



*Wiley*  
*University*  
**WILDCATS**

*Department of*  
*Athletics*

**Student-Athlete Handbook**

## STUDENT-ATHLETE HANDBOOK AND CODE OF CONDUCT SIGNATURE PAGE

I, \_\_\_\_\_, understand this Student-Athlete Handbook will be updated periodically while I am enrolled at Wiley University as a student-athlete and that the online Student-Athlete handbook will supersede any previous handbooks and acknowledgements.

As a student-athlete at Wiley University, both the University and of National Associate of Intercollegiate Athletics (NAIA) have a special investment in you and you in them. It is a privilege to participate in intercollegiate athletics as Wiley University. Student-athletes are expected to demonstrate exemplary behavior and performance as representatives of the University, to respect the rights of others and abide by all applicable laws as well as rules and regulations of the University, and the Department of NAIA.

Failure to comply with said rules may result in (but are not limited to) suspension, probation or dismissal from the team, non-renewal of athletics aid; or expulsion from the University. While student-athletes are held accountable to the same policies and procedures as other University students as outlined in the Student Conduct Code, they are also held to additional standards set by the Office of Intercollegiate Athletics and their coaches. Student-athletes who make poor choices are reflect negatively upon themselves, our department, teammates and the University.

By signing below, I acknowledge that I have read, understand and will adhere to the statements, policies and procedures contained in the Student-Athlete Code of Conduct Policies, the Student-Athlete handbook and the University's Student Code of Conduct for the entire period of time that I am a student-athlete at Wiley University. I understand that these documents explain my obligation and responsibilities as a student-athlete at the University and that violation of these code conduct and handbook policies may render my participation null and void. It is my understanding that should I have any questions or concerns regarding the content of this Student-Athlete Handbook, I should contact the Director of Athletics.

Acknowledged by:

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Sport: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent/Guardian (required if participant is under 18 years of age)

*(Note: Policies and procedures printed in this handbook are subject to change. For the most recent version of the Student-Athlete Handbook go to Inside Athletics at [wileyc.edu](http://wileyc.edu))*

Dear Wiley Wildcats:

The staff of the WILEY UNIVERSITY Department of Athletics wishes to welcome you to the College and its intercollegiate athletics program. Christian commitment, Scholastic achievement and Athletic ability have created a place for you at our outstanding institution. We hope you will take full advantage of the spiritual, academic and athletic opportunities offered at Wiley. Your experiences will give you the opportunity to grow spiritually, achieve academic fulfillment, and experience athletic success.

This handbook is designed to ease your transition to Wiley life as well as serve as a resource guide for returning student-athletes. The purpose of the handbook is to not only answer questions, but also to orient you to the athletics program, of which you are now a member. The handbook includes information related to your spiritual, academic and physical welfare, as well as necessary sports participation regulations. A directory is included with a list of persons who will be able to answer questions not covered within. When you read the helpful information in this handbook and utilize the resources mentioned, you will find that your life at Wiley as a student-athlete will evolve with a minimum of confusion and inconvenience.

## **Welcome from the Director of Athletics**

Dear Wildcat:

I am pleased to welcome you as a member of our team! We recognize that our athletes are students first. Achieving the right balance between spiritual growth, athletic participation and academic commitment is the key to student-athlete's success. As a small, private liberal arts College, we pride ourselves on providing students with individualized attention, whether you are suiting up for practice or studying hard for an exam. Our faculty and staff go the extra mile for you. You may wear a number at Wiley, but you will never be one.

In addition to athletic and academic achievements, our athletes are engaged in the community in a variety of ways. They can be spotted cheering on other teams in competition, serving as campus leaders and volunteering for community service. Whether it is our men's basketball team mentoring students at a local elementary school or our athletes coming together to help clean up a local churchyard after a storm, giving back is the "Wiley Way".

WILEY UNIVERSITY is committed to outstanding individuals who are committed to a positive environment and opportunity at Wiley. This handbook provides important information for you about our intercollegiate athletics program. It will help familiarize you with facts about our department that are important for you to know. We are ready to support you in any way we can – we want you to be successful and believe this handbook serves as an important first step in being a member of and contributor to our Christian focused department. We look forward to working with you and assisting you along your journey here at "Wiley".

**GO WILDCATS!**

**GO FORTH INSPIRED!**

Sincerely,

Rafael Gonzalez

Director of Athletics

## **MISSION STATEMENT**

A premier liberal arts institution, affiliated with the United Methodist Church, with an intentional focus on social good and leadership.

Wiley pursues this mission with excellence, integrity, compassion and mutual respect.

## **WILEY UNIVERSITY HISTORY**

Wiley University, founded in 1873 in Marshall, Texas, is a historically black, primarily liberal arts, residential, co-educational, baccalaureate degree-granting institution affiliated with The United Methodist Church.

Committed to the principle of educational access, the College serves traditional and non-traditional student-athletes from diverse backgrounds who have expressed a desire and potential for learning in a Christian environment. The College, in fulfilling its basic purpose of providing a liberal arts education with a global focus, endeavors to provide an intellectually stimulating environment, promoting student competencies in communication, as well as, critical and analytical thinking. The College also supports spiritual, ethical, moral, and leadership development. To achieve these superordinate goals, the College promotes an atmosphere of academic freedom and employs a faculty committed to excellence and innovation in teaching, advising, and scholarship. The faculty provides a rigorous curriculum for preparing graduates for professional or graduate studies and/or productive careers in traditional and emerging career fields.

Wiley University is committed to shared governance and exemplary stewardship of its resources. The College employs innovative techniques and strategic planning in all its administrative processes, using cutting-edge technology in the delivery of services to its clientele. Acknowledging its covenant relationship with The United Methodist Church, the College affirms the ideal of social responsibility and seeks to contribute to the welfare and revitalization of its community. (*Approved by the Wiley University Board of Trustees July 15, 2011.*)

## **MISSION OF ATHLETICS**

The primary mission of the Unit of Athletics is to serve student-athletes and the Wiley University community by providing outstanding and equitable athletic programming. It is dedicated to ensuring that all student-athletes achieve, and perform their academic and competitive goals in a supportive environment.

In keeping with the college tradition as a United Methodist institution, rooted in a belief that seek God in all things, Wiley University Athletics offers a variety of intercollegiate programs that create an environment in which every student-athlete, coach, official, and spectator is committed to the true spirit of competition through respect, integrity, responsibility and sportsmanship.

The Wiley Athletics supports and promotes the College's goal of a diverse student body, faculty and staff. It provides an educational experience that promotes the development of the whole person—intellectually, physically, socially and spiritually.

## **NON-DISCRIMINATORY POLICY**

Wiley University complies with all applicable federal and state non-discrimination laws and does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or disability, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 202 of the Americans with Disabilities Act of 1990; and Section 303 of the Age Discrimination Act of 1975.

## **WILEY UNIVERSITY**

**"Champions of Character"**

### **Purpose**

The purpose of the Wiley University Association of Student-Athletes is to provide Wiley University student-athletes with a voice in the governance of the Wiley University student-athlete program while incorporating the ideals of Champions of Character. The Association will allow student-athletes to have an input on the issues that directly impact them every day. Further, the Association will consist of representatives from each sport at Wiley University. Upon approval by the Athletic Director, the Association will become a recognized student organization at Wiley University.

### **Composition**

1. The Association will be comprised of no less than 1 student-athlete representing each of the sports programs at Wiley University.
2. Each team may appoint one additional student-athlete to serve on the "Champions of Character" team.
3. Team members need to have completed at least one season of competition

and or two semester terms of attendance at Wiley University and have at least one season of competition and or 2 semester terms of attendance remaining at the Institution.

### **Method of Selection**

1. Each Athletic Coach will provide a choice from their respective sport in good standing, due to the Athletic Director by May 1<sup>st</sup> of each year.
2. The additional representatives are selected from a pool of athletes voted on by the team members. The Athletic Director must approve each selection.

### **Time Commitment**

1. A team member will serve for one year, and may be reappointed by the Coach for a second term ending on May 1<sup>st</sup> of each year.
2. A team member's term will begin July 1 and end May 1, one year later.
3. The voted past-president of the team may elect to serve an additional year as an ex-officio member.
4. Team members will attend two days of Leadership Training prior to the beginning of the school year.
5. The Team will participate in meetings coordinated by Athletics each month.
6. The Association will be responsible for selecting their own officers on an annual basis. Officers will roll over on July 1; however, two consecutive terms may be served. The officer positions will be a President, a Vice President, Chaplin, and three officers at-large.
7. The "Champions of Character" team will meet with and provide recommendations to the Athletic Director in an effort to strengthen the student athlete's voice in governance of the Athletic Program twice a semester.

## **WILEY UNIVERSITY STUDENT-ATHLETES**

### **Image**

The image that Athletics projects is very important from the standpoint of the College and the community. The following suggestions are offered as guidelines for projecting an appropriate player image:

## Personal Appearance

The appearance of a student-athlete should be such that it reflects a young man/woman who is proud of himself/herself and Wiley University. The alumni, faculty, student-athletes, and members of the local community should not have any cause to think that people who dress and act like persons of poor character are representing them. The “Wiley Way” is that personal appearance should be reasonable and acceptable at all times. The institutional dress code for student-athletes provides additional information about how Wiley student-athletes are expected to dress.

## Responsibility of Student-Athletes

A student-athlete at Wiley University has the opportunity to develop academic, athletic, and personal abilities in a community environment. In addition, athletics gives the participant an opportunity to travel, represent the institution, and learn the importance of teamwork. Representing the team and the College requires a commitment to certain ethical guidelines and behaviors. Such ethics are demonstrated by, but are not limited to:

1. Showing personal integrity
2. Respecting different points of view
3. Striving for the highest degree of excellence
4. Abiding by the spirit of the rules
5. Treating all others with respect and courtesy
6. Respecting and accepting the decisions of the coach
7. Exhibiting dignity in manner and dress when representing the institution
8. Respecting the accomplishments of teammates
9. Exerting maximum efforts in academics, practice and competition
10. Be in attendance and participation in Chapel services, dressed in business or casual attire, *no cell phones* during services
11. Attend all classes
12. Adhering to the standards established for projecting an appropriate image



## **Expectations of Veteran Players**

Veterans are expected to set the pace by setting a standard of excellence for incoming players to follow. All veterans should begin each season with the idea that they will be great leaders by example. The following are tips that will help veteran players assist the coaching staff and their teammates:

- Veteran players should be first everywhere: first in the line for drills, first to be on the floor/field for practice, first to turn in paperwork, first to arrive when the coach calls the team together, and first in drills requiring hustle and speed.
- Older players should always display a positive attitude, new players want to fit in. They will follow your lead whether it is good or bad. Make sure that you are preparing those who will follow you. Make it popular to be positive.
- Work longer and harder than new players. Your skills have improved so much that what you do now looks easy. Let them in on all the hard work and long hours it took to get you this way.
- When new players are on the side lines observing practice, this is a good time to go over and explain what is going on. Take them under your wing and help them develop as athletes, students and Christians.
- When sent to complete drills without direct supervision, veteran players should display work ethic in getting the drills accomplished quickly and maturely.
- Veteran players should set the example of hard work, not the example of how to get out of things when coaches are not around.

## **Expectations of New Players**

Incoming players are in a learning phase of development within the program. None should enter with the idea that they will make an immediate impact on the team unless their skill levels are superior or there is a specific need for some talent that they possess. The following items will help new players adapt quickly:

1. Listen, watch, listen, watch, and listen some more. Coaches are aware of your need to catch up with everyone else and will take time to explain the concepts that are used. In addition, drills will be structured so that the new players will be able to view the drill being conducted before having to perform the skill themselves.
2. Always be willing to work longer and harder. Too many new players do not want to work extra to get better or to catch up with the veterans. The only way a player gets better than the competition is to work longer and harder.
3. There will be times at practice when new players will be on the side observing the veteran players in a practice routine. This is an observation and learning time for

new players. Coaches must prioritize their instructional time in order that starters are fully prepared, first. New players will be wise in paying heed to corrections, adjustments, and primary instructions given during these times. It could mean the difference between playing and riding the bench.

4. Laughing, joking, and playing around during practice will send a message to the coaching staff that you are not serious.

## **RELATIONSHIPS**

### **1. With Student-athletes**

Student-athletes are part of the general student population and not just athletes. Players should actively participate in cultivating healthy relationships between Athletics and the general campus community.

### **2. With Fans**

Student-athletes should present an image in practice and games of being athletes who are enthusiastic and enjoy sports. Wildcats play with determination to win, but play with intelligence, respect, responsibility, integrity, sportsmanship, servant leadership and within the rules. Wildcats positively demonstrate their belief in their teammates and coaches, and encourage and support them 100 percent.

### **3. With Opponents**

Wildcats are the toughest and best-conditioned athletes which their opponents will face all season. While never allowing themselves to be beaten, they are a class act and respect their opponents who have worked hard in an effort to achieve similar goals.

## **Media**

News organizations are free to speak with any player with permission from the head coach and or the Sports Information Director. Players should make the coaching staff aware of any such contact, especially if that contact comes at the player's home. The following should be remembered when speaking with the media:

- The head coach is the spokesperson for the team.
- Always speak positively or affirm the opponent. Criticism of opponents shows no class and only helps them to better prepare.
- Be confident, but not boastful. Give teammates credit for each individual success.

Example: "The high scorer achieves star status because the other four players helped make it happen."

- Do not reveal technical information that would help an opponent to prepare.
- Some media personnel may attempt to create controversy with your remarks by asking leading questions. You may always tell a reporter that you do not wish to comment on what was asked, or you may refer the person to the coaching staff to answer those questions with which you are uncomfortable.

When the TEAM wins, there will be many opportunities to get publicity. But when the team loses, those opportunities are rare and can affect relationships and team chemistry. Players rarely receive more publicity than they deserve; and those who deserve it, may never receive it. Never believe what you read. Newspaper articles have never made a player better, but they have ruined thousands.

Student-athletes should be courteous and cooperative young men/women who display professional behavior at all times. The Sports Information Director will coach each athlete prior to an interview.

### **Interviews**

The main way to deal with the media is through interviews. Most interview topics are about your team and you. Interviews should be looked at as part of the educational experience offered at Wiley University, helping you develop communication skills that can assist you not only in the classroom, but also in future professional and business careers. The more interviews you do, the better you will become at handling them and the more fun they will be. We encourage you to make yourself available to the media, especially because student-athletes have been tremendous representatives of Wiley University.

We ask the media to direct all interview requests through the Sports Information Office. We will contact you and work around your athletic, academic, and social schedules. You will be asked to come to the Sports Information Office at an agreed-upon time to be interviewed in person or to conduct a phone interview. In addition, following the conclusion of games, coaches and athletes are expected to make themselves available for interviews within a reasonable time (generally after a 10-minute "cooling off" period). These post-game interviews occur in various forms: a press conference in front of a group of media, a one-on-one interview with a reporter or live interviews on radio or TV.

### **When doing interviews:**

1. Be smart and think before you speak.
2. Respect your opponents, teammates, coaches and college.
3. Be positive.
4. Be humble.
5. Don't make predictions.
6. Smile and have fun.
7. Look presentable (appearance can say more than words), so take off your hat, spit out your gum, and get rid of gaudy jewelry.
8. It's easy to talk to the media after good times, but your true character comes out after tough times and adversity (so be accountable and available).
9. You don't have to answer every question or interview, be polite when declining.
10. Anticipate tough questions and prepare answers beforehand.
11. Have message points you'd like to make.
12. Turn a negative question into a positive answer.
13. Don't go "off the record" say "No comment." or use slang.
14. Remember, you can't control the questions, but YOU CAN control the answers.

### **Social Media**

Wiley Athletics will not infringe upon student-athletes' online presence and behaviors in matters unrelated to the College; however, inappropriate handles or profiles on social media sites will result in less involvement and possible severed ties with any social media associated with Wiley University or Wiley University Athletics. Please note that your social media behavior can result in the College's student conduct sanctions.

### **Social Networking Policy**

Student-athletes represent the College and are subject to public scrutiny. While social networking on websites such as Facebook, Instagram, Snapchat, Twitter, and YouTube are a great way to communicate, express yourself, and connect with others, student-athletes must understand that the information and pictures they post, or others post about them, may adversely impact a student-athlete's personal safety, impugn personal or institutional character, violate National Association of Intercollegiate Athletics (NAIA), conference or college policy, or undermine their career after college.

Student-athletes will be held responsible for any social networking conduct that compromises the reputation, integrity of their team, teammates, the College or its staff, and for any social networking conduct that violates federal, state, or local laws, NAIA or conference rules, college policy, Athletic standards or philosophy, or team rules. Such conduct may result in college disciplinary action, team suspension, permanent removal from the team, **or reduction or non-renewal of scholarship**.

Inappropriate conduct on social networking websites includes, but is not limited to comments, depictions, or presentations of the following: hazing; use of alcohol or drugs; defamatory comments disrespecting Wiley University, a teammate, coach, referee/umpire, opponent, or NAIA or conference official; partial or total nudity; sexual conduct; possession of a weapon or obscene gestures. Exercise extreme caution in using social networking websites. Before posting anything on a social networking website, understand that **anything posted online is available to anyone in the world and that other coaches or staffs may monitor your social posts**.

## **ACADEMIC REQUIREMENTS FOR STUDENT-ATHLETES**

### **Academic Coordinator**

It is imperative that the student-athlete understands how important it is for him/her to meet all class requirements prior to departure for any athletic trip. The academic coordinator, as well as the coaches, will monitor the academic progress of each athlete.

### **Study Hall**

The Athletic Study Hall Program is designed to provide a structured study environment leading to academic success for Wiley student-athletes. **Ten (10)** hours are required per week. Those required to be in Study Hall are:

- All student-athletes with a cumulative grade point average below a **3.0**.

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Study Hall hours must be completed by 12:00 Noon every Friday. All Study Hall hours must be earned on a site approved by the Coach and Athletic Director. Failure to complete study hall hours by 12:00 Noon pm on Friday will result in a Study Hall violation this includes traveling for games also.

## **Policy**

Study hall hours are reported for the week beginning on Sunday and ending on Friday. Coaches will email their Study hall sign in-out worksheet by Friday at noon.

Student-Athletes are required to sign-in and sign-out to receive credit for study hall. (Must bring ID to sign in and out if doing study hall on your own) Failure to sign-in or sign-out will result in "0" credits for study hall (NO EXCEPTIONS)

Required study hall hours are excused when a team is on the road traveling; however, it is **STRONGLY** encouraged for each team to set up study hall for those required to complete hours. Coaches will have to structure organized study sessions while on the road.

### **Study Hall Requirements**

#### ***Fall/Spring Semester***

<b>GPA</b>	<b>Hours Per Week</b>
3.0 - 4.00 GPA	0 Hours of Study Hall
Below 3.00 GPA	10 Hours of Study Hall

### **Hours of Operation**

- Sunday: Optional
- Monday-Friday: 8am-5pm and 6pm-11pm
- Saturday: Optional

### **Tutor Services**

Tutoring is not just for student-athletes who are struggling in a course; it is for all students wishing to maximize their performance in a class. The academic coaches utilize qualified tutors and tutor services and help in arranging student-athletes with a tutor. For information on tutor services and the procedure for obtaining a tutor, contact the Student Achievement and Retention office at 903-927-3351.

### **Academic procedures**

Assistant coaches are required to do classroom checks every two weeks

Consequences for missing classes:

1. Absence 1 and 2 will be handled at coach's discretion

2. Absence 3 the student-athlete, coach and coordinator will meet together
3. Absence 4 the student-athlete and coach will meet with athletic director, and possibility of scholarship removal, suspension from, or termination of participation in the athletics program.

Academic Progress reports will be due every two weeks

1. The athletic coordinator will send out an electronic report to all professors and receive grades and absences of all the Student-athletes.
2. Once the athletic coordinator receives this report back, it will be sent to all the coaches to look at their student athlete's grades and Absences.
3. If a student is failing (D and/or below) study hall hours will be increased from ten to Twelve hours with an assigned tutor, including a bi-weekly checkup by the assistant or head coach
4. If the student is still failing after two weeks the coach and student will meet with the professor, and be suspended from activity until the next grade report.
5. If student continues to fail the coach and student-athlete will meet with athletic director to discuss the student-athletes' grade and possibility of scholarship removal, suspension from, or termination Of participation in the athletics program.

### **Rules for Study Hall**

- Arriving unprepared, i.e.: without notebooks, or other materials needed to be prepared for your study hall is unacceptable.
- All Student-Athletes should bring a copy of their syllabus for the coach to refer to when needed as far as contact information and to help keep track of what the student is doing during that week.
- No loud talking, yelling, PROFANITY, or horseplay will not be tolerated
- No browsing on the internet, not particularly related to your class.
- Usage of cell phones, this includes incoming and outgoing calls and text messages are strictly prohibited during study hall. (Leave Cell Phones with your coach before entering study hall)
- Headphones/ ear buds may be used. The music level must be kept to a minimum, to not disrupt fellow student-athletes. The use of headphones during study hall is considered a privilege and should not be taken lightly; student-athletes in violation will be immediately dismissed.

- No missed tutor, mentor, advisor, or counseling appointments; if you have an appointment you must attend.
- Please remember to log off the computers when you are done.
- No drinks and food are allowed at the computers. No sleeping at any time.
- Please dispose of cups, water bottles or any trash before leaving
- If you have nothing else to do, your coach will go over your syllabus from your classes with you to see if you have turned in everything and if you have completed everything then bring a book to read!

**NOTE:** A violation will occur and no hours will be awarded if a student-athlete is signed in during their class times.

### **Coaches Guidelines for Study Hall**

- Coaches will pick 2 hours a day for 5 days out the week (a total of 10 hours a week) for student athletes to attend Study Hall
- Either a head coach or assistant coach is required to attend study hall during the times they chose during the week.
- Each Coach needs to fill out the Study Hall Sign In-Out worksheet electronically, every day they do study hall with the team.
- Study Hall can occur when traveling; coaches just need to document it on the Study Hall Sign In-Out worksheet.
- If a student missed a study hall day for any reason, they can attend study hall on their own during 8am-5pm and check in with Mrs. Savannah, but they must bring their school ID to sign in and out. No Student ID means no study hall credit hours. (NO EXCEPTIONS)
- By Thursday at 5 pm, Mrs. Webber will send out a list of all athletes that have did study hall during the week, with her.
- Once she sends that report out, you can add those hours of the student-athletes to your team study hall worksheet for the week.
- At the beginning of each week on Monday by noon, Study Hall Sign In-Out work sheets should be filled out electronically and emailed to AD Rafael Gonzalez [at rgonzalez@wileyc.edu](mailto:rgonzalez@wileyc.edu).

**\*NOTE: After the use of the Study Hall Room, coaches please make sure the room is cleaned and computers are logged off for the next team to use.**



## **National Association of Intercollegiate Athletics**

All players are expected to place academics before athletics. Education is the vehicle that will sustain each player when playing careers are over, not the memories of flattering athletic careers. First-time athletes must register online at Play NAIA. Moreover, if the academic requirements of the National Association of Intercollegiate Athletics are not met by the player, the player will not be eligible to participate. The NAIA and Wiley University require the following in order to maintain eligibility to participate in intercollegiate athletics:

1. Enroll each semester in a minimum of 12 hours
2. A cumulative 2.00 GPA on a 4.00 scale at the end of each semester
3. A minimum of 24 earned credit hours per school year for further participation
4. 24 hours earned-may participate as a sophomore
5. 48 hours earned-may participate as a junior
6. 72 hours earned-may participate as a senior

### **How to Register for Play NAIA**

1. Go to PlayNAIA.org to register as a first time athlete
2. Use a valid email address to create an account
3. Pay \$150.00 for United States (U.S.) and Canadian student-athletes enrolling full-time at an NAIA school in the first full term following high school graduation.
4. Pay \$150.00 for U.S. and Canadian college transfer student-athletes, current NAIA attendees, or student-athletes with more than a summer break after high school graduation
5. Pay U.S. \$160.00 for international student-athletes.

### **Records and Documentation**

All players must turn in certain records and paperwork as required by the NAIA, Wiley University, and Wildcat Athletics. All paperwork must be completed before the player will be allowed to participate. In addition, coaches may require other paperwork from players. This paperwork is to be completed by the deadline designated by the coach. Failure to complete any required paperwork may result in suspension from participation in games.

## NAIA ACADEMIC REQUIREMENTS

To be eligible for athletic competition, a student-athlete must:

- 1) Pass 24 academic hours with a 2.0 GPA, within the span of one calendar year (from the start of one season to the start of the next);
- or-
- 2) Pass an average of 12 academic hours per semester for each semester that has transpired since the student initially enrolled at the school.
- 3) Stay enrolled in 12 semester hours of academic credit each term.

75% of the hours (18 hours) must be earned during the fall and spring semesters. NAIA regulations require students to officially declare a major by the start of their fifth semester in residence.

Additionally, a student-athlete who enters WILEY UNIVERSITY (and NAIA institution) must achieve a minimum GPA of 2.0 to be eligible for the next season of competition:

Student-athletes must pass six (6) hours of academic credit the preceding regular academic term in which student-athlete has been eligible for competition in order to participate the next semester.

You must meet and maintain eligibility requirements for athletic participation and financial aid established by the NAIA and WILEY UNIVERSITY. If you fail to meet the NAIA minimum academic requirements, your athletic scholarship will not be renewed and you may not be eligible for further competition

## HBCU ATHLETIC CONFERENCE

The HBCUAC follows the NAIA ***Champions of Character*** program that has established five core values that go well beyond the playing field to the daily decisions of youth. These character values help young people and those associated with their development make good choices in all aspects of their lives and reflect the true spirit of competition:

**Integrity – Respect – Responsibility – Sportsmanship -- Servant Leadership**

## WILEY ACADEMIC REQUIREMENTS

To be eligible to remain a **student** at Wiley, a student must meet the following minimum requirements:

Semester hours attempted and transferred	Probationary Status
Freshman.....0-29	1.75
Sophomore.....30-59	1.75
Junior.....60-89	2.0
Senior .....90 up	2.0

A student on academic probation is subject to the following regulations:

- a) The program must be approved by your faculty advisor and Academic Dean;
- b) With the permission of the Academic Office and faculty advisor, the student may retake courses failed;
- c) Must earn a GPA of 2.0 during the probationary term or raise the cumulative GPA above the probationary range;
- d) **Can be absent only 20 percent of the time from class with an excuse as a member of college organization, including athletic teams.**
- e) Should confer with instructors and consult with the faculty advisor in order to get all possible help from them.
- f) May be advised or required to attend summer school at or approved by WILEY UNIVERSITY for the purpose of improving GPA.

*\*Please see the 2020-2024 on-line Academic Catalog for further information.*

## CLASS ATTENDANCE

**GO TO CLASS!!** It cannot be emphasized enough that there is a direct correlation between class attendance and academic success. Accordingly, attend your classes, not just regularly, but every time one of your classes meets.

You should inform your professor if illness requires you to miss a class. If a conflict is caused by away games, your professors are usually more than willing to assist you in catching up with missed work. Remember, it is your responsibility to inform your

professors before an absence (**with a certified travel and game schedule at the start of the semester**) and make up missed assignments due to team travel.

### HONESTY

Wiley Athletics require its athletes to act with honesty and integrity. Honesty is a fundamental concept that must be of primary importance to anyone who has the privilege of joining the Wiley family. It is therefore understandable that cheating and plagiarism are regarded as serious academic offenses. Please refer to The Wiley Academic Catalogue and Student Handbook for a full explanation. Additional answers on how to avoid problems can also be given by the faculty member teaching the class. Requirements vary from course to course.

### PLAGIARISM

Occasionally, scholastic dishonesty occurs as the result of a lack of information or misinformation. Everyone knows cheating on an exam is dishonest; however, students have, on occasion, turned in papers which they thought were acceptable only to find they were not because of plagiarism. One area of essay or term paper writing that often causes students confusion is acknowledging sources. **If you use another person's ideas or expression in your writing without acknowledging the source, you are guilty of plagiarism.** Although most students understand that you are plagiarizing if you use someone else's work more or less verbatim, they do not realize that not giving proper credit for ideas, research conclusions, etc., is also the same thing.

A good rule of thumb is to quote the unique or witty and paraphrase the rest; but, remember, if you are paraphrasing someone else's work, you must acknowledge your source either by direct quotations or by footnotes. It is often difficult to separate your thoughts from someone else's after reading an article. In general, don't write your thoughts while you are reading someone else's research material. If you consult a critical essay or book review to stimulate your thinking, a simple principle can be helpful when trying to determine if you should acknowledge a source or not: If you know it or it was your opinion **before** you did the reading on the subject, it need not be acknowledged.

Remember, whenever specific facts, opinions, judgments, or explanations are obtained from your readings, they must be acknowledged, even if you present the facts entirely in your own words.

### CHANGING YOUR SCHEDULE

Changes in your schedule should be made no later than the first few days of class (see academic calendar for applicable dates). If after this time you want to add or drop a course to your schedule, you will need to consult with your academic advisor.

Be careful when dropping a course so that you do not fall below the NAIA minimum requirement of 12 hours per semester, otherwise you will immediately become ineligible. IF you decide to drop a class, you must meet with your academic advisor, a member of the Registrar's Office, and a member of Athletics (coach and/or Athletic Director) before you finalize your decision.

### **SUMMER SCHOOL**

Every effort should be made to maintain satisfactory progress toward a degree. If it becomes necessary for you to attend summer school, please consult with your coach, compliance officer, faculty advisor and Athletic Director.

If you wish to attend summer school at a College/University other than Wiley, consult with the Registrar's Office to ensure that the hours will transfer. Summer school at other colleges cannot improve your GPA, only the hours will transfer and you must make a "C" or better in order for the hours to transfer.

### **WILEY GRADUATION REQUIREMENTS**

To qualify for an undergraduate degree from Wiley, you must successfully complete at least 120 - 128 semester hours (program requirements vary). Also, you must have a 2.0 average in all work attempted at WILEY UNIVERSITY.

*A majority of the credit hours in the student's major and minor must be taken at Wiley and require a GPA of 2.0. Work of the senior year (the last 36 hours) must be taken on the Wiley campus with a GPA of 2.0 during that year. Please see your academic advisor for clarification and additional information.*

Students who are planning to graduate need to:

1. File application for degree one year prior to your expected graduation date.
2. Pay all tuition, fees, and obligations owed the College before participating in graduation or receiving a diploma.

### **GOALS OF THE WILEY UNIVERSITY DEPARTMENT OF ATHLETICS**

It is the goal of the entire University and, in particular, the Department of Athletics to continue to provide an Intercollegiate Athletics program that:

1. Stresses the importance of spiritual, academic and social growth for the development of each athlete and the importance of obtaining a degree;
2. Encourages, demonstrates and requires good sportsmanship by athletes, coaches, administrators, and spectators;

3. Engages staff and recruits' student-athletes who are committed to upholding the integrity of the College and Christian principles including; ethical conduct, rules compliance, and amateurism.
4. Demonstrates a high level of concern for the spiritual, physical, emotional, and social, welfare of all student-athletes;
5. Assumes financial integrity and budgetary restraint for its programs in an on-going effort to be self-sustaining;
6. Reflects the College's commitment to equity (Title IX) in all programs;
7. Follows established NAIA/GCAC and WC guidelines when recruiting athletes;
8. Provides an intercollegiate athletic program that maintains a high level of competitive excellence in intercollegiate sports, and
9. Bases all final decisions on the premise, "What is best for WILEY UNIVERSITY?"

The WILEY UNIVERSITY Department of Athletics requires coaches, trainers, and staff to conduct themselves in a manner which creates positive image of the mission of our institution. *(See the WILEY UNIVERSITY Student Handbook and the WILEY UNIVERSITY Catalog for additional clarification).*

### **PERSONAL CONDUCT**

By joining the Wiley Athletics program, you become a representative not only of your team, but of this Department and our College. Upon entering Wiley, you will find you have the freedom to manage your lifestyle to a far greater degree than you have experienced in the past. It is essential that this freedom be handled in a responsible manner so as not to jeopardize your opportunity to obtain maximum results from your collegiate experience. It is important that your personal conduct demonstrates good judgment. You are expected to behave both on and off campus in a manner which brings credibility to your team and the College as a whole. **You are responsible for your own behavior; be aware of the image you are creating.**

Because of the extensive time and energy required for successful sport participation, it is imperative that you, as a student-athlete, budget your time wisely and establish sound objectives and priorities. Experienced student-athletes have found that the only way to attend classes, practices, meetings, and to study, prepare out-of-class assignments, and still have some time for themselves, is to be organized, create an effective schedule, and adhere to it. It is much easier to make a strong start and keep current on assignments than to spend your time and energy always playing "catch-up" with your course work.

### **HAZING**

Hazing is against state and federal law, as well as WILEY UNIVERSITY policy. Federal Statutes define the practice as — to annoy any person by playing tricks upon him/her; to frighten, scold, beat or harass him/her, or to subject him/her to personal indignity. State

law requires that the faculty or governing board of a College/University expel any student convicted of hazing.

More importantly, the hazing policy exists for the protection of the rights and wellbeing of students. Most hazing incidents are not intended to injure; however, injuries and deaths have resulted from hazing. In most hazing cases, alcohol is a contributing factor. It is a misconception that hazing only occurs in the Greek system. Various other groups and individuals have been found in violation of hazing. In the event of an injury, not just the College and the organization are liable, but also the individuals involved. It is important to note that hazing is not essential to the success of a group. The strength of such groups has always depended and will always depend on the close friendships that evolve among the members. Hazing does nothing to build such relationships.

**The Athletic Department of WILEY UNIVERSITY does not allow hazing.** The institution wants to provide a positive and healthy environment for all student-athletes. Please refer to *The WILEY UNIVERSITY Student Handbook and College Catalog* for the complete policy regarding hazing.

### **GOOD SPORTSMANSHIP**

Developing good sportsmanship requires an effort on your part. Review and familiarize yourself with the following sportsmanship expectations for Wiley student-athletes:

Enter each competition expecting fairness; the proper attitude is all-important, with the idea of giving your best performance; compete hard but play fair. Treat your fellow competitors equally with respect. Unsportsmanlike conduct in others *never* justifies retaliation with unsportsmanlike conduct on your part. Don't make excuses or discuss a teammate's shortcomings; almost every situation has a positive and negative side – emphasize the positive. Support the officials. Avoid criticizing them or blaming losses on their actions. Help to build your team by encouraging teamwork. Support your coach and concentrate on playing well. Good sportsmanship comes easily if you are proud of your performance.

### **The NAIA states the following: FIVE VALUES**

“For intercollegiate athletics to promote the character development of participants to enhance the integrity of higher education and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as **respect, fairness, civility, honesty, and responsibility**. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.” WILEY UNIVERSITY supports this statement and adds that our Christian point of view includes these values.



**Regardless of the situation, fighting will not be tolerated by the Wiley Department of Athletics.**

It is your coach's responsibility to bring peace to a physical confrontation. If a physical confrontation occurs while you are on the bench, you are to remain on the bench and allow your coach to deal with the situation. If you are on the playing field/floor when a physical confrontation occurs, you are to make every effort to bring an immediate end to the situation by following your coach's instructions. Avoid harsh penalties by not allowing you to be provoked into a fight or initiating such unsportsmanlike behavior.

## **DRESS CODE**

As personal appearance is a direct reflection on you, take an interest in how you appear, especially when traveling to with your team. The dress code for each team varies from coach to coach. Your head coach will let you know if she/he requires a specific dress code. In general, you should always exercise good judgment concerning the appropriateness of your attire, taking into consideration the location or function you are attending. You are a highly visible representative of WILEY UNIVERSITY and, as such, you are responsible for using good judgment in your personal appearance. Remember you not only are representing yourself, but also your team and the College. Please see the *WILEY UNIVERSITY Student Handbook* for specifics on the College Dress Code.

## **STUDENT-ATHLETE MISCONDUCT**

Once registered at Wiley, you are expected to conform to all federal, state, and local laws, as well as Wiley regulations as outlined in *The WILEY UNIVERSITY Catalog* / the Wiley Student Handbook and the WILEY UNIVERSITY Student Athletic Handbook. As a student-athlete and a representative of Wiley Athletics, you will be held to a higher standard of conduct than the student body as a whole.

Note the following areas of student-athlete misconduct:

1. Misconduct resulting in disciplinary action against you by your coach;
2. Misconduct resulting in disciplinary action against you by either the Dean, Conduct and Guidance Committee, or the Committee on Discipline and Appeal (CDA);
3. Behavior that is deemed by the Athletic Director or your head coach to be unbecoming of a member of the WILEY UNIVERSITY Athletic Department that does not fall in areas one or two.

Misconduct resulting in a second disciplinary offense will be handled by Athletic Administration and will trigger the following minimum penalties; mandatory drug testing



at the expense of the student-athlete, community service, counseling sessions, and being withheld from participating in a minimum of 10% of regularly scheduled competition

### ***DISCIPLINARY ACTION APPEALS PROCESS/DUE PROCESS***

You will receive due process with any athletically related disciplinary action. Throughout all proceedings listed below, you alone will be responsible for representing yourself; no other representative will be allowed on your behalf. Note the appeals process in each are:

1. You have the right to appeal disciplinary action taken against you by your coach to the Athletic Director. Such appeal must be made in writing within 48 hours of your coach's decision. Upon appeal, the Athletic Director will investigate the situation and make a decision as to whether to reduce, uphold, or increase the action taken by your coach. The decision of the Athletic Director will be final.

In situations where your misconduct has been determined serious enough by the Athletic Director to warrant a decision to dismiss you from the team, such decision may be appealed to the Athletics Policies Board (APB). The appeal must be made in writing to the Faculty Athletic Representative, chair of the APB, within 48 hours of the decision by the Athletic Director. If the decision of the Athletic Director is upheld by the APB, you may appeal such decision to the Vice President for Operations. The appeal must be in writing to the Vice President within 48 hours of the decision by the APB. The decision of the Vice President will be final.

2. Following any disciplinary action taken against you by the College, a meeting will be held with you, your coach, and the Athletic Director. Following this meeting, a decision will be made by the Athletic Director regarding any further athletically related discipline. The decision of the Athletic Director will be final.
3. You engage in any behavior which is deemed by the Athletic Director or Your head coach to be unbecoming of a member of the WILEY UNIVERSITY Athletic Department, the Athletic Director will review such behavior and determine if any athletically related disciplinary action should be taken. In situations where the Athletic Director has determined your misconduct serious enough to warrant a decision to dismiss you from the team, such decision may be appealed to the APB, as in area one. Conduct is determined to be severe enough to warrant some disciplinary action but not dismissal, the decision of the Athletic Director is final.

## TEAM TRAVEL

During team travel, you are to adhere to all team, Wiley Athletic Department, and institution rules. Violations of such rules will subject you to penalties.

Athletic Department policy prohibits students from driving a College owned bus/rented van or car during team travel. The only exception would be in case of an emergency.

Student-athletes who depart campus with the team are expected to return to campus with the team as well. Should you intend to go on to another place (ex: home), or return with someone other than your parents, permission must be given in advance by the head coach and Athletic Director. (Please request a waiver form from the Athletic Director)

## MEDIA RELATIONS

If you as a student-athlete are interviewed either for a publication or electronic media it is important to keep your composure and always stay positive, whether you just won or lost a contest. Be sure to always portray yourself, your teammates and the College in an enthusiastic and personable manner. When asked a question, gather your thoughts before giving an answer right away. This is a great learning experience for all athletes as well as to show their pride for Wiley Athletics. Each Coach will give further details on how her/his team will address the media.

## TOBACCO

The Department of Athletics **does NOT allow** the use of tobacco or tobacco products.

**The use of tobacco is prohibited on campus or in connection with any intercollegiate function.** A team function includes, but not limited to, any activity, which is held as a team meeting, practice, game, fundraising event, community service or informal workout, on or off the grounds of WILEY UNIVERSITY.

The NAIA bans the use of tobacco products at all practices, games as well as all NAIA championship events. All tobacco products are prohibited under the ban, including cigarettes, e-cigarettes, snuff, and chewing tobacco. Any person, including student-athletes, coaches, trainers and officials, found using tobacco on the field or during practices, games or other activities will be subject to WILEY UNIVERSITY Athletic Department and NAIA misconduct provisions. (Which may include immediate dismissal from the team, program, and institution)

## COLLEGE ALCOHOL POLICY

The College has a straightforward policy concerning the use of alcohol by students: **Alcoholic beverages may NOT be consumed by any individuals associated with the WILEY UNIVERSITY family.**

As a student athlete, you may receive special attention from other students. Along with this high visibility come responsibilities. As a “role model,” you are expected to present a positive image both on and off campus. Make life easier for everyone and avoid any situation that involves alcoholic beverages. Any person, including student-athletes, coaches, trainers and officials, found using alcohol on the field or during practices, games or other activities will be subject to WILEY UNIVERSITY Athletic Department and NAIA misconduct provisions. (may include immediate dismissal from the team, program, and institution)

## **STUDENT-ATHLETES AND PREGNANCY**

What to do if you become pregnant: Once you learn that you are pregnant, we encourage you to tell your coach and athletic trainers, as well as your personal physician and family. At WILEY UNIVERSITY, we want to protect your physical and psychological health.

What happens to your scholarship: If you are pregnant and you tell your coach or athletic trainer, and you do not voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting year, July 1 – June 30.

Who can help you: Your coach or athletic trainer will encourage you to seek from Health Services located on campus.

Can you continue training and competing: If you wish to continue in your sport, we will form a support team that consists of you, your coach, athletic trainer, healthcare professional(s) and others as appropriate. Depending on your sport and with your healthcare professional’s approval; you may be able to continue training and competing. The support team will provide monitoring of your health and academic progress, and will assist you in your return to competition if that is your desire.

What is covered by your insurance: You will need to speak with Health Services for any action you take regarding your pregnancy

What if you’re an athlete whose partner becomes pregnant: The College Counseling Services are here to assist you, your partner, coaches and others with your decisions.

## **YOUR RELATIONSHIP WITH YOUR COACH**

Your head coach plays an important role in your experiences as a Wiley student-athlete. Your physical, emotional, and spiritual welfare are to be of high concern for your coach. The pressures of the playing season can often strain your relationship with your coach, but it is our hope that a mutually respectful and beneficial relationship will emerge and continue even after you graduate.

Should you have a grievance with your coach, you are encouraged to discuss the problem directly with her/him. Such a conversation can often lead to a resolution to the situation. However, if after discussing the situation with your coach you still have a grievance, you are encouraged to meet with the Athletic Director. **Conversations will be kept private.**

## **RESPONSIBILITIES OF STUDENT-ATHLETES**

Students who represent Wiley in intercollegiate athletic competition are regular, full-time students of the College and, as such, have the same academic responsibilities as students who are not athletes. In addition, student-athletes must devote sizable amounts of time and energy to participating in their sports. Balancing academic demands with athletic demands requires much of the Wiley student-athlete.

### **Wiley student-athletes are expected to meet the following responsibilities:**

1. To develop and maintain habits of learning commensurate with education at the College level and pursue a program of study leading to a degree.
2. To attend all class meetings, labs, required discussion sessions and required conferences with teachers for all courses. The only acceptable reasons for missing course obligations or appointments with professors are serious illness, family emergency, or official travel to College-sponsored activities. (see the Wiley Academic Catalog).

**Our coaching staff will, in the event of a conflict between practice and a scheduled class or laboratory, make-up session, or field trip, allow student-athletes to miss practice without penalty.**

- a) All students should be familiar with Wiley policy regarding class attendance as printed in the latest edition of the Catalog.
  - b) Students should find out the instructor's attendance and make-up policies for all courses in which they are enrolled.
  - c) Student-athletes are responsible for material covered in class when they are absent as well as for all assignments due or assigned on a day when class is missed. Student-athletes must take the initiative to talk with the professor about making up work missed **before the absence occurs.**
3. To seek academic advice from professors and, and when necessary, from the Student Achievement office. The assistance offered by the Student Achievement office is strongly suggested to all students as an excellent aid in academic achievement.
  4. To pre-register and register every semester during the official pre-registration and registration periods.
  5. To fulfill all requirements of all courses taken, including turning in all papers and assignments on time and taking, on the scheduled dates, and all quizzes, tests and the final examinations.

6. To seek out the advice or help of the instructor about difficulties in a course, during the instructor's regular office hours. If that time is not Possible, to arrange an appointment with the instructor at another time.
7. To keep their coach informed of academic progress and participate in the "Progress Report" program required for all sports at WILEY UNIVERSITY

### **STUDENT-ATHLETE RECRUIT HOSTING RESPONSIBILITIES**

Throughout the year there may be various time in which a student-athlete may have to host a recruit on campus. When a student-athlete hosts a recruit on campus they are held accountable for their behavior. Cash or gifts are not permissible; the recruit is responsible for any of their expenses. While under the supervision of the host a recruit is not allowed to go more than 30 miles away from campus for any reason. Please see the Eligibility Officer or AD for further info.

### **PHILOSOPHY OF OUR COACHING STAFF REGARDING THE ACADEMIC PERFORMANCE OF STUDENT-ATHLETES**

Student-athletes look to their coaches for guidance in their lives. As such, your coach is in the best position to stress the importance of academic achievement in developing successful careers beyond the undergraduate level. Coaches' best serve the interests of the student-athletes when they emphasize the importance of academic achievement. Our coaching staff promotes academic achievement by:

1. Understanding the academic expectations that the faculty hold for all students.
2. Taking care to recruit only those students who demonstrate the potential to succeed academically and adhere to a Christian lifestyle while in attendance at Wiley.
3. Creating an atmosphere in which athletes strive for spiritual and academic goals. Making class, lab, and required event attendance mandatory. (Chapel, etc.)
4. Scheduling practice sessions that minimize conflict with courses and excusing students from practice when these conflicts occur.
5. Regulating the amount of practice time, competition, and traveling time so that each week the students are able to devote a minimum of three hours, for each credit hour taken, to academic pursuits; this time is exclusive of classroom time.
6. Advising students to take advantage of the off-season to enhance their

academic standing. While athletic conditioning and skill improvement may occur during this time, the athlete will have every opportunity to lead a normal student life.

7. Arranging travel time to minimize missed classes, labs, and required study sessions.

## **FINANCIAL AID**

An athletically related Scholarship, as well as other forms of financial assistance, may be provided to help you with your Wiley expenses.

Athletic teams are provided with a specific amount of grants-in-aid in accordance with Wiley and NAIA regulations. These grants are awarded by the Financial Aid Office upon the recommendation of the head coach and approval of the Athletic Director. Grants-in-aid are not reimbursement for performance, but rather are provided to help student-athletes prior to the year of competition, with their educational expenses.

Once a Scholarship is awarded (awarded on an annual basis), Wiley is committed to fulfilling its financial obligation to you for that full year **unless**:

1. Your academic performance renders you ineligible for athletic competition;
2. You voluntarily withdraw from your sport for personal reasons;
3. You misrepresent information on your application or FASFA;
4. You engage in misconduct serious enough to warrant cancellation of aid.

In subsequent years, any modification (increase, reduction, or non-renewal) to the original Scholarship may be made only by recommendation of the Coach and Athletic Director under conditions specified by the NAIA.

## **REDUCTION/NON-RENEWAL OF A SCHOLARSHIP**

Decisions by the Wiley Athletic Department to reduce or not renew a Scholarship must be based on the conditions set forth in the WILEY UNIVERSITY Athletics Financial Aid Agreement, which is to be signed by every student-athlete each year receiving a Scholarship. (LOI)

Should a decision be made to reduce or not renew your Scholarship, you have the right to appeal the decision to the Athletic Director. The Athletic Director will review the specifics of the decision and notify the athlete of the action to be taken. The Athletic Directors decision may be appealed to the Vice President for Operations for a final decision.

## **ADDITIONAL FINANCIAL ASSISTANCE**

All outside grants and loans that you receive must be in accordance with NAIA rules and regulations and must be reported to the Compliance Office. **Your aid amount may not exceed a full scholarship equivalency. All financial assistance and athletic support must be applied toward your full-time tuition, room and board.** You may not receive more than a total for Full Financial Time Equivalency as established by the College.

It may be necessary to adjust the amount of aid being received from either the Athletic Department or from other sources, including the Financial Aid Office, to comply with The College and NAIA regulations relating to limitations.

## **COMPLETION OF THE FAFSA**

If you have any financial aid based on the results of the FAFSA, you will receive a renewal FAFSA from the Financial Aid Office in December or January. Please do not lose any Federal or State aid simply because you failed to complete the FAFSA. It is your responsibility to make sure the document is completed. If you do lose any financial aid because you did not complete the FAFSA in a timely manner, the Athletic Department will not assist you in replacing the lost aid.

## **TRANSFER RELEASE**

Releases to speak with other institutions regarding a possible transfer are granted only after the season for which you signed the WILEY UNIVERSITY Athletics Financial Aid agreement has been completed. Exceptions to this rule may be made only by the Athletic Director. Appeals of the Athletic Director's decision may be made to the Vice President for Operations, and would follow the same process as a disciplinary action appeal.

## **ATHLETIC ELIGIBILITY**

### **MAINTAINING YOUR AMATEUR STATUS**

There is an aspect of athletic eligibility that is very important for you to remember; be careful not to endanger your amateur status. It is essential that you check with the Athletic Director before making decisions regarding outside (non-Wiley) athletic competition.

### **The NAIA states the following:**

Student-athletes shall be amateurs in an intercollegiate sport, and their participation should be motivated primarily by education and by the physical, mental, and social benefits to be derived. Student participation in intercollegiate athletics is an avocation, and student-athletes should be protected from exploitation by professional and commercial enterprises.

The following are NAIA guidelines for maintaining your amateur status:

**You cannot, within your sport:**



1. Accept payment or a promise of payment for participation in your sport.
2. Enter into an agreement of any kind to compete in professional sports or try out with a professional sports organization.
3. Request that your name be put on a draft list for professional sports or try out with a professional organization.
4. Use your athletic ability to be employed on a "fee for lesson" basis.
5. Play on any professional athletic team.
6. Have athletically related financial aid determined by anyone other than Wiley University.
7. Participate on teams other than those fielded by Wiley during the season. (This includes exhibition or tournament games.)

**You cannot, in any sport:**

1. Agree to have your picture or name used to promote a commercial product. (See Athletic Director concerning the NIL Rule)
2. Accept such things as gifts, meals, loans of cars, or money from athletic interest groups or people within the athletics program of Wiley.
3. Be represented by an agent, person or organization attempting to market your athletic skills or reputation.
4. Receive any benefit that is not available to other students at Wiley.
5. Compete in competition that has not been approved by the NAIA. (must have permission from the Athletic Director for non-Wiley competition).
6. Play on a non-departmental recreational team during the academic year without permission from your head coach or Athletic Director.

**RULES ON GAMBLING**

The NAIA enforces rules and regulations regarding gambling activity by student-athletes. The following is a summary of the NAIA rules on gambling prohibiting student-athletes from:

1. Providing information to individuals in organized gambling activities concerning college athletic competition.
2. Soliciting a bet on any intercollegiate team.
3. Accepting a bet on any team representing the institution.
4. Soliciting or accepting a bet on any intercollegiate competition for any item (e.g. cash, shirt, dinner) that has tangible value.
5. Participating in any gambling activity that involves intercollegiate and professional sports through a bookmaker, a parlay card, or other method employed by organized gambling.



### **Name, Image, and Likeness Policy**

The NAIA membership passed the new legislation at the NAIA National Business Meeting in October 2020. The bylaw allows athletes to profit from their name, image, and likeness (NIL) without violating the amateurism rules of the NAIA.

Wiley University does not initiate NIL agreements. The student-athlete is responsible for seeking or negotiating any NIL opportunities.

An NIL agreement transpires when an individual or company promises a student-athlete compensation for use of his or her name, image, or likeness and references participation in a sport at Wiley University. When such an agreement occurs, the student-athlete must report the compensation to the Athletic Director.

A student-athlete may use the form on this on page: <https://www.naia.org/membership/nil-submit-details> to submit an NIL agreement. The form populates to the NAIA, who will in turn contact the Athletic Director at Wiley. Failure to report NIL agreements will result in a review by the National Coordinating Committee.

The NAIA permits student-athletes to receive reasonable compensation for officiating or coaching in amateur, recreational or interscholastic programs. The legislation does not define such activities as an NIL agreement. A student-athlete may solicit reasonable compensation on a lesson basis without considering it an NIL agreement.

Keep in mind that an NIL agreement must include mutual benefits for two parties, meaning a student athlete is providing some promotional service to an individual or business in exchange for compensation. A business may not simply provide a student-athlete with money in the absence of an action from the student-athlete to promote said business. If a student-athlete has questions about NIL rules, contact the Athletic Director.

### **PRACTICE DEFINITIONS**

The NAIA has established time limitations on your athletic participation. Your participation in countable athletically related activities is limited to a maximum of 4 hours per day and 20 hours per week, with one day off. Outside of the declared playing season, your participation in countable athletically related activities is limited to a maximum of 8 hours per week

Practice is any countable athletically related activities that include meetings, activities or instruction involving sports-related information and/or having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any members of an institution's coaching staff.

### **Eligibility for Practice**

To be eligible for practice, each student-athlete must meet the following criteria:

1. Regular, full-time student (12 hours' undergraduate)
2. Have not completed ten semesters of full-time (12 hours) enrollment;
3. Be cleared for practice by the WILEY UNIVERSITY Athletic Trainer; and
4. Be cleared for practice by the Director for Compliance.
5. Completed and sign all required WILEY UNIVERSITY and NAIA forms.

## **ATHLETICS TRAINING Room**

### ***Training Room Rules:***

1. **Due to limited space in the Athletics training room, only (4) athletes will be allowed in at one time. If there are currently (4) athletes occupying the space, please be patient and wait in the gymnasium area. Once an individual leaves out, then one may enter within the limit of (4) occupants.**
2. *Athletes must have a completed WILEY UNIVERSITY Physical and Medical Insurance form on file with the Trainer prior to any sport participation.*
3. Only Varsity Athletes on rosters will be treated in the Athletic Training Room. (No club or intramural sports)
4. Athletes must shower prior to entering the training room. (Unless emergency)
5. Supplies and/or equipment are not to be removed from the training room without permission from a staff. (i.e. tape, scissors, exercise equip., etc...)
6. Treatment will be administered as directed by staff after evaluation. These treatments are to be scheduled with your assigned staff athletic trainer at times most suitable for both individuals.
7. This is a co-ed facility; proper dress is required (decent t-shirts, shorts, etc.)
8. Taping and treatment will be on a first come, first serve basis, regardless of gender or sport. In-season sports will receive priority, arrive early before practice. It will be your responsibility to get to practice on time. Do not use the athletic trainer as an excuse for late arrival to practice.
9. Please leave equipment and personal bags outside of the training room.
10. It is your responsibility as an athlete to report all athletic injuries/illnesses to a staff representative. Failure to do so will invalidate any insurance coverage by the University. It is also your responsibility to wear any required protective equipment such as mouth guards, shin guards, or pads properly fitted to you.
11. Report all prescription medications and over-the-counter nutritional supplements you may be using to the staff representative and Athletics Trainer. False information on supplements could result in a positive drug test for banned substances contained in the product. Athletes face positive drug test penalties in these cases.

12. The Trainer is committed to providing athletes with the best possible health care. Please treat our staff and student workers in a professional, courteous, and respectful manner. Failure to do so will revoke training room privileges.
13. Please respect and return University property including water bottles, etc...
14. Cell phone use is forbidden in the Athletic Training room. This is to ensure the privacy of all athletes who enter. No shoes allowed on treatment tables.
15. **No Profanity, Loitering or Food/Drinks allowed in the training room.**
16. Please practice proper hygiene (i.e. showering, no sharing towels or hygiene products, etc.) in order to reduce the risk of MRSA or other bacterial agents in the athletic training room and locker rooms.

**Failure to comply with any of these rules will result in your removal from the Athletic Training Room.**

### **Physical Examinations**

WILEY UNIVERSITY requires all Student-athletes to complete a medical history questionnaire as well as a comprehensive medical examination every year. This questionnaire and physical need to be on file in the Athletics Trainers office or your coach before any sports participation is permitted (including practice).

For all returning student-athletes, an updated sport questionnaire needs to be obtained prior to participation in any sport (see your coach). Fall student-athletes are required to have this on file with the athletic training office prior to arrival to campus. Winter and spring student-athletes will have the opportunity to receive their physicals and updates on campus by our university physician when they arrive for the fall academic semester.

### **Insurance Coverage**

**All student-athletes must have primary health insurance, which includes coverage of athletic injuries, before beginning practice.** Like many other colleges and universities, the WILEY UNIVERSITY Department of Athletics requires that you or your parents' health insurance coverage for you be used as the primary source covering the cost of any athletically-related injuries you may incur.

The Department of Athletics carries a secondary insurance coverage for athletically-related injuries. This insurance is designed as a supplemental policy and is used to cover costs not covered by the student-athlete's primary health insurance policy and up to the limit of the policy. The Department of Athletics will only be responsible for bills approved by a WILEY UNIVERSITY Athletic Trainer, staff or campus nurse prior to the services being rendered. Additionally, the Department holds a catastrophic injury and disability policy for all athletes.

**Please note that our supplemental policy will not cover any pre-existing conditions.**

If you have had any type of injury prior to attending WILEY UNIVERSITY, whether or not you have been seen by a physician, it will be classified as a pre-existing condition by our insurance company should a re-injury occur and will not be covered. In order to have a pre-existing condition covered, we will need documentation from your attending physician that states you have fully recovered from this injury and are cleared for practice and competition. Also note that this supplemental insurance policy that WILEY UNIVERSITY provides is an accident and athletic related policy and will cover overuse injuries differently than one-time traumatic injuries.

If you or your parents have any questions concerning insurance coverage, please contact the Athletics Director (903) 927-3924, or Mr. Johnson at (903) 742-4910.

**Medical Expenses**

You must report any athletically-related injury or illness to our Athletic Trainer before the Department of Athletics can process any medical submissions.

Coverage provided by the Department must be in compliance with the guidelines issued by the NAIA. NAIA rules do not allow the Athletics Department to pay for injuries that are not the result of intercollegiate practice or competition. If you are injured in intramural or recreational game, coverage is not applicable.

The College Health Services recommends treatment. Otherwise, the Athletics department will be responsible and utilized for treatment. Medical bills must be approved for payment by WILEY UNIVERSITY in accordance with NAIA policies.

The Department of Athletics does not assume any financial responsibility for medical treatment obtained without a referral from a WILEY UNIVERSITY physician or Athletic Trainer/Staff.

**Injuries resulting from participating in clubs or Intramurals**

No circumstance exists in which an injury that is any way related to intramural or club participation will be covered by the Athletic Department's insurance policy.

**Treatment of Injury and Illnesses**

You must report to the Athletics AD, staff, or nurse of all injuries or illnesses that might interfere with your ability to practice or participate in your sport. At that time, an evaluation will be performed to determine the extent of your injury.

Directions given by the Athletics staff, or nurse are to be followed. If you have suffered an injury, you may practice or play only with the approval provided by either. Treatment should continue until the Athletics staff determines that no further treatment is required. When an appointment is made to see the team physicians and you are unable to keep the appointment, you will be **responsible to call and reschedule.**

### **Rehabilitation Care**

As part of the initial rehabilitative process the physician, Athletics staff, or nurse will evaluate your injury and design a rehab program for you. It is your responsibility to comply with all instructions in order to promote a quick recovery. Your treatments will be scheduled around your class schedule and practice times.

If you have injuries requiring supportive devices including castings, taping, and wrappings, you should consult with the physician, Athletics staff, or nurse to see when or if the use of the device may be discontinued.

## **SUBSTANCE ABUSE POLICY**

Recognizing that drug and alcohol abuse in college athletics is of national concern and could endanger the health, development, and well-being of some of our student-athletes, the WILEY UNIVERSITY Department of Athletics has developed a policy of drug education, testing, and counseling. The purposes of the WILEY UNIVERSITY Department of Athletics Substance Abuse Policy are as follows:

1. To provide appropriate substance abuse education for all facets of the WILEY UNIVERSITY athletic community.
2. To deter student-athletes from involvement in substance abuse.
3. To give student-athletes another reason to say "NO" to substance abuse.
4. To enhance the safety and well-being of our student-athletes and opponents.

## **SUBSTANCE ABUSE EDUCATION**

Although this document has been subdivided into specific categories for clarity, the WILEY UNIVERSITY Department of Athletics Substance Abuse Policy is primarily an educational endeavor. The unannounced, random drug testing discussed in this document helps direct specific educational and counseling services to the athletes who need them the most. The Substance Abuse Education component of this policy is designed to provide athletes with information relative to substance abuse. The major focus of the Policy is prevention.

## **SUBSTANCE ABUSE COUNSELING**

The Athletic Trainer will be responsible for coordinating all substance abuse counseling. She/he shall involve the necessary parties and agencies to conduct the counseling, adhering to the guidelines stated herein. Individual substance abuse counseling may occur after confirmation of a first positive drug test.

Although athletes will not be tested for alcohol abuse without cause, any athlete convicted of driving under the influence of alcohol or drugs, or of drunk and disorderly conduct will be considered to have tested positive for substance abuse.

### **TEST PROCEDURES AND RESULTS**

Falsification of test results: Any attempt to falsify test results by providing false information, altering a urine sample, manipulating test results, or any other conscientious effort to circumvent the process will result in an automatic suspension from participation in the athletic program for a period of no less than one (1) year.

### **NAIA BANNED DRUGS AND WARNING**

The NAIA requires we inform you of the NAIA Banned-Drug list. You were provided this list when you signed the Drug-Testing Consent Form before the season began. Should you like more information, go to

<http://www.NAIA.org/wps/wcm/connect/public/NAIA/student-athlete+experience/NAIA+banned+drugs+list>

### **Please note this warning from the NAIA:**

“Many student-athletes assume if products can be purchased at a health food store, they must be allowed under NAIA rules. THIS IS NOT TRUE! Advice of the store clerk, or anyone who is not with the student-athlete’s athletic program has resulted in erroneous information regarding the presence of NAIA banned substances. Reliance on this erroneous information may result in positive drug tests. Appeals based on ignorance have not been successful in overturning positive drug-test penalties. Familiarize yourself with the Banned Drug list.” If a student-athlete is unsure whether or not they are taking a banned substance, they can visit [drugfreesport.org](http://drugfreesport.org) Password NAIA2. This will allow them to submit the substance name and check if it is on the NAIA Banned-Drug list.

The NAIA Student-Athlete Assistant unit provides life skills support in the areas of academics, athletics, personal development, career development and service through the distribution of accessible resources, strategic partnerships and customized programming **at little or no expense to member institutions**. Student-Athlete Assistant programs, resources and events are designed to promote the well-being and development of student-athletes and to provide on-going education and training to athletics professionals who identify and serve student-athlete needs.

### **INSTITUTIONAL DAY OFF POLICY**

In accordance with the National Association of Intercollegiate Athletics Institutional Day Off Policy Bylaws Amendment 23-B1-18 and to ensure the mental health of our student-athletes, Wiley University Department of Athletics programs prohibits all athletic activity one day per calendar week. As per the NAIA, a week is defined as Monday (12 a.m.) through Sunday (11:59 p.m.). Our varsity programs have selected the below days, effective August 1, 2023.

<b>Sport</b>	<b>Day Off</b>
Volleyball	Wednesday
Men and Women Soccer	Wednesday
Men and Women Cross Country & Track and Field	Sunday
Men's Basketball	Sunday
Women's Basketball	Sunday
Baseball	Sunday

On the selected day, the respective sport will refrain from participating in practice, competition, individual workouts and weight room training from midnight to 11:59 p.m. Counselors will be made available to our student-athletes on that respective day. The mandatory day off is required year-round regardless if that sport is in season.

Activities defined as NOT permissible during the mandatory day off include:

- Any activity held by the coach (mandatory or voluntary)
- Activities that use equipment related to the sport
- Skill instruction, such as competition against any outside institution, sponsored club, inter-team scrimmage or captain mandated practice
- Enforced weight training/conditioning, such as team or individual meetings to review athletically related matters (performance, film review, preparations, etc.)

Activities defined as permissible during the mandatory day off include:

- Study Hall/Tutoring
- Attendance at award ceremonies hosted by the athletic department
- Speaking with College counselors
- Medical treatment or rehabilitation as required by the Athletic Trainer or physician
- Meeting with Athletic Department staff regarding non-athletic matters (compliance, academics, eligibility status)
- Team activities for entertainment (team bonding, leadership training)
- Travel from competition
- Community service initiatives

Exceptions to this policy include:

- Game Makeups due to weather-related postponements
- Conference Postseason or NAIA National Championship events
- In those instances, the team must take the next available day off



Student-athletes may report violations of this policy to the administrative assistant, athletic trainer, sports information director or the faculty athletic representative, who will be required to report to the Director of Athletics or College Administration. For any questions or inquiries regarding Wiley University's Institutional Day off Policy, please contact the Director of Athletics Rafael Gonzalez at [rgonzalez@wileyc.edu](mailto:rgonzalez@wileyc.edu) or 903-927-3294.

The goal of Wiley's Student Athlete Advisory (SAA) Program is to help develop the student-athlete as a whole. It allows our student-athletes the opportunity to develop personal, academic and career goals while perfecting their athletic skills and serving each other.

The mission of WILEY UNIVERSITY's **Sports Captains Committee (SCC)** referred to as the Student Athlete Advisory Committee by the NAIA, is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.

The WILEY UNIVERSITY **SCC** is dedicated to the athletic and academic advancement of all student-athletes. The **SCC** provides a forum for the discussions of student-athlete concerns and a channel of communication to administrators through which these concerns can be heard. The Committee is represented by all sports captains and two at large members voted by the entire student-athletic body. This committee has its own bylaws and constitution.

The goal of the **SCC** is to support all student-athletes by doing the following:

1. Providing leadership for student-athletes, the student body, and the community;
2. Boosting the image of the student-athletes in a positive manner;
3. Bringing all athletic teams together to promote better relations in an attempt to become a more unified Athletics Department;
4. Giving 100% in order to achieve our team's goals and expectations;
5. Personally trying to make an impact on the community



<b>Name</b>	<b>Title</b>	<b>Contact Number</b>
Rafael Gonzalez	Director of Athletics	903-927-3268
Kendrick Biggs	Assistant Director of Athletics/Compliance, Head Baseball Coach	903-923-1624
Brooks, Darrius	Associate Athletics Director	903-927-3268
Andrew Glover	Director of Sports Information	903-927-3399
Joseph Flegler	Head Men's Basketball Coach	903-927-3069
Dewitte Mandley	Head Women's Basketball Coach	903-923-1619
Frank Velez	Head Volleyball Coach	903-927-3268
Christopher McConnell	Head Women/Men Cross Country and Track	903-927-3060
Andrew Benitez	Head Women's / Men's Soccer	903-927-3268
Malik Cooper	Assistant Men's Basketball Coach	903-927-3268
Vacant	Assistant Women's Basketball Coach	903-927-3268
Nikaylen Morrison	Assistant Baseball Coach	903-927-3268
Minnie Murray	Faculty Athletics Representative	903-927-3205
Laura Lopez	Assistant Men's / Women's Soccer	903-927-3268
Mathew Waters	Athletics Trainer	903-742-4922
Jenny Spearman	Athletics Trainer	903-742-4922

Athletics Staff Department  
 Telephone 903-927-3268  
 NAIA, Division  
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