Only the members of the Hearing Committee and its legal advisor, if any, may be present during the deliberations. Based solely upon the information presented during the hearing, the Hearing Committee will formulate a recommendation to the Athletics Director as to whether a violation of department policies and individual team rules was more likely than not to have been committed by the student. A majority vote of the Hearing Committee is necessary to make any recommendations. 

The Hearing Committee will render its recommendation following the hearing, and will communicate the recommendation to the student, the Athletics Administrator and to the Athletic Director in writing no later than three (3) days following the conclusion of the hearing. The written recommendation will include findings of fact, conclusions regarding any violations of athletic department policies and recommended sanctions, if any, and will be signed by the chairperson. Within ten (10) days following receipt of the Hearing Committee's recommendation, the Athletic Director shall issue a written decision on whether a violation of department policies and individual team rules which occurred and what sanctions, if any, will be imposed. 

The Student-Athlete Grievance Procedures are administered by the Director of Athletics but a final appeal may be made to the President of the university. If a student-athlete believes he/she has been treated improperly in regard to his/her sport, he/she may pursue the following grievance procedures. 

1. The student-athlete should discuss the perceived offense with the individual(s) most directly responsible.
2. If the perceived offense involves the coach or a team policy established by the coach, the student-athlete should contact the coach and work on an informal basis to resolve the issue. It is the responsibility of the coach to meet in private with the concerned individual to discuss the concern, respond, and, if needed, develop a plan of action to correct the situation that is agreeable to all parties involved.

3. If no resolution results in a non-coach/non-team policy issue, the student-athlete should then consult with the individual at the next administrative level, i.e. supervisor, Assistant or Associate Director of Athletics. At this step, the administrator shall inform the Assistant Athletics Director that the consultation is taking place and shall solicit his/her advice to ensure that adequate steps are taken to achieve a fair result. If the perceived offense involves a coach and no resolution results, the student-athlete should consult with the Assistant Athletics Director. Every effort should be made to resolve the issue at an informal level without the complaint escalating to the status of a formal grievance.

4. If an informal means of resolution proves inadequate, the student-athlete should set forth, in writing, the substance of the alleged offense, the grounds on which the student is basing the complaint, and the efforts being taken to date to resolve the matter. It is at this stage that the complaint becomes a formal grievance. The document should be submitted to the Assistant Athletics Director. A grievance should be filed in a timely fashion, i.e. normally within thirty (30) days of the end of the academic semester in which the alleged offense occurred.

5. The grievance officer (i.e. Assistant Athletics Director) shall promptly initiate an independent investigation. This should normally be completed within thirty (30) days. In understanding the investigation, the grievance officer may request a written response to the issues raised in the grievance from any individuals believed to have information the investigator considers relevant including captains, other student-athletes on the team, coaches, academic advisors or other Athletics Department staff. Both parties to the grievance will be given an opportunity to comment in writing on the responses.

6. If a party is dissatisfied with the grievance officers’ disposition, he or she can appeal to the Director of Athletics. The appeal should be filed with the Director within ten (10) days of the issuance of the grievance officer's report. The Director (or his or her designee) shall normally complete his or her review of the appeal and issue his or her disposition within twenty (20) days.

7. If either party is dissatisfied with the decision of the Director, he or she can write a final appeal to the President of the University giving reasons why he or she believes the grievance result to be wrong. This written statement urging further appeal should be filed with the President within ten (10) days of the issuance of the Director's decision. In any case, the President may agree to or decline to entertain this further appeal. If the President declined to entertain the appeal, the decision of the Director shall be final.
Graceland Yellowjacket Student-Athlete Personal Commitment Form

By signing this form you agree to the terms and conditions of being a Yellowjacket student-athlete.

By signing this form you understand our mission that intercollegiate athletics at Graceland University is to advance learning, enrich campus life and school pride, develop leadership skills, and foster the health, safety and personal growth of the student-athlete.

By signing this form you are fully aware of our Guiding Principles of Values, Learning, Wholeness, and Community and want to go the extra mile for Excellence, Passion, Teamwork, and Integrity.

By signing this form I want to represent myself, team members and Graceland University as a Champion of Character.

By signing this form you have read and understand the above Student-Athlete handbook.

Furthermore, by signing this form you understand that the goals of the athletic program are designed specifically to provide a safe environment that gives each student the best possible opportunity to be successful in in school, career, community and life. All of our expectations and regulations have been set in order to create a sense of unity and purpose.

Thank you,

Graceland University Athletics Department

Parent/Guardian________________________________________ Date______________

Student Athlete________________________________________ Date______________

Student ID #: __________