



2015-2016 STUDENT ATHLETE HANDBOOK



“Life in the Balance”

INTRODUCTION

Missouri S&T is an active member of the National Collegiate Athletic Association and the Great Lakes Valley Conference. Its men's and women's programs operate under the rules, regulations, and guidelines of these regulatory agencies and Missouri S&T.

The purpose of this handbook is to educate student-athletes about the rights and responsibilities of being an active part of the Missouri S&T intercollegiate athletic program. When you become a part of a team you are accepting certain privileges and responsibilities. These responsibilities are in addition to those responsibilities of a regular student. In addition, athletes accept certain risks that are inherent in athletic participation due to the physical nature of sports. It is our hope this handbook will provide you with a better understanding of the objectives, procedures, and policies of the intercollegiate athletic program as it relates to the student-athlete involved in the programs. All references to Bylaws in this handbook are per 2012/2013 NCAA Manual.

PRINCIPLE FOR CONDUCT OF INTERCOLLEGIATE ATHLETICS

Intercollegiate athletics at Missouri S&T are conducted in a manner to protect and enhance the physical and educational welfare of student-athletes. Intercollegiate sports provide highly skilled athletes the opportunity to develop their abilities in an environment which promotes scholarship, leadership, sportsmanship, and loyalty to the institution. A student-athlete's behavior shall at all times reflect the high standards of honor and dignity that characterize participation in competitive sports in the collegiate setting. The Missouri S&T Athletic Program shall be maintained as a vital component of the educational program, and student-athlete shall be an integral part of the student body. The admission, academic standing, and academic progress of student-athletes shall be consistent with policies and standards adopted by the institution for the student body in general.

DIVISION II PHILOSOPHY

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. *(Revised: 1/14/08 effective 8/1/08)*

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division: *(Revised: 1/14/97)*

- (a) Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body; (*Revised: 1/12/04 effective 8/1/04*)
- (b) That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community; (*Revised: 1/12/04 effective 8/1/04*)
- (c) Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy; (*Revised: 1/14/97, 1/12/04 effective 8/1/04*)
- (d) That championships are intended to provide national-level competition among eligible student-athletes and teams of member's institutions; (*Revised: 1/9/06 effective 8/1/06*)
- (e) Preparing student-athletes to be good citizens, leaders and contributors in their communities; (*Revised: 1/12/04 effective 8/1/04*)
- (f) Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors; (*Revised: 1/14/97, 1/12/04 effective 8/1/04*)
- (g) Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit; (*Revised: 1/14/97*)
- (h) Recognizing the need to "balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state); (*Revised: 1/12/04 effective 8/1/04*)
- (i) Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes; (*Revised: 1/14/97, 1/14/02, effective 8/1/02*)
- (j) That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and (*Adopted: 1/14/02 effective 8/1/02, Revised: 1/12/04 effective 8/1/04*)
- (k) That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II. (*Revised: 1/14/97*)

GREAT LAKES VALLEY CONFERENCE

Established in 1978 with a commitment to the purposes, fundamental policies and basic principles of the National Collegiate Athletic Association, the Great Lakes Valley Conference (GLVC) has grown to embody the vision established by the founders of the organization and has melded athletic and academic excellence for 35 years.

The GLVC, which at one point over the past decade grew to 17 members and was the largest athletic conference in the country in any division, has fully embraced NCAA Division II. Although formed and developed as one of the nation's premier NCAA Division II basketball conferences, the GLVC now sponsors 20 championship sports, which includes the addition of football in 2012 and men's and women's swimming and diving in 2013-14.

The formation of the GLVC can be traced as far back as 1972 when the athletic directors of three schools - Kentucky Wesleyan College, Bellarmine College (now Bellarmine University) and Indiana State University at Evansville (now the University of Southern Indiana) - began preliminary discussions about forming a basketball conference. Four years later, the University of Indianapolis and Saint Joseph's College expressed interest. On July 7, 1978, those schools - along with Ashland University - united to become the GLVC. Under the direction of 14-year Commissioner Jim Naumovich, the GLVC will be celebrating its 35th Anniversary with several online and social media campaigns over the course of the 2013-14 academic season, while a 30-second public service announcement has also been produced.

Since its inception, 16 different institutions have joined the league. Those members include: Lewis University (1980), Indiana-Purdue at Fort Wayne (1984), Northern Kentucky University (1985), Kentucky State University (1989), Quincy University (1994), Southern Illinois University Edwardsville (1994), University of Wisconsin-Parkside (1994), University of Missouri-St. Louis (1995), Drury University (2005), Missouri University of Science & Technology (2005), Rockhurst University (2005), University of Illinois Springfield (2008), Maryville University (2008), William Jewell College (2009) and McKendree University (2010). Truman State University, which was admitted to the conference as a full-time member in July 2012, is competing in its first year as an active member during the 2013-14 season.



Proud members of NCAA Division II

Ashland and Kentucky State left the conference after the 1994 season, IPFW left the league following the 2000-01 academic year, and SIU Edwardsville exited the league following the 2007-08 academic year. These departures opened the door for the seven-team expansion over the past decade, allowing the league to grow 17 institutions. Northern Kentucky departed following the 2011-12 season to bring the current membership to 16 schools. Truman then replaced charter member Kentucky Wesleyan, which left the league in 2013 to pursue membership in the Great Midwest Athletic Conference.

The conference headquarters are located in downtown Indianapolis, one of the many major Midwest media markets in which the league maintains a presence. The GLVC has schools in Milwaukee/Northern Illinois (UW-Parkside), Chicago (Lewis), Indianapolis (Indianapolis), Louisville (Bellarmine), Evansville (Southern Indiana), Springfield, Ill. (Illinois Springfield), Springfield, Mo. (Drury), Kansas City (Rockhurst, William Jewell) and St. Louis (Maryville, McKendree, Missouri-St. Louis).

The conference sponsors 20 championships in baseball, basketball, cross country, football, golf, soccer, swimming and diving, indoor and outdoor track and field, and tennis for men, and basketball, cross country, softball, soccer, tennis, swimming and diving, indoor and outdoor track and field, golf, and volleyball for women.

In the history of the GLVC, member schools have captured 12 NCAA Division II national championships, including nine on the men's side. Seven of those titles were earned in the sport of men's basketball, including Drury's national championship in 2013 and Bellarmine's title in 2011. Former member Kentucky Wesleyan won the 1987, 1990, 1999 and 2001 crowns under the GLVC umbrella, while Southern Indiana added a national title in 1995. Northern Kentucky won the school's first-ever women's basketball national championship in 2000 and followed that with a national title in 2008. In addition, Northern Kentucky became the first GLVC member to win a national championship in men's soccer, while USI staked claim to the GLVC's first baseball national championship in 2010. SIU Edwardsville was the first GLVC member to win a national championship in softball in 2007.

The league also takes pride in recognizing the many academic and athletic accomplishments achieved by its student-athletes, coaches and administrators. In 2012-13, the GLVC ranked third among 23 NCAA Division II conferences in Academic Success Rate (ASR) at 80 percent and third in the Federal Graduation Rate (FGR) at 62 percent for all student-athletes. In addition, a conference-record 2,002 student-athletes were recognized with Academic All-GLVC recognition in 2012-13, while a league-best 225 student-athletes earned the GLVC Council of Presidents' Academic Excellence Award for grade-point averages of 3.5 or higher.

In 2001, the league announced the creation of the GLVC Hall of Fame, with the first class being inducted in 2002. The GLVC annually presents the Richard F. Scharf Paragon Award to the top male and female student-athlete in the league, and the Dr. Charles Bertram Alumni Award of Distinction to alumni who both succeeded while a GLVC student-athlete and excelled in accomplishments after graduation.

THE MINER IMAGE

As a student-athlete you are accepting special responsibilities. You are expected to make conscientious and responsible decisions regarding your life-style and behavior. You are recognized as a leader and representative of Missouri S&T. Special attention should be paid to how your actions will be perceived by others. Irresponsible decisions and choices may not just be embarrassing to you, but to your family, your team, the Athletic Department, and the University. The image that you project both on and off campus is important; the entire University is affected by the image of its student-athletes. We have a proud tradition of our student-athletes excelling as leaders on our campus. Be a part of that and help our image of excellence grow. Being a Missouri S&T student-athlete is a privilege and can be taken away if your actions discredit the program and the institution.

Athletic Department and University Contacts

ACADEMICS

You are here as a student-athlete. Notice that student comes first and should be your number one priority. Academics can be approached much the same as your athletic endeavors. Classes and homework are like practice sessions, and tests are like games or meets. Compete to win in the classroom. If you are having problems, talk to your coach. There is a great deal of support available for students on our campus. Your coach can help you find it, but **you** must initiate the process.

Burns & McDonnell
Student Success Center
198 Toomey Hall
Phone: (573) 341-7596
Studentsuccess.mst.edu
Facebook.com/mstssc

Injuries

Athletic Trainer - Multi-Purpose Bldg or Sports Medicine Facility	6240
Head Coach - Multi-Purpose Bldg	4175
Insurance – Kristen Wilson – Student Health Services	6720

NCAA Compliance Issues

Mark Mullin; Athletic Director	4175
David Westenberg, Faculty Athletic Representative	4798
Debbie Hickey; Senior Woman Administrator, Title IX deputy coordinator	4178
Josh Lind; Assistant Compliance Officer	7598

Financial Assistance

Bridgette Betz; Director Financial Assistance	4282
Kelly Crowell; Coordinator-Student Financial Assistance	4282
Josh Lind; Assistant Compliance Officer	7598

Classes, Degree Audit Report

Julie Parker, Assistant Registrar	6588
Deanne Jackson; Registrar	4076
Josh Lind; Assistant Compliance Officer	7598

Throughout your career as a student-athlete at Missouri S&T, you may need assistance from a variety of people. In some instances, you may not feel comfortable discussing a matter with a coach or peer. These areas may involve alcohol or drug use, sexual assault or date rape, or other personal situations. There are resources on campus that will act in a confidential manner to offer assistance.

Title IX: Sex Discrimination, Harassment, Sexual and Relationship Violence and Stalking Concerns

Title IX of the 1972 Education Amendments applies to all students and employees at the University and prohibits sexual harassment and sexual violence which are both forms of sex discrimination, in addition to gender inequality. Sex discrimination is prohibited by law in all educational programs and activities – not just in Athletics, but in every aspect of university life.

Any person having concerns or inquiries regarding the application of Title IX or other civil rights laws should contact the Title IX Coordinator. Further information regarding Title IX policies, reporting and support resources are available online at <http://titleix.mst.edu>

The following person serves as the campus Title IX Coordinator and is designated to handle inquiries regarding the nondiscrimination policies and to serve as the overall campus coordinator for purposes of Title IX compliance:

Name and Title: Shenethia Manuel, J.D.
Associate Vice Chancellor, Human Resource Services,
Affirmative Action, Diversity and Inclusion
Address: 113 Centennial Hall
300 W. 12th Street
Rolla, MO 65409
Telephone Number: (573) 341-4920
Email Address: manuel@mst.edu

The following person has been designated as a Deputy Title IX Coordinator, working under the direction of the Title IX Coordinator, to respond to inquiries regarding the nondiscrimination policies as those policies apply to the University's Division of Intercollegiate Athletics and Recreation Services:

Name and Title: Debbie Hickey
SWA/Compliance CCR/FSCL Admn-Athletics
Address: G-2 Gale Bullman Multi-Purpose Building
705 W. 10th Street
Rolla, MO 65409
Telephone Number: (573) 341-4178
Email Address: dhickey@mst.edu

For online reporting options please see:

<http://chancellor.mst.edu/diversityandinclusioncommittee/incidentreport/> The State of Missouri regional Office of Civil Rights is located in Kansas City and is also available to provide assistance.

Region VII - Kansas City (Kansas, Missouri, Nebraska, Oklahoma, South Dakota)

Office for Civil Rights, Kansas City Office

U.S. Department of Education

8930 Ward Parkway, Suite 2037

Kansas City, MO 64114-3302 Telephone: (816)268-0550 Facsimile: (816) 268-0599
Email: OCR.KansasCity@ed.gov

Division of Student Affairs Department Listing

CAREER OPPORTUNITIES AND EMPLOYER RELATIONS

573-341-4343

<http://career.mst.edu/>

COUNSELING, DISABILITY SUPPORT & STUDENT WELLNESS

573-341-4211

<http://counsel.mst.edu>

COUNSELING & ACADEMIC SUPPORT PROGRAMS

573-341-4211

<http://counsel.mst.edu>

OFFICE OF THE VICE CHANCELLOR OF STUDENT AFFAIRS

573-341-4292

<http://stuaff.mst.edu/departments/vcoffice/>

RESIDENTIAL LIFE

573-341-4218

<http://reslife.mst.edu/>

STUDENT HEALTH SERVICES

573-341-4284

<http://studenthealth.mst.edu/>

STUDENT LIFE

573-341-6771

<http://studentlife.mst.edu/>

CONTRACT SERVICES

CAMPUS BOOKSTORE

573-341-4705

<http://www.thesandtstore.com>

DINING SERVICES

573-341-5436

<http://www.dineoncampus.com/mst/>

CAMPUS RESOURCES

Student Advocacy

107 Norwood Hall, Office of the Vice Chancellor for Student Affairs
573-341-4292 or <http://studentadvocacy.mst.edu>

This office helps students learn how to utilize the University's resources to advocate for themselves.

Counseling, Disability Support, and Student Wellness

Norwood Hall, 2nd Floor Rm. 204 & 203
573-341-4211 or 6655

Counseling <http://counsel.mst.edu>

This office offers free, confidential counseling and consultation, as well as outreach programs and access to self-help library resources.

Disability Support Services <http://dss.mst.edu>

This office provides academic accommodations and support services for qualified students.

Student Wellness <http://studentwellness.mst.edu>

This office provides education, information, and resources on a wide variety of health and wellness topics.

Community Standards & Student Conduct

107 Norwood Hall, Student Affairs Office
573-341-4292 or <http://communitystandards.mst.edu>

This office fosters and protects the scholastic, civic development of S&T students and provides opportunities for development within a secure living-learning community.

Student Health Services

Student Health Complex, 910 W. 10th St
573-341-4284 or <http://studenthealth.mst.edu>

This department provides medical services for S&T students.

University Police

Campus Support Facility (back of building)
573-341-4300 or <http://police.mst.edu>. Call 911 for an emergency.

This department provides 24-hour preventive patrol, personal safety escorts, and crime prevention and safety seminars.

Student Recreation Center

Gale Bullman Multi-Purpose Bldg., Bishop Ave. and 10th St.
573-341-4226, <http://studentrec.mst.edu>

In this facility, you will find many ways to maintain health through physical activity and fitness.

Fitness Center

Desk: 573-341-7592; Fitness Coordinator: 573-341-7594

Intramurals

Intramurals Coordinator: 573-341-7593/4106

Burns & McDonnell Student Success Center

198 Toomey Hall
573-341-7596 or <http://studentsuccess.mst.edu>

This office can help connect you to any resources you would need on campus.

CAMPUS S&T STEP IN

BEING ABLE TO **STEP** IN AND PROVIDE HELP INVOLVES:

- » Situational awareness
- » Recognition of the concern – or potential concern
- » Taking personal responsibility to do something
- » Knowing how to help
- » Acting...S&TEPing IN



YOU CAN MAKE A DIFFERENCE! CHECK THIS OUT! ➔

COMMUNITY RESOURCES

Alcohol & Tobacco

Alcoholics Anonymous
573-364-5154
www.aadistrict9mo.com

B.A.S.I.C.S.
(Brief Alcohol Screening & Intervention for College Students)
573-341-4211

Missouri Tobacco Quitline
800-QUIT NOW (784-8669)

Eating Disorders

National Eating Disorders Assn.
www.nationaleatingdisorders.org

Healthy Eating

MyPlate
www.choosemyplate.gov

Hospital

Phelps County Regional Medical Center
573-458-8899

Physical Activity & Fitness

The Centre (Health & Rec Complex)
573-341-2386

Sexual Violence

The Russell House
573-364-0579

Sexual Health

Planned Parenthood
573-364-1509

Phelps County Health Department
573-458-6010

Pregnancy Resource Center
573-368-5700

Suicide Prevention

National Suicide Prevention Lifeline
1-800-273-TALK

Ask.Listen.Refer.
www.asklistenrefer.org/mst

Student Involvement | Student Success

www.mst.edu | www.mst.edu

Provided by Counseling, Disability Support, and Student Wellness

WELLNESS RESOURCES



➔ USEFUL WELLNESS ARTICLES & INFO FOR S&T STUDENTS ALL YEAR!

MISSOURI
S&T

BEHAVIORAL GUIDELINES FOR STUDENT-ATHLETES

It is the head coach's responsibility to establish and enforce team rules and regulations for his or her sport. These should be presented in document form at the first squad meeting. Compliance with established team and training rules is expected.

1. Athletic financial aid may be reduced or graduated during the period of the award if the student-athlete
 - a. Renders himself or herself ineligible for intercollegiate competition; or
 - b. Fraudulently misrepresents any information on an application, letter or
 - c. Engages in serious misconduct warranting substantial disciplinary penalty; or
Voluntarily withdraws from a sport at any time for personal reasons, however, the recipient's financial aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled.
2. It is the student-athlete's responsibility to arrange class schedules so they do not conflict with established practice times. Class conflicts sometimes are unavoidable and in these instances it should be discussed with the head coach either before or at the time of enrollment.
3. Student-athletes are expected to attend all classes. No class time shall be missed for practice activities except when a team is traveling to an away contest and the practice is in conjunction with the contest. (A student-athlete cannot miss class time for a competition or practice in the non-championship segment in team sports (17.1.5.5 effective 08/01/02))
4. Student-athletes shall not compete on outside teams during the institutions Intercollegiate season in that sport.
5. The use of alcoholic beverages or other drugs is not condoned by the Athletic Department and shall not be permitted during team activities and travel.
6. Student-athletes are responsible for knowing and following all University Rules and Regulations.
7. Student-athletes are expected to display acceptable behavior on and off the playing field. Fighting, verbal abuse, and foul language are not considered acceptable.
8. Except for academic classes, student-athletes are expected to participate in practice and games. Illness, injury or special needs must be communicated and coordinated with the head coach and the trainer.
9. Game uniforms, warm-ups, etc. are to be worn only at games or other occasions as specified by the head coach.
10. It is the coach's right and responsibility to specify a reasonable time for all members of a

team traveling to be in their assigned rooms.

11. Generally, all athletic travel to events is by team. If an individual believes there is a justifiable reason why individual travel is necessary, he or she must communicate this in writing to the head coach no later than 48 hours before departure. If the head coach wishes to grant this request, he or she must obtain approval from the Athletic Director or Senior Women's Administrator before permitting an individual's travel.
12. The head coach has the ultimate responsibility for determination of playing time and strategies employed during a contest.
13. During the time of a contest, student-athletes will demonstrate exemplary behavior with the highest ideals of appropriate conduct and good sportsmanship.
14. Student-athletes are responsible for signing a check out slip when checking out equipment (warm-ups, bags, etc.). And obtaining a receipt from the equipment manager to indicate the return of the equipment. An individual who does not turn in equipment will be charged for the cost of the equipment.

15. Gambling and Bribery

It is hoped that you, as a student-athlete, will never be approached in an attempt to involve you in a gambling or bribery situation. However, in the past, student-athletes at other institutions have become involved with organized gambling operations. The result of this involvement included suspensions mandated by the NCAA and unwanted exposure and embarrassment for the university. Be aware that the gambling industry is constantly seeking sources for information. It is possible that you may be approached and questioned about the condition and attitude of other team players. You may be asked to alter a game in some manner and be offered favors or gifts for doing so. If this occurs, you **MUST** report the incident to your Head Coach immediately. The University and the Athletic Department are committed to combating all forms of gambling and bribery. Gambling is one of the major sources of revenue for organized crime. Operators need inside information to set the betting line or odds. An attempt to procure this information through bribery of a sports participant is a felony.

You should keep in mind that your participation in gambling interests, even in the most minor fashion, will jeopardize your athletic career. Because of the extreme importance of this problem, you are asked observe these guidelines:

1. Report to you Head Coach any attempt to secure information concerning situation which might alter the normal performance of any University team.
2. Do not accept any a free ride from strangers such as meals, present, etc. You are required by both the 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.
3. 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.

4. Do not accept any money from a fan for a game well-played.
5. Do not attempt to sell your complimentary game admissions to anyone.
6. Do not discuss the condition or attitude of your team with anyone other than your teammates or coaches.

Staff members of the athletic department of a member institution and student-athletes shall not knowingly:

- (a) Provide information to individuals involved in organized gambling activities concerning intercollegiate athletic competition;
- (b) Solicit a bet on any intercollegiate team;
- (c) Accept a bet on any team representing the institution; or
- (d) Participate in any gambling activity that involves intercollegiate athletics, through a bookmaker, parlay card or any other method employed by organized gambling.

16. Hazing

Hazing is forbidden by University regulations and laws of the State of Missouri. Hazing is defined as any willful act, occurring on or off the campus of an educational institution, directed against a student or a prospective member of an organization operating under the sanction of an educational institution, that recklessly endangers the mental or physical health or safety of a student or prospective member for the purpose of initiation or admission into or continued membership in any such organization to the extent that such person is knowingly placed at substantial risk of the loss of life or substantial bodily or psychological harm. Acts of hazing shall include but are not limited to:

- \$ physical brutality
- \$ paddling
- \$ whipping
- \$ beating
- \$ branding
- \$ exposure to the elements
- \$ forced consumption of any food, alcoholic beverage, drug, or other substance
- \$ forced smoking or chewing of tobacco products
- \$ sleep deprivation
- \$ physical confinement
- \$ extreme stress or fatigue-induced activity
- \$ required performance of duties or tasks which involve a violation of the criminal laws of this state or any political subdivision in this state
- \$ scavenger hunts after dark
- \$ one-way road trips
- \$ forced to wear any apparel that causes embarrassment at any time
- \$ required engagement in public stunts or buffoonery
- \$ morally degrading games or humiliating activities
- \$ any other activity which is not consistent with the regulations and policies of the University of Missouri and the laws of the State of Missouri

Social Networking Websites

Student-athletes, as members of the Missouri S&T community, are permitted to have profiles on social networking websites such as Twitter and Facebook provided that:

- a) No offensive or inappropriate pictures are posted.
- b) No offensive or inappropriate comments are posted.
- c) Any information placed on the website(s) does not violate the ethics and intent behind both the student code of conduct AND the student-athlete code of conduct.

Student-athletes should remember that they are ambassadors of Missouri S&T and always in the public eye. Content posted by student-athletes at other institutions or even other students on campus may not be acceptable on the profile. Questions regarding acceptable content should be directed to Sports Information, head coach, Compliance or Director of Athletics.

NOTE: The Missouri S&T Police Department, Student Affairs, and other local police and sheriff's departments may check these websites daily. In addition to the unfortunate reality of online predators; potential employers and internship supervisors also use these sites to screen candidates. Many graduate programs and scholarship committees now search these sites to screen applicants. We advise Missouri S&T student-athletes to exercise extreme caution in their use of social networking websites.

MEDIA GUIDELINES

Media coverage is an integral part of athletics at Missouri S&T. There are two local radio stations and a local newspaper that cover the athletic teams on a regular basis, as well as a number of state and national media outlets. As a student-athlete, you are obligated to cooperate with accredited members of the media.

The following are media guidelines for student-athletes at Missouri S&T:

1. Cooperation with the media is necessary in that student-athletes have a responsibility to the institution, coaches and teammates. The fans of the institution and your home towns are interested in your intercollegiate experience.
2. Do not agree to a telephone interview unless the arrangements have been coordinated with the sports information office. This will permit a student-athlete to avoid contact with unauthorized persons who may attempt to gain and use information for unethical purposes, or receive calls at times when it would be inconvenient.

3. Please be on time for any scheduled personal interviews, or to return telephone calls arranged by the sports information office. If a student-athlete encounters problems with the scheduled appointment, the sports information office should be notified as soon as possible.
4. Student-athletes should not answer a question if they do not wish to respond to it. A proper response might be, I'd rather not discuss that subject.
5. Student-athletes are encouraged to summarize interviews and seek counsel with the sports information office if the individual is uncomfortable with the questions, answers or general tone of the interview.
6. The acceptance of an individual, the team or the institution by the media is developed by the impressions made by student-athletes through interviews, feature stories and their personal self-decorum.

Missouri S&T also has a policy of closed locker rooms at all times. No media members are allowed in the locker room areas at any time, however, student-athletes are obligated to cooperate with members of the media following athletic contests. In addition, no interviews are allowed prior to an athletic contest without approval by the sports information office. The interview and locker room policies are outlined in the team brochures that are used by the media to cover athletics at Missouri S&T.

PROMOTIONAL ACTIVITIES

12.5.1.1 Institutional, Charitable, Educational or Nonprofit Promotions

A member institution or recognized entity thereof (e.g., fraternity, sorority or student government organization), a member conference or a non-institutional charitable, educational or nonprofit agency may use a student-athlete's name, picture or appearance to support its charitable or educational activities or to support activities considered incidental to the student-athlete's participation in intercollegiate athletics, provided the following conditions are met: (*Revised: 1/11/89, 1/10/91, 1/10/92*)

(a) The student-athlete receives written approval to participate from the institution's chancellor or president (or his or her designee), subject to the limitations on participants in such activities as set forth in Bylaw [17](#); (*Revised: 1/11/89, 1/9/06*)

(b) The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency except as follows: (*Revised: 1/11/89, 1/10/91, 1/9/06*)

(1) Identification (e.g., graphics, voice over, on-screen text) of the commercial entity must explain the commercial entity's affiliation with the permissible entity (e.g., entity is the official sponsor of the institution/event); (*Adopted: 1/9/06*)

(2) The appearance or description of the commercial product(s)/service(s) and/or the commercial entity's logo(s) may be included, but may not exceed 25 percent of the total promotional activity. Further, language or action included in the promotion may not directly encourage the use or purchase of the commercial product or service (e.g., "drink this product") with which the commercial entity is associated; (*Adopted: 1/9/06*)

(c) The student-athlete does not miss class; (*Revised: 1/11/89*)

(d) All money derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency; (*Revised: 1/11/89, 1/10/92*)

(e) 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; (*Revised: 1/11/89, 1/10/92, 1/12/04 effective 8/1/04*)

(f) The student-athlete's name, picture or appearance is not used to promote the commercial ventures of any nonprofit agency; (*Adopted: 1/10/92*)

(g) Any commercial items with names or pictures of student-athletes (other than items specified per Bylaws [12.5.1.6](#) and [12.5.1.7](#)) 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, site of charitable event during the event); and (*Adopted: 1/16/93, Revised: 1/9/96, 1/12/04 effective 8/1/04*)

(h) 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. (*Revised: 1/11/89, 1/10/92*)

12.5.1.1.1 - Signed Prospective Student-Athlete's Participation in Institutional Fundraisers or Promotional Activities.

A prospective student-athlete may participate in institutional fundraisers or promotional activities prior to his or her initial collegiate enrollment, provided the prospective student-athlete has graduated from high school and has signed a National Letter of Intent or a written offer of admission and/or financial aid or the institution has received his or her financial deposit in response to its offer of admission. (*Adopted: 1/17/15, Revised: 4/14/15*)

AWARDS

LETTERS

Following the conclusion of each season, coaches will identify varsity letter winners from their teams and obtain approval from the Athletic Director. The first year an individual letters, he or she will receive a letter jacket. If an individual letters for four years he or she will receive an Athletic blanket. If an individual letters in more than one sport in a given year only one award may be earned. Criteria for lettering should be in document form and given to student-athletes by the Head Coach prior to the season.

INDIVIDUAL TEAM AWARDS

Individual team awards (except for the MVP which is given by the M-Club Varsity Letterman's Club) are determined by the Coach.

GLVC SCHOLAR AWARDS

The GLVC recognizes its student-athletes for their work in the classroom with three awards. The Conference selects one student-athlete in each conference sport to be designated the GLVC Scholar Athlete of the Year. This award is based upon academic excellence, academic performance, and athletic accomplishments in the season upon which the award is based. Each conference member has the opportunity to nominate one individual from its team for the award. Nominees must have a cumulative gpa which meets the Academic All-American standards, and freshmen and first-year transfers are not eligible for this award.

THE RICHARD F. SCHARF PARAGON AWARD

The Richard F. Scharf Paragon Award was established prior to the 1990-91 season in honor of

Richard F. Scharf, Commissioner Emeritus of the GLVC. The Richard F. Scharf Paragon Award is awarded annually to one male and one female student-athlete, based upon academic excellence, athletic ability and achievement, character and leadership. These individuals represent the best student-athletes in the GLVC has to offer.

THE MISSOURI S&T SCHOLAR ATHLETE AWARD

Student-athletes earning a 3.50 or higher GPA (either cumulative or semester average) will be recognized with an appropriate certificate from the Missouri S&T Athletic Department.

M-Club

The M-Club is a service organization whose members are varsity athletes at Missouri S&T. The focus of the club, which started 1939, is community service. Two service programs currently in place involving area youth are: the Reading with Miners program which involves student athletes reading to first grade classes on a weekly basis, and the Junior Olympics which is a track meet run annually for area youth. The M-Club also organizes and helps fund the All Sports Banquet at the end of the year.

You are eligible to join the M-Club, and are encouraged to do so. The club provides many outstanding leadership opportunities and a chance to meet, and interact with other athletes in various sports.

MISSOURI S&T STUDENT-ATHLETE ADVISORY COMMITTEE

The Missouri S&T Student Athlete Advisory Committee meets with the Athletic Director or a selected representative to discuss relevant athletic/academic issues on campus and on a regional or national basis. The committee will also discuss community youth outreach programs. Meetings will be approximately once a month. Meetings will normally be held in the Missouri S&T Hall of Fame Room. The committee will consist of representatives from various sports who will be appointed by the Director of Athletics. The Chair of the committee will serve as a member of the GLVC Conference Student-Athlete Advisory Committee.

GLVC SPORTSMANSHIP STATEMENT

The Presidents, Faculty Athletic Representatives, Athletic Directors, Senior Woman Administrators and coaches in the conference are committed to maintaining sportsmanship and healthy competitive environments. The GLVC will strive to promote environments that are hospitable; the conference does not believe that it is desirable to create a hostile environment for intercollegiate athletic contests. The members believe that part of the mission of intercollegiate athletic programs, within an educational context, should be to set an example for students and communities of how to act with sportsmanship and respect for opponents.

Therefore, the GLVC expects all participants to treat opponents and officials with respect. Failure to do so may lead to penalties. Trash talking, taunting, baiting, celebrations that demean opponents, vulgar or profane language, intimidating actions, fighting, attempts to injure, and any other malicious or violent conduct may be penalized by contest officials and/or the conference. At the same time, the conference has no desire to take away the joy and exuberance that naturally occurs following an exciting play or contest. Rather, the intent of the conference is to encourage sportsmanship and honest competition.

FINANCIAL AID

General Guidelines

Student-athletes receiving financial aid either athletic or need based shall observe University, NCAA, GLVC, state, and federal regulations governing financial awards.

Student-athletes shall maintain normal academic progress to remain eligible for financial assistance and participation in intercollegiate athletics.

Administration of Your Athletic Scholarship

Each athletic scholarship is awarded for one year. The decision to renew rests with the head coach and may be renewed up to four years depending upon your eligibility status. You must be notified by July 1 if an award is being canceled or changed for the next academic year. In order to receive an athletic scholarship, your head coach must recommend your award. His or her recommendation must be approved by the Athletic Director and the Director of Financial Assistance. The scholarships are controlled and awarded through the Financial Assistance Office.

Amount of the Award

Each head coach has a budget for athletic grant-in-aid. The athletic scholarships are limited to a maximum of tuition, room and board, and course-related books for one academic year (does not include summer school).

The NCAA and GLVC have established limits for individual, team, and institutional financial aid. It is **extremely important** to be aware of the individual maximum limitation. If a student-athlete receives a scholarship from Athletics and the Financial Assistance Office it is possible that the student may be exceeding the limit. Some Academic Scholarships, which are not athletically based, are also excluded (these are determined by the Director of Financial Assistance). Division II athletes may not exceed the actual cost of attending Missouri S&T as determined by the Financial Assistance Office. Some aid is exempted, such as Pell Grants, from inclusion in the determination of a full grant-in-aid or cost of attendance of a student-athlete. If you have any questions, please contact your coach or the Compliance Officer as soon as possible.

Book Policy

Each student-athlete's financial package is structured differently. Some student-athletes' scholarships include books. If so, your books have been reserved for you and you must go to the customer service desk to pick them up. Your account with the bookstore has been flagged that you are a student athlete, so you will not be able to sell your books back to the bookstore. If they are books you do not want to keep for your own personal library, or for a future class, you should return them to the Athletic Department to avoid being over awarded based on NCAA rules and regulations. The texts must be returned before you leave for the semester.

All student-athletes are encouraged to participate in the early bird book registration. This can be found at <http://www.mstbookstore.com/>

Other Guidelines and Restrictions

- 1 NCAA Regulations restrict the total amount of financial aid a student-athlete can receive. If I receive a federal grant or some other scholarship or financial aid (including earnings from a job during a term), I will notify the Compliance Office. Those funds along with any other countable aid may replace a portion of my athletics grant to meet NCAA regulations.
- 2 I am aware that the amount of this aid may be immediately reduced or canceled during the term of award if I:
 - *Become ineligible for intercollegiate competition (example: carrying less than 12 countable credit hours)
 - *Fraudulently misrepresent any information on my application, letter of intent, medical history questionnaire or financial aid agreement. **The Missouri S&T Department of Athletics has determined that un-excused absences from class, practice, team meetings, Life Skills programs, and any other programs as deemed mandatory by the Department, would be considered misrepresentation by the student-athlete.**
 - *Engage in serious misconduct that brings disciplinary or legal action.
 - *Voluntarily withdraw from the sport.
- 3 My financial aid will not be increased, reduced or canceled during the period of its award on the basis of my athletic ability, performance, or contribution to my team's success, because of injury or illness that prevents me from participating in athletics, or for any other athletics reason. NCAA Bylaw 15.3.4.3
- 4 The Coach may recommend to the Director of Student Financial Assistance that this award be renewed each year for a period of four (4) years so long as I am academically qualified and abide by acceptable conduct standards. NCAA Bylaw 15.3.3.1. If I elect to Co-op, the athletic grant-in-aid will not be carried forward or used during the Co-op term.
- 5 I understand that if I am awarded a restricted out-of-state waiver that I will not be eligible to receive any additional scholarships from S&T that are funded with general revenue allocated funds which include, but are not limited to the Excellence, Trustees', Miner and

Transfer scholarships. I also understand that if I am awarded an unrestricted out-of-state waiver that I will not be eligible to receive any additional out-of-state scholarships from S&T that are funded with general revenue allocated funds which also include, but are not limited to the Excellence, Trustees', Miner and Transfer scholarships.

- 6 I am also aware that this aid must be reduced or canceled if I:
- Sign a professional sports contract for this sport.
 - Accept money for playing in an athletic contest that causes me to exceed the cost of a full grant.
 - Receive other aid that causes me to exceed my individual limit.

Amateurism: A student-athlete who agrees to be represented by an agent shall render himself or herself ineligible. After initial full-time college enrollment, a student-athlete who signs a professional sports contract or accepts money (directly, indirectly, reimbursements for expenses, etc.) for playing in an athletic contest will be declared ineligible for intercollegiate competition.

Documents related to non-renewal, reduction or cancellation of athletic aid are submitted to the compliance officer for review and approval and then to the Athletic office for preparation of notification. The Director of Student Financial Assistance sends the student-athlete a letter informing them of the non-renewal, reduction or cancellation of their athletic aid and their rights to appeal under NCAA rules.

If a student-athlete requests an appeal, it is coordinated by the Director of Student Financial Assistance. Once the Student Aids & Awards Committee has made a ruling, the student-athlete is informed in writing of the committee's decision by the Director of Student Financial Assistance. The Committee's decision is final.

All student-athletes are notified in writing before July 1 of their aid for the upcoming academic year.

PLAYING AND PRACTICE SEASONS

What are the daily and weekly time limitations on countable athletically related activities?

Student-athletes may not participate in countable athletically related activities for more than:

- | | |
|--|--|
| <u>In-Season</u> | <u>Out-of-Season (during the academic year)</u> |
| <ul style="list-style-type: none"> • 4 hours per day • 20 hours per week | <ul style="list-style-type: none"> • 8 hours per week |

The daily and weekly hour limitations **DO NOT** apply to the following time periods:

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution's term-time official vacation period (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session.

Are student-athletes required to have a day off from countable athletically related activities?

During the academic year, student-athletes shall not engage in any countable athletically related activities on one day per week during the playing season and two days per week outside the playing season. The required day(s) off may occur on any day of the week and may change from week to week. A "week" is defined as any seven consecutive days, determined at the institution's discretion.

Below are partial lists of common activities that count and do not count against daily and weekly time limits:

Countable* Athletically Related Activities	Noncountable Athletically Related Activities
Practices (not more than 4 hours per day).	Compliance meetings.
Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings).	Meetings with a coach initiated by the student-athlete (as long as no countable activities occur).
Competition (and associated activities, regardless of their length, count as 3 hours). Note: No countable athletically related activities may occur after the competition.	Drug/alcohol educational meetings or CHAMPS/Life Skills meetings.
Field, floor or on-court activity.	Study hall, tutoring or academic meetings.
Setting up offensive and defensive alignment.	Student-athlete advisory committee/Captain's Council meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team that are considered as requisite for participation on the team (e.g., coaches practices).	Voluntary weight training not conducted by a coach or staff member.
Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g., initiated by student-athlete, no attendance taken, no coach present).
Required participation in camps/clinics.	Traveling to/from the site of competition (as long as no countable activities occur).
Visiting the competition site in the sports of cross country, golf and skiing.	Training room activities (e.g., treatment, taping), rehabilitation activities and medical examinations.
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g., student host).
Discussion or review of game films.	Training table meals.
Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff (e.g., coach).	Attending banquets (e.g., awards or post-season banquets).
	Fund-raising activities or public relations/promotional activities and community service projects.

* There may be additional rules applicable only to certain sports. Also, conferences and institutions may adopt more restrictive rules. Contact the institution's compliance officer for answers to questions or for additional information.

Participation in Countable Athletically Related Activities Out of the Season

What is the difference between in-season and out-of-season?

In-season (20 Hours)

- Time between the team's first officially recognized practice session and the last practice session or competition, whichever occurs later.
- Sports other than football and basketball may have their seasons separated into two distinct segments: championship segment and nonchampionship segment.
- During the in-season period (i.e., championship and nonchampionship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities.

Out-of-season (Eight Hours)

- The remaining days during the academic year not included in the in-season period.
- A student-athlete may participate in a maximum of eight (8) hours per week of countable athletically related activities and may not participate in any countable athletically related activities on two days per week during the out-of-season period.
- Participation in up to two (2) hours of required or voluntary individual skill instruction is permissible. In football, skill-instruction activities are limited to review of game film.

Outside the playing season (during the academic year), student-athletes are limited to not more than eight (8) hours per week of certain countable athletically related activities. Those activities are shown below:

Permissible Countable Athletically Related Activities During the Out-of-Season Period	Nonpermissible Activities During the Out-of-Season Period
Required weight training and conditioning activities supervised by an athletics department staff member.	Conditioning drills may not simulate offensive or defensive alignments.
In sports other than football , participation in up to 2 hours per week of skill-related instruction (voluntary or required), provided not more than four (4) student-athletes from the same team are involved at any one time in any facility.	No equipment related to the sport may be used during conditioning activities. In the sport of ice hockey, a student-athlete may be involved in on-ice conditioning activities, provided no equipment other than skates is used.
In football , participation (voluntary or required) in up to 2 hours per week of watching and reviewing films.	No participation in any other countable athletically related activity that may have been permissible during the in-season period.
Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the 8 hours) (e.g., initiated by student-athlete, no attendance taken, no coach present).	No required participation in any countable athletically related activities during any institutional vacation period (e.g., Christmas break, summer) that occur outside the declared playing and practice season (i.e., in-season).
Participation in a physical fitness class conducted by a member of the athletics department staff.	

NOTE: Student-athletes may be involved in any noncountable athletically related activity during the off-season period (e.g., workouts using the safety exception, voluntary workouts, other noncountable activities permitted during the in-season period).

Voluntary Activities and the Safety Exception

What is a “voluntary” activity?

To be considered a “voluntary” activity, all the following conditions must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, noncoaching athletics department staff members who observe the activity (e.g., strength coach, trainer, manager) may not report back to the student-athlete’s coach any information related to the activity; [NOTE: Coaches may not observe voluntary activities.]
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time;
- The student-athlete’s attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

What is the safety exception?

A coach may be present during voluntary individual workouts in the institution’s regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete uses equipment in that sport. The coach may provide safety or skill instruction but may not conduct the individual’s workouts.

The safety exception is applicable to the following sports:

Archery	Skiing
Equestrian	Swimming and Diving
Fencing	Synchronized Swimming
Gymnastics	Track and Field (FIELD EVENTS ONLY)
Rifle	Water Polo
Rowing	Wrestling

STUDENT-ATHLETE STATEMENT

Prior to participation in intercollegiate competition each academic year, the student-athlete shall sign a statement in a form prescribed by the Council in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status and involvement in organized gambling activities related to intercollegiate athletic competition under the Association's governing legislation. Failure to complete and sign the statement shall result in the student-athlete's ineligibility for participation in all intercollegiate competition. Violations of this bylaw do not affect a student-athlete's eligibility if the violation occurred due to an institutional error or oversight.

ATHLETIC ELIGIBILITY FOR

STUDENT-ATHLETES

A student's eligibility to participate in intercollegiate sports is regulated by the rules and regulations of Missouri S&T, the Great Lakes Valley Conference, and the National Collegiate Athletic Association.

NCAA Eligibility Center

Amateur Status

Amateurism. A student-athlete shall not be eligible for participation in an intercollegiate sport if the individual takes or has taken pay, or has accepted the promise of pay in any form, for participation in that sport, or if the individual has violated any of the other regulations related to amateurism.

Initial Eligibility

Freshman Academic Requirements

Eligibility for Financial Assistance, Practice and Competition. A student-athlete who enrolls in a Division I or Division II institution as an entering freshman with no previous full-time college attendance shall meet the academic requirements, as certified by an initial-eligibility clearing house approved by the Executive Committee, and any applicable institutional and conference regulations, to be considered a qualifier and thus be eligible for financial aid, practice and competition during the first academic year in residence. Reference NCAA Bylaw 14.3

Initial Eligibility must be certified by the NCAA Eligibility Center. If you have not registered with the NCAA Eligibility Center and are an incoming freshman you may register online at https://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp

Transfer Academic Requirements

Regulations regarding the initial eligibility of transfer students are numerous and complicated. The initial eligibility of transfers will be coordinated on an individual basis by the Compliance Officer and Faculty Athletic Representative.

Academic Eligibility

Criteria required to	Start 2nd Yr. (Fall)	Start 3 rd Yr. (Fall)	Start 4 th Yr. (Fall)	Start 5 th Yr. (Fall)
Passed previous semester..	9 hours	9 hours	9 hours	9 hours
Passed last Fall/Spring(NO SUMMER)	18 hours	18 hours	18 hours	18 hours
Passed last academic year(summer ok)	24 hours	24 hours or 48 total	24 hours	24 hours
Minimum Cumulative GPA	2.0	2.0	2.0	2.0

Waiver Procedures. The NCAA Academic Requirements Committee shall have the authority to authorize waivers of its requirement based upon objective evidence that demonstrates circumstances that warrant the waiver of the normal application of this regulation. The committee shall establish the process for granting such waivers and shall report at least annually to the NCAA Council and to the membership the actions taken in summary aggregate form.

Designation of Degree Program. A student-athlete shall designate a program of studies leading toward specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make satisfactory progress toward a specific degree. This provision shall be applicable to the eligibility not only of a continuing

student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or utilized a season of eligibility in a sport at the certifying institution.

TO DECLARE A DEGREE MAJOR YOU MUST GO TO THE REGISTRAR'S OFFICE, LOCATED IN PARKER HALL, TO COMPLETE THE APPROPRIATE PAPERWORK Form is available on their website @ <http://registrar.mst.edu/forms/index.html>.

Documentation of Degree Program Designation. For certification of eligibility purposes the degree program designation must be showing on your degree audit report.

Hours earned or Accepted for Degree Credit. The provision that the calculation of credit hours under the **progress toward degree** regulation shall be on hours earned or accepted for degree credit at the certifying institution in a student-athlete's specific baccalaureate degree program shall be met as follows:

- (a) During the first two years of enrollment, a student-athlete may use credits acceptable toward any of the institution's degree programs. (Bylaws 14.4.3.1.4a effective 08/01/03.)
- (b) By the beginning of the third year of enrollment (fifth semester), a student-athlete shall be required to have designated a program of studies leading toward a specific baccalaureate degree. From that point, the credits used to meet the progress-toward-degree requirements must be degree credit toward the student's designated degree program; and
- (c) A student-athlete who changes his or her designated degree program may comply with the progress-toward-degree requirements if (1) the change in programs is documented appropriately by the institution's academic authorities, (2) the credits earned prior to the change are acceptable toward the degree previously sought and (3) the credits earned from the time of the change are acceptable toward the new desired degree.
- (d) A student-athlete who has designated a specific degree program with an identified major may not use a course to fulfill the credit-hour requirement for meeting satisfactory progress even if the course fulfills an elective component of the student-athlete's degree program, if the student ultimately must repeat the course to fulfill the requirements of the student's major. (Adopted 01/14/97)

A. CONFERENCE ELIGIBILITY REQUIREMENTS

1. Student-athletes transferring from one Conference institution to another must serve a year in residence if the student-athlete received countable athletic aid from the first, unless they have completed their undergraduate degree requirements, graduate, and enroll in a Master's Degree program. Student-athletes dismissed (i.e. "cut") from the team for non-disciplinary reasons or who are enrolled in an academic major that is eliminated by the institution are exempt from this policy.
2. Each student-athlete is required to sign a Conference-approved Pledge of Sportsmanship at the same time the NCAA Student-Athlete Statement is administered. The current form of this pledge is contained in Section 1, Appendix

1. The signed pledge will remain on file with the NCAA Student-Athlete Statement. A student-athlete is not eligible to participate in Conference contests without a signed Pledge of Sportsmanship on file, pursuant to Section 1.A.1.d.i.
3. Transfer student-athletes may not be certified as eligible to compete unless the institution has received official transcripts from all previously attended institutions.
4. A student-athlete who fails to disclose attendance at another institution shall be deemed guilty of unethical conduct under NCAA Bylaw 10.1. Such a student-athlete shall then be ruled ineligible under NCAA Bylaw 10.4 until such time as eligibility is restored, not only by the NCAA Eligibility Committee (or its successor) but also by the Steering Committee.
5. For the purpose of determining transfer eligibility under NCAA Bylaw 14.5.4, member institutions will not consider as "transferable" any course that does not carry academic credit toward graduation at the institution at which the course was taken.

Class Schedules

Any athlete wishing to change his or her academic class schedule should first discuss this change with his or her head coach. **IN ORDER TO PRACTICE AND COMPETE A STUDENT ATHLETE MUST BE ENROLLED IN NO LESS THAN 12 CREDIT HOURS AT THE CERTIFYING INSTITUTION, EXCEPT DURING THE LAST SEMESTER IN SCHOOL OR IF ENROLLED AS A GRADUATE STUDENT.** This will be confirmed by the Registrar.

Schedule changes to below full-time status must be approved prior to the add/drop slip being taken to the Registrar's office. If you attempt to drop without the Athletic Department approval the drop will not be processed and the Athletic Office will be notified.

General Eligibility Requirements

Admission

A student-athlete shall not represent an institution in intercollegiate athletics competition unless the student has been admitted as a regularly enrolled, degree-seeking student in accordance with the regular, published entrance requirements of that institution.

COMPLIMENTARY ADMISSIONS

1. If the sport in which you participate charges admission for home contests, you will be provided a maximum of FOUR complimentary admissions for each home contest. Requests for complimentary admissions will be done through your ACS Student Portal.
2. All admissions are by a pass list and your guest MUST provide proper identification and a signature to be honored.
3. The sale or exchange of your complimentary admissions (by you or your designated recipient) for any item of value is a violation of NCAA regulations and places your eligibility for intercollegiate athletics in jeopardy.

Seasons of Competition

Ten-Semester Rule-Division II. The student-athlete shall complete his or her seasons of participation during the first 10 semesters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution.

Ethical Conduct

Ethical Conduct. A prospective or enrolled student-athlete who is found to have engaged in unethical conduct shall be ineligible for intercollegiate competition in all sports. Unethical conduct consists of, but is not limited to:

- (a) Fraudulence in connection with entrance or placement examinations;
- (b) Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
- (c) Dishonesty in evading or violating NCAA regulation; or
- (d) Knowingly furnishing the NCAA or the individual's institution false or misleading information concerning the student's involvement in or knowledge of matters relevant to a possible violation of NCAA regulations

Recruitment

Recruitment. Solicitation of a student-athlete's enrollment by the certifying institution or any representative of its athletics interests in violation of the Association's legislation shall render the student-athlete ineligible to represent that institution in intercollegiate athletics. A student-athlete is responsible during his or her recruitment for involvement in a violation of NCAA regulations, and the Committee on Student-Athlete Reinstatement may restore the eligibility of a student involved in such violation only when circumstances clearly warrant restoration. The eligibility of a student-athlete involved in a major violation shall not be restored other than through an exception authorized by the Committee on Student-Athlete Reinstatement in a unique case on the basis of specifically stated reasons

Outside Competition

Outside Competition, Effects On Eligibility.

The eligibility of a student-athlete who engages in **outside competition** (see Bylaw 14.3.2.4 and 17.02.10) is affected as set forth in the following regulations.

Outside Competition, Sports Other Than Basketball.

A student-athlete becomes ineligible for intercollegiate competition in his or her sport (other than basketball) if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (e.g., tournament play, exhibition games or other activity) during the institution's intercollegiate season in the sport (see Bylaw [14.7.5](#) for exceptions) until eligibility is restored by the Committee on Student-Athlete Reinstatement. (*Revised: 1/16/93, 1/11/94, 4/11/06*)

Outside Competition, Basketball

A student-athlete who participates in any organized basketball competition except while representing the institution in intercollegiate competition in accordance with the permissible playing season specified in Bylaw [17.3](#) becomes ineligible for any further intercollegiate competition in basketball (see Bylaw [14.7.5](#) for exceptions).

Definition of Team member.

A student-athlete is considered to be a member of the institution's team, and therefore bound by this regulation in that sport, if the student-athlete:

- (a) Does not practice or compete but is receiving athletically related financial aid for the sport; or
- (b) Is ineligible to compete but practiced with a squad or team in the sport; or
- (c) Is eligible to compete but was not permitted to do so, other than taking part in practice sessions with the squad or team in the sport.

A student-athlete who fails to make the institution's team after participation only in limited preseason tryouts shall not be considered a member of the team for purposes of this regulation. (*Adopted: 1/16/93*)

Competition between Seasons

If an institution conducts separate fall and spring practice or playing seasons in a sport, it is permissible for a student-athlete to participate in that sport on the outside team during the period between the two seasons without affecting his or her eligibility. (Revised: 1/17/91 effective 8/1/91, Revised: 1/16/93)

Postseason Competition

An institution's intercollegiate season includes any scheduled participation in the conference championship in the sport in question but excludes the period between the last regularly scheduled competition and the NCAA championship in that sport.

Competition as Individual/not Representing Institution-Divisions II and III

It is permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete's sport, as long as the student-athlete represents only himself or herself in the competition and does not engage in such competition as a member of or receive expenses from an outside team.

Exempt Teams

In the individual sports (see Bylaw [17.02.15.2](#)), such units as "pro-am" golf teams, doubles tennis teams, and relay teams in track and field are not considered to be outside teams for purposes of this legislation.

Organized Basketball Competition.

Outside basketball competition, including competition involving teams with fewer than five players, shall be considered organized if any one of the following conditions exists:

- (a) Teams are regularly formed, or team rosters are predetermined;
- (b) Competition is scheduled and publicized in advance;
- (c) Official score is kept
- (d) Individual or team standings are maintained;
- (e) Official timer or game officials are used;
- (f) Team uniforms are used;
- (g) Admission is charged;
- (h) A team is privately or commercially sponsored; or
- (i) Competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

Individual Subject to Outside-Competition Regulations.

Once a student-athlete becomes a candidate for the institution's basketball team (i.e., has reported for the squad), or if the student was recruited by a member institution in part for basketball ability and subsequently enrolls in the institution, this prohibition against outside organized basketball competition remains applicable until the student-athlete's intercollegiate basketball eligibility has been exhausted. This includes time while the student is officially withdrawn from college, fulfilling a residence requirement subsequent to transfer to another college, awaiting transfer or enrolled in a nonmember collegiate institution.

Non-recruited, Nonparticipant.

Participation by a student-athlete in organized basketball competition while enrolled in a member institution and having participated in a sport other than basketball would not jeopardize the student's eligibility in the sport of basketball, if the individual had not been recruited in basketball and had not participated on or been a candidate for the institution's intercollegiate basketball team.

Exemptions to Outside-Competition Regulations

In All Sports:

(a) **High-School Alumni Game.** A student-athlete may compete in one game a year involving players from the student-athlete's former high school and its alumni team. In sports other than basketball, this game must take place during an official vacation period of the institutions academic year.

(b) **Olympic Games.** A student-athlete may participate in the official Olympic Games, in final tryouts that directly qualify competitors for the Olympic Games and in officially recognized competition directly qualifying participants for the final Olympic Games tryouts. (Revised: 1/14/99 effective 8/1/97)

(c) **Official Pan American Games Tryouts and Competition.** A student-athlete may participate in official Pan American Games tryouts and competition, including junior-level tryouts and competition. (Adopted: 1/14/97 effective 8/1/97, Revised: 10/17/06)

(d) **U.S. national Teams.** A student-athlete may participate in official tryouts and competition involving national teams sponsored by the appropriate national governing bodies of the U.S. Olympic Committee (or, for the student-athletes representing another nation, the equivalent organization of that nation or, for the student-athlete competing in a non-Olympic sport, the equivalent organization of that sport). (Adopted: 1/14/97 effective 8/1/97)

(e) **Official World Championships, World University Games and World Cup Tryouts and Competition.** A student-athlete may participate in official World Championships, World University Games, World University Championships, World Youth Championships and World Cup tryouts and competition, including junior-level tryouts and competition. (Adopted: 1/14/97 effective 8/1/97, Revised: 1/14/02, 7/18/06, 10/17/06, 10/18/11)

(f) **Multi-sport Events.** A student-athlete may participate in officially recognized state and national multi-sport events. (Adopted 1/14/97 effective 8/1/97)

Additional Exceptions for Basketball Only:

(a) Summer Competition. There are no restrictions on the participation of student-athletes in outside basketball competition during the summer. (Revised: 1/14/97)

(b) Puerto Rico Superior Basketball League. A student-athlete who is a resident of Puerto Rico may participate in the Superior Basketball League of Puerto Rico.(see Bylaw 12.02.4). (Revised: 10/20/03)

(c) **United States vs. U.S. National Teams.** A student-athlete may participate in the United States against U.S. national teams. (Adopted: 1/14/97 effective 8/1/97)

IMPROPER BENEFITS FOR ENROLLED STUDENT-ATHLETES

The following is a summary of improper awards, benefits, and expenses. This summary is not inclusive of all improper benefits. If you have a question, see the Compliance Office or Director of Athletics. Receipt of a non-permissible benefit constitutes an institutional violation of NCAA rules and renders the student-athlete ineligible for competition.

Definition of Extra Benefits

Extra Benefits. An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., foreign student, minority students) determined on a basis unrelated to athletic ability.

Eligibility Effect of Violation. Receipt by a student-athlete of an award, benefit, or expense allowance not authorized by NCAA legislation, renders the student-athlete ineligible for athletic competition in the sport for which the improper award, benefit, or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation or an improper award or expense allowance in conjunction with competition that involves the use of overall athletic skills (e.g., superstars competition), the individual is ineligible in all sports.

General Rule. The student-athlete shall not receive any extra benefit. The term extra benefit refers to any special arrangement by an institutional employee or representative of the institution's athletics interests to provide the student-athlete or his or her relatives or friends with a benefit not expressly authorized by NCAA legislation.

Non-Permissible Awards (not all inclusive)

Cash or Equivalent. An individual may not receive a cash award for athletic participation. An individual may not receive a cash-equivalent award (i.e., an item that is negotiable for cash or trade or other services, benefits or merchandise) for athletic participation.

Gift Certificates. Gift certificates shall be prohibited

Country Club or Sports-Club Memberships. An award of a country club or sports-club membership is strictly prohibited, even if the cost of the membership is below the maximum award value permitted by NCAA legislation.

Transfer of Non-Permissible Award. Cash or any other award that an individual could not receive under NCAA legislation may not be forwarded in the individual's name to a different individual or agency (e.g., a collegiate institution).

Home-Town Awards. A member institution, its booster club or any other organization may not pay the expenses of any student-athlete returning home to receive an award for athletics accomplishments or for other personal purposes. The student-athlete may return home at his or her own expense to attend a recognition event and receive an award from any home-town group (e.g., alumni)club that is not the institution's local athletics booster group.

Non-Permissible Academic Support

Non-Permissible. Service that may not be financed by the institution include, but are not limited to, the following:

- (a) Typing costs, even if typed reports and other papers are a requirement of a course in which a student-athlete is enrolled. Typing costs are not considered an institutional fee under NCAA legislation, and payment would be considered an extra benefit no available to the general student body.
- (b) Use of a copy machine only for student-athletes.

Non-Permissible Medical Expense

Non-Permissible. Student-athlete medical expense benefits that may not be financed by the institution are:

- (a) Student health insurance, if the insurance is provided or offered to the general student body only on an optional basis, except that if such insurance is required for a particular group of students (e.g., international students), such expenses may be paid for student-athletes who are members of such a group. Only such required fees may be paid as a part of an institutional grant-in-aid for student-athletes;
- (b) Surgical expenses to treat a student-athlete's illness or injury that was not a result of practice for or participation in intercollegiate athletics at the institution and did not occur during voluntary physical activities that will prepare the student-athlete for competition;
- (c) Medical or hospital expenses incurred as the result of an injury while going to or from class, or while participating in classroom requirements (e.g., physical education), unless similar services are provided by the institution to all students or by the terms and conditions of the institution's overall insurance program; and
- (d) Teeth cleaning, provisional filling of teeth or other dental work, unless the dental work is directly related to injury to the teeth that occurred during practice or competition.

Non-Permissible Housing

Housing Benefits. The institution may not provide an on-campus or off-campus housing benefit (e.g., individual television sets or stereo equipment, a recreation room or a centralized television room, room furnishings or appointments of extra quality or quantity) for student-athletes that is not available on the same basis to the general student body. The material benefits in question are permissible only if provided in approximately the same ratio to at least one-half of all other students utilizing on-campus housing facilities. Otherwise, dormitories with exclusive material housing benefits may not be utilized by student-athletes.

Non-Permissible Expenses for Friend or Relative

Expenses for Visits by Friends and Relatives. An institution or any of its athletics representatives may not provide payment of any expenses (e.g., room, board, transportation) for friends or relatives to visit a student-athlete at the institution where he or she is enrolled.

Expenses for Friends and Relatives to Attend Recognition Events. An institution or any of its athletics representatives may not provide the friends or relatives or student-athletes free admissions or meals in conjunction with the institution's or booster club's recognition banquet.

Expenses for Spouse to Attend All-Star Game. An institution or any of its athletics representatives may not provide payment of expenses for the student-athlete's spouse to accompany him or her to a post season all-star football or basketball game. Provision of such expenses is considered an extra benefit to the relative of a student-athlete that is not available to the relatives of the general student body.

Other Expenses. An institution may not provide any other expenses to a student-athlete's friends or relatives.

Non-Permissible Travel

Travel Apparel. An institution may not provide to student-athletes team travel outfits, blazers or other items of clothing that are not sports-related practice or competition apparel.

Automobile. An institution may not provide the student-athlete with an automobile, under any circumstances.

Travel Policy

All student-athletes are required to travel to and from all athletic events with your team. The only exception to this, if, after a game, you leave with your parents. A written request to leave the team and travel separately must be submitted and approved by your head coach and the Director of Athletics or his designee.

Summer Job. An institution may not pay a student-athlete's transportation expenses to or from his or her summer job, unless such expenses are paid for all employees in that situation. (See 13.13.2.1.1 for additional restrictions governing the employment of student-athletes by camps or

Outside Event. An institution may not pay transportation or other expenses for a student-athlete to attend any athletics event when he or she is not representing the institution, except for established national championships (including junior national championships); Olympic, Pan American, World Championships, World Cup and World University Games qualifying competition and USOC Olympic Festival basketball and volleyball tryouts. clinics)

Single-Game Promotional Media Events. An institution may not pay transportation or other expense for a student-athlete to attend special or single-game promotional media events that are not regularly established local media functions.

Reimbursement for Transportation. An institution or its staff members may not provide transportation (e.g., a ride home with a coach) to an enrolled student-athlete even if the student-athlete reimburses the institution or its staff member for the appropriate amount of the gas expense.

Other Non-Permissible Expenses, Gifts, and Services

Un-itemized Expenses. A student-athlete may not accept money for unspecified or un-itemized from any organization or individual.

Prohibited Expenses. A student-athlete may not accept money for expenses that are prohibited by the rules governing an amateur non-collegiate event in which the individual participates.

Broken-Time Payments. The receipt by a student-athlete of compensation for a financial loss resulting from absence from employment, is prohibited.

Sponsors. An individual (e.g., tennis player or golfer) who is not representing an educational institution during participation in athletic competition may not accept any expenses, or any other form of compensation, to participate in the competition from any sponsor other than an individual upon whom the athlete is naturally or legally dependent or the organization (other than a professional sports organization) that is sponsoring the competition.

Expenses Based on Place Finish. Receipt of expenses is prohibited when the amount received is based on the individual's place finish achieved in the competition (e.g., tennis, golf, track and field).

FCA Encampments. A student-athlete may not accept expenses from any athletically related organization to attend Fellowship of Christian Athletes encampments. Nationally recognized service organizations and church groups (including the Fellowship of Christian Athletes) may underwrite the actual and necessary expenses for such attendance.

Eligibility Ramifications**Restitution for Receipt of Improper Benefits.** For violations of 16.11.2 in which the value of the benefit is \$50 or less, the eligibility of the student-athlete shall not be affected conditioned upon the student-athlete repaying the value of the benefit to a charity of his or her choice. The student-athlete, however, shall remain ineligible from the time the institution has knowledge of the receipt of the impermissible benefit until the student-athlete repays the benefit. Violations of this bylaw remain institutional violations per 2.8.1, and documentation of the student-athlete's repayment shall be forwarded to the enforcement staff. (Adopted: 1/12/99 effective 8/1/99)

Occasional Meals

A student-athlete or the entire team in a sport may receive an occasional family home meal from an institutional staff member or representative of athletics interests under the following conditions:

- a. The meal must be provided in an individual's home (as opposed to a restaurant) and may be catered
- b. Meals must be restricted to infrequent and special occasions: and

c. Institutional staff members may provide transportation to student-athletes to attend such meals. A representative of the institution's athletics interests may not provide transportation to student-athletes to attend the meal function unless the meal function is at the home of that representative.

Discounts and Credits. A student-athlete may not receive a special discount, payment arrangement or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, dry cleaning) from an institutional employee or a representative of its athletic interests.

Free or Reduced-Cost Services. An athletics representative may not provide a student-athlete with professional services (for which a fee normally would be charged) without charge or at a reduced cost except as permitted elsewhere in this bylaw. Professional services provided at less than the normal rate or at no expense to a student-athlete are considered an extra benefit unless they are available on the same basis to the general student body.

Telephones and Credit Cards. It is not permissible to allow a student-athlete to use a telephone or credit card for personal reasons without a charge or at a reduced cost.

Entertainment Services. A student-athlete may not receive services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at reduced rates, or free or reduced-cost admission to professional sports organizations, unless such services also are available to the student body in general.

Other Prohibited Benefits. An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to:

- (a) A loan of money;
- (b) A guarantee of bond;
- (c) The use of an automobile; or
- (d) Signing or consigning a note with an outside agency to arrange a loan.

Preferential Treatment. A student-athlete may not receive preferential treatment, benefits or services for his or her athletics reputation or skill or pay-back potential as a future professional athlete

Camp Concession. It is not permissible for a member institution or a member of its athletics department staff conducting a sports camp to permit a student-athlete (enrolled in the institution) to operate, at the student-athlete's own expense, a concession selling items related to or associated with the camp to campers or others in attendance (see also 13.13.1.5.4.2).

Athletic Equipment. A student-athlete may not accept athletic equipment, supplies or clothing (e.g., tennis racquet, golf clubs, hockey stick, ball, shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be utilized by the institution's team in accordance with accepted practices for issuance and retrieval of athletic equipment. Student-athletes are responsible for signing a check out slip when checking out equipment (warm-ups, bags, etc.) and obtaining a receipt from the equipment manager to indicate the return of the equipment. An individual who does not turn in equipment will be charged for the cost of the equipment.

Sponsor Families. A member institution shall not permit individuals outside the institution to serve as "sponsors" or "families" for student-athletes who are enrolled in the institution unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution.

Civic-Group Gifts. A member institution shall not permit a civic group to provide a student-athlete a trip to a post season football game or to pay summer-camp expenses for a student-athlete.

Assistance in Payment of Bills. A member institution is not permitted to administer a fund for a student-athlete in making payments for various personal expenses (e.g., utility bills, rent, fees and entertainment expenses) unless the institution provides such a service to all students and formal accounting procedures are utilized.

MEDICAL CONCERNS

Although we do not expect you to be injured while competing at Missouri S&T, injuries are a part of athletic participation and a risk you assume.

During student-athlete years of participation in athletics, medical concerns and injuries will be treated by the Athletic Trainers and Missouri S&T's Student Health Service. All medical concerns should be reported immediately to the Athletic Trainers.

Physical Examinations

A student-athlete is required to pass a physical examination; impact concussion testing and provide **sickle cell solubility testing results** **BEFORE** participation in his/her sport begins (practice & tryouts included). You have the option of having your physical completed at home, as long as our form is used. If you need a physical, you must talk with one of the Trainer's to get that set up.

Medical History Form

During the summer you were provided a medical history online questionnaire through your ACS portal to complete. This must be completed and submitted prior to participation in practice. (This form is different from the one you complete for Student Health)

Student Accident Insurance Claim Report

During the summer you were provided a student accident insurance claim report through ACS portal to complete. This must be submitted prior to participation in practice. This form will be used as a template and copies will be used if you go into the training room with an injury.

Missouri S&T Athletic Training Room (ATR) Hours



Monday-Friday

9am-2pm

Kaczmarek Sports Medicine Center

Pre/Post Practices

Gale Bullman ATR & Allgood-Bailey Stadium ATR

Scheduled treatments, rehabs, and walk-in evaluations welcome!

These open hours are in addition to practice/game treatments!!!

Saturday-Sunday

Scheduled practices, event and treatments only

- The Athletic Training Staff reserves the right to close the ATR early if no scheduled practices or events are occurring.
- A member of the AT Staff will be present for all home events and practices either on field or in the AT Facility.

Missouri S&T Athletic Training Room Rules

The Athletic Training Room (ATR) is a healthcare facility and should be treated as one by the entire athletics department. Please respect the Athletic Training Staff, ATR and ALL equipment and supplies. The Athletic Training Staff asks you abide by these rules:

- Ongoing treatments and rehabs will take place during scheduled times, it is your responsibility to attend. If you do not, your coach will be notified.
- If a doctor's appointment is made for you, it is your responsibility to report to the appointment on time.
- Enter ATR ONLY when a Staff AT is present.
- Shower prior to receiving care after games, practices or workouts.
- No equipment allowed. Please use lockers to store all personal belongings.
- Clean shoes only. Please remove shoes before using treatment or taping tables.
- Modalities may be operated by AT Staff ONLY. Do not self-treat!
- No food, drink or tobacco allowed.
- No foul language.
- ATR is not a social gathering place or meeting point.
- ATR is not a hallway. Use the hall entryways to the locker rooms. If you are not getting treatment, please do not walk through.
- Nothing should be taken from the ATR unless permission given by the AT Staff.
- Clean up after yourself and return everything to its place.
- Towels are meant for use in ATR only and must remain here.
- If your AT is not present, check the board for his/her location, or feel free to talk to another AT. Any staff AT will be able to take care of you.
- Please inform AT Staff of new injuries, illnesses or problems you may have as soon as they occur.

**The AT should never be the
last person to know about an
injury!**

Parent's Insurance Form

During the summer you were provided a parent's insurance information form. This form must be completed and submitted in ACS, along with a copy of your insurance card, in order to be eligible to practice. **If this form and copy of insurance card has not been received prior to your scheduled first date of practice, you will not be able to practice until it is received. Your insurance card (front & back) can be emailed to Josh Lind (lindja@mst.edu) or faxed to 573-341-4880. NOTE TO RETURNERS....WE DO NEED A COPY OF YOUR INSURANCE CARD EVERY YEAR REGARDLESS WHETHER IT HAS CHANGED OR NOT.**

NOTICE OF PRIVACY PRACTICES

The Athletic Department is committed to protecting and promoting the rights of each student-athlete. This **Notice of Privacy Practices** for Protected Health Information has been prepared to notify you of the uses and disclosures of protected health information that may be made by the athletic department, your rights with respect to protected health information and the Athletic Departments responsibilities, with respect to protected health information.

We respect the privacy of your personal health information and we are committed to maintaining our student-athletes confidentiality. This notice applies to all information and records, related to your student-athlete related injury that our Athletic Department has received or created. This notice informs you about the possible uses and disclosures of your personal health information. It also describes your rights and our obligations regarding your personal health information.

We are required by law to:

- make sure that health information that identifies you is kept private;
- Give you this Notice of our legal duties and privacy practices with respect to your personal health information; and
- Abide by the terms of the Notice that are currently in effect.

We may disclose protected health information about you so that treatment and services you receive may be billed to the proper insurance companies. Also we may be contacting doctors' offices, hospitals, insurance companies; people involved in your medical care so that treatment and services you receive will be paid for in a timely manner.

Your Rights Regarding Your Protected Health Information.

You have the following rights regarding protected health information we maintain about you:

Right to Inspect and Copy. You have the right to inspect and copy protected health information that may be used to pay or deny payment of your hospital or doctors billings.

Right to Amend. If you feel that protected health information we have about you is incorrect or incomplete, you may ask us to amend the information. You have the right to request an amendment for as long as information is kept by or for the Athletic Department.

Please give Kristen Wilson's name as the contact person /Insurance Coordinator to hospitals and Doctor's Offices so she can contact them about your billings.

Insurance Policy and Procedure

1. When a student-athlete is injured he/she reports to trainers
If the student-athlete has a non-emergency injury, he/she must go to trainer first for referral to Student Health.
2. Trainers complete Student Accident Insurance Claim Report and give it to Kristen.
3. Kristen sends Student Accident Insurance Claim Report, NAGHA HIPPA form and copy of parent's insurance card to NAGHA (Athletic Department Secondary Insurance Policy).
4. Parents receive an Explanation of Benefits from their Primary Insurance Company and forward copies to Kristen.
5. Kristen submits them to NAGHA (secondary policy) for review.
6. If more information is required to get bills paid, Kristen contacts student-athlete and parents.

Trainers have copies of student-athlete's insurance form and insurance card. These are kept in a sport file. If possible, this file goes with trainer and student-athlete to the hospital or doctor's office.

The student-athletes parent's insurance is primary and pays first - All student-athletes MUST get pre-authorization from primary insurance company before any services are provided NAGHA Claim Services are secondary and pay second

The University's responsibility for medical expenses of student-athletes is limited to the payments made by the policy provided by the University's insurance company

If a student-athlete opts to go to a doctor or hospital that is out of network and the primary insurance does NOT pay, the secondary insurance will NOT pay NOR will the Missouri S&T Athletic Department.

UNIVERSITY PARKING

All Missouri S&T students must register their vehicle with the University Police Department in order to park at the Multi-Purpose Building (Area X) for free.

This is what you need to do:

- **Go to the Parking Office, which is located within the University Police Department – G10 Campus Support Facility**
- **To register your vehicle go to the Parking office and state that you are a student-athlete and will need an overnight registration sticker for Area X. A valid Missouri S&T Student ID is required in order to receive a sticker from the Parking Office; sports roster will be verified before issuing registration stickers.**
- **Put your registration sticker in the appropriate place on your vehicle – outside rear window or bumper on driver’s side.**

What happens if you don’t register your vehicle?

- **If you park in the Multi-Purpose parking lot (Area X) without a student registration sticker you will receive a parking ticket.**
- **If you do not pay or appeal your ticket within 7 days it will automatically be added to your student account.**
- **Anytime you park in the lot you must park in the permit section of Area X. If you park in the visitor area you will receive a parking ticket.**
- **If you have purchased a parking permit for any other area on campus, you must park in the permit section of the lot.**
- **If you park in the visitor area you will receive a parking ticket.**

TIPS ON HOW TO BE A GOOD STUDENT

1. **Go to class** unless you are dying, or dead. No Excuses! **Never Miss, Never Fail!**
2. Get a notebook or folder where you can keep all handouts, assignments, note, etc., together for each of the classes you have.
3. Get a calendar and write in all information that is important:
 - a: Due-dates of assignments
 - b: Dates of quizzes and exams
 - c: Traveling dates
 - d: Appointments with coaches, instructors, academic advisors, etc.
 - e: Vacations
4. Get your books **first thing** and to keep up with assignments. It is very hard to catch up. If you can, get ahead.
5. Take thorough notes in class **but** make sure you **listen**: don't be preoccupied with writing things down. Compare your notes with other people in class; two heads are better than one.
6. Don't wait until the day before a test to study and/or ask for help. **Anticipate** tests and assignments and don't prepare for a test in one **cram** session.
7. Talk to an instructor if you are:
 - a: Confused about the course or material;
 - b: Doing poorly and want to improve performance;
 - c: Dissatisfied with some aspect of the course;
 - d: Particularly pleased with a course and/or teacher.
8. Try getting together once a week (at least) with another person in a class and go over course material (class notes, reading assignments, etc.). **Make sure you can't copy or use the work of someone else for written assignments or exams!**
9. Organize your time so you don't have several things coming due all on the same day. Plan ahead and budget your time.
10. **DO NOT BE AFRAID TO ASK FOR HELP AND TO ADMIT FAILURE, WE CANNOT SOLVE A PROBLEM THAT WE DO NOT KNOW ABOUT!**

SIX EFFECTIVE STUDY HABITS

The following six study habits have been selected because they are effective, because they are familiar, and do not require a lengthy period for learning and adaption. One important aspect of these six habits is the order you proceed through them.

1. READ THE BOOK BEFORE YOU GO TO CLASS. The effects of this are:

- A. Focus your attention on what is to be learned.
- B. Help you recognize what you do not know.
- C. Help you take better notes in class.
- D. Help you zero in on material so you can narrow your range of search.

Psychological Principles:

- 1) Attention and intention are the two most important elements for learning.
- 2) An active seeker learns easier than a passive listener.
- 3) Goal-directed learning is more effective.

2. LISTEN AND TAKE NOTES IN CLASS

- A. Taking the notes is easier if you have read the book.
- B. The important elements to put into your notes are:
 - 1) date: current and test dates
 - 2) class
 - 3) major topics - concepts and subtopics

3. REVIEW YOUR CLASS NOTES IMMEDIATELY AFTER CLASS (DON'T WAIT MORE THAN FIVE MINUTES)

- A. If you do not have another class following, spend 10-15 minutes reviewing.
- B. If you do have another class immediately following, try to spend five minutes before the next class starts.
- C. If you have another class immediately following, then review the notes for that class before returning to the first. (Always review notes for the very last class immediately, then return to the others in their order).

Psychological Principles:

- 1) Immediate and frequent review increases comprehension and retention.
- 2) Distributed review (throughout the interval between tests) is better than massed review (three days before the test).

4. REVIEW CLASS NOTES AND TEXTBOOK AGAIN, BRIEFLY, BEFORE DOING HOMEWORK

- A. Review improves comprehension and retention.
This increases the probability of getting homework (particularly problems) right the first try.
 - 1) This saves you time and makes you feel good.

Psychological Principles:

- 1) Success early in the effort improves self-confidence.
- 2) Success early in the effort reinforces a good mental set for learning.

5. DO HOMEWORK

- A. Learn the facts and their relationships.
- B. Solve problems.
- C. Learn whether and how one type of problem may be related to other problems.
- D. Turn loose of a problem you cannot solve after a reasonable amount of time and effort. Go on to other important homework. Get help later.

6. LEARN PROBLEM IDENTIFICATION

- A. The textbook and the professor may present problems in a different configuration or form. You need to be able to look at a problem on a test or homework handout and say, AI recognize the problem because of the elements. It's one of those and I know how to solve them.
- B. Problem Identification follows homework immediately or can even be done with homework.
- C. It makes you feel very good and confident when you can say, AThat's one of those. I can do it.

Psychological Principles:

- 1) The transfer of learning from one situation to another becomes more efficient as we approach identical elements.

STRESS MANAGEMENT

Stress is the body's natural reaction to any physical, mental, or emotional demand that is placed upon it. A certain amount of stress is always present and serves as a source of motivation and energy for action. However, when the level of stress-causing events, or stressors, becomes too high, the result is harmful stress, or distress. Typical stressors include situational and personal changes, competition, deadlines, interpersonal relationships, finances, etc., while common symptoms of distress may include anxiety, stomach problems, depression, headaches, chest pains, sleep disturbances, etc. Sustained levels of harmful stress may lead to irreversible conditions such as high blood pressure, heart disease, ulcers, chronic fatigue, and frequent illnesses.

Regardless of the level of stress, your body has a three-stage reaction. In the alarm stage, your body recognizes the stressor and prepares for fight or flight. This is done by a release of hormones from the endocrine glands. These hormones will cause an increase in heartbeat and respiration, elevation in blood sugar level, increase in perspiration, dilated pupils, and slowed digestion. You will then choose whether to use this burst of energy to fight or flee. In the resistance stage, your body repairs any damage caused from stress. If, however, the stressor does not go away, the body cannot repair the damage and must remain alert. This plunges you into the third stage - exhaustion. If this stage continues long enough, you may develop one of the diseases of stress as mentioned above.

Failure to adequately cope with stress also leads to feeling of helplessness and hopelessness, which in turn, contributes to lowered self-esteem and even less successful coping. This can continue in an ongoing negative cycle. Since you cannot build a life completely free from stress, it is important that you develop some effective ways of managing the stress and reducing the stress-related symptoms in you life. The following ten suggestions can help you accomplish this.

1. **FACE PROBLEMS DIRECTLY** - If you can eliminate or modify a stressor, develop and execute a plan to do it. Learn to use assertive communication to express negative feelings and deal with interpersonal conflict. Work on accepting those people and situations that you cannot change.
2. **EXERCISE OFF STRESS** - Vigorous physical exercise, such as running, swimming, tennis, or basketball, has shown to significantly reduce stress levels. Most people who exercise regularly report a stress buffer of several hours following the activity period, and in addition, their overall tolerance to stress often increases.
3. **TALK OUT YOUR WORRIES** - It helps to share worries with someone you trust and respect. This may be a friend, family member, clergyman, teacher, or counselor times another person can help you see a new side to your problem and thus, a new solution. If you find yourself becoming preoccupied with emotional problems, it might be wise to seek a professional listener, like a counselor or psychologist. This is not admitting defeat. It is admitting you are an intelligent human being who knows when to ask for assistance.
4. **PLAN YOUR WORK** - Tension and anxiety really build up when your work seems endless. Plan you work to use time and energy more effectively by focusing on those tasks which must be done and by putting off the ones that can be delayed. The use of a daily Ato do A list can be very helpful. Also, developing a

regular schedule can reduce stress.

5. **BE REALISTIC** - Expecting to do too much, too quickly can lead to heightened distress and less accomplishment. It is very important to periodically set priorities and to focus on here and now problems. Give up unnecessary commitments and trying to be superman or superwoman.
6. **GET ENOUGH SLEEP AND REST** - Lack of sleep can lessen your ability to deal with stress by making you more irritable. Most people need at least seven to eight hours of sleep out of every 24. If stress repeatedly prevents you from sleeping, you should inform your doctor.
7. **TAKE OCCASIONAL WORK BREAKS** - All work and no play make Jack a nervous wreck. You need to schedule some time for recreation and escape to relax your mind. In particular, these break times can be used as a reward for the accomplishment of your work goals. Occasionally, plan and take more extensive vacations from stress.
8. **DEVELOP A POSITIVE ATTITUDE** - Focus on accomplishments and good experiences as well as concerns and problems. Develop a sense of humor and an optimistic perspective to pessimistic situations.
9. **PRACTICE GOOD NUTRITION** - include a balance of proteins, vegetables, fruits, and complex carbohydrates. Avoid over-stimulating your body with caffeine and/or sugar as they rob your body of vitamins B, C, and E which the body uses for protection and rejuvenation from stress. Also, avoid excessive use of alcohol, drugs, and cigarettes as their temporary benefits are far exceeded by their reduction of your inner ability to cope.
10. **PRACTICE PHYSICAL AND MENTAL RELAXATION** - on a daily basis, practice deep relaxation methods for 10-20 minutes. Options include deep breathing, progressive muscle relaxation, creative fantasy, and mental relaxation. These relaxation methods can be learned from psychologists or counselors who have expertise in stress management.

TEST ANXIETY

Test anxiety is the experience of physical, emotional, and mental stress-related symptoms before and during examinations. Its primary indicator is poor performance on tests despite adequate preparation. Also, most students who have test anxiety are usually able to recall information not available to them during the examination immediately after the stress of the exam is over.

The best approach to decreasing test anxiety incorporates methods directed at changing negative self-evaluations to positive coping strategies and reducing physical and emotional tension, both before and during the exam. Use of the following suggestions should optimally lead to you perceiving tests as challenging events instead of something to dread and fear.

Suggestions:

- I. Preparing for the Stress (Before the Test)
 1. Learn effective study and test preparation skills.
 2. Ask the instructor what information the exam will cover and whether the test is of problem, objective, or essay type.
 3. Develop a positive attitude about the test situation (e.g. I've studied hard, it's natural to feel a little uptight, being relaxed is important, I can just do the best I can, etc.)
 4. Get sufficient rest and eat a balanced diet so that you can be fresh when you take the exam.
 5. Don't study immediately prior to the test.
 6. Spend 15-20 minutes relaxing before the test using some of the techniques listed below.
- II. Dealing with Stress (Before and During the Test)
 1. Take deep breaths relaxing further each time you breathe out.
 2. Stretch away tension through your arms, shoulders, neck, etc.
 3. Tighten, then relax each muscle group of your body - Start with your hands and arms; then go to your shoulders, neck, chest, and legs.
 4. Close your eyes and let yourself relax as you mentally repeat, I am...calm..., along with your inhalation and exhalation.
 5. Imagine a pleasant scene or experience or recall some past event which helped you feel good about yourself.
- III. Optimal Test-Taking Strategies (During the Test)
 1. Look over the entire test and carefully read directions.
 2. Budget your time according to the importance of the items.
 3. Do easier items first. Then return to the harder ones.
 4. If running low on time on a problems tests, maximize points by setting up all remaining problems for partial credit answers.
 5. On objective tests, remember that absolute terms like always or never usually make a response false. Also, be careful with double negative questions.

REMEMBER: THE PRACTICE OF DAILY RELAXATION IS ESSENTIAL

PROCRASTINATION

What is Procrastination

Procrastination means to put off doing something until a future time; to postpone or defer taking action. Some procrastination is not bad. When we temporarily defer acting because we need more information, more time, or additional skills to meet a challenge, the consequences may be beneficial. However, procrastination becomes problematic when we delay action for too long and/or use it to avoid the fears and anxieties associated with making needed changes in our lives. The result of procrastination may be costly - an undesirable grade, a lost job, or a broken relationship. It can also lead to troublesome feelings such as irritation, annoyance, self-denigration, and/or despair.

Why People Procrastinate

Many college students have indicated that they procrastinate for the following reasons:

1. Lack of personal goals - The person may lack clear, specific, attainable goals or be striving for unrealistic and unattainable ones.
2. Inexperience with self-discipline - Many students have never had to study much (if at all) so they have not had experience making a schedule and following it.
3. Ambiguity - Students often procrastinate because they don't understand the assignment(s) and/or are uncertain of what is expected of them.
4. Dislike and/or boredom with regard to the task.
5. Inability to handle the task - The person may lack the necessary background and skills to complete the project.
6. Overwhelming task - The scope and length of the task or assignment may seem overwhelming.
7. Fear of failing - fear of other's and one's own negative evaluation (If I can't do well, I shouldn't even try).
8. Fear of success - Fear of having more expected if you do well.
9. Fear of isolation - AIf I study, I'll miss out on a social life.
10. Fear of rejection - AIf I finish studying, I can't use it as an excuse for avoiding a social life.
11. Self-defeating beliefs:
 - I must be perfect (Perfectionism).
 - Everything I do should go easily and without effort (Low frustration tolerance).
 - I can't do that. I never do that well (Low self confidence).

OVERCOMING PROCRASTINATION

1. Become aware of your own personal methods of procrastinating. You need to familiarize yourself with:
 - a. When you procrastinate.
 - b. Why you procrastinate - your beliefs and fearful expectations.

Once you better understand your procrastination patterns, choose from the following suggestions for combating procrastination.

SUGGESTIONS FOR COMBATING PROCRASTINATION

1. Set goals - Clarify needs, interests, values and skills and set realistic and personally relevant goals. Make sure that they are your goals and are achievable i.e., studying to achieve an electrical engineering degree should be consistent with your abilities and personally owned (a goal that you value, not one set by Mom, Dad, etc.).
2. To overcome self-discipline deficits, learn time management and study skills strategies. Establish a time schedule, commit yourself to it, and follow it. Reward yourself appropriately for sticking to your study schedule.
3. To combat ambiguity seek clarification on your assignment with the instructor, GTA, or fellow classmates. Seek help with your homework when you are stuck (instructor, classmates, tutoring sessions, etc.).
4. To cope with boredom and dislike, find some reasons which satisfy you for taking the course and passing it. Look at it in relation to your goal of degree attainment and remind yourself of this when you sense apathy creeping in.
5. Break up tasks that seem overwhelming into smaller units.
6. To overcome worrying, do something concrete to help: talk with a friend, professor, or a counselor at the counseling center.
7. To challenge fears and self-defeating beliefs, learn positive and coping self talk - i.e., I can complete this assignment; Seeking perfection is unrealistic and stress inducing; Everyone struggles and experiences frustration, I need to learn to expect this, too.

If you find these beliefs and fears are particularly persistent it may be most helpful to work through them with a trained counselor.

Remember, your procrastination did not form overnight, but will change with effort and determination. Start slowly!

SUGGESTIONS FOR TIME MANAGEMENT

1. Start with 2 hours of study per hour of classroom instruction. Adjust as needed.
2. Reduce environmental distractions that interfere with planned activities.
3. Utilize free hours between classes and around meals for study.
4. Include some scheduled time for exercise, fun, and socializing.
5. Trade study time - don't steal it.

SUGGESTIONS FOR ACTIVITY MANAGEMENT

1. Determine your goals for the semester and their order of importance.
2. Prioritize your time usage with an emphasis on those goals you have established as most important.
3. Make a daily to do list of the tasks you need to accomplish and activities you would like to participate in.
4. Use your more rewarding activities as reinforcements for completion of tasks that you should do.
5. Check off each task as you get it done to see your progress and to enjoy the success of being in control of your life.

SUGGESTIONS FOR EFFECTIVE STUDY HABITS

1. Scan and read ahead before going to class.
2. Go to class, listen, and take notes.
3. Review class notes immediately (10 minutes or less) after class.
4. Review the text and class notes before starting homework.
5. Do homework. Then, identify the key elements of each type of problem.
6. Do a review putting key equations and concepts on small cue cards.



Substance Abuse Education and Screening Program Policy

The Missouri S&T Department of Athletics established the Substance Abuse Education and Screening Program for the benefit of its student-athletes. The purpose of the program is education: to inform student-athletes of the dangers of substance abuse, to bring to their attention the best health-care advice concerning drug usage, and to assist any student-athlete with a substance abuse problem in order to identify and correct the problem.

It is not the purpose of these policies and procedures to ensure or punish any student-athlete who in good faith participates in this program.

Objectives

1. To educate the student-athlete regarding the dangers of substance misuse and abuse.
2. To prevent through education the misuse and abuse of chemical substances.
3. To identify through periodic screening those student-athletes who may be involved in substance misuse and abuse.
4. To recommend and provide confidential counseling for those individuals with substance abuse or substance abuse-related problems. It is the express purpose of the program to provide assistance to the student-athlete in solving any substance abuse problems encountered while at the Missouri S&T.

Procedural Guidelines

1. Each year a substance abuse education presentation will be made to educate all student-athletes about the dangers of substance misuse and abuse. The purpose of the program and the procedures to be followed will be explained in detail.
2. Missouri S&T student-athletes will be required to sign a consent form once each academic year. This form gives the sports medicine staff permission to collect and test his/her urine, saliva or breath samples for the presence of certain drugs and alcohol at such times as testing is required under this program during the academic year. At the recommendation of the team physician, blood samples may also be collected for the purpose of substance screening.
3. An approved independent collection team, under the direction of the sports medicine staff, will conduct collections of samples. Appropriate steps will be taken to ensure proper collection, identification and confidentiality during the testing of samples. Each individual sample will be coded to provide anonymity and to avoid any possibility of identification error. An appropriate accredited laboratory will conduct the testing. Drug screening tests will be for selected substances included in the current year's NCAA "Banned Drug List."
4. Under separate cover, the director of the laboratory outlined in #3 (above) will provide written test results to the Director of Athletics, and the Athletic Trainer, who are required under this program to preserve the confidentiality of all test findings. The student-athlete's parent(s) or legal guardian(s) or spouse will be informed of positive test results.

5. The head coach, Athletic Trainer, and Director of Athletics will have a confidential meeting with any student-athlete testing positive. Appropriate steps will be taken at this time to recommend and provide the student-athlete with the proper counseling, treatment and rehabilitation program necessary to assist the student in solving the problem. No information will be released at any time regarding any student-athlete's participation in counseling, treatment, or rehabilitation program.

6. If the Athletic Trainer and/or team physician determine that the student-athlete is not complying with the recommendation of the team physician, the student-athlete's name will be referred to the head coach and the Director of Athletics who will decide what further action, if any, shall be appropriate. The head coach and the Director of Athletics shall not disclose their action or information leading to their action except as required by University policy, NCAA or Conference rules or other legal requirements.

7. The Department of Athletics realizes that the abuse of alcohol, as well as drugs, is a potential problem for student-athletes. For this reason, testing procedures that entail use of an alcohol Breathalyzer device will accompany collection of urine for drug screening purposes. Breathalyzer findings that indicate alcohol blood levels equal to or in excess of 0.1% (weight by volume) will be treated as positive findings (see "Effective Positive Test Results"). Breathalyzer results below 0.1% will not count as positive findings but may, at the discretion of the team physicians, lead to more frequent follow-up testing of the student-athlete in question.

8. All student-athletes will be subject to random testing throughout the academic year. On the recommendation of the team physician or Athletic Trainer, certain student-athletes may be selected for more frequent screening. In particular, student-athletes with a history of positive test results will be singled out for more frequent screening, with timing and frequency determined by the team physician. More frequent testing of various teams may be done based on the wishes of head coaches, with the consent of the Director of Athletics.

9. The Athletic Trainer will keep confidential records of all test findings, as well as the actions taken based on these findings. When substance abuse counseling is involved, written notification that such counseling was received will be a part of these records. This data will be summarized on a yearly basis, with a report submitted to the Substance Abuse Committee that maintains confidentiality of the names of individual student-athletes, but includes detailed information regarding the number and nature of test findings and the incidence and nature of substance abuse counseling. All members of the Substance Abuse Committee will consider results of these reports strictly confidential. Release of these findings to other parties will occur only with the express permission of the Director of Athletics.

10. Copies of this policy will be made available to all members of the Department of Athletics staff, Substance Abuse committee and other persons at the discretion of the Director of Athletics. Members of the Substance Abuse Committee will undertake periodic review of these policies.

Effect of Positive Drug/Alcohol Test Results

1. First Positive Test: The Director of Athletics, head coach, Athletic Trainer, and the team physician will be notified of the positive test result. If circumstances warrant, the Director of Athletics (or designee) and the head coach, along with the Athletic Trainer and team physician, will have a confidential meeting with any student-athlete who tests positive. The student-athlete has the option to request that one person of his or her choosing may accompany him/her to this meeting. The student-athlete and Athletic Trainer will contact the parent(s), legal guardian(s) or spouse to inform them of the nature of the positive test. The student-athlete may be required to participate in a substance abuse treatment program, which has been reviewed and approved by the team physician and the Director of Athletics. The student-athlete will be subject to unannounced follow-up drug testing for one year after the date of the first violation. Refusal to participate in

the substance abuse treatment program, (if required), as set forth in this paragraph may be treated as a second positive test result.

2. Second Positive Test: The Director of Athletics, head coach, Athletic Trainer, and the team physician will be notified of the second positive test result. The Director of Athletics (or designee) and the head coach, along with the Athletic Trainer and team physician will have a confidential meeting with any student-athlete who tests positive. The student-athlete has the option to request that one person of his or her choosing may accompany him/her to this meeting. The student-athlete will be required to notify his/ her parent(s) and/or legal guardian(s) or spouse of the second positive test result in the presence of the Athletic Trainer. The student-athlete may be required to participate in a substance abuse treatment program, which has been reviewed and approved by the team physician and the Director of Athletics and will be suspended from any play and practice for a minimum of seven days. The student-athlete must provide proof that the treatment program was successfully completed. Refusal to participate in the substance abuse treatment program, (if required), as set forth in this paragraph may be treated as a third positive test result.

3. Third Positive Test: Any student-athlete who tests positive for a third time will immediately be dropped from the athletics program. Any existing athletic financial aid will be terminated at the end of the time for which it was initially committed and will not be renewed the following year.

Any student-athlete legally charged with the sale, purchase, transfer or possession of illegal drugs may be suspended from practice and play until he/she is cleared of those charges. Conviction of a student- athlete of sale, purchase, transfer or possession charges will result in automatic and immediate dismissal for his/ her team and in the loss of all athletically related financial aid. No punitive action will be taken by the department of athletics in those cases where a student-athlete spontaneously self reports his/her own personal misuse or abuse of chemical substances and seeks professional help to correct the behavior prior to an initial positive drug test result. Such a self-disclosure may be made to the director of athletics (or designee), to an athletic trainer or a team physician. In all cases, coaches will not be informed if a student-athlete voluntarily seeks professional assistance for the purpose of rectifying a substance misuse or abuse problem, unless in the opinion of the team physician, a clear and imminent health risk exists for the student-athlete or others as a result of said student-athlete's current drug usage. However, all student-athletes who self-report substance abuse will not be exempted from standard drug and alcohol screening procedures as outlined in #8 (above), nor will they be exempted from procedures outlined in steps 1, 2 and 3 (above) if the results of the future test are positive.

Chemical Substance Screening Procedures

1. The student-athlete will enter the testing site and will provide proof of identity. A number will have been assigned to each student-athlete at a prearranged time prior to his/her testing.

2. A student-athlete will be given an implied consent form, or he/she may have been given one previously to read, sign, date and have witnessed; if not, he/she will read and complete as mentioned above.

3. Upon completion of above procedure, the student-athlete will be given two assigned specimen bottles with numbers on campus and sides of the sealed specimen bottles. The student-athlete will be asked to verify the validity of his/her number. A professional observer will accompany the student-athlete to the voiding station for the spilling of urine into the specimen bottle. The door must remain open, and the observer must be in attendance at all times during the voiding. The specimen bottle will be returned to the pick-up station for validation of name and number and placed in properly supervised storage area.

4. If the student-athlete is unable to void, he/she is instructed to drink water or other fluids that are available. The fluids must be caffeine-free and alcohol-free. At the appropriate time, the student-athlete will inform the testing supervisor that he/she is capable of voiding and the observer will accompany him/her to the voiding station.
5. Upon completion of the voiding process, the observer will sign the student-athlete's implied consent form certifying that there were no irregularities. Any perceived irregularities in the process must be characterized and recorded on the implied consent form.
6. If the student-athlete refuses to provide urine or fails to appear, the student-athlete will thereby render himself/herself ineligible.
7. After the last student-athlete has been processed, the samples will be picked up by the laboratory and analyzed accordingly. If a positive result occurs, an alternative test is administered. If the alternative test is also positive, the original positive result stands. If the alternative test is negative, the result is negative.