

University of Alberta-Augustana



STUDENT-ATHLETE HANDBOOK

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Our Common Ground

"Education is not preparation for life. Education is life itself."
-- John Dewey, educator, philosopher, UVM Class of 1879

The Augustana Faculty is an educationally purposeful community seeking to prepare students to live in a diverse and changing world. We who work, live, study, teach, do research, conduct business, or participate in the Augustana Faculty are members of this community. As members, we believe in the transforming power of education and agree to help create and foster an environment where we can discover and reach our true potential.

We aspire to be a community that values:

RESPECT. We respect each other. We listen to each other, encourage each other and care about each other. Our diverse perspectives strengthen us.

INTEGRITY. We value fairness, straightforward conduct, adherence to the facts, and sincerity. We acknowledge when things have not turned out the way we had hoped. As stewards of the Augustana Faculty, we are honest and ethical in all responsibilities entrusted to us.

INNOVATION. We want to be at the forefront of change and believe that the best way to lead is to learn from our successes and mistakes and continue to grow. We are forward-looking and break new ground in addressing important community and societal needs.

OPENNESS. We encourage the open exchange of information and ideas from all quarters of the community. We believe that through collaboration and participation, each of us has an important role in determining the direction and well being of our community.

JUSTICE. As a just community, we unite against all forms of injustice, including, but not limited to, racism. We reject bigotry, oppression, degradation, and harassment, and we challenge injustice toward any member of our community.

RESPONSIBILITY. We are personally and collectively responsible for our words and deeds. We stand together to uphold our common ground.

Statement of Athletics

Mission Statement

The intercollegiate athletics program at Augustana facilitates the personal growth and education of young men and women through their participation in a comprehensive program of intercollegiate sports. As an integral part of the University, the intercollegiate athletics program actively promotes equity and diversity, fosters the pursuit of academic and athletics excellence, and provides community enrichment.

The Augustana Faculty sponsors 13 intercollegiate sports:

MEN

Ice Hockey
Basketball
Cross Country Running
Biathlon
Cross Country Skiing
Curling

WOMEN

Basketball
Cross Country Running
Curling
Biathlon
Cross Country Skiing
Volleyball

Volleyball

The student-athletes who participate in the 13 programs at Augustana are expected to compete in intercollegiate athletics under a model that emphasizes integrity and ethical conduct. Each program is an integral part of the overall department, and each student-athlete's educational experience remains paramount. In addition to this, students are eligible to compete on teams on the main campus if the sport is not available at Augustana.

Academics

A student-athlete is expected to take full advantage of the quality academic experience at the Augustana. The student-athlete must play the lead role in reaching academic goals through dedication and commitment in the classroom. Academic policies and procedures University of Alberta, the CCAA and ACAL are described in the following sections.

Class Attendance

A student-athlete at the Augustana is expected to attend all meetings of a class. Class attendance and participation are essential for academic success. Each team will establish rules regarding class attendance, and excessive class absenteeism may result in suspension from practice and/or competition, loss of a scholarship and team dismissal. Under CCAA guidelines, it is impermissible to miss class for an on-campus practice.

Academic Support Services

A student-athlete at Augustana is encouraged to take advantage of the multiple academic resources and services available on campus, including academic advisors and the Augustana Academic Advisement Office and the Augustana Student's association.

Athletic-Academic Conflicts

Students participating in intercollegiate athletics should plan their schedules with special care, recognizing the primary importance of all of their university academic responsibilities. Each semester, members of varsity teams are encouraged to submit their planned schedule of athletic competition in writing to their instructors by the end of the second full week of classes. Students and instructors should then discuss potential conflicts between course requirements and intercollegiate competitions. When an unavoidable conflict exists, the student and instructor should seek a resolution, which permits the student to address the course requirement and participate in the athletic competition. The instructor has final authority on this matter.

Eligibility Requirements

A student-athlete must be enrolled in a minimum of 9 credits during each of the fall and winter semesters to be eligible for practice and competition. If a student-athlete drops below 9 credits per semester the student-athlete is immediately ineligible. 18 credits must be completed by the month of August before the next season starts.

General Academic Information

The University of Alberta-Augustana Catalog details important academic information. For access to the current year online catalogue, see <http://www.augustana.ca>

Add/Drop/Withdrawal

For information with regards adding or dropping a course the student should refer to <http://augustana.ab.ca/offices/registrar/calendar/>

Repeated Courses

Students who repeat a course only receive credit once for the course. The grades for all occurrences of the course remain on the permanent academic record and all are included in computing the cumulative grade point average.

Academic Integrity

Augustana strives to provide an environment that encourages all students to learn, create, and share knowledge in a responsible manner. Standards of academic integrity are necessary for evaluating the quality of student work in a fair manner. For more information on the University's Academic Integrity Policy, see <http://www.augustana.ca>

Academic Calendar

This is available on the web at <http://www.augustana.ca/>

CHAMPS/Life Skills Program- (under Construction)

The mission of the Life Skills program is to inspire student-athletes in their pursuit of excellence on and away from the field of play. Extensive programming is provided to enhance the overall development of Augustana's intercollegiate student-athletes as students, community members and leaders.

The Life Skills program aims to foster the development of student-athletes in Academic Excellence, Athletic Excellence, Personal Development, Career Development and Service to our community.

These objectives are pursued through the following programs and initiatives:

Student Athlete Guides for Excellence (SAGE program- Under Construction)

SAGE is a mentoring program in which returning student-athletes serve as knowledgeable guides for new first-year student-athletes. The purpose of the SAGE program is to assist our new students with the transition to Augustana, to build

community among older and younger student-athletes and collaboration across teams, and to provide leadership opportunities for returning student-athletes. SAGEs serve as important resources in areas such as academics, residential life, campus life, surrounding community, as well as athletics.

Captain's Leadership Training- (Under Construction)

Life Skills is proud to sponsor this leadership training series for all varsity team captains. The Life Skills program enlists consultants and other campus professionals to train team captains on topics such as goal setting, team dynamics, communication, conflict resolution and mental health issues. Individual captain groups may consult with the Athletics Director at any time.

Student Athlete Advisory Council (SAAC)

Complementing the captain's leadership role are additional representatives from each team who serve as part of the support network for student-athletes. Student Athlete Advisory Committee members work closely with the Athletics staff to discuss issues pertinent to the student-athlete experience; to create a safe, healthy atmosphere for their peers; and to plan community building activities and events. SAAC members will receive professional training in a number of areas and learn to use educational/professional resources on campus to support their efforts.

Student services

Augustana Student Services provides confidential psychological services for enrolled Augustana students. Counseling is primarily short term and includes developmental, preventative, and educational components. Staff psychologists, counselors, social workers, and psychiatrist all have extensive training and experience in issues facing university students and are committed to helping students adjust to campus life and meet their academic goals.

The Aboriginal Students Office (ASO)

ASO students succeed at Augustana. ASO promotes academic achievement, personal growth, identity formation and cultural development through a variety of programs, activities and collaborations.

Workshops and Seminars

The Life Skills program may offer additional programming in areas that benefit student-athletes, including but not limited to nutrition, career planning, alcohol and drug prevention, and sexual violence prevention.

Athletic Medicine (Under Construction)

Athletic Medicine is responsible for the prevention, medical care, treatment and rehabilitation of injuries incurred by all student-athletes while participating in the intercollegiate athletics program. The philosophy of care is to assess, treat and return the student-athlete to participation as quickly as possible without jeopardizing the individual's health and welfare

Augustana provides medical services and athletic health care through
Athletic Training Room Hours *Augustana Student-athletes*
Under Construction

The Athletic Training Room policies and procedures are designed to serve all student-athletes in the best possible manner and to allow for the best available care. The use of the Athletic Training Room by a student-athlete is a privilege, which may be revoked if a student-athlete fails to comply with policies and procedures.

Student-athletes must:

- Pass an initial medical physical and yearly medical screening.
 - Maintain up-to-date insurance and information on file with their coach
 - Report any injury or illness to the Athletic Medicine staff.
 - Notify the Athletic Medicine staff of ANY medication they are taking and the reason for its use (this prevents over-medication, allergic reactions and/or complications pertaining to CCAA Drug Testing Protocols).
 - Report on time for scheduled treatment or rehab sessions (student-athletes who miss an appointment may be held out of practice or games). The Athletic Trainer will determine whether a student-athlete will be allowed to participate regarding injury or illness, based on medical information.
 - not adjust or modify equipment without permission from the equipment room or athletic Medicine staff.
 - allow for extra time for treatments and taping prior to practice and competitions
 - utilize the Athletic Medicine staff to contact and set up an appointment with the Team Physician as needed.
- No tobacco products** allowed at any time.
- Dress and converse appropriately for a co-ed environment. No shouting, yelling, horseplay, profanity or irresponsible behavior will be tolerated.
 - Not enter offices, cabinets and other storage areas without permission. The same regulation applies to the Athletic Training kits on the fields.

The aforementioned policies and procedures allow the Athletic Medicine staff to better assist a student-athlete in treatment and care. The procedures are designed to alert the Athletic Medicine staff to possible medical/health problems, to communicate with

coaches and physicians regarding status and progress, and to keep up-to-date records. Any and all personal matters will be handled with discretion, privacy and strict confidence. All medical information is confidential unless released by the student-athlete.

Supplements

Dietary and nutritional supplement products are not strictly regulated and may contain CCAA banned substances. A guarantee that a supplement is 100% pure cannot be made for a student-athlete. Please discuss supplements with an Athletic Medicine staff member to gain the most up-to-date information.

Insurance Coverage

All student-athletes and parents have a responsibility as a partner in the health insurance plan. An insurance questionnaire and information must be on file in the Athletic Training Room before a student-athlete is allowed to participate.

The student-athlete or parent/guardian must assume responsibility for medical expenses not covered by the Provincial Policies.

Strength and Conditioning

The Strength and Conditioning program at Augustana is a key component to the overall progress and development of student-athletes. An individualized sport-specific strength and conditioning program is designed for each student-athlete, focusing on improving physical capabilities while improving sport-specific skills and conditioning levels to enhance overall performance. In addition to enhancing the development and performance of student-athletes, the training also focuses on injury prevention and reconditioning of injured student-athletes.

The strength and conditioning philosophy at Augustana is built upon a solid foundation of fundamentals: work habits, proper technique, motivation and goal setting. This philosophy enables individual student-athletes and programs to achieve and sustain excellence.

The Strength & Conditioning program and facilities mandate the following guidelines:

- **Accountability:** The Strength staff and team coaches expect attendance by the student-athletes.
- **Facility Utilization:** No student-athlete is allowed to train in the upstairs weight room without the supervision of a Coach.
- **Respect the facility:** Deviation from the following expectations may result in suspension/dismissal from the facility:
 - a) Use a professional and safe approach to training;
 - b) Put all weights and equipment back to their origination;
 - c) Always use spotters and collars;
 - d) Only drop weights and bars at Olympic stations;
 - e) Do not lean weights against the equipment;

- f) Proper lifting attire (Augustana issued team attire) and shoes are required;
 - g) All trash must be thrown away; and
 - h) No food, drink, gum and/or candy allowed in the facility.
- Listen to the instruction: The coaching is designed to help student-athletes improve their athletic skills and potential. Each student-athlete must pay attention and heed the advice to ensure safety, proper technique and progress with respect to goals.

Equipment Room

Student-athletes will receive equipment for use during practice and competition while representing Augustana. It is the responsibility of the student-athlete not to damage or lose equipment issued by their team.

Equipment Issue

➤ **Initial Practice**

A student-athlete must be cleared to participate by the registrar's office and the team therapist. After a student-athlete is issued materials from the equipment room, the student-athlete is responsible for these items. Exchanges are not to be made between student-athletes, but may be made by the coaching staff.

➤ **Equipment Repair**

A student-athlete must bring any equipment needing repair to the Equipment Room for service during normal hours of operation. If a piece of equipment is damaged, defective and/or not fitting properly, it is the student-athlete's responsibility to immediately return the item for repair, replacement and/or refitting.

Equipment Return

A student-athlete must return the exact equipment/uniform items that were issued during the year in order to receive credit for a return. A student-athlete must return equipment promptly at the end of the season. Please make note of posted return dates. **Equipment not returned by the posted date will be billed to the student-athlete at the replacement cost plus an administrative charge.** For example, an initial team jersey in bulk could cost \$25, and a replacement jersey could cost \$50. Equipment will not be accepted for return once a bill has been generated to the student-athlete.

Team Travel Policy

Augustana is committed to providing safe, comfortable, and appropriate transportation and accommodations to all student-athletes, coaches, and staff. This policy is designed to promote safety and consistency across the Department while also allowing for necessary flexibility to accommodate the varying needs and circumstances of individual sport programs.

I. General Requirement to Utilize University Transportation

All student-athletes are expected to utilize the transportation that is provided by the Athletic Department to and from off campus competitions. In unusual circumstances, a student-athlete may request a waiver from this requirement, by emailing the travel waiver form to the Athletic Director 48 hours prior to departure.

II. Ground Transportation

A. Authorization to drive a University of Alberta Owned, Leased, or Rented Vehicle

All drivers of U of A owned, leased, or rented vehicles must be 21 years old and hold a valid U.S. or Canadian license. All drivers of U of A owned, leased, or rented vehicles must attend U of A's Risk Management's Driver Training and have their motor vehicle record checked BEFORE being authorized to drive. (This can take up to ten working days.) Only authorized drivers affiliated with the University of Alberta in the capacity of student, staff or faculty shall be permitted to drive a University owned, leased, or rented vehicle. Use of a University owned, leased, or rented vehicle is restricted to authorized University related activities. Any liability arising out of the personal use of a U of A owned or rented vehicle is the sole responsibility of the driver. U of A will expect the driver's personal auto insurance to respond in the event of an accident, arising out of personal use.

B. Uof A Driver and Passenger Requirements

- Driver must be at least 21 years old and in possession of a valid United States, International, or Canadian driver's license at all times when operating a vehicle as a U of A employee, student, or volunteer.
- Driver shall observe all rules and regulations for safe driving as defined by the Province of Alberta Motor Vehicle Department, or by the Department in whose Province the vehicle is operated.
- All occupants traveling either in a vehicle owned, leased, or rented by Augustana or in private vehicles while on University business shall use safety belts. Seats should be occupied from front to back.
- Drinking, possession of intoxicating liquor, illegal drugs in vehicles or driving while under the influence of alcohol or drugs is prohibited.
- Front passenger should remain awake to help keep the driver alert.
- Avoid conditions that lead to loss of control - driving while sleepy or inattentive, or driving too fast for road conditions.
- If the weather is inclement, stop and stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.
- Do not use a telephone while driving. Stop the vehicle in a safe area to use a cell phone or have a passenger operate it.
- All off-campus accidents should be reported immediately to the local police department. All accidents should also be reported to U of A's Department of Risk Management and the Director of Athletics.

C. Student Drivers

Generally a head or assistant coach, or certified athletic therapist will be responsible for driving. However in unusual circumstances authorized students may drive if they meet all of the conditions above and are 21 years of age or older.

D. Use of 20-24 passenger busses

The preferred mode of ground transportation for team travel is our 20-24 passenger busses. Use of the busses is authorized only for the following Athletic Department activities and is subject to the guidelines below:

- Team travel to practice and competitions within 400kms (one-way) from campus. Travel must be completed by 12 midnight.
- Team transportation to and from Edmonton International airport or other local (within 10 mile radius of campus) activities.
- Other out of province team travel with approval from the Director of Athletics.

E. Guidelines for the Use of passenger vans

- All Drivers must be 21 years of age, have attended U of A's Risk Management's driver training class, and have had a motor vehicle record check done within the last three years. Drivers need to understand the handling characteristics of vans, especially when fully loaded.
- Vehicle operators should assure that all their passengers are wearing their seat belts. (The NHTSA in the USA indicates that you can reduce your chance of being killed in a rollover by about 75% just by wearing a seat belt.)
- Evenly load the vehicles and load front first (i.e. empty or remove the back seat).
- Luggage should be placed in the rear behind the back seat. Roof loads increase the center of gravity, and hence, the risk of rollover. Roof racks should not be used under any circumstance.
- Front passengers should remain awake to help keep the driver alert.
- Avoid conditions that lead to loss of control - driving while sleepy or inattentive, or driving too fast for road conditions.
- If the weather is inclement, please stop and stay overnight in a safe place. The additional lodging cost is worth avoiding the risk.
- Never drive under the influence of alcohol or drugs.
- Avoid extreme panic-like over-steering.
- Do not use cell phones while driving.

F. Use of Minivans (7 passengers or less):

When the travel party to a practice or competition is seven members or less, minivans may be an appropriate mode of ground transportation. Use of minivans is subject to the following guidelines:

- One-way travel is less than 600kms.
- All travel must be completed prior to midnight.

- All drivers and passengers must follow the U of A Driver and Passenger Requirements in section I. B. of this document.

G. Maintenance of Athletic Department Vehicles

To provide a safe form of transportation, all vehicles approved for Athletic Team travel should be thoroughly inspected and maintained according to the manufacturer recommendations. A certified mechanic must perform routine maintenance and inspections.

H. Bus Travel

All arrangements for motor coach travel shall be made through the Administrative Assistant in the Department of Athletics. The Department will utilize only commercial bus companies that meet all applicable laws and safety standards.

III. Air Travel

All air travel shall be on regularly scheduled commercial airlines and arranged through the Administrative Assistant in the Department of Athletics.

Athletic Communications

Augustana's Intercollegiate Athletics teams generate a high level of public interest and media attention. The image of the Department of Athletics affects the reputation of the entire University, and student-athletes play an important role in representing the department.

The Athletics Director's Office is responsible for presenting the best possible image of the institution and its intercollegiate athletics program. The main focus is to provide accurate, timely and interesting Augustana athletics information to the media. This mission is accomplished by providing pre-game publicity, hometown stories, producing individual sport guides, game programs, and schedule cards.

A student-athlete should assist the Athletic Communications Office in communicating with the media whenever possible. A student-athlete that chooses to speak with the media must give access to all media outlets, not just one individual or one media entity. Interviews can be a rewarding experience and should be arranged through the Athletic Communications Office.

Throughout the academic year, a student-athlete may be asked to speak with the media by the Athletics Director's Office. The following are hints for dealing with the media:

- **Do not agree to a telephone interview unless it is arranged by the Athletic Director's Office;**
- Do not answer a question if you do not wish to respond to it;
- Seek counsel with the Athletic Director's Office or Coach if uncomfortable with the questions, answers or general tone of the interview;
- Be prompt, cordial and confident;

- Organize thoughts before a scheduled interview;
- Be sure to understand the reporter's question before answering it; Never make a comment "off the record;"
- Try not to be evasive or to answer "no comment," as it raises suspicions;
- **Do not criticize your teammates or your coaches in the media;**
- Speak in plain English, and keep comments short and to the point; and
- Always be aware that comments will be made public.

Athletic Advisory Board

The Athletic Advisory Board at Augustana serves as an advisory group to the Department of Athletics and the Dean of the Faculty in matters concerning the intercollegiate athletics program, especially in areas such as academics and student-athlete well being. The membership of the Board consists of faculty, staff, alumni and students.

The Athletic Advisory Board also conducts exit interviews with the senior student-athletes on a yearly basis. The information gathered in these interviews from student-athletes is an important part of the review process and evaluation of the Department of Athletics.

Financial Aid Award

The following information contains excerpts from the *2007-08 CCAA manual*, and explains the rules and regulations associated with a financial aid award.

15.3 TERMS AND CONDITIONS OF AWARDING INSTITUTIONAL FINANCIAL AID

15.3.1 Eligibility of Student-Athletes for Financial Aid.

Institutional financial aid may be awarded for any term during which a student-athlete is in regular attendance as an undergraduate with eligibility.

15.3.1.1 Applicable Requirements. A student-athlete must meet applicable CCAA, conference and institutional regulations to be eligible for institutional financial aid .

15.3.1.2 Withdrawal from Institution. A student-athlete who withdraws from the institution may not receive financial aid during the remainder of the term.

15.3.2 Terms of Institutional Financial Aid Award.

15.3.2.1 Conformance to Institutional and Conference Regulations.

Financial aid awarded by an institution to a student-athlete shall conform to the rules and regulations of the awarding institution and of that institution's conference(s), if any.

15.3.2.2 Physical Condition of Student-Athlete. Financial aid awarded to a prospective student-athlete may not be conditioned on the recipient reporting in satisfactory physical condition. If a student-athlete has been accepted for admission and awarded financial aid, the institution shall be committed for the term of the original award, even if the student-athlete's physical condition prevents him or her from participating in intercollegiate athletics.

15.3.2.3 Written Statement Requirement. In all cases, the institutional agency making the financial aid award shall give the recipient a written statement of the amount, duration, conditions and terms of the award.

15.3.2.4 Hearing Opportunity. The institution's regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletics ability is to be reduced or cancelled during the period of the award, or is reduced or not renewed for the following academic year. Any reduction or cancellation of aid during the period of the award may occur only after the student-athlete has had an opportunity for a hearing. The institution shall have established reasonable procedures for promptly hearing such a request and shall not delegate the responsibility for conducting the hearing to the university's athletics department or its faculty athletics committee. The written notification of the opportunity for a hearing shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request such a hearing.

15.3.2.4.1 Athletics Department Staff as Member of Committee. An institution's athletics department staff member may be a member of a committee (other than an athletics department or faculty athletics committee) that conducts hearings related to the nonrenewal or reduction of a student-athlete's financial aid. Under such circumstances, the athletics department staff member must be a standing member of the committee and may not serve as a member of a committee only for a specific student-athlete's hearing.

15.3.3 Period of Institutional Financial Aid Award.

15.3.3.1 One-Year Period. If a student's athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year.

15.3.3.1.2 Financial Aid Authority Precedent. A staff member may inform a prospective student-athlete that the athletics department will recommend to the financial aid authority that the prospective student-athlete's financial aid be

renewed each year for a period of four years and may indicate that the authority always has followed the athletics department's recommendations in the past. However, the prospective student-athlete must be informed that the renewal will not be automatic.

15.3.3.1.3 Injury or Illness Policy. It is not permissible for an institution to assure the prospective student-athlete that it automatically will continue a grant-in-aid past the one-year period if the recipient sustains an injury that prevents him or her from competing in intercollegiate athletics, but an institutional representative may inform the prospective student-athlete of the regular institutional policy related to renewal or continuation of aid past the one-year period for recipients who become ill or injured during their participation

15.3.4 Reduction and Cancellation during Period of Award.

15.3.4.1 Reduction or Cancellation Permitted. Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient:

- (a) Renders himself or herself ineligible for intercollegiate competition;
 - (b) Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
 - (c) Engages in serious misconduct warranting substantial disciplinary penalty;
- or
- (d) Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid was reduced or cancelled. A student-athlete's request for written permission to contact another four-year collegiate institution regarding a possible transfer does not constitute a voluntary withdrawal.

15.3.4.1.1 Fraudulent Misrepresentation. If a student-athlete is awarded institutional financial aid on the basis of declaring intention to participate in a particular sport by signing a letter of intent, application or tender, action on the part of the grantee not to participate (either by not reporting for practice or after making only token appearances as determined by the institution) would constitute fraudulent misrepresentation of information on the grantee's application, letter of intent or financial aid agreement and would permit the institution to cancel or reduce the financial aid.

15.3.4.1.2 Misconduct. An institution may cancel or reduce the financial aid of a student-athlete who is found to have engaged in misconduct by the university's regular student disciplinary authority, even if the loss-of-aid requirement does not apply to the student body in general.

15.3.4.3 Reduction or Cancellation Not Permitted.

Institutional financial aid based in any degree on athletics ability may not be increased, decreased or canceled during the period of its award:

- (a) On the basis of a student-athlete's athletics ability, performance or contribution to a team's success;
- (b) Because of an injury that prevents the recipient from participating in athletics; or
- (c) For any other athletics reason.

15.3.4.3.1 Athletically Related Condition Prohibition. An institution may not set forth an athletically related condition (e.g., financial aid contingent upon specified performance or playing a specific position) that would permit the institution to reduce or cancel the student-athlete's financial aid during the period of the award if the conditions are not satisfied.

15.3.4.3.2 Decrease Not Permitted. An institution may not decrease a prospective student-athlete's or a student-athlete's financial aid from the time the prospective student-athlete or student-athlete signs the financial aid award letter until the conclusion of the period set forth in the financial aid agreement.

15.3.5 Renewals and Nonrenewals.

15.3.5.1 Institutional Obligation. The renewal of institutional financial aid based in any degree on athletics ability shall be made on or before July 1 prior to the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year, whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non renewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

15.3.5.2 Reconsideration of Nonrenewal. It is permissible for an institution that has notified a student-athlete that he or she will not be provided institutional financial aid for the next academic year subsequently to award financial aid to that student-athlete.

Employment

Earnings from a student-athlete's on or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's full grant-in-aid or in the institution's financial aid limitations, provided:

- The student-athlete's compensation does not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletics ability;
- The student-athlete is compensated only for work actually performed; and

- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

Extra Benefits

A student-athlete shall not receive any extra benefits. An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletic interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by the CCAA. If the benefit is available to the general student population and determined on a basis unrelated to athletics ability, the receipt of the benefit by a student-athlete is permissible. Examples of extra benefits that are prohibited under CCAA regulations include, but are not limited to:

- Discounts and/or credits on goods and/or services;
- Loan of money;
- Automobile or use of an automobile; or
- Signing or cosigning a loan.

Violations of the extra benefit rule may result in the loss of eligibility to participate in intercollegiate athletics.

Official Visits/Host Regulations- see

<http://www.acac.ab.ca/media/2008-September-Operating-Code.pdf>

Drug Testing/Banned Drugs

Each year a student-athlete signs a drug testing consent form from the CCAA as a requirement to participate in intercollegiate athletics. By signing this form, the student-athlete is held accountable for all banned drug classes on the list provided by the CCAA, and the student-athlete understands that the list is subject to change. Specific attention should be directed to the market of over-the-counter nutritional supplements as products may contain banned drugs. Student-athletes should direct specific questions about the banned drug list to Athletic Therapy, the CCES website or Dean Jarrett Pharmacist at Pharmasave in Camrose.

The CCAA banned drug list may be accessed at the following web address:

http://www.cces.ca/forms/index.cfm?dsp=template&act=view3&template_id=46&lang=e

Grievance Procedures/Bias Incidents

Augustana's official Equal Opportunity in Education Programs and Activities Policy Statement: "The Augustana Faculty, University of Alberta is committed to a policy of equal educational opportunity. The University therefore prohibits discrimination on the basis of unlawful criteria such as race, color, religion, national or ethnic origin, age,

sex, sexual orientation, marital status, disability, or gender identity or expression, as those terms are defined under applicable law, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or activities made available to students at the University.”

Athletic Grant Non-Renewal/Reduction Appeal Procedures

Upon receiving a written notification of the appeal of an athletic grant non-renewal, reduction or cancellation, a committee shall be convened to review the request. The purpose of this committee will be to review the action and hear statements from both the student and a representative from the Department of Athletics. The committee shall be comprised of representatives from the following offices/departments:

Office of Student Financial Services
Department of Athletics
Faculty/Staff Representative
Student Representative

The student participating in the hearing has the right to bring an advisor with them to provide moral support. The advisor must be a member of the University community (e.g. student, faculty, or staff) may play no other role in the hearing and cannot speak or otherwise represent their advisees in the hearing. Students who wish to bring an advisor to the hearing must notify the Office of Student Financial Services at least 24 hours in advance of their intent to bring an advisor. Advisors may not be lawyers/attorneys; if the student brings a lawyer/attorney the hearing will be adjourned and the case forwarded to the University General Counsel.

The general format of the hearing will be as follows; the student presents their position to the appeal committee including any relevant documentation. An appropriate Department of Athletics representative will then present the department’s position including any appropriate documentation. The committee will then ask any relevant questions before moving into closed deliberations.

The committee will make a decision as to whether to uphold or reverse the athletic grant non-renewal, reduction or cancellation based upon the information presented by the parties involved. Three of the members of the committee must be in favor of grant reinstatement for the decision of the Department of Athletics to be overturned.

Students will receive a written decision as a result of the hearing. The decision letter will include a summary of the hearing and the committee makes. The decision of the committee is final.

Other Areas (harassment, hazing, abusive behavior, sexual orientation)

The University encourages its students to report all perceived discrimination, including sexual and other forms of harassment, hazing, and bias incidents. Please refer to the Code of Student behavior at <http://augustana.ab.ca/files/group/189/2008-09%20Student%20Handbookversion2.pdf>

Department of Athletics Staff Directory

For a complete directory of Department of Athletics staff members, see

<http://www.augustana.ca/athletics/contact.html>