

HPU Athletics Department



Policy Manual

PURPOSE OF HANDBOOK

This handbook is intended to help you as an employee of the HPU Athletics Department. Please note that the contents of this handbook are specific to the department. It is important that you read, understand, and utilize this handbook. Please feel free to ask questions if anything is unclear.

KEY CONTACTS

<u>FUNCTION:</u>	<u>Key Contacts and #:</u>
<ul style="list-style-type: none">• Director of Athletics	Jill M. Ward 356-5214
<ul style="list-style-type: none">• Assistant Director of Athletics Men's Basketball Coach	R. Kelly Wells 544-0223
<ul style="list-style-type: none">• Senior Woman Administrator Women's Volleyball Coach	Reydan "Tita" Ahuna 544-0222
<ul style="list-style-type: none">• Assistant Director of Athletics for Media Relations/Compliance Men's Assistant Basketball Coach	Jeff Harada 356-5278
<ul style="list-style-type: none">• Assistant to the Director of Athletics Men's Assistant Basketball Coach	Kurt Young 543-8021
<ul style="list-style-type: none">• Athletics Administrative Assistant	Tessi Taylor 356-5214
<ul style="list-style-type: none">• Faculty Athletics Representative (FAR)	Barbara Burke 544-0888
<ul style="list-style-type: none">• Athletics Academic Advisor	Jill Merl 544-0245

Frequent interaction with the following departments:

- Admissions
- Financial Aid/Scholarships
- Registrar
- President's Office

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A.

HELPFUL WEB SITES

NATIONAL COLLEGIATE ATHLETICS ASSOCIATION (NCAA):

www.ncaa.org

- Sports and Championships
- News and Publications
- Education Programs, Grants, and Research
- Administration and Governance
- Rules and Eligibility
- Enforcement and Reinstatement
- Branding, Broadcasting, Promotions, and Awards

NCAA CLEARINGHOUSE:

www.ncaaclearinghouse.net

PACIFIC WEST CONFERENCE:

www.gopacwest.org

- News Releases
- PacWest Conference Member Links
- Sports Stats
- Conference Information
- Directories

Web sites for Information Regarding Recruiting Prospective Student-Athletes:

CALIFORNIA COMMUNITY COLLEGE COMMISSION ON ATHLETICS:

www.coasport.org

NATIONAL JUNIOR COLLEGE ATHLETICS ASSOCIATION:

www.njcca.org

NORTHWEST ATHLETICS ASSOCIATION OF COMMUNITY COLLEGES:

www.nwaacc.org

B.
PERSONNEL

MISSION STATEMENTS

Mission Statement for Hawai'i Pacific University

Hawai'i Pacific University is an international learning community set in the rich cultural context of Hawai'i. Students from around the world join us for an American education built on a liberal arts foundation. Our innovative undergraduate and graduate programs anticipate the changing needs of the community and prepare our graduates to live, work, and learn as active members of a global society.

Mission Statement for Department of Intercollegiate Athletics

The Intercollegiate Athletics program of Hawai'i Pacific University is an integral part of the institution's total educational program, subject to the same aims, policies, and standards as other institutional programs. It complies, as well, with the philosophy, rules and standards adopted by The National Collegiate Athletics Association (NCAA), of which it is a member. Intercollegiate athletics is an integral part of the academic life of Hawai'i Pacific University. Properly administered, intercollegiate athletics provides benefits to a university's educational and financial support.

Hawai'i Pacific University's Intercollegiate Athletics program is organized and administered as part of the total educational program and provides the opportunity for athletics competition at the highest level of ability with national recognition for both men and women.

The University's academic policies assure that athletes fulfill their responsibilities as students. Students are expected to receive academic degrees within a maximum of 10 semesters of attendance; thus, athletics eligibility is limited to this period of attendance. The NCAA has adopted rules and standards that require that a student-athlete be fully eligible for every intercollegiate contest in which the University participates. Hawai'i Pacific University complies fastidiously with these rules and standards to ensure the academic, physical, emotional, and social welfare of student-athletes.

Administrative Responsibilities

Jill M. Ward – Director of Athletics Phone # 356-5214

1. Oversees the programs and operations of the Athletics Department;
2. Oversees NCAA compliance;
3. Reviews transcripts, NCAA certification and eligibility;
4. Serves as liaison with the NCAA with regard to violations and compliance;
5. Serves as the athletics liaison with other University departments such as: Admissions, Academic Support for student-athletes, Financial Aid, the Registrar, etc.;
6. Serves on personnel committee;
7. Oversees the Athletics Department budget; and
8. Acts as liaison with athletic trainers.

R. Kelly Wells – Assistant Director of Athletics Phone # 544-0223

1. Oversees graduate assistants and managers;
2. Prepares game contracts;
3. Assists with the review and tracking of daily POs;
4. Implements 5th year and summer school student-athlete aid programs;
5. Directs facilities and capital improvements;
6. Oversees and advises equipment purchasing/Adidas contracts;
7. Communicates with sponsors (e.g.: Hotels);
8. Handles academic issues (e.g.: tutors, study hall, liaison with basketball for faculty-related issues); and
9. Serves on personnel committee.

Jeff Harada – Assistant Director of Athletics for Media Relations/Compliance Phone # 356-5278

1. Authors sports media relations and releases;
2. Produces media guides – volleyball, basketball, baseball, and softball;
3. Maintains Athletics Department Web site;
4. Trains and supervises media relations statisticians;
5. Assists with NCAA compliance, including eligibility committee;
6. Advises on recruiting requirements and transfer documentation;
7. Maintains visiting team information packet on the Internet; and
8. Acts as an assistant basketball coach.

Tita Ahuna – Senior Woman Administrator Phone # 544-0222

1. Responsible for HPU code of conduct, medical waiver, agreement not to sue and *The Handbook*;
2. Drafts HPU grant-in-aid – returning student-athletes and LOI tracking spreadsheet - new student-athletes;
3. Handles Title IX/Gender equity issues;
4. Manages book return policy and book returns;
5. Oversees drug testing consent and implementation;
6. Assists with eligibility committee; and
7. Serves on personnel committee.

Kurt Young – Assistant to the Director of Athletics Phone # 543-8021

1. Oversees van usage, maintenance, and van driver's annual certification;
2. Assists coaches with team travel coordination, ensuring proper bidding, and maximum utilization of travel funds;
3. Makes travel and lodging arrangements for the Director of Athletics, SWA, and Assistant Athletics Director;
4. Assists the Athletics Department with NCAA forms/beginning of the year meeting;
5. Manages rosters and works with scholarships and stipends;
6. Handles Kaiser student health plan and insurance issues; and
7. Maintains visiting team information packet.

Tessi Taylor – Athletics Administrative Assistant Phone # 356-5214

1. Manages and reconciles accounts payable and purchase order requests – budget allocation;
2. Supervises student workers during fall and spring semesters;
3. Coordinates and manages all facets of the spring all-sport Athletics banquet;
4. Assists with the generation and processing of coaching contracts and scholarships renewal letters;
5. Performs standard secretarial duties for the Director of Athletics, SWA, and coaching staff including typing/word processing, answering phones, filing and record keeping, and database support; and
6. Schedules and coordinates staff meetings, student-athlete meetings, including preparation of documents for meetings and maintaining minutes for meetings, when required.

Barbara Burke – Faculty Athletics Representative Phone # 544-0888

1. NCAA initial eligibility/NCAA Clearinghouse;
2. NCAA satisfactory progress requirements;
3. Eligibility certification of transfer student-athletes;
4. Student-athlete advisory committee;
5. Academic support for student-athletes; and
6. Eligibility committee.

Jill Merl – Athletics Academic Advisor Phone # 544-9364

1. Registration processing;
2. Semester progress reports – Two per semester;
3. Faculty notification for travel;
4. Eligibility committee; and
5. End of term progress toward degree.

EMPHASIS OF ATHLETICS DEPARTMENT STAFF AND COACHES:

1. Budget allocation and audit;
2. NCAA Compliance and forms;
3. Program accountability (e.g. recruiting, academics of student-athletes, competitive teams);
4. Responsibility of staff regarding liabilities;
- 5. Priority of the University and Department first – sport second; and**
6. Envision the Direction of Athletics.

EVALUATION PROCEDURES

Evaluation is a process that all staff members, including the Director of Athletics, experience on an annual basis. Evaluation is a natural function of employment; it should be viewed as a learning opportunity and not as a negative experience. That is why we take this procedure very seriously and believe that if you are familiar with how you are being evaluated, it will ease some of the anxiety often associated with performance evaluation.

If you have any questions regarding the evaluation process, please ask the Athletics Department staff immediately.

COACH'S PERFORMANCE EVALUATION

Name of Coach: _____ Sport: _____

RATING SCALE: 1 Weak 3 Average 5 Strong

Note: The average score of 3 will be the standard mark. To go above a 3 will take justification.

Administrative Responsibilities

1. ____ Effectively supervises assistant coaches, graduate assistants, and managers.
2. ____ Effectively coordinates issuance, care, and inventory of all equipment.
3. ____ Effectively schedules competitors that complement academic and Athletics goals.
4. ____ Effectively operates within annual sport budget.
5. ____ Submits all necessary forms to Athletics Department.
6. ____ Takes active measures to ensure team's academic success.
7. ____ Professionally interacts with the organization and operations of the Athletics Administration.
8. ____ Complies with NCAA rules, policies, and procedures.
9. ____ Complies with University rules, policies, and procedures.
10. ____ Supervises athletes and facilities at all times, from start to finish.
11. ____ Attends meetings punctually and prepared.
12. ____ Implements fundraising efforts for program and Athletics Department.

Interpersonal Relationships

13. ____ Monitors and ensures physical, emotional, and social welfare of student-athletes.
14. ____ Effectively demonstrates ethical standards of behavior.
15. ____ Monitors and ensures satisfactory academic performance of student-athletes.
16. ____ Provides leadership that promoted positive attitudes and good sportsmanship.
17. ____ Encourages representation of their team within the student body and University.

Professional Relationships

- 18. ____ Conducts interactions with athletes in a tolerant, fair, and understanding manner.
- 19. ____ Notifies all members of team on policies, rules, procedures and requirements.
- 20. ____ Attends University activities and campus committees.
- 21. ____ Effective with scouting, game preparation, and game management.
- 22. ____ Effectively and actively recruits competitive, degree-seeking student-athletes.
- 23. ____ Shows respect for officials, press, coaches, visitors, parents, fans, and staff.
- 24. ____ Promotes program via community service and media.
*Examples: _____
- 25. ____ Works effectively with medical personnel and trainers.

____ Average Score (1=Weak, 2=Needs Improvement, 3=Average, 4=Good, 5=Strong)

Narrative:

Coach's Comments:

Overall Performance
____ Satisfactory ____ Not Satisfactory

Athletics Director's Signature

Coach's Signature _____

Date _____

Coaches Goals for 200__ - 200__:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Director of Athletics Goals for 200__ - 200__

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

COACH'S PERFORMANCE EVALUATION

Name:

Job Title:

Sport:

Date in Position:

Evaluation Period Start Date:

Evaluation Period End Date:

- | | | | | |
|----|---|-----|----|----------------|
| 1. | Effectively coordinates program: | yes | no | |
| 2. | Effectively supervises assistant coaches: | yes | no | not applicable |
| 3. | Actively supports the organization and operations of the HPU Athletics Department: | yes | no | |
| 4. | Complies with NCAA rules, policies, and procedures: | yes | no | |
| 5. | Complies with established University rules, policies and procedures, and ethical standards of behavior: | yes | no | |
| 6. | Monitors and ensures satisfactory performance of student-athletes: | yes | no | |
| 7. | Ensures the physical, emotional, and social welfare of student-athletes: | yes | no | |

Coach/Date

Athletics Director/Date

**STATEMENT TO THE PRESS REGARDING CRIMINAL
VIOLATIONS BY STUDENT-ATHLETES**

In the case when an alleged criminal violation by a student-athlete takes place, there shall be immediate suspension by the coach with an appeal available to the Director of Athletics who shall hold a meeting. The Director of Athletics is also empowered to take whatever interim or temporary steps are necessary as dictated by the circumstances. This is usually meant that since the person is presumed innocent and the burden of proof is on the prosecution to prove guilt beyond a reasonable doubt that the suspension is lifted until formal court proceedings or the Athletics director's hearing.

As Athletics Department staff, you do not have the right to comment on anything concerning criminal conduct or a potential arrest under the privacy statutes of the state of Hawai'i.

If the press asks you, you should say:

“UNDER THE PRIVACY LAWS OF THE STATE OF HAWAII, I AM NOT ALLOWED TO EITHER CONFIRM OR DENY THAT SUCH AN INCIDENT IS UNDER INVESTIGATION. I CAN ONLY ADVISE YOU THAT UNDER OUR ATHLETE'S CODE OF CONDUCT, ANY SUCH CONDUCT WOULD BE DEALT WITH SEVERELY. AS TO THIS SPECIFIC INCIDENT, I WILL SIMPLY SAY THAT UNIVERSITY PROCEDURES ARE, AND WILL BE FOLLOWED. WE ARE CONDUCTING OUR OWN INVESTIGATION OF YOUR ALLEGATIONS AND WOULD COOPERATE FULLY WITH ANY POLICE DEPARTMENT INVESTIGATION SHOULD THERE BE SUCH.”

C.

HPU APPLICATIONS

Undergraduate Applications:

- 1) Hard copies can be obtained at the Athletics Department and/or Admissions
- 2) Online Application: <http://www.hpu.edu/index.cfm?contentID=4323&siteID=1>

D.

RECRUITING

HAWAII PACIFIC UNIVERSITY
NEW STUDENT-ATHLETE INFORMATION FORM

Personal Information

Name: _____ Social Security No.: ____-____-____

HPU Student I.D.#: @__-__-____ Sport: _____

Address (street): _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____ Cell Phone: (_____) _____

Date of Birth: _____ Age: _____

E-mail address: _____

Father's Name: _____ Occupation: _____

Mother's Name: _____ Occupation: _____

Scholastic Information

High School: _____

Diploma/Certification you will receive: _____

No. of students in high school: _____ Years in high school: _____

School Address: _____

City: _____ State: _____ Zip: _____

School Phone: (_____) _____

Date of High School Graduation: _____

SAT Scores: VERBAL: ____ MATH: ____ ACT Scores: ____ G.P.A.: _____

Are you registered with the NCAA Clearinghouse: YES / NO ID Number: _____

If yes, were you a DII Qualifier: ____ Partial Qualifier: ____ Non-Qualifier: ____

List any schools you have attended after high school:

School #1: _____ Two year: ____ Four year: _____

From (mo./yr.): _____ to _____ # semesters: ____ # quarters: _____

Did you compete while enrolled? Yes _____ No _____

If yes, please indicate sport and seasons used: Sport: _____ Seasons: _____

How many years did you receive athletics grant-in-aid or financial aid? _____

School #2: _____ Two year: _____ Four year: _____

From (mo./yr.): _____ to _____ # semesters: _____ # quarters: _____

Did you compete while enrolled? Yes _____ No _____

If yes, please indicate sport and seasons used: Sport _____ Seasons: _____

How many years did you receive athletics grant-in-aid or financial aid? _____

Since you graduated from high school, were there any semesters (including, but not limited to fall, winter, spring) that you did not attend college: Yes: _____ No: _____

Did you play on any clubs or teams or participated in any type of athletics events?

Yes___ No ___

If yes, please list club(s) or team(s) and specify a start and end date (month/year):

1) _____ 2) _____

3) _____ 4) _____

Did you receive any prizes (cash, gifts, sponsorships, etc.): Yes: _____ No: _____

If yes, please list dates and winnings: _____

If you transferred from a 4-year school, did you receive a written transfer release: Yes/ No

Have you ever received a hardship waiver for injury or other reasons: Yes/No

If yes, any written documentation: Y: ___ N: ___ Date of hardship and explanation:

Athletics Information:

Height: _____ Weight: _____ Dominant Hand: _____

High School Coach: _____ Phone: (_____) _____

List any injuries you have had: _____

Is a video tape available: Yes / No (If yes, please send it back with questionnaire.)

List any athletics honors: _____

Additional Information:

Other sports you have participated in and any honors: _____

I understand that the above information provided is accurate to the best of my knowledge.

I agree that any false or misleading information submitted could result in immediate termination of my athletics scholarship.

Signature: _____ Date: _____



Date:

Re: Request for Permission to Contact/One-time Transfer Exception.

Name:

SID#:

Sport:

Institution:

Per NCAA regulations, Hawai'i Pacific University is requesting the following information to assist us in evaluating the eligibility status for the above-named athlete.

- 1. Do you have any objections to permitting contact by members of our athletics staff? Yes No
- 2. Has this student ever transferred from any other four-year school? Yes No
- 3. Is/was this student in good academic standing at your institution and has he/she fulfilled the progress toward degree requirements? Yes No
- 4. Do you have any objection to granting the one-time transfer exception for this student-athlete? Yes No
- 5. Was this student a qualifier at the time of his/her initial enrollment at your institution? Yes No
 Core GPA was: _____ SAT/ACT Score was: _____
 Did this student ever sign a Letter of Intent: _____
- 6. Has this student-athlete's sport been dropped? Yes No
 If yes, list date: _____
- 7. Did this student compete while enrolled at your institution? Yes No
 If yes, please indicate sport and seasons used:
 Sport: _____ Seasons: _____
- 8. How many years did he/she receive an athletics grant-in-aid? _____

Dates of attendance at your institution: _____ to _____

Person completing this form (print): _____

Signature: _____ Title: _____

Institution: _____

Please return or fax form to: Jill M. Ward
Hawai'i Pacific University
1060 Bishop Street, #PH
Honolulu, Hawaii 96813
Ph: (808)544-0220 Fax: (808)566-2405



Date

To Whom It May Concern:

Hawai'i Pacific University hereby grants permission to contact _____, a student-athlete in the sport of _____ enrolled at our university. This letter will serve only as permission to contact, and *not* as a one-time transfer release from Hawai'i Pacific University. A separate request and form will be required for a one-time transfer release. Please feel free to contact me should you have any questions or concerns regarding this matter.

Sincerely,

Jill M. Ward
Interim Director of Athletics

SAMPLE



(Date)

(Student-Athlete)

(Address)

(Address)

Dear (Student Athlete),

Welcome to the Hawai'i Pacific University Sea Warrior family. Enclosed you will find your 2005 National Letter of Intent (NLI), Hawai'i Pacific University Athletics Letter of Intent (ALI), and the Pacific West Conference Athletics Scholarship Offer (ASO) for the Academic Year 2005-2006. Please read all documents carefully, then sign on page four on all three copies of the NLI, and below on all the copies of the ALI and ASO, and please include your Social Security number. If you are under 21 years of age, please have one of your parents or guardian sign in the space provided below on all copies. Please return two copies of the NLI, all the copies of the ALI, and two copies of the ASO to HPU Athletics Department.

We would like to inform you of the documents that you would need for admission, so that you can make an easy transition to the University. The documents are:

- 1.) Application for Admission (online application at www.hpu.edu)
- 2.) High School Transcript (official copy with SAT or ACT scores and class ranking)
- 3.) Any transcript (official copy with last semester included of every college or university you have attended)
- 4.) Free Application for Federal Student Aid (FAFSA is for U.S. citizens only)
- 5.) NCAA Clearinghouse Results (incoming freshmen only, see H.S. college guidance counselor)

It is very important that we have these documents before you arrive, so we can complete your admission, secure your scholarship, and evaluate your eligibility. Also, please bring these helpful documents that may be useful to you to complete your registration. They are as follows:

- 1.) Copy of birth certificate
- 2.) Social Security card
- 3.) Driver's license or pictured ID
- 5.) Physical exam document in the last year
- 6.) Medical insurance form
- 7.) Current tuberculosis test results
- 8.) Measles inoculation documentation

If you have any questions, please feel free to call me at our toll-free number, 1(866) 225-5478 or the phone number listed below. Once again, welcome aboard, and I am looking forward to meeting you.

Aloha,

Jill M. Ward
Interim Director of Athletics

Procedure for Evaluation and Admission of Prospective Student-Athletes (PSAs)

Initial Review

In order to determine if a prospect is admissible AND eligible, the following must be submitted to the Compliance Office. The Admissions Office should not be contacted directly by coaches or students. Compliance will communicate with Admissions.

No prospective student-athlete will be evaluated until the following are submitted:

Athletics Documents: New Student-Athlete Information Questionnaire
PacWest Student-Athlete Questionnaire
DII Amateurism Form, if international

Admissions Docs: Fax/copy of translated transcripts – high school and/or college – will be accepted for initial review. This is an INITIAL REVIEW only. No guarantees will be made concerning eligibility, transfer credits, or visas until all official documentation is received.

Admission and Certification Information

All of the following must be submitted to the Admissions Office **prior to July 1**, or no guarantees will be made concerning a fall admission decision and student visa.

- **HPU application**
 - If a full-scholarship prospective student-athlete, request hard-copy admissions application from Athletics Administrative Assistant so that the HPU application fee will be waived.
 - If submitting an HPU application online, the prospect will be required to pay the application fee. The fee may be waived later, but the application fee must be but must be paid up front.
- **Official Transcripts**
 - Both the original language AND the translated transcripts must be submitted, if international.
- **Transfer Student**
 - All course descriptions from previous institutions attended are needed to evaluate transfer credits.
- **High School Graduate**
 - Register with the NCAA Clearinghouse at www.ncaaclearinghouse.net prior to graduation to initiate process and submit proof of graduation later.
 - The Clearinghouse will need a complete set of official original language and translated copies.
 - Please tell prospects they will need **TWO** sets of official transcripts – one for the Clearinghouse and one for HPU Admissions. There is no sharing of documents between the Clearinghouse and the Admissions Office. Test scores should be on transcripts or submitted directly from the testing agency.
- Before arriving in Hawai'i, a foreign student-athlete will need: (1) I-20, (2) Passport, (3) Admission Letter, (4) Athletics Aid, and (5) meeting with U.S. Embassy for a STUDENT VISA. (C)
- **This is a lengthy process, so please find out as much information as possible when recruiting, and submit all the necessary paperwork in to the Athletics Department in a timely manner.**

WE CAN NOT RUSH THE PROCESS...NO EXCEPTIONS!

[Tip: keep individual folders and copies of all documents for yourself.]

E.
Scholarship
Information

ATHLETICS SCHOLARSHIP POLICY

Letter of Intent

Athletics financial assistance offered to a prospective student-athlete (PSA) in the grant-in-aid may be substituted by the University Financial Aid Office upon determination that the PSA is eligible for other forms of state or federal aid. In the event that the PSA qualifies for other financial aid, an official award letter will be mailed from the University Financial Aid Office.

Offer of Athletics Scholarships

Coaches may offer athletics scholarships for the academic year (defined as fall-spring) as long as they do not exceed their allotted equivalency scholarship limits:

There are five categories of scholarships:

Category I: 100% tuition waiver, fees and books, \$700 per month for room, board, and supplies (May-\$350)

Category IA: 100% tuition waiver, fees and books, \$350 per month for room, board, and supplies (May-\$175)

Category II: 100% tuition waiver without regard to financial aid; student pays books and fees.

Category III: 80% tuition waiver without regard to financial aid; student pays for books and fees.

Category VA: 50% tuition waiver without regard to financial aid; student pays for books and fees.

Summer Athletics Scholarships

The academic year is defined as the beginning of the fall semester until the end of the spring semester. Summer athletics aid may not be promised to any student-athlete, as it is not part of the academic year as cited in the Letter of Intent. Summer tuition scholarships are not guaranteed, but are granted with the approval of the Athletics Department. If a student-athlete receives a summer athletics scholarship, it will be awarded at the same percentage of the tuition award during the academic year. No stipends will be awarded to cover the costs of room and board.

Fifth-Year Athletics Scholarships

Per NCAA rules, athletics scholarships are never to be awarded beyond 10 semesters. A student-athlete must complete their undergraduate studies within the 10-semester period. If a student-athlete completes undergraduate coursework, and has eligibility remaining, the student-athlete may begin graduate coursework until eligibility for competition has been exhausted. Graduate studies are never to be promised to any student-athlete. Athletics scholarships are to be governed by athletics eligibility. If a student-athlete needs a fifth year to complete an undergraduate degree, and has exhausted his/her eligibility, the scholarship will be awarded at the same percentage he/she received in previous years, or a maximum of a Category II scholarship.

Reduction or Cancellation of Athletics Scholarships

Student-athletes receiving athletics financial aid must pass at least 12 credit hours per semester and 24 credit hours during the academic year. If he/she fails to do so, his/her status as a financial aid recipient may be immediately terminated. Also, this aid may be reduced or terminated during the period of its award if the recipient renders himself/herself ineligible for intercollegiate competition; fraudulently misrepresents any information on an application, Letter of Intent or tender; engages in serious misconduct warranting an institutional disciplinary penalty; withdraws from the team or is dismissed from a sport for a violation of team rules. If reduced or canceled by the Athletics Department, reinstatement of athletics aid may be appealed to the University's Athletics Appeals Committee.

Increasing Athletics Scholarships

With few exceptions, coaches may not increase athletics scholarships for student-athletes. If a coach wishes to increase an athletics scholarship in between academic years for a student-athlete who already is receiving an athletics scholarship, a justification statement must be submitted in writing to the Athletics Department for approval. If a coach wishes to provide a "walk-on," or non-scholarship student-athlete, with athletics aid the following academic year, it is only permissible if the student-athlete's recruited status is documented (e.g. walk-on notification letter) and justification is provided through an explanation of his/her contribution to the team and University. This must be filed in advance, approval must be received, and will be granted sparingly.

Coach

Date

HPU -- Request for National Letter of Intent

COACHES: Please complete and return to the Compliance Office to have a National Letter of Intent issued.

NCAA Bylaw 13.10.1.2 Offer of Aid Before Signing Date. An institution may indicate in writing to a prospect that an athletically related grant-in-aid will be offered by the institution; however, the institution may not permit the prospect to sign a form indicating his or her acceptance of such an award before the initial signing date in that sport in the National Letter of Intent program.

Sport:	Date of Birth:
Prospect's Name (last, first, middle):	
Street Address:	
City, State, Zip Code	
Social security number:	Home phone number:

ENTRY STATUS

Freshman	2-year transfer	4-year transfer
Qualifier?	Qualifier?	Four-year transfer students may receive an Institutional Grant-in Aid, not an NLI.
Test Scores:	Two-year transfer requirements met and approved?	
Core GPA:		

FINANCIAL AID RECOMMENDATION

Category:
Comments:

Signature of Head Coach _____ **Date** _____

Date Received _____ **Compliance signature** _____ **Date** _____

Routing:
 Letter completed _____
 Financial Aid _____
 Compliance _____
 Athletics Director _____

**NCAA Banned-Drug Classes
2005-2006**

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term "related compounds" comprises substances that are included in the class by their pharmacological action and/or chemical structure. **No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their institution's team physician or athletic trainer for further information.

Bylaw 31.2.3. Banned Drugs

The following is a list of banned-drug classes, with examples of substances under each class:

(a) Stimulants:

amiphenazole	methylenedioxyamphetamine
amphetamine	(MDMA, ecstasy)
bemigrade	methylphenidate
benzphetamine	nikethamide
bromantan	pemoline
caffeine ¹ (guarana)	pentetrazol
chlorphentermine	phendimetrazine
cocaine	phenmetrazine
cropropamide	phentermine
crothetamide	phenylephrine
diethylpropion	phenylpropanolamine (ppa)
dimethylamphetamine	picrotoxine
doxapram	pipradol
ephedrine	prolintane
(ephedra, ma huang)	strychnine
ethamivan	synephrine
ethylamphetamine	(citrus aurantium, zhi shi, bitter orange)
fencamfamine	
meclufenoxate	and related compounds
methamphetamine	

(b) Anabolic Agents:

<u>anabolic steroids</u>	
androstenediol	methyltestosterone
androstenedione	nandrolone
boldenone	norandrostenediol
clostebol	norandrostenedione
dehydrochloromethyl- testosterone	norethandrolone
dehydroepiandro- sterone (DHEA)	oxandrolone
dihydrotestosterone (DHT)	oxymesterone
dromostanolone	oxymetholone
epitrenbolone	stanozolol
fluoxymesterone	testosterone ²
gestrinone	tetrahydrogestrinone (THG)
mesterolone	trenbolone
methandienone	and related compounds
methenolone	<u>other anabolic agents</u>
	clenbuterol

(c) Substances Banned for Specific Sports:

Rifle:

alcohol	pindolol
atenolol	propranolol
metoprolol	timolol
nadolol	and related compounds

(d) Diuretics:

acetazolamide	hydrochlorothiazide
bendroflumethiazide	hydroflumethiazide
benzhiazine	methyclothiazide
bumetanide	metolazone
chlorothiazide	polythiazide
chlorthalidone	quinethazone
ethacrynic acid	spironolactone
flumethiazide	triamterene
furosemide	trichlormethiazide
	and related compounds

(e) Street Drugs:

heroin	tetrahydrocannabinol
marijuana ³	(THC) ³

(f) Peptide Hormones and Analogues:

corticotrophin (ACTH)
human chorionic gonadotrophin (hCG)
leutenizing hormone (LH)
growth hormone(HGH, somatotrophin)
insulin like growth hormone (IGF-1)

All the respective releasing factors of the above-mentioned substances also are banned:

erythropoietin (EPO)	sermorelin
darbypoetin	

(g) Definitions of positive depends on the following:

¹for caffeine—if the concentration in urine exceeds 15 micrograms/ml.

²for testosterone—if the administration of testosterone or use of any other manipulation has the result of increasing the ratio of the total concentration of testosterone to that of epitestosterone in the urine to greater than 6:1, unless there is evidence that this ratio is due to a physiological or pathological condition.

³for marijuana and THC—if the concentration in the urine of THC metabolite exceeds 15 nanograms/ml.



PROSPECTIVE STUDENT-ATHLETE
TRANSCRIPT REQUEST

PLEASE HAVE YOUR **OFFICIAL** TRANSCRIPTS SENT TO:

Hawai'i Pacific University
Attn: Ana Quintal, Admissions
1164 Bishop Street, STE 1100
Honolulu, HI 96813

*** Send High School and ALL Colleges Attended ***

F.
HPU FORMS



**Liability Release, Assumption of Risk, Waiver, Discharge, and Covenant
Not to Sue University Related to Off-Campus Event**

This Liability Release, Assumption of Risk, Waiver, Discharge, and Covenant Not to Sue is executed by _____, whose Hawai'i address is _____

[Full Legal Name of Participant]

_____, and whose permanent resident address is _____

_____ (hereinafter referred to as "I", "me" or "my") and in favor of HAWAI'I PACIFIC UNIVERSITY (hereinafter referred to as the "Institution").

1. I desire to participate in the following activity/trip (hereinafter referred to as the "Activity"): **As a participant in one of the following (Intercollegiate Activity): men's basketball, men's baseball, men's golf, men's tennis, men's cross country, men's soccer, women's volleyball, women's softball, women's golf, women's tennis, women's cross country, and women's soccer, and any place that our men's and women's teams play and practice for the academic year 2005-2006. This also includes but not limited to fundraiser, camps, clinics and special events. It is with my understanding, desire, and commitment to participate in one of the above listed activities, I waive my rights under the Family Educational Rights and Privacy Act (FERPA) to determine my scholastic and academic eligibility and any other issues that may arise with my involvement with in the Intercollegiate Athletics program at Hawai'i Pacific University.**

to be held between **July 1, 2005** and **June 30, 2006** and I fully understand and appreciate the dangers, hazards, and risks inherent in the Activity, in the transportation to and from the Activity, and in any independent research or activities I undertake as an adjunct to the Activity, which could include serious or even mortal injuries and property damage.

2. Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, heirs, and personal

representative(s), I, the undersigned, agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the Institution, its governing board, officers, agents, employees, and any students acting as employees (hereafter called the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted.

3. I understand and agree that Releasees do not have medical personnel available at the location of the Activity. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

4. It is my express intent that this release and hold harmless agreement shall bind the members of my family including any spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Liability Release, Assumption of Risk, Waiver, Discharge, and Covenant Not to Sue" the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in the Activity.

5. In signing this Release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold harmless agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I understand that the Institution does not require me to participate in this Activity,

but I want to do so, despite the possible dangers and risks and despite this Release. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this release for full, adequate, and complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in this activity, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

6. I further agree that this Release shall be construed in accordance with the laws of the state of Hawai`i. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release, the validity of the remaining portions shall not be affected thereby.

IN WITNESS WHEREOF, I have executed this "Liability Release, Assumption of Risk, Waiver, Discharge, and Covenant Not to Sue" this ___day of _____, 20__.

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.

STUDENT/PARTICIPANT:

WITNESS:

Signature

Signature

Parent's Signature

Printed Name

STUDENT-ATHLETE CODE OF CONDUCT

Student-athletes, as members of the general student body of Hawai'i Pacific University, are governed by the University's Code of Student Conduct. The Code expects student-athletes ---expects all students --- to maintain the highest standards of social and personal conduct. The University embraces the concept that liberty and license are not synonymous, and that the welfare of each separate individual and of the University community as a whole must be provided for.

Once registered at Hawai'i Pacific University, you are expected to conform to all federal, state, and local laws, as well as University regulations. As a student-athlete, you are in no way exempt from penalty if you violate these laws. Students penalized for violating public laws are not exempt from further prosecution by University authorities if their actions also violate University rules.

Moreover, your personal conduct is a direct reflection on your good moral character and ethical judgment. You are expected to conduct yourself in a proper manner both on and off campus. Specifically:

* Students are expected to respect the rights of others, respect private and public property, and obey constituted authority.

* Students are expected to be honest academically; acts of plagiarism or cheating are considered major violations of the Code.

* Evidence of behavior that would reflect poorly on the University and its Athletics programs will be deemed a violation of the Code. Reports from impartial third-party sources, including law enforcement authorities, of questionable or illegal behavior on the part of student-athletes, will result in disciplinary action by the Athletics Director and/or higher authority.

On the ensuing pages you will find information pertaining to the University and its stance on: sportsmanship, substance abuse, gambling & bribery, date rape, smoking & tobacco, and felonies or crimes of violence.

List below is a list of University staff members who are here to assist you:

Director of Athletics	Jill M. Ward	356-5214
Assistant Athletics Director/ Men's Basketball Coach	R. Kelly Wells	544-0223
Senior Woman Administrator/ Woman's Volleyball Coach	Tita Ahuna	544-0222
Assistant Athletics Director for Media Relations / Compliance	Jeff Harada	356-5278
Assistant to the Athletics Director/ Assistant Men's Basketball Coach	Kurt Young	543-8021
Athletics Administrative Assistant	Tessi Taylor	356-5214
Faculty Athletics Representative	Barbara Burke	544-0888
Athletics Academic Advisor	Jill Merl	544-9364
Men's Baseball Coach	Garrett Yukumoto	356-5214
Men's & Women's Cross Country Coach	Christian Friis	356-5214
Men's & Women's Golf Coach	Norman-Ganin Asao	356-5214
Women's Softball Coach	Howard Okita/ Bryan Nakasone	236-3534
Men's & Women's Tennis Coach	Stefan Pampulov	356-5214
Club Men's Soccer Coach	Frank Doyle	356-5214
Club Women's Soccer Coach	Mark Kane	356-5214

SPORTSMANSHIP

Hawai'i Pacific University will not tolerate from its student-athletes, or student body in general, the following:

- * Using obscene language and/or gestures and/or physical abuse towards an official, coach, athlete, opponent, or spectator.
- * Throwing of objects at an individual, spectator, or across a field or arena.
- * Inciting players or spectators to violent action or any behavior which insults or defiles an opponent's traditions.

SUBSTANCE ABUSE

Because of the fundamental importance of maintaining drug-free athletics competition, and the grave danger that substance abuse poses, substance abuse on the part of student-athletes (or any member of the Hawai'i Pacific University student body) will be viewed as a most serious violation of the Code.

- * Student-athletes may be required to attend a drug education seminar. Student-athletes will be tested.
 - * Tests will be administered at the discretion of the coach and the AD staff.
 - * Results of tests will be known only to the specific coach who has mandated the tests, the Athletics Director, and the affected student-athlete.
 - * A positive test for substances banned by the NCAA may result in the immediate dismissal from the team involved and revocation of scholarship.
- Any appeal is at the discretion of the Athletics Director.
- Please see HPU Substance Abuse Policy for more information.

GAMBLING and BRIBERY

Hawai'i Pacific University is committed to combating all forms of gambling and bribery. Any attempt by an outside source to procure information towards making a wager and establishing a betting line or odds should be rebuffed. Any attempt at the aforementioned through bribery is a felony.

Staff members of a member conference, staff members of the Athletics Department of a member institution and student-athletes shall not knowingly: (NCAA Bylaw 10.3)

- (a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- (b) Solicit a bet on any intercollegiate team;
- (c) Accept a bet on any team representing the institution;
- (d) Solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value; or
- (e) Participate in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card, or any other method employed by organized gambling.

Student-athletes should follow these guidelines:

- * Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.

* Do not accept any “free rides” from strangers, such as meals, presents, etc. You are required by the Athletics Department and NCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.

* Be aware of the legalities of gambling at an institutional and state level. Understand that the consequences at the University level may be expulsion and that the University will also assist with the enforcement of federal, state, and local anti-bribery laws.

* If you receive complimentary passes, do not sell them to anyone.

* Do not discuss the condition or attitude of your team with anyone other than your teammates or coaches.

DATE RAPE

Rape is the occurrence of sexual intercourse against an individual’s will. Sexual assault or attempted sexual assault is a felony. When a date says “no,” it is the obligation of the partner to stop any sexual activity. Do not misread or misinterpret the actions of another. Poor judgment is not a defense for sexual assault and not an invitation to be sexually assaulted. Use sound judgment in situations with the opposite sex to avoid the consequences that the accusation of date rape may bring.

SMOKING and TOBACCO

The use of any tobacco products in practice, competition, or while representing Hawai`i Pacific University in any capacity is prohibited. The use of all tobacco products is discouraged at all times.

FELONIES OR CRIMES OF VIOLENCE

You will be immediately suspended from participation in intercollegiate athletics if you are charged with either a felony or drug possession until the issue has been addressed. At the discretion of the Athletics Director any charges not considered felonious may bring suspension. Once suspended you may request, in writing, a meeting with the Athletics Director. Once a legal decision is reached, further action by Hawai`i Pacific University will be handled on a case-by-case basis.

While under suspension, you may not practice or compete with your team, but your financial aid will remain in place. Hawai`i Pacific University is rendering judgment by suspending you from participation.

PROCESS OF APPEAL FOR ATHLETICS-RELATED CASES

The following appeal process is used for any athletics-related cases regarding scholarship termination, scholarship reduction, or student-athlete suspension.

1. The head coach regarding the student-athlete(s) specific case and the recommendation of punishment brings the circumstances before the Athletics Director.
2. The facts are reviewed and the Athletics Director approves the recommendation of punishment.
3. The student-athlete(s) involved is afforded an opportunity to meet with the Athletics Director to review their version of circumstances.
4. In the case of athletics scholarship issues, the recommendation of punishment is sent to the Financial Aid Office-Scholarships & Grants for a formal letter to be sent to the student-athlete(s).

AS LONG AS YOU ARE A STUDENT-ATHLETE AT HAWAI`I PACIFIC UNIVERSITY, YOU ARE REPRESENTING THE UNIVERSITY. THEREFORE, THESE RULES APPLY DURING BREAKS AND VACATION PERIODS AS WELL.

STUDENT-ATHLETE CODE OF CONDUCT ACKNOWLEDGMENT FORM

As a student-athlete at Hawai`i Pacific University, the institution has a special investment in you and you in it. Therefore, you are expected to conduct yourself in a manner befitting a Hawai`i Pacific University student-athlete.

By signing below, you are acknowledging that you have read the **STUDENT-ATHLETE CODE OF CONDUCT**, and understand and accept the obligations and responsibilities that it addresses. This acceptance sheet will be kept on file in the Athletics Department.

Signature

Date

Print Name

Date

Hawaii Address

City, State & Zip

Phone #

Mainland Address

City, State & Zip

Area Code & Phone #

DOCUMENTATION OF DISCIPLINARY ACTION FORM

NAME OF STUDENT-ATHLETE: _____

SPORT / ACTIVITY: _____

DATE OF INCIDENT: _____

TIME OF INCIDENT: _____

PLACE OF INCIDENT: _____

WITNESSES / OTHERS INVOLVED: _____

DESCRIPTION OF INCIDENT: _____

DISCIPLINARY ACTION TAKEN: _____

COMMENTS: _____

Signature of Student-Athlete (if necessary)

Signature of Coach (if necessary)

2005-2006 SEASON
HAWAI'I PACIFIC UNIVERSITY OFFICE OF SPORTS INFORMATION

Information to be used in sports publicity. Complete in full and please print clearly.

Sport: _____ Position: _____

Name: _____ Nickname: _____

Name you prefer to be publicized: _____

Age _____ Height _____ Weight _____ Year at HPU (Circle One) FR SO JR SR

Birth date: _____ Place of Birth: _____

Hometown _____ High and or Prep School _____

Year Graduated from High School _____ City and State of High School _____

High School Varsity Letters and Sport: _____

High School Coach and Sport: _____

In high school, if you ever played on any championship team, all-star game, state tournaments, etc., give details as to when, where, and what you did (be specific):

List high school all-star, all-state, all-district, etc. honors (specify years and title of award, ex: '95 OIA East All-Star in baseball)

If transfer student, please detail (College or J.C. attended and years) _____

College Varsity Letters (Years, Sport, and Coach) _____

List **College** All-Star, All-State, All-District, etc.. Honors (specify years and title of award) _____

List any College conference or national championships won (be specific) _____

List Academic Honors (all-time, specify years) _____

Hometown Address: _____

_____ Phone _____

Campus Address: _____

_____ Phone _____

Major at HPU _____ Chief Ambition _____

Favorite Athlete _____ Hobbies _____

Biggest Athletics Thrill _____

Schools which recruited you _____

Why did you choose Hawai'i _____

List Hometown Newspapers _____

If Married, Spouse's name _____

Children (Names and Ages) _____

Parent or Guardian Information
(Please indicate whether divorced or deceased)

MOTHER	FATHER
ADDRESS	ADDRESS
CITY, STATE, ZIP	CITY, STATE, ZIP
TELEPHONE OCCUPATION	TELEPHONE OCCUPATION

Do you have any relatives who were famous athletes? _____

By signing this form, the athlete gives the Sports Information Office permission to release **pertinent** data.

SIGNATURE _____

**HPU WILL NOT GIVE OUT ANY OF YOUR PERSONAL INFORMATION SUCH AS PHONE#, ADDRESS, ETC....*

Hawai'i Pacific University Personal Profile Questionnaire

Name _____ Year _____

In 10 years, I'd like to be: _____

I became interested in the field when: _____

My most exciting moment in sports was when: _____

Years from now, I'll always remember the time: _____

Years from now I'll always laugh about the time: _____

To get psyched, one of my teams actually: _____

The strangest nickname I ever had was: _____

My earliest memory of sports was when I: _____

I was so clueless when I started out that: _____

The biggest obstacle I've had to overcome: _____

My highest was when: _____

My lowest was when: _____

I'm proudest of: _____

My biggest frustration has been: _____

My favorite hobbies are: _____

I still can't believe the time I actually: _____

I can't imagine going a week without: _____

My friends still get on me about the time I: _____

My favorite vacation was when I: _____

The job I hated the most was: _____

I have to admit, I am really good at: _____

My most prized possession is: _____

I never tire of talking about: _____

I have to be forced to: _____

The hardest thing I've ever done was: _____

If I could change something about myself, I'd: _____

The most famous person I've ever met was: _____

My worst fear is: _____

My craziest dream is: _____

My mother always thought I was: _____

My roommates think I'm: _____

My teammates think I'm: _____

Nobody believes me when I tell them I: _____

The most ridiculous thing I've ever done was: _____

If they made a movie of my life it would be called: _____, and
_____ would play my part

People are amazed when I tell them I: _____

People are impressed when I tell them I: _____

I'm at HPU because: _____

Favorite Movie: _____ Favorite Food _____

Favorite Singer/Group _____ Favorite Actor/Actress _____

Favorite Holiday _____ Favorite Color _____

Favorite Song _____ Favorite Book _____

Favorite TV show _____ Favorite Athlete _____

Favorite Cartoon Character _____

LETTER TO PROFESSOR

Hawai`i Pacific University
Enter Sport Here
2005-2006

Aloha Professor _____,

My name is _____ and I am a member of the Hawai`i Pacific University Enter Sport Here team. I would like to give you a copy of both my home games, as well as my travel schedule.

I fully understand my responsibilities and obligations to this course and agree to make up any work that I miss. If you have any questions, please feel free to call my coach Enter Coaches Name Here at Enter Contact Info Here.

Thank you in advance for your cooperation and understanding of this matter and for allowing me to make up any missed assignments due to my Enter sport here schedule.

Mahalo,

Acknowledged by: Coach Enter Coaches Name Here

HPU Student-Athlete Contact Information Form

Name: _____ Sport: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Current Phone Number: () _____

Current Cell Phone Number: () _____

E-mail Address(s): _____

Name(s) of Emergency Contacts: _____

Emergency Contact Number(s): () _____

() _____

Home
Address: _____

City: _____ State: _____ Zip: _____

Home Phone Number: () _____

Summer
Address: _____

City: _____ State: _____ Zip: _____

Summer Phone Number: () _____



SPORTS CONTRACT

This agreement is entered into on _____. Hawai'i Pacific University and **(Enter Name of University)** hereby agree to participate in the sport of (Enter Sport) under the following conditions:

Date of Event:

Time:

Location:

Uniforms:

Officials appointed by:

Game Guarantee:

Special Provisions:

Cancellation Policy: Either party may cancel this agreement by written notice up to five months prior to the game date and time specified. In the event the VISITOR cancels or forfeits, unavoidable financial costs and/or losses incurred by HPU shall be paid by VISITOR. In the event of acts of God, or circumstances beyond the control and without fault of either party, making it impossible or impractical to perform under this contract, the contribution required shall not apply.

The VISITOR shall be responsible for damage or injury caused by the VISITOR'S agents, officers, and employees in the course of their employment and the VISITOR shall pay for such damage and injury to the extent permitted by law and approved by the Hawai'i State Legislature.

The persons executing this agreement on behalf of the parties hereby affirm that they are duly authorized and empowered to so execute.

Hawai'i Pacific University

(Enter Name of University)

_____, Date _____

_____, Date _____

Jill M. Ward
Director of Athletics

Director of Athletics

_____, Date _____

_____, Date _____

Coach's Signature

Coach's Signature

(Return Signed Original)

G.

HPU Policies

BOOK RETURN POLICY
FOR STUDENT-ATHLETES RECEIVING A BOOK WAIVER

STUDENT-ATHLETES:

PLEASE RETURN A COPY OF YOUR **BOOK CHARGE FORM** ALONG WITH THE **RECEIPT** TO THE ATHLETICS DEPARTMENT (**Coach Tita Ahuna's box**) IMMEDIATELY AFTER YOU LEAVE THE BOOKSTORE.

REMINDER: PLEASE RETURN YOUR BOOKS TO THE ATHLETICS DEPARTMENT IMMEDIATELY AFTER YOUR LAST FINAL EXAM.

PLEASE TAKE CARE OF YOUR BOOKS: IF DAMAGED TO THE POINT THAT THEY ARE NOT RETURNABLE, YOU WILL BE RESPONSIBLE FOR THE COST OF YOUR BOOKS.

ALSO, YOU WILL BE RESPONSIBLE FOR PAYMENT OF ANY LOST AND/OR STOLEN BOOKS.

If you plan on keeping your books for your professional library and/or for your upcoming course work/classes, graduate classes, etc., you will have to PAY for books out of your own pocket.

SUMMER SCHOOL POLICY FOR ELIGIBLE STUDENT-ATHLETES

Summer school requests will be handled on a case by case basis. The Athletics Department will also take into consideration institutional and NCAA eligibility requirements. If awarded, summer school allocations will be made at the same percentage as scholarships honored during the academic year. No stipends will be awarded to cover the costs of room and board.

The following criteria **MUST** be met to qualify for summer school:

- NO disciplinary action on record with the institution.
- Excellent class attendance. (Grade checks, professor contacts, Athletics Department/coaches discretion)
- On track to graduate.
- Must be recommended by your coach.
- Final decision will be made by the Athletics Director.

If you meet the above criteria, please submit this form to your coach for signature. It will be passed to the Athletics Director for final approval. Mahalo!

Name:
Sport:
E-mail Address:
Phone Number:
Do you need summer school in order to remain eligible? If yes, please explain.

Summer Term	Number of Hours Requested	Cost per summer term
Summer 1		
Summer 2		
Summer 3		
Summer 4		
		Total cost:

Signature of Student-Athlete:
Signature of Coach:
Signature of Athletics Director:

ATHLETICS DEPARTMENT VEHICLE POLICY:

To insure safety and to retain the privileges of use of any and all Athletics Department vehicles, please be aware of this policy set in place by the Athletics Department and the Director of Athletics. Failure to comply with this approved policy on one or more of the outlined requirements can or may result in the forfeiture of use and privileges of the department issued vans, for any particular van operator and their sport. Please be mindful of the fact that it is our responsibility to be responsible operators of these vehicles, so as not to jeopardize the integrity of Hawai'i Pacific University and to avoid any and all matters concerning litigation. Thank you for your cooperation and good luck in your upcoming season!

Certification of Van Operators:

1. All van operators must first attain a traffic abstract from the state's department of vehicle registration on the corner of Alakea and Hotel Street. The abstract must then be brought back to the Athletics Department for approval of advancing the vehicle operator to the next step of attaining certification from Hawai'i Pacific University's Transportation Department at the Hawai'i Loa campus.
2. Upon approval from the Athletics Director, the potential vehicle operator must then attain certification from the transportation department through a series of written and/or road tests. Only upon certification can an operator be approved to operate any and all Athletics Department issued vehicles.

Van operator vehicle responsibilities:

All van operators must adhere to the following responsibilities of each individual vehicle.

1. All vehicle operators must turn in the request form for vehicle reservations no later than a week prior to their event to the athletics vehicle monitor, with "games" or "matches" taking precedence over "practices." Designate the time of usage and the time of return. Due to the demand of their usage, approval of vehicle use will be held strictly to the times that were requested. On multiple "game" or "match" dates, the Athletics Director will make a decision on the priority of use of all vehicles.
2. All vans must be returned cleaned of all litter on seats, center consoles, dash boards, and aisle rows.
3. Vans must be returned with at least ½ tank of gas. Only van operators can fill up gasoline for a department van. This can be done at either:
 - a. Richard's Chevron – 1909 Nu`uanu Ave.
 - b. Don's Makiki Service – 1404 S. Beretania.Be sure that the service station attendant lists the vehicle's license number when writing out the invoice. Failure to comply with this procedure will leave the vehicle operator responsible for the cost of the invoice.
4. Vans must be parked in designated stalls upon returning from an event, with the front of the van facing the roadway for easy exit for the next van operator.
5. Vans must remain "locked" at all times when it is unoccupied either in the parking garage or at any event site.
6. Keys must be returned to the athletics vehicle monitor upon returning the van by van operators only, along with any gasoline invoices.

7. Van operators will be personally responsible for any “parking” or “moving” citations that may occur while operating any Athletics Department vehicle.
8. If involved in any “parked” or “moving” collision, call 911, ensure the safety of the occupants and remain with or near the vehicle until a police officer arrives. The event that you are traveling to becomes “secondary” as leaving the scene of an accident is a “felony” punishable by law. Exchange insurance information with the other party. Also, to make any repairs for any damages caused to our vehicle, a police report needs to be made and obtained for insurance purposes as well as litigation purposes that may arise from any incident involving an Athletics Department vehicle. Never admit guilt or responsibility for an accident. Just provide the facts.
9. The vehicle registration and insurance card are both located in the glove compartment.
10. Vehicles must be returned immediately following the event.
11. Operators must report any and all damages and malfunctions of a vehicle to the Athletics Department as soon as they are noticed.
(e.g. brake malfunction, inoperable head or rear light, inoperable turn signal, windshield wipers, etc.)
12. Failure to comply with any or all of the previously mentioned requirements can result in the termination of vehicle privilege use by any vehicle operator and their sport.

H.
Medical Policies
& Forms



ACKNOWLEDGMENT OF MEDICAL INSURANCE COVERAGE

All student-athletes must be covered by medical insurance at all times during the academic year. You must provide documentation that insurance policy covers "athletically-related injuries" up to \$75,000.00, and you must submit a copy of your current insurance card (front and back) to the Athletics Department prior to the first day of class and/or practice, whichever comes first.

Student-athletes are responsible for keeping medical insurance plan active at all times during the academic year. When medical insurance coverage is changed (e.g. updated, dropped), the Athletics Department must be notified immediately. If you receive medical treatment and it is determined that you are not covered by any medical insurance plan at the time of treatment, you will be fully responsible for the payment of any and all medical bills.

HPU is not responsible for the treatment or correction of any pre-existing injuries, or injuries that are not a result of participation in the intercollegiate athletics program; or, injuries not reported to the trainer within 48 hours. All pre-existing injuries must be reported to the training staff.

HPU requires that each student-athlete carefully read and understand the above-mentioned explanation of medical insurance coverage. Failure to communicate changes in insurance coverage or providing misinformation will result in your assumption of liability for all expenses and immediate removal from athletics aid and participation.

A. I am currently enrolled in a health plan and choose to continue to be covered by this same health plan during the intercollegiate season.

Name of health plan: _____
Subscribers Name: _____
Medical Record/Subscriber #: _____ Group #: _____
 Insurance Card Provided Documentation of \$75,000 of coverage

B. I will purchase and enroll in HPU-Kaiser Student Medical Health Plan for the academic year and agree to pay the \$80 per month fee upon my arrival to campus and thereafter.

I, _____, understand and agree that in either of the options stated
Print name

above, I am responsible to be insured for any and all medical expenses incurred during the academic year. I also understand that if I do not have medical insurance coverage at any time during the academic year, I will not hold Hawai'i Pacific University or the Athletics Department staff liable for any payment as a result of my injuries, and will be subject to the consequences as stated above.

Student-Athlete's Signature

Head Coach's Signature

Athletics Director/Assistant AD Signature

Date



EMERGENCY CONTACT INFORMATION

TO BE COMPLETED BY STUDENT-ATHLETE OR PARENT/GUARDIAN

Date: _____ Sport: _____ Position: _____

Name: _____
(Last) (First) (M.I.)

SS#: _____ Date of Birth: _____

Hawai'i Address:

Home Address:

Local Emergency Contact: _____
Name Relationship

Local Contact Phone Numbers: _____

Other Emergency Contact: _____
Name Relationship

Other Emergency Phone Numbers: _____

MEDICAL HISTORY

Please explain "Yes" answers below.	YES	NO
1. Have you ever been hospitalized? Have you ever had surgery?		
2. Are you presently taking any medications or pills?		
3. Do you have any allergies (medicine, bees, or other stinging insects)?		
4. Have you ever passed out during or after exercises? Have you ever been dizzy during or after exercise? Have you ever had chest pains during or after exercise? Do you tire more quickly than your friends during exercises? Have you ever had high/low blood pressure? Have you ever been told you have a heart murmur? Have you ever had racing of your heart or skipped heartbeats? Has anyone in your family died of heart problems or a sudden death before age 50?		
5. Do you have any skin problems (itching, rashes, acne)?		
6. Have you ever had a head injury? Have you ever been knocked out or unconscious? Have you ever had a seizure? Do you get migraines? Have you ever had a stinger, burner, or pinched nerve?		
7. Have you ever had heat or muscle cramps? Have you ever been dizzy or passed out in the heat?		
8. Do you have trouble breathing or do you cough during or after activity? Do you have or ever had asthma?		
9. Do you use any special equipment? (pads, braces, neck rolls, mouth/eye guards, etc.?)		
10. Have you ever had any problems with your eyes or vision? Do you wear glasses or contacts or protective eyewear?		
11. Have you ever had any problems with your nose?		
12. Have you ever had any problems with your ears?		
13. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling, or other injuries of any bones or joints? ___Ankle ___Chest ___Foot ___Hand ___Hip ___Neck ___Shoulder ___Wrists ___Back ___Elbow ___Forearm ___Head ___Knee ___Shin/Calf ___Thigh		
14. Have you had any other medical problems? ___Mononucleosis ___Rheumatic Fever ___Tuberculosis ___Chicken Pox ___Diabetes ___Hernia ___Cancer ___Hepatitis ___Pneumonia ___Stroke ___Ulcers ___Persistent Fever ___Other (describe) _____		
15. Have you had any other medical problems or injury since your last evaluation?		
16. When was your last tetanus shot? Date: _____		
17. When was your first menstrual period? _____		
18. When was your last menstrual period? _____ Have you had any menstrual problems? _____		
19. When was the longest time between your periods last year? _____		

Please explain any "Yes" answers: _____

I hereby verify to the best of my knowledge that the answers, which have been provided to the above questions are correct.

Athlete's signature: _____ Date: _____

Parent/Guardian Signature (if under 18) _____ Date: _____

I.
PacWest
Conference Forms

PACIFIC WEST CONFERENCE

P.O. BOX 2002 · BILLINGS, MT 59103
PHONE: 406-256-0866 · FAX: 406-256-0866 · www.gopacwest.org

NCAA STUDENT-ATHLETE AMATEURISM/ELIGIBILITY QUESTIONNAIRE

General Information

Full Name: _____ Sport(s):

Date of Birth: ____/____/____ Home Country:
_____ MM DD YYYY

Educational Information

1. List all high schools attended, and dates of attendance:

	(1)	(2)	(3)
School:	_____	_____	_____
	_____	_____	_____
Dates:	_____	_____	_____
	_____	_____	_____

Date of High School Graduation: _____

Before graduation, did you ever discontinue high school enrollment and then return? **YES NO**

2. Have you ever attended a college or university as a full-time student? **YES NO**

If yes, what dates were you enrolled? _____/_____ to
_____/_____

	Term	Year	Term	Year
3. For every calendar year after your expected graduation, please answer the following questions:				

Amateurism Issues

- | | | |
|--------|----|--|
| YES NO | 1. | Have you participated in any team competition or training where you or any of the participants were provided compensation (ex: salary, prize money, travel expenses, meals, housing, equipment, uniforms, etc.)? |
| YES NO | 2. | Have you participated in any competition to pursue the signing of a contract for athletics participation? |
| YES NO | 3. | Have you participated in any competition funded by a professional sports organization? |
| YES NO | 4. | Have you participated in any competition funded by a representative of an institution's athletics interests that was not an open event? |
| YES NO | 5. | Have you practiced with a professional athletics team (excluding a 48-hour tryout)? |

- YES NO 6. Have you ever agreed (orally or in writing, including e-mail) to be represented by an agent or entered into an agreement with an agent for representation in future professional sports organizations?
- YES NO 7. Have you, your relatives, or friends ever accepted transportation or other benefits from an agent?
- YES NO 8. Have you ever signed a contract to compete for a professional or semi -professional team?

Signed: _____ Date: _____

PACIFIC WEST CONFERENCE

P.O. BOX 2002 · BILLINGS, MT 59103
PHONE: 406-256-0866 · FAX: 406-256-0866 · www.gopacwest.org

SCHEDULE CHANGE REQUEST

The Athletics administrators and head coaches of the involved institutions have approved the following schedule change.

Sport:

1) CURRENT SCHEDULE

PROPOSED

SCHEDULE

Contest: _____ at _____

Contest:

_____ at _____

Date: _____

Date:

Time: _____

Time:

2) CURRENT SCHEDULE

PROPOSED

SCHEDULE

Contest: _____ at _____

Contest:

_____ at _____

Date: _____

Date:

Time: _____

Time:

Rationale:

Signed: _____

Date: _____

Host Director of Athletics

Signed: _____

Date: _____

Visiting Director of Athletics

Signed: _____

Date: _____

Visiting Director of Athletics – If needed

Signed: _____

Date: _____

Pacific West Conference Commissioner

PACIFIC WEST CONFERENCE

P.O. BOX 2002 · BILLINGS, MT 59103

PHONE: 406-256-0866 · FAX: 406-256-0866 · www.gopacwest.org

TRANSFER INFORMATION FORM

Name: _____

Home Address: _____ Apt: _____

City: _____ State: _____ ZIP: _____

PREVIOUS COLLEGE RECORD:

College/University: _____ 2 or 4 year (circle one)

City: _____ State: _____ ZIP: _____

Dates of Attendance from : _____ To: _____

Semester or quarter hours taken: _____ Earned: _____ GPA: _____

Semester or quarter hours taken that are acceptable for transfer: _____

GPA on all courses taken that would be acceptable: _____

Did student graduate: _____ Date of Graduation: _____

Did the student meet 14.5.4.2.2? _____

Average 12 credit hours, per term of full-time attendance? _____

SPORTS PARTICIPATION

Sport: _____ Season Used: _____

Sport: _____ Season Used: _____

Sport: _____ Season Used: _____

We attest that to the best of our knowledge, the above information is correct.

TWO SIGNATURES:

Director of Admissions or Registrar: _____

Faculty Athletics Representative: _____

Athletics Director: _____

Institution: _____

PACIFIC WEST CONFERENCE

P.O. BOX 2002 · BILLINGS, MT 59103

PHONE: 406-256-0866 · FAX: 406-256-0866 · www.gopacwest.org

CONFIDENTIAL INTER CONFERENCE INQUIRY

Date filed: _____

Initial inquiry source:

Student-athlete in question:

Sport:

What is the initial question on the student-athlete?

This request must be signed and dated by the inquiring institutions.

Head Coach

Date

Athletics Director

Date

Faculty Athletics Representative

Date

This form is only seen by the Commissioner. After a proper investigation, all parties involved will be notified of the findings.

J.
TRAVEL
INFORMATION

EXPENDITURE PROCEDURES

Procedure A: Any and all receipts **MUST** be turned in for reimbursement within 21 days of the date on the invoice. This will give ample time for any coach not working on campus to deliver receipts in a timely manner.

Procedure B: Please plan ahead when it comes to your travel arrangements! To alleviate some of the problems with coaches using personal credit cards on trips, we suggest the following:

- Request a cash advance for per diem and auto rental insurance or have a check ordered ready to take with the team for hotel and/or rental vehicles. In order to do so, it will be necessary that each coach research and present documentation (e.g. an Internet summary of hotel expenses for the team) to determine approximate costs so the check can be cut for that amount.

It is also necessary to submit the transmittal form at least 30 days prior to your departure date. If you decide to get a cash advance you must submit the receipts to me as soon as you return, so in turn, I can submit them to the Business Office.

Procedure C: In the future there will be no reimbursement checks for equipment purchases. Therefore, it will be necessary for all coaches to submit three bids for equipment and other expenses before the purchase is made. Once an invoice and/or request is received, a PO will be created and forwarded for approval.

TRAVEL REQUISITION FORM

COACH: _____ PHONE: _____

SPORT: _____

DEPARTURE DATE: _____

APPROXIMATE DEPARTURE TIME: _____

*DESTINATION:

*(LIST OPPOSING INSTITUTIONS AND PLAYING DATES. IF YOU HAVE TO FLY MORE THAN "ONE LEG", PLEASE LIST SPECIFIC TRAVEL INSTRUCTIONS.)

RETURN DATE: _____

APPROXIMATE RETURN TIME: _____

(Please take into consideration the driving distance from the hotel to the airport, long check-in/inspection lines.)

HOTEL/LOCATION: _____ PHONE#: _____

CAR RENTAL/LOCATION: _____ PHONE#: _____

NOTE: Please contact opposing institution for suggested lodging sites. If specific lodgings are preferred, it will be granted only upon the approval of the Director of Athletics. If a specific lodging is not suggested, one will be suggested to you in accordance with the time and location of the event sites.

SIZE OF TRAVEL PARTY (Per A.D.'s approval): _____

LIST EACH INDIVIDUALS FULL NAME (as it appears on their identification cards/driver's license) WITH CORRECT SPELLING. PLEASE DO NOT USE "NICK NAMES". ONLY A TYPEWRITTEN LIST WILL BE ACCEPTED:

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Signature of Approval from the Director of Athletics

Date

Hawai`i Pacific University – Expense Report

Name: _____ Title: _____ From: _____ to _____

Employee #: @ _____

**Expense Report shall be submitted monthly, promptly after the last date covered by the report.
Receipts must be original. Please attach all supporting vouchers.**

Receipt #	Name of establishment & location where expense was incurred/persons entertained	Date of receipt	Business Purpose	Supplies	Postage	Airfare	Hotel	Meals (Entertainment & Tips)	Phone & Fax	Cab Fare	Mileage	Gas	Parking	Other	TOTAL	OKAY

Date Submitted: _____

Total Cash Expenditures: \$ _____

Signature of Originator: _____

Less Cash Advanced: \$ _____

Amount Due to Originator: \$ _____

Approvals:

Supervisor: _____

President/Vice President: _____

LAPTOP CHECK-OUT FORM FOR STUDENT-ATHLETES

Name: _____ Student I.D. #: _____

Sport: _____

Dates of Road Trip: Leave: _____ Return: _____

Travel Destination: _____

DATE DUE (Back to the LAC): _____

I will be responsible for returning the laptop the next school day upon my return to Honolulu and in the same condition as it was issued to me. Failure to do so may result in termination of athletics scholarship, withholding of check, repayment, etc...

Student-Athlete _____
Date

*Head Coach (Required) _____
Date

*Authorized Athletics Dept. Representative (Required) _____
Date

OFFICIAL USE ONLY:

Laptop I.D. #: _____

Type of Computer: _____

Computer Accessories
(List): _____

Check-Out Date: _____ Check-In Date: _____

Condition of the computer upon return: _____

NOTES: _____



TEAM TRAVEL PER DIEM FORM

Sport: _____ Coach: _____

Date: _____ Location: _____

Name	Amount Received	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

K.
PURCHASE
ORDERS, VENDORS,
& BUDGETS

PROCESSING & ROUTING OF FORMS

To insure that our staff is using the proper format for the processing and routing of forms, please be aware of the following procedures that have been set in place by the Athletics department and the Director of Athletics.

1. Purchase Orders

- A. Purchase order request on Word or invoice submitted to the Athletics business manager.
- B. After inputted through Banner, PO is generated at Business Office and sent back to the Athletics business manager.
- C. The Athletics business manager signs off and attaches request or invoice to PO and submits to the Assistant Athletics Director and the Senior Women's Athletics Administrator (women's sports) then onto the Athletics Director.
- D. After the Athletics Director signs, PO is sent to the Vice President and/or President for approval.
- E. When returned, Athletics Dept. retains white and goldenrod copies of PO and sends the other copies to the Business Office.

2. Supply Requests (HPU wear, mugs, cups, key chains, etc.)

- A. Supply request filled out completely and signed by the Athletics Director, then to the Vice President for approval.
- B. Request taken to bookstore for items.
- C. Full justification is needed for all bookstore requests.

3. Supply Requests (office supplies)

- A. Requests for items are given to the Athletics business manager for processing.
- B. Items are selected through Banner and copy of order is printed.
- C. Printed copy is attached to Supply Request and sent to the Expendable Supplies Coordinator at the windward campus bookstore.

4. Print Requests

- A. If item has not been printed previously; a typesetting form with supervisor approval and a master copy must be submitted to the Director of Administrative Support Operations.
- B. After typesetting is approved, a print request and master is submitted to the Vice President for approval and then sent to Administrative Support Operations.

ATHLETICS BUDGET PREPARATION WORKSHEET

Sport:

Organization #:

Code	Item	Amount
720000	Expenditure Summary	
	Membership & Fees	
	Player's Uniform	
	Guarantee	
	Miscellaneous	
721000	Supplies	
	Printing Supplies-photo	
	Processing	
	Athletics Equipment	
	Equipment >\$250 but <\$500	
721100	Postage	
	Express Mail	
726000	Repairs and Maintenance	
729000	Public Relations	
	Entertainment	
	Gifts	
731000	Travel	
	Auto-parking	
	Auto-gasoline and oil	
	Auto Rental	
	Travel-airfare	
	Travel-hotel/lodging	
	Travel-meals	
	Other-Auto & Travel	
733000	Rentals	
	Other rentals	
734000	Utilities	
	Cellular Phone	
734010	Telephone	
	Long Distance	
736000	Contract Services	
	Game Officials	
	Security	
	Sportscaster	
	Technicians	
	Contract Services-other	
738000	General Insurance	

ADIDAS ALL-SPORTS CONTRACT

The terms and agreement will become effective for all sports teams during the 2005-2006 seasons of participation. Each team and program will be involved in the terms, perks, and guarantees. Please e-mail me if you need your individual sport guarantee; kwells@hpu.edu.

Basketball	Volleyball
Softball	Baseball
M/W Tennis	M/W Cross Country
M/W Golf	M/W Soccer

Bonus Compensation

- 5% off wholesale discount will be applied to all booking orders placed by set deadlines

Promotional Allotments

- \$1,000.00 Bonus for League Coach of the Year
- \$1,500.00 Bonus for Conference Championship Winner
- 30% off wholesale value for postseason purchases

Marketing Support of Adidas

- School logo placed in all team catalogs
- Placement of school logo in all team uniform catalogs

HPU OBLIGATIONS TO ADIDAS

- Exclusive athlete and staff use of Adidas products when engaged in athletically-related activities.
- No use of competitor products unless not offered by Adidas when engaged in athletically-related activities.
- Marketing support for Adidas, color ad in all applicable game programs. Adidas logo placement in all sport-specific media guides.
- Adidas logo placement on all collateral materials used to promote HPU Athletics.
- Adidas Stadium Signs hung at all stadiums, arenas, facilities.
- Public address announcements during each home sporting event listing Adidas as the official supplier/outfitter of the Sea Warriors.

Our Adidas Representative:

John Akana
6052 Haleola Street
Honolulu, HI 96821
John.akana@adidasus.com
808-255-9919 cell
808-373-4980 fax

ATHLETICS BID FORM

Any items purchased from your athletics budget have to go through a bidding process. The only exception is when ordering directly from our school-sponsored vendor, ADIDAS. If ADIDAS offers that item, we are contracted to order from them. Any item outside of this contract MUST have three bids to order.

USE THIS SHEET FOR ITEMS THAT ARE \$500.00 OR MORE! NO BIDS ARE NEEDED FOR ITEMS THAT ARE BELOW \$500.00.

<u>VENDOR</u>	<u>ADDRESS</u>	<u>ITEM</u>	<u>PRICE PER ITEM</u>	<u>*TOTAL</u>
1.				
2.				
3.				

*Total: Include shipping and tax

COMMENTS/NOTES:



ATHLETICS DONATIONS

Policy & Procedure:

1. All coaches will submit donations from boosters or any fundraisers to Athletics using a “Donation Form”.
 - Coaches must fill out the appropriate paperwork, receiving permission from the Athletics Department regarding all fundraising activities that involve student-athletes on the Promotional Activities Form.
 - Student-athletes should never handle cash.
2. Athletics will create a “Transmittal Letter” to the President’s Office, copied to the vice president and booster clubs account manager, with the following information:
 - Name of booster/Donor
 - Address
 - Organization Number
 - Commodity
 - Description
 - Check # and Amount
3. Athletics will retain a copy of the Transmittal Letter and check.
4. The President’s Office will create a donation letter for the donor (thank you, for tax purposes), copy the appropriate coach, and forward the check(s) to the Business Office.
5. The Business Office will deposit the check into the appropriate account and send the receipt and completed Transmittal Letter to Athletics.



DONATION FORM

Please complete the form, enclose all checks and/or cash in a sealed envelope and submit to the Athletics Department.

Sport:	Date:
Name of Coach:	

Name of Donor	Address	Amount
1.		
2.		
3.		
4.		
5.		
	TOTAL:	

PROMOTIONAL ACTIVITIES FORM

This form, when signed by the promotional agency involved and approved by the Athletic Department, allows Hawai'i Pacific University to grant permission for a student-athlete's name, picture, or identity to be used in a charitable community service or promotional activity.

NCAA Bylaws 12.5 Promotional Activities; 12.5.1 permissible; 12.5.2 nonpermissible

Name of Sponsoring Agency		
Agency Description (check one): Institutional Charitable Educational Proof of 501(c) (3) status may be required.	Type of Promotion being Requested: Coach Appearance Name of Coach: _____ Student-Athlete Appearance	
Name of Contact Person:		Phone Number:
Address (street, city, state, ZIP code):		
Date of event:	Time of event:	Site and city of event:
Please describe your event: _____ _____ _____		
NCAA regulations preclude its members from participating in or providing memorabilia for fund-raising activities that either directly or indirectly benefit any student who has started the ninth grade. If you are only requesting a donation of memorabilia, please answer questions 1 through 3 and sign at the bottom of this form.		
Yes	No	1. Is this a fund-raising event?
Yes	No	2. Will the funds raised from the event directly or indirectly benefit prospects? If yes, Hawai'i Pacific University or its representatives may not participate in the event. If no, explain the use of funds: _____
Yes	No	3. Will the event involve students who have started the ninth grade?
Yes	No	4. Will the involved student-athlete(s) miss class?
Yes	No	5. Will you provide the involved student-athlete(s) with transportation?
Yes	No	6. Will you provide the involved student-athlete(s) with meals?
Please print or type the names of the preferred student-athletes you want to participate in your event. If the requested student-athletes are unavailable, would substitutes from that sport suffice? Yes No		
Name:	Sport:	
1. _____	_____	
2. _____	_____	
3. _____	_____	
4. _____	_____	
5. _____	_____	

I certify that I have read this form and the provisions of NCAA Bylaw 12.5.1 (next page) in its entirety and agree to the required terms and conditions.

Signature of authorized representative:	Date:
---	-------

Provisions of NCAA Bylaw 12.5.1.1:

NCAA Bylaw 12.5.1.1 permits a charitable or educational agency to use a student-athlete’s name, picture, or appearance to support its charitable or educational activities, provided the following conditions are met:

- A. The student-athlete receives written approval to participate from the director of athletics;
- B. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency other than through the reproduction of the sponsoring company’s officially registered regular trademark or logo on printed materials such as pictures, posters, or calendars. The company’s emblem, name, address, and telephone number may be included with the trademark or logo. Personal names, messages, and slogans (other than an officially registered trademark) are prohibited;
- C. The name or picture of a student-athlete with remaining eligibility may not appear on an institution’s printed promotional item (e.g., picture, poster, calendar, compact-disc presentation) that includes a reproduction of a product with which a commercial entity is associated, if the commercial entity’s officially registered regular trademark or logo also appears on the item;
- D. The student-athlete does not miss class;
- E. All money derived from the activity or project go directly to the member institution, member conference or the charitable, educational, or nonprofit agency;
- F. The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational, or nonprofit agency related to participation in such activity;
- G. The student-athlete’s name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency;
- H. Any commercial items with names or pictures of student-athletes (other than items specified per Bylaws 12.5.1.8 and 12.5.1.9) may be sold only by the member institution, member conference, or NCAA, through outlets controlled by the member institution, member conference, or the NCAA or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization or site of charitable event during the event); and
- I. The student-athlete and an authorized representative of the charitable, educational, or nonprofit agency sign a release statement ensuring that the student-athlete’s name, image, or appearance is used in a manner consistent with the requirements of this section.

Please return this form to:

Hawai`i Pacific University
 Office of Athletics
 1060 Bishop St, PH
 Honolulu, HI 96813
 Telephone: (808) 356-5214
 Fax: (808) 566-2405

Approval Yes No	Compliance Signature:	Date:
Additional comments: _____ _____ _____		
Signature of staff member arranging promotional activity:		Date: