



**Longwood University**  
Department of Athletics

**Student-Athlete Handbook**  
**2007-08**

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## **Introduction**

The staff of the Longwood University Department of Athletics would like to welcome each student-athlete to the University and the athletics program. We hope that Longwood University student-athletes take advantage of the excellent opportunities at the University for academic growth, athletic success, and personal development. Please do not hesitate to ask if you have any questions regarding your academic or athletic endeavors.

Please take a few moments to become familiar with the information contained within this handbook. It is designed to assist incoming student-athletes with their transition process and serve as a resource for returning student-athletes. The handbook intends to help the student-athlete understand the rules and regulations of Longwood University's Intercollegiate Department of Athletics as well of those of the NCAA. It also includes other references that can assist student-athletes in areas from the media to financial aid to substance abuse.

This guide presents information only related to student-athletes at Longwood University and is for the 2006-07 school year. This information supersedes information included in previous student-athlete handbooks. All information in this handbook is accurate as of August 1, 2006.

## **Athletic Department Mission Statement**

Longwood University Athletics will be recognized as a model amongst its peers in the pursuit of academic and athletic excellence through its commitment to champion citizen leaders.

## **CORE VALUES**

### **Principle**

To promote and nurture the highest standards of integrity and sportsmanship

### **Respect**

To ensure and protect an environment of trust, communication, and cooperation

### **Inspiration**

To foster a culture of leadership and motivation within the campus community and beyond

### **Diversity**

To embrace and actuate inclusion, equity, and individuality among all constituents

### **Excellence**

To strive to be the best in all endeavors

**PRIDE** – The Lancer Logo never comes off.

## Important Athletic Department Contact Information

Name	Title	Phone	Email
<b>Athletics Administration</b>			
<b>Troy Austin</b>	Interim Director of Athletics	395-2058	austints
<b>Greg Prouty</b>	Assistant A.D./Media Relations	395-2097	proutygd
<b>Michelle Meadows</b>	Assistant A.D./ Compliance/SWA	395-2429	meadowsme
<b>Danny Sterling</b>	Assistant A.D./Business Operations	395-2655	sterlingdl
<b>Christina O'Brien</b>	Assistant Athletics Media Relations Director	395-2718	obrienm
<b>Eric Stoller</b>	Ticket & Athletics Event Manager	395-2138	stolleres
<b>Natasha J. Long</b>	Student-Athlete Academic Support Coordinator	395-2614	longnj
<b>Chris Neal</b>	Assistant Director Development	395-2081	nealca
<b>Clara Johnson</b>	Executive Secretary	395-2059	johnsoncg
<b>Pat Delaney</b>	Administrative Assistant	395-2564	delaneypa
<b>Strength &amp; Conditioning</b>			
<b>Lisa Martin</b>	Director of Strength & Conditioning	395-2772	martinlc
<b>Facilities</b>			
<b>David Bennett</b>	Athletic Grounds/Golf Course Superintendent	395-2613	bennettdm
<b>Baseball</b>			
<b>Buddy Bolding</b>	Head Baseball Coach	395-2352	boldingcb
<b>Shawn Abell</b>	Assistant Baseball Coach	395-2834	abellsm
<b>Men's Basketball</b>			
<b>Mike Gillian</b>	Head Men's Basketball Coach	395-2838	gillianjm
<b>Bill Reinson</b>	Assistant Men's Basketball Coach	395-2891	reinsonwf
<b>Doug Thibault</b>	Assistant Men's Basketball Coach	395-2654	thibaultde
<b>Tim Fudd</b>	Assistant Men's Basketball Coach	395-2733	fuddtd
<b>Women's Basketball</b>			
<b>Kristin Caruso</b>	Head Women's Basketball Coach	395-2416	carusokm
<b>Anthony Crocitto</b>	Assistant Women's Basketball Coach	395-2559	crocittoaj
<b>Liz Stich</b>	Assistant Women's Basketball Coach	395-2734	stichea
<b>Gayle Coats</b>	Assistant Women's Basketball Coach		

## Men's & Women's Cross Country

<b>Catherine Hanson</b>	Head Cross Country Coach	395-2132	hansonca
<b>TBD</b>	Assistant Cross Country Coach	395-2132	

## Field Hockey

<b>Nancy Joel</b>	Head Field Hockey Coach	395-2562	joeln
<b>Iain Byers</b>	Assistant Field Hockey Coach	395-2272	byersid

## Men's Golf

<b>Kevin Fillman</b>	Head Men's Golf Coach	395-2563	fillmankm
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## Women's Golf

<b>Allison Wright</b>	Head Women's Golf Coach	395-2565	wrightaa
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## Women's Lacrosse

<b>Janet Grubbs</b>	Head Women's Lacrosse Coach	395-2566	greenjg
<b>Alison Brennan</b>	Assistant Women's Lacrosse Coach	395-2342	brennanaa

## Men's Soccer

<b>Jon Atkinson</b>	Head Men's Soccer Coach	395-2056	atkinsonjd
<b>TBD</b>	Assistant Men's Soccer Coach	395-2681	kirkpatrickmr

## Women's Soccer

<b>Todd Dyer</b>	Head Women's Soccer Coach	395-2794	dyerbt
<b>Steve Brdarski</b>	Assistant Women's Soccer Coach	395-2354	brdarskisr

## Softball

<b>Kathy Riley</b>	Head Softball Coach	395-2353	rileykl
<b>Kayla Miller</b>	Assistant Softball Coach	395-2554	millerka
<b>TBD</b>	Assistant Softball Coach	395-2417	

## Men's & Women's Tennis

<b>Pat Breen</b>	Head Tennis Coach	395-2757	breenp
<b>Felipe Montenegro</b>	Assistant Tennis Coach	395-2320	montenegrof

## Athletic Training

<b>Jim Shorten</b>	Head Athletic Trainer	395-2557	shortenj
<b>TBD</b>	Assistant Athletic Trainer	395-2017	
<b>Jamie Messer</b>	Assistant Athletic Trainer	395-2827	messerjw
<b>John Wen</b>	Assistant Athletic Trainer	395-2827	wenj

## Faculty Athletics Representative

**Dr. Norm Bregman** Professor of Psychology

395-2822 bregmannj

### Important Campus Contact Information

<b>Department</b>	<b>Phone</b>	<b>Location</b>
<b>Academic Support Services</b>	395-2391	Graham Building
<b>ARAMARK/Dining Services</b>	395-2072	Dorrill Dining Hall
<b>Bookstore</b>	395-2084	Blackwell
<b>Campus Recreation</b>	395-2356	Iler Hall
<b>Career Center</b>	395-2063	Lancaster Hall
<b>Cashiering &amp; Student Accounts</b>	395-2274	Lancaster Hall
<b>Community Service</b>	395-2063	Lancaster Hall
<b>Computer Help</b>	395-2034	Coyner
<b>Counseling Center</b>	395-2409	Lancaster Hall
<b>Disability Support Services</b>	395-2391	Graham Building
<b>Financial Aid</b>	395-2077	Lancaster Hall
<b>Honor and Judicial Programs</b>	395-2490	Lancaster Hall
<b>Honors Program</b>	395-2157	Ruffner Hall
<b>Library</b>	395-2433	Greenwood Library
<b>Multi-Cultural Affairs</b>	395-2394	Lancaster Hall
<b>Parking Services</b>	395-2612	Graham Building
<b>Peer Helpers</b>	395- 2657	Graham Building
<b>Post Office</b>	395-2116	Lankford Hall
<b>Public Safety</b>	395-2091 (Emergency) 395-2612 (Nonemergency)	Dorrill Dining Dorrill Dining
<b>Registrar</b>	395-2580	Barlow
<b>Residential &amp; Commuter Life</b>	395-2080	Lancaster Hall
<b>Student Health &amp; Wellness Center</b>	395-2102	Graham Building
<b>Student Union</b>	395-2103	Lankford Hall
<b>Technology Services</b>	395-2034	Coyner Building
<b>Wellness Center</b>	395-2102	Graham Building
<b>Longwood Switchboard</b>	395-2000	
<b>College of Arts &amp; Sciences</b>	395-2045	
<b>College of Business &amp; Economics</b>	395-2042	
<b>College of Education &amp; Human Services</b>	395-2051	

# 2007-08 Academic Calendars

## Fall 2007 Semester

August 2007

- 23 New students arrive
- 24 Final registration
- 25 Continuing students arrive
- 27 Classes begin 8:00 a.m.

September 2007

- 3 Labor Day Holiday – no classes  
University Closed
- 4 Classes resume 8:00 a.m.  
Last day to add/drop courses
- 10 Spring 2008 schedule due
- 13 Convocation

October 2007

- 8 Grade estimates due 12 noons  
Pass/Fail deadline
- 15-16 Fall Break – no classes
- 17 Classes resume at 8:00 a.m.  
Deadline to withdraw with “W” –noon  
Incompletes due for Spring & Summer  
07
- 20 Graduate Comprehensive Examination
- 22 Summer 2008 schedule due

November 2007

- 5 Advising & registration begins – Spring  
08
- 16 Advising ends – Spring 08
- 21 Student holiday – no classes
- 22-23 Thanksgiving holiday – no classes  
University closed
- 26 Classes resume at 8:00 a.m.

December 2007

- 7 Last day of classes  
Graduate incompletes due for Spring 07
- 8 Reading day
- 10-14 Final Exams
- 17 All grades due at 8:30 a.m.

## Spring 2008 Semester

January 2008

- 11 Final registration
- 21 Martin Luther King Jr. holiday  
No classes – University closed
- 14 Classes begin 8:00 a.m.
- 22 Last day add/drop course
- 28 Fall 2008 schedule due

February 2008

- 25 Grade estimates due 12 noons  
Pass/Fail deadline

March 2008

- 3 Deadline to withdraw with “W” –noon  
Incompletes due for fall 07
- 10-14 Spring Break – no classes
- 10 University closed
- 17 Classes resume at 8:00 a.m.
- 20 Advising & registration begin  
Fall & Summer 2008

April 2008

- 2 Advising ends – Fall 08
- 25 Classes end  
Graduate incompletes due for  
Summer & Fall 07
- 26 Reading Day
- 28-30 Final Exams

May 2008

- 1-2 Final Exams
- 6 All grades due 8:30 a.m.
- 10 Commencement

## **Academics**

The Department of Athletics, in cooperation with the Learning Center, is committed to providing academic support to all Longwood student-athletes, including counseling, class registration, tutoring, progress towards graduation, and upholding the academic integrity of Longwood University. Each student-athlete, along with every Longwood student, will be designated a faculty academic advisor within their declared major. Those student-athletes who are undeclared will also be designated a faculty academic advisor. All Longwood student-athletes are required to meet with the Student-Athlete Academic Support (SAAS) Coordinator to discuss your schedule, progress towards degree, declaration of major, etc. Remember, in order to be eligible for athletic competition, you must meet all NCAA and Longwood University academic requirements at all times. These requirements and other policies and procedures will be discussed in detail in later sections.

### **Class Attendance Policy**

All student-athletes are expected to be on-time and attend every class. Each student-athlete is responsible for notifying their professors in advance for an absence due to competition. Student-athletes will be given absence memos with their travel schedule. This memo is to be given to each of their professors the first week of classes. Make-up assignments should be completed in a timely manner at the direction of the professor. Longwood University policy allows all absences due to school sponsored activities, which includes athletics, to be an excused absence.

Longwood University professors have the discretion to drop a student's grade by one letter mark if a student misses 10% of his/her classes unexcused. If a student misses 25% of his/her classes (excused or unexcused), the professor may fail that student at his/her discretion. Student-athletes are expected to compare their syllabi and absence memos to see if such a conflict will arise. If so, the student must communicate that to the SAAS coordinator and their professor.

If a student-athlete is found to be missing class, the student-athlete, head coach, Assistant Athletics Director for Compliance/SWA and SAAS Coordinator will meet to determine a necessary course of action. Unexcused absences from class can result in a student-athlete being withheld from athletic participation or dismissal from the athletics program.

### **Course Registration**

Priority registration for student-athletes is available three days before the general student body registration. Priority registration is available to student-athletes to help minimize conflicts between class and practice times. Student-athletes must meet with their academic advisor prior to registration. The NCAA requires that all student-athletes be enrolled in a minimum of 12 credit hours to be eligible for practice and competition. All courses used to meet NCAA progress towards degree requirements must be degree applicable courses. See Academic Eligibility Section for more information.

Undergraduate students are expected to register in person with their advisor, in person in the Office of Registration or via [mylongwood.edu](http://mylongwood.edu) during one of the opportunities provided during the academic year:

- **Semester Registration:** normally a two week period in November for the following spring semester or in March/April for the following fall semester and limited to currently-enrolled, degree-seeking students. (Remember: Priority registration is available for student-athletes to register during the same session as seniors and other priority groups.)
- **Summer Registration:** normally begins in March/April with students required to register by Registration Deadline for the session in which the course is listed to avoid a late registration fee.
- **Summer Preview:** special registration procedures are provided for new freshmen and new transfer students during summer orientation. New students who cannot attend one of these programs must register on final registration day.
- **Final Registration:** the day immediately preceding the first day of classes each semester. (The degree-seeking student eligible for “Registration” who does not register prior to this final date incurs a late registration fee.)

### **Dropping or Withdrawing From a Course**

The NCAA requires that all student-athletes be enrolled in a minimum of 12 credit hours to be eligible for practice and competition. Any student-athlete who drops below 12 credit hours becomes immediately ineligible for athletic practice and/or competition. All student-athletes must see the Assistant Athletics Director for Compliance/SWA and the SAAS Coordinator for approval to drop or withdraw from a class. Failure to do so can result in athletic ineligibility, forfeiture of games, and/or loss of athletics aid.

### **Repeated Courses**

Students may repeat one or more courses, up to a total of five repeats, and have the most recent grade replace the original in grade point average calculations. All enrollments and grades appear on the transcript. After the fifth repeat, both the original and repeated grade will be included in GPA calculations.

**Note: Repeats of courses with a D or better will not result in additional credits towards the NCAA progress towards degree requirements because the credits have been previously earned. All students-athletes must inform SAAS coordinator when student-athletes repeat courses, it could have implications on eligibility.**

### **Academic Probation & Suspension Policy**

A degree-seeking student enrolled in Longwood University is in good standing unless placed on academic suspension. **Note: Even though a student-athlete may be in good standing within the University he/she may not be eligible under the NCAA academic requirements.**

### **Academic Probation**

Students are placed on probation based on their cumulative grade point average at the end of the fall semester and at the end of the last summer session. Students with cumulative grade point averages below 2.0 at the end of the spring semester will be notified that unless they raise their cumulative grade point average by the end of the last summer session they will be placed on probation at that time. Probation indicates serious academic difficulty and notice is placed on the

student's academic record. Students on academic probation may not take more than 15 credits per semester and are encouraged to seek assistance in the Learning Center.

### **Academic Suspension**

Students will be suspended from Longwood University if:

- They remain on academic probation for two consecutive regular semesters (fall is a regular semester, spring and summer are combined as a regular semester **except** when a student has been readmitted after suspension); or
- Their cumulative grade point average falls below 1.0 with 1-23 quality hours at Longwood; or
- Their cumulative grade point average falls below 1.5 with 24 or more quality hours at Longwood.

Students are suspended at the end of the fall semester and at the end of the last summer session. Students with cumulative grade point averages that qualify for suspension under the above criteria at the end of the spring semester will be notified that unless by the end of the last summer session they raise their cumulative grade point average so that they no longer meet any of the above criteria they will be suspended at that time. Suspended students may not enroll in classes at Longwood for academic credit.

The first academic suspension means required withdrawal from the institution for the semester (fall or spring) immediately following the semester in which the suspension occurs. A student may elect to attend summer school after sitting out spring semester; however, the student will be subject to the probation and suspension policy at the end of the summer. A second suspension means required withdrawal from the institution for a minimum of five calendar years. Notice of suspension is placed on the student's academic record.

Under extenuating circumstances, appeals for readmission or other exceptions to academic policies may be presented to the Faculty Petitions Committee. Students must contact the Office of Registration for information and deadlines for submitting an appeal.

### **Readmission after Suspension**

For Readmission after suspension policies please visit

<http://www.longwood.edu/catalog/2005/AcademicRegulations.htm>

### **Longwood University Honor Code**

Student-athletes are expected to abide by all University Policies and Procedures at all times, including the University Honor Code and the Judicial Code of Conduct. Failure to abide by Longwood Policies and Procedures related to academics may result in suspension, dismissal, and/or loss of Athletics Aid. Information on the Honor Code and other University policies can be found in the Student Handbook at

[http://www.longwood.edu/judicial/studenthandbook\\_%20webformat/handbook.htm](http://www.longwood.edu/judicial/studenthandbook_%20webformat/handbook.htm). Also see the Student-Athlete Code of Conduct within the Ethical Conduct Section of this Handbook.

## Study Hall Policies and Procedures

All freshmen and new transfer student-athletes during their first semester at Longwood University are required to attend study hall each week. In addition, all other student-athletes with a GPA below a 2.5 are required to attend. The following information displays hours required of study hall based on cumulative GPA:

2.49 - 2.25	4 hours
2.24 - 2.0	6 hours
Below 2.0	8 hours

If a student-athlete earns a cumulative GPA above a 2.5 they are no longer required to attend study hall, unless dropping below a cumulative GPA of a 2.5 at a later date. Each head coach can increase the requirements for study hall at his/her discretion but cannot exceed 10 hours.

### Hours:

8:15 am – 5:00 pm Monday – Thursday

7:00 pm – 10:00 pm Sunday – Thursday

### Location:

Library (Must sign in with the SAAS Coordinatoin T2-I)

TBD

## Study Hall Guidelines

While in study hall, all student-athletes must abide by the following guidelines. If a student-athlete fails to follow these guidelines, the student-athlete will be asked to leave study hall and lose any hours earned during that particular study hall session.

1. No food or drink in computer labs.
2. No internet surfing. The internet must be used for academic purposes. The Coordinator or any other Athletics Department personnel may question the purpose of a student-athlete's use of the internet at any time and the student-athlete must provide an adequate explanation.
3. No instant messenger of any kind (i.e. AOL, Yahoo, MSN, etc). This includes having an instant messenger program open and/or active regardless of any conversation.
4. No cell phones at any time. Cell phones should be turned off or left in your room.
5. Students must use study hall time to complete academic coursework. Study hall hours may not be earned while internet surfing, doodling, listening to your IPOD, etc. If you think you do not have academic work to do, read your textbook, reread your textbook, start your next assignment, etc.
6. PLAN AHEAD! BEFORE COMING TO STUDY HALL, DETERMINE WHAT ASSIGNMENTS OR READINGS YOU WILL BE COMPLETING WHILE IN STUDY HALL.

To ensure our student-athlete's attendance at the required number of hours each week, the following penalties will be in place for missed study hall hours.

- **First Offense** – The penalty will be at the discretion of the coach with a rollover system in place. The hours missed for the previous week must be achieved the subsequent week. For

example, if a student-athlete is required to have 6 study hall hours for the week and only earns 5, the student-athlete must obtain 7 the following week or a second offense will occur.

- **Second Offense** – Student-athlete will be withheld from one practice (+2 hours of study hall)
- **Third Offense** – Student-athlete will be withheld from two practices (+4 hours of study hall)
- **Fourth Offense** - which will be viewed as a total disregard for study hall policies and procedures will result in a student-athlete being withheld from a competition. If competition is not an option, the student-athlete will then be withheld from practice for 5 practice days.

**In the case of extreme and extenuating circumstances that prevent a student-athlete from completing their required hours, the student-athlete must meet with the SAAS Coordinator. If the SAAS Coordinator can determine the circumstances are extreme and extenuating, an exception to the penalty will be granted. In a case where the circumstances are less clear, the SAAS Coordinator will seek input from the Athletic Director and Assistant Athletics Director for Compliance/SWA as well.**

**NOTE: Poor planning and negligence on the part of a student-athlete will not constitute extreme or extenuating circumstances.**

### **Study Hall Voucher System**

The voucher system allows greater flexibility for students to meet study hall requirements by earning hours outside of the departmental study hall. The voucher system allows for hours to be earned in any of the following categories.

- Any service offered by the Learning Center (includes tutoring, writing center, and organizational tutoring).
- Supervised study hall time during team travel to and from away competitions. Arrangements must be placed in writing and provided to the Study Hall Coordinator before leaving campus to ensure we are all “on the same page.”

The student-athlete must complete the voucher form and have a verifying signature for any hours earned. For tutoring that is set up through the Learning Center, the student-athlete must get the signature of their respective tutor. Team study time must be signed by the head coach or designee. The voucher form must be submitted to the Coordinator by Thursday at 10:00 p.m. in order for the hours to be counted. If the student-athlete has a competition on Thursday, the student-athlete must turn in the voucher prior to leaving for competition. The Coordinator will sign and approve the voucher form after it is submitted and reviewed each week.

**Note: Hours documented on forms and/or paper other than the Study Hall Voucher WILL NOT be accepted. Vouchers not given to the Coordinator by Thursdays at 10:00 p.m. will not be honored.**

## **Tutoring**

Tutoring is available through the Learning Center in the areas of math, history, business, modern languages, music and science. To request a session in one of these areas, you should visit the Learning Center website at [http://www.longwood.edu/library/services/learn\\_lab.htm](http://www.longwood.edu/library/services/learn_lab.htm) and complete the Peer Academic Coaching Request Form. The Learning Center also offers resources through the Writing Center and Speaking Center to assist you in your coursework. You must call the Writing Center or Speaking Center at x2393 or x2050 to request an appointment. Please note that the Writing Center will not proofread your paper, write your paper, estimate your grade for a paper, read over the paper just before it is due, or help with a take home without the approval of a professor.

The Learning Center also offers a tremendous number of resources for developing study skills, online math tutorials and improving writing skills to name a few. It is your responsibility to seek out the resources that are available to you. If you have questions or concerns regarding the resources that are available, you are responsible for seeking assistance from Natasha J. Long, SAAS, at x2614 or [longnj@longwood.edu](mailto:longnj@longwood.edu).

## **Athletic Training**

Athletic training services are provided for all Longwood student-athletes. The Athletic Training Policy Manual is posted on the Athletic Training website at [www.longwoodlancers.com](http://www.longwoodlancers.com). This section outlines rules and regulations regarding the use of the Athletic Training Room and the services it provides. You are responsible to adhere to these rules at all times. Failure to do so can and will result in your forfeiture of the use of the Athletic Training Room and its services.

### **Athletic Training Room (ATR) Rules & Regulations**

1. Please, no horseplay, loitering, inappropriate language or disrespectful behavior.
2. Report all injuries and/or illnesses to an athletic trainer when they occur.
3. No athletic equipment, spikes, cleats, gloves, or book bags allowed in the ATR at any time.
4. No food, beverage, or tobacco allowed in the ATR.
5. Under no circumstances are athletic training students to administer treatments unsupervised.
6. Please allow suitable time before practice/games or make arrangements with the athletic training staff for necessary treatment.
7. Being in the ATR is not an excuse for missing or being late for class. Please do not ask Athletic Training staff for written excuses.
8. The computer and phone in the athletic training room are for professional use only.
9. Please shower before entering the ATR for treatment.
10. No cell phones and pagers allowed in the ATR.
11. Please return all loaned equipment as soon as it is no longer needed (i.e. braces, wraps, crutches, etc).
12. Please do not remove towels.
13. Dress appropriately as necessary for treatment (i.e. shorts, sports bra, T-shirt). Please note that the athletic training room is co-ed. Please be sure to dress appropriately.
14. Please do not put shoes on the treatment tables.

## **Athletic Training Room Hours of Operation**

1. While Longwood University's classes are in session, the athletic training room will be open from 8:00 am until 11:30 am, close for lunch, then reopening at 1:00 pm until 6:00 pm. **From 2:30 – 4:00 the athletic training room is available only to the student-athletes that are in-season and preparing for practice. No rehabilitation will be done during this time; the athletic training room will reopen to all student-athletes from 4:00-6:00.**
2. During weekends, the athletic training room will be open on an as needed basis to cover in season sports practices/games.
3. During holidays, school breaks, and instances when the school shuts down (weather emergencies) the athletic training room will be opened on an as needed basis to cover in season sports practices/games.
4. During the fall and spring seasons, all athletic training staff members may be covering outdoor sport games/practices simultaneously, and the athletic training room may temporarily close to allow for coverage of these in season sports. If this is the case, emergency contact information (including names, locations and cell phone numbers of the athletic training staff) will be posted outside of the athletic training room on the door.

**These hours are subject to change.**

**Call the Athletic Training Room at 2603 for the current hours.**

## **Reporting Injuries and Illnesses**

1. In order for the sports medicine staff to provide effective, quality medical care to the student-athletes at Longwood University, it is important that the student-athletes report all illnesses and injuries, including those injuries that are not sport-related, to the athletic training staff as soon as possible.
2. It should be made clear to all concerned that this choice is the option of the student-athlete involved and that no penalty, stated or implied, should deter the student-athlete from exercising this option. Coaches shall neither require nor permit a sick or injured athlete to practice or participate in a game or practice without the approval of the medical staff.
3. All student athletes should schedule an appointment during weekday mornings between the hours of 8:00am – 11:30am, afternoons from 1:00pm – 2:30pm, and from 4:00 – 6:00 for treatment and injury evaluation.
4. Coaches should encourage student-athletes to report new injuries or illnesses to the athletic training staff from 8:00 am – 11:30 am, so that the athletic training staff can update coaches on the current injury status of athletes prior to practice and to perform the appropriate rehabilitation.
5. Coaches are encouraged to report any known injury to the athletic training staff, as soon as possible.

## **Health Insurance**

1. The Longwood University athletic department carries a secondary insurance policy on all student athletes participating in intercollegiate athletics. **This policy does not cover**

**routine medical, dental, surgical, optical care, pre-existing injuries, non-sport related accidental injury, or prescription medications.**

2. Longwood University provides secondary insurance coverage for student-athletes through Student Athletic Protection, Inc. For those athletes who have primary insurance through another company, this policy acts as an excess policy and covers remaining balances after the primary insurance company has paid its share of the costs. For student-athletes who do not have primary insurance, Student Athletic Protection, Inc. may act as the primary insurance provider. However, the same limitations apply as referred to in point 1.
3. Any bills received by a student-athlete that are the result of a referral by the sports medicine staff should be submitted to the head athletic trainer. In addition, student-athletes must supply the head athletic trainer with a copy of the explanation of benefits (E.O.B.) from their primary insurance before secondary claims can be filed.
4. The Athletic Training staff will evaluate all bills in accordance with NCAA rules and regulations for approval.
5. The athletics department will assume no financial responsibility for the following:
  - a. Routine medical, dental, optical, or surgical care,
  - b. Care of injury resulting from injury in anything other than a scheduled practice or game (Non-sport related injuries),
  - c. Prescription medications.

### **Pre-Participation Medical Exams**

1. Each coach must provide the athletic training staff with a roster for his/her respective sport by July 1<sup>st</sup> of each school year. This will allow the athletic training staff to organize the physical examinations and to gather insurance information for the upcoming year.
2. **All student-athletes are required to have a complete physical examination performed by a physician, orthopedic screening, proof of medical insurance, and medical history on file prior to their participation in sport activity.** This may include such tests as deemed necessary by the examining, consulting, or personal physician. This examination will be kept on file in the athletic training room in the student-athlete's permanent file.
3. The athletic training staff will inform each coach when his/her team will be administered pre-participation medical screenings.
4. **No student-athlete will be treated in the athletic training room or be given medical clearance without a complete physical examination performed by a physician, orthopedic screening, proof of medical insurance, and medical history on file. The pre-participation medical screenings will not be repeated because a student-athlete failed to show up. Any student-athlete who misses the time assigned for his/her team's medical screening without prior approval of the athletic training staff will have to have his/her physical completed at a time that is convenient to the team physician and the student-athlete may be responsible for the costs of this visit.**
5. After the pre-participation medical screenings are completed, the athletic training staff will provide the coaches and the Assistant Athletics Director for Compliance/SWA with a list of student athletes who have been examined. It is the coach's responsibility to ensure that all of their student-athletes have been examined.

## Physicians and Referrals

1. Longwood University works cooperatively with Chippenham Orthopedic Clinic and West End Orthopedic Clinic in Richmond, VA. The athletic training staff at Longwood University is under the supervision of these doctors and these doctors have final word on all medical decisions affecting participation status of the student-athlete.
2. It is within the rights of the student-athlete to seek a second opinion outside of the sports medicine staff; **all referrals to physicians, specialists, or consultants require the prior approval of the athletic training staff. This is extremely important for two reasons:**
  - a. **In order to provide a high standard of medical care, the athletic training staff will need to know which physicians have been contacted for second opinions in order to coordinate the medical care for each student-athlete.**
  - b. **The athletic training staff must approve the physicians visit (for second opinions) in order to facilitate the school's secondary insurance billing process. Without the knowledge of and referral from Longwood University's athletic training staff, there can be no assurance that Student Athletic Protection, Inc. will provide coverage of second opinion consultations/diagnostic tests, etc.**
3. When a student-athlete chooses to seek a second opinion, he/she must provide written reports/documentation from the examining physician.
4. **Any student-athlete seeking a second opinion must receive medical clearance from the orthopedic physicians from Chippenham Sports Medicine Clinic and West End Orthopedic Clinic before being allowed to return to play.**

## Sport Coverage

**The following are guidelines and coverage may need to be adjusted as the situation demands.**

1. The athletic training staff will cover every sport to the best of their ability and according to the incidence of injury. If at all possible, there will be a certified athletic trainer available during practice and game times. The athletic training staff must prioritize coverage of care of traditional season practices, home and away events, athletic training room coverage, and non-traditional events. In addition, the overlap that occurs between fall/winter sports and between winter/spring sports further challenges the athletic training staff's ability to provide on site coverage of various athletic events/practices. These factors all contribute to the athletic training staff's ability to provide coverage for Longwood University's 14 intercollegiate athletic teams.
2. The priority of medical coverage is as follows,
  - a. Traditional season (in-season) sports will be given priority in coverage by the athletic training staff over non-traditional (out of season) sports.
  - b. Home competitions will be given priority over practices.
  - c. Non-traditional (out of season) sport competitions may be covered if staffing permits.
  - d. Non-traditional practices will be covered if possible. If coverage cannot be arranged, then an athletic trainer will be on call. Being "on call" implies that the athletic training staff will be accessible by phone either in the athletic training room or while off duty.
  - e. Coverage of sports depends on the availability of the athletic training staff and is subject to change as the situation demands.

3. It is the responsibility of each head coach at the beginning of each month to provide the athletic training staff with a schedule for that month, including; practice times, days off, games (both home and away), travel times, weights, and/or separate conditioning times. The athletic training staff needs each sport's schedule in order to provide the highest possible medical coverage for the student-athletes.
4. **It is the responsibility of the head coach to notify the athletic training staff immediately if there are any changes to the schedule.**
5. Non-traditional season sports or individual sports such as, cross-country, tennis, or golf may pick up a medical kit at the beginning of the season. This medical kit should be brought to practices and **all away games** in the absence of an athletic trainer.
6. The medical kit should be accompanied by the student-athletes' insurance information in case an emergency arises on the road. That is why it is imperative for each coach to ensure that he/she has the appropriately assigned medical kit.
7. It is the responsibility of the coaching staff to see that the kit is periodically returned to the athletic training room for restocking and that non-expendable items are accounted for (tape cutters, scissors, etc.).
8. **In the event a kit is stolen, lost, misplaced, etc., then the cost of the replacement kit will come from the athletic team's budget that lost the kit at a cost of \$200.**

### **Athletic Training Students**

1. The athletic training student is a valued member of the Longwood University athletic training staff. **First and foremost, athletic training students are here for their education, they are not to be used in place of a certified athletic trainer.** They are present to assist the athletic trainer while acquiring their education and will be involved in all aspects of injury care and prevention.
2. **Athletic training students cannot make return to play decisions for a student-athlete or the coach.**
3. If there is a problem with an athletic training student's performance, coaches should approach an athletic training staff member with the problem. The athletic training staff will discuss any problems with the students.

### **Nutritional Supplements & Ergogenic Aids**

Improved athletic performance, decreased recovery time, and increased muscle building capacity are all marketed to student-athletes in the form of nutritional dietary supplements. These supplements may promise benefits, however the lack of regulation and safety in the manufacturing of dietary supplements is of great concern. The majority of these products are not subject to the strict regulations set by the United States Food and Drug Administration. In addition, the ingredients could possibly contain impurities or banned substances which would cause a student-athlete to test positive on a drug test. A positive drug test **will not be overturned** if a student-athlete claims that they simply did not know the contents of the supplement they were taking. Know what you are putting into your body! For more information please see Longwood University Drug and Alcohol Education Program for Student Athletes. The following guidelines should be followed:

1. According to NCAA rules, any supplement that contains more than 30% of its calories from protein, is a banned substance. Large quantities of amino acids (proteins) affect the absorption of other essential amino acids. This may lead to nausea and impairment of kidney function which will affect the athlete's hydration level.
2. Antioxidants, vitamin E, vitamin C, beta-carotene, etc do not protect athletes from the possibly damaging effects of aerobic exercise. Vitamins and minerals **do not provide enhanced performance** if no deficiency exists in the first place. Eating a balanced diet is always best.
3. Sources of potentially damaging substances are not limited to nutritional supplements. For example; stimulants (caffeine) are present in coffee, soda, and "energy drinks". Be aware that these may contribute to a positive drug test. Please note: in accordance with NCAA Bylaw 16.5.2 (Nutritional Supplements), **Longwood University may provide only non-muscle building nutritional supplements to student-athletes at any time for the purpose of providing additional calories and electrolytes, provided the supplements do not contain any NCAA banned substances.**

To view a complete updated list of NCAA banned substances refer to [www.ncaa.org](http://www.ncaa.org). For more information please see the Longwood University Drug and Alcohol Education Program for Student Athletes, pages 33-38

## **NCAA Rules & Regulations**

Annually, the Assistant Athletics Director for Compliance/SWA will review appropriate NCAA rules and regulations with each team. Each student-athlete is responsible for having a basic understanding of NCAA rules in areas such as eligibility, playing and practice season, amateurism, agents, and employment. Each student-athlete will also need to provide information regarding his/her employment, vehicle registration, housing and financial aid information. In addition, each student-athlete will complete your NCAA Student-Athlete Statement and NCAA Drug Testing Consent Forms. Upon completion, the University will certify that the student-athlete meets all academic and athletic eligibility requirements in order to practice and/or compete.

A basic knowledge of NCAA rules is a necessity to prevent unwanted rules violations that can affect your eligibility to compete. If you are aware of an NCAA violation, you are required by NCAA Bylaw 10.1 to provide such information to the Athletics Department immediately. You may inform your head coach, the Assistant Athletics Director for Compliance/SWA, the Athletics Director, or any other athletics administrator.

### **Five-Year Clock/Seasons of Competition**

Each student-athlete may compete a total of four seasons within their five year clock in any sport. Your five year clock begins as soon as you enroll full-time for the first time in a two or four-year college or university. From that date, your five year clock runs continuously regardless of your enrollment status.

Each academic year, the Assistant Athletics Director for Compliance/SWA will certify if you have used one of your four seasons of competition. If you participate in any Longwood competition(s), you will have used a season of competition. If you have not participated in any competition(s) for the current academic year, you will not be deducted a season of competition.

## Medical Hardship Waiver

A student-athlete may be eligible for a medical hardship waiver if all the following conditions are met:

- A student-athlete sustains an incapacitating injury or illness during one of the four seasons of competition;
- The injury or illness occurs prior to the completion of the first half of the season which contains the NCAA Championship and results in the student-athlete being incapacitated to compete for the remainder of the playing season;
- The injury or illness occurs when the student-athlete has not participated in more than two contests or 20% of all scheduled contests whichever is greater.

The Medical Hardship waiver must be filed and granted by the NCAA. Supporting medical documentation from the examining physician will be required to validate the incapacitating nature of the injury. A Medical Hardship Waiver grants an additional season of competition to the student-athlete that must be used within the student-athletes five year clock.

If a student-athlete believes a Medical Hardship Waiver should be granted, the student-athlete should inform their coaching staff and/or the Assistant Athletic Director for Compliance/SWA at the first available opportunity.

## Academic Eligibility Requirements

The NCAA requires each student-athlete to meet certain academic requirements each semester and academic year to ensure that each student-athlete will progress towards a degree. Academic eligibility requirements are based on the number of terms of full-time enrollment at Longwood University or any previous college/university attendance.

**Each semester (Fall & Spring Semesters),** a student-athlete must pass 6 credit hours. During a student-athletes first and second year of college enrollment, any credits may be used to satisfy the 6 credit hour requirement. Following the second year, credits must be applicable to his/her declared degree program in order to satisfy the 6 credit hour requirement. Credits earned during the winter or summer terms **may not** be used to meet this requirement.

**Each academic year (Fall, Winter, & Spring Semesters),** a student-athlete must pass 18 credit hours. During a student-athletes first and second year of college enrollment, any credits may be used to satisfy the 18 credit hour requirement. Following the second year, credits must be applicable to his/her declared degree program in order to satisfy the 18 credit hour requirement. Credits earned during the summer terms **may not** be used to meet this requirement.

**Percentage of Degree & GPA Requirements** – Each student-athlete must meet the following percentage of degree and GPA requirements based on the number of semesters completed.

**During the first academic year,** a student-athlete must earn 24 credit hours and have a cumulative GPA that is 90% of the required GPA for graduation (Ex. Graduating GPA = 2.0: NCAA GPA requirement =  $2.0 * .90 = 1.8$ ) in order to be eligible the following academic year. Credits hours that are applicable to any Longwood University degree may be used to meet the 24 credit hour requirement.

**After the second academic year,** a student-athlete must have earned 40% of his/her declared major and have a cumulative GPA that is 95% of the required GPA for graduation in order to be eligible the following academic year.

For example, a student-athlete majors in History which requires 120 credit hours to graduate with a 2.0. This student must complete the following to remain eligible for competition.

$$\text{Percentage of Degree} = .40 * 120 \text{ credits} = 48 \text{ credits}$$

$$\text{GPA} = .95 * 2.0 = 1.9 \text{ Cumulative GPA}$$

Credits hours must be applicable to the declared degree program in order to satisfy the percentage of degree requirement.

**After the third academic year,** a student-athlete must have earned 60% of his/her declared major and have a cumulative GPA that is 100% of the required GPA for graduation in order to be eligible the following academic year.

For example, a student-athlete majors in History which requires 120 credit hours to graduate with a 2.0. This student must complete the following to remain eligible for competition.

$$\text{Percentage of Degree} = .60 * 120 \text{ credits} = 72 \text{ credits}$$

$$\text{GPA} = 1.00 * 2.0 = 2.0 \text{ Cumulative GPA}$$

Credits hours must be applicable to the declared degree program in order to satisfy the percentage of degree requirement.

**After the fourth academic year,** a student-athlete must have earned 80% of his/her declared major and maintain a cumulative GPA that is 100% of the required GPA for graduation in order to be eligible the following academic year.

For example, a student-athlete majors in History which requires 120 credit hours to graduate with a 2.0. This student must complete the following to remain eligible for competition.

$$\text{Percentage of Degree} = .80 * 120 \text{ credits} = 96 \text{ credits}$$

$$\text{GPA} = 1.00 * 2.0 = 2.0 \text{ Cumulative GPA}$$

Credits hours must be applicable to the declared degree program in order to satisfy the percentage of degree requirement

**The GPA requirement must be maintained each and every semester and will be certified before each semester. If a student-athlete falls below the GPA requirement at any time, he/she is immediately ineligible for competition.**

**Full time enrollment** – A student-athlete must be enrolled full-time (minimum of 12 credit hours) **at all times to be eligible for practice and competition.** If you drop below full-time enrollment at any time, you are immediately ineligible for practice or competition. If you wish to drop a class, you must contact the SAAS Coordinator or Assistant Athletics Director for Compliance/SWA to ensure your eligibility for practice and competition.

**Declaration of Major** – A student-athlete must declare a major by the start of the fifth semester of full-time enrollment or the junior year. **Please note: the NCAA percentage of degree requirements are based on your declared degree and may vary depending on the number of hours required to graduate. Also, classes that count towards graduation in one major (such as Business Administration) may not count towards graduation in another (such as**

**Exercise Science). Each student-athlete is required to meet with the SAAS Coordinator prior to any change of major. Changing your major without first consulting with the SAAS Coordinator may result in you becoming ineligible for competition or forfeiture of games.**

### **Agents & Amateurism**

A student-athlete must be an amateur in order to compete in intercollegiate athletics. A student-athlete will lose his/her eligibility for intercollegiate competition if he/she:

- Uses his/her athletics skills (directly or indirectly) for pay in any form in their sport;
- Accepts a promise of pay (even if the pay will be after graduation or completion of their eligibility);
- Signs a contract or commitment to play professional sports;
- Receives (directly or indirectly) a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization;
- Competes on any professional athletics team even if no pay or remuneration for expenses is received (except for tennis and golf);
- Enters into a professional draft;
- Enters into an agreement (written, oral, handshake) with an agent.

An agent or talent scout is any individual other than your parents or legal guardians that markets your athletic ability for the purpose of professional competition. If you or any of your family members are approached by an agent or talent scout regarding your ability for professional athletics, you must inform your coach and the Assistant Athletics Director for Compliance/SWA immediately. Failure to do so could result in a loss of eligibility for intercollegiate athletics and possible forfeiture of games.

If you wish to pursue your options for a professional athletic career, you must contact the Assistant Athletics Director for Compliance/SWA to discuss such options.

### **Promotional Activities**

Longwood University is responsible for ensuring your amateur status to participate in intercollegiate athletics, including the use of a student-athlete's name, picture, likeness or appearance to promote activities. According to NCAA Bylaw 12.5.1.1 the Longwood University Athletics Department is required to present written approval for any student-athlete participating in any institutional, or non-institutional charitable, educational, or non-profit activity or project considered incidental to the student-athlete's participation in intercollegiate athletics.

Longwood University, or a non-institutional charitable, educational, or non-profit agency may use a student-athlete's name, picture, or appearance to support its charitable or educational activities, but as stipulated under NCAA Bylaws 12.5.1.1 (a-i), a Longwood University student-athlete may participate in an institutional, or non-institutional charitable, educational, or non-profit promotion only under the following conditions:

1. The student-athlete receives written approval to participate from the Director of Athletics (or his/her designee);
2. The student-athlete and an authorized representative of the charitable, educational, or non-profit agency must sign a release statement ensuring that the student-athlete's name, image, or appearance will not be used for any commercial purpose;

3. The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency. The sponsoring organization may reproduce their regular trademark or logo (along with their address and telephone number) only on printed materials such as pictures, posters, or calendars;
4. The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g. poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo appears on the item;
5. The student-athlete does not miss class;
6. All monies derived from the activity or project go directly to Longwood University, or the charitable, educational, or non-profit agency;
7. The student-athlete's name, picture, or appearance is not utilized to promote the commercial ventures of any non-profit agency.

During your orientation each year, you will be asked to provide consent so Longwood University may use your name, picture, likeness or appearance to promote the activities of the University within the NCAA guidelines to maintain your eligibility. Any promotional activity for an organization other than Longwood University must also be monitored and approved to ensure your eligibility. If you are asked to participate in a promotional activity that will use your name, picture, likeness or appearance to promote that activity or event, immediately report that information to your coach and the Assistant Athletics Director for Compliance/SWA to ensure you are eligible to participate.

### **Awards & Extra Benefits**

A student-athlete shall not receive any extra award or benefit that is not expressly permitted by the NCAA. Receipt of such an award or benefit results in a student-athlete being ineligible for competition. An extra benefit is any special arrangement made by a Longwood employee or booster to provide a student-athlete or their friends or relatives a benefit that is not permitted by the NCAA. If the benefit is available to all Longwood students, their friends, relatives, or to a particular group (international students, biology majors) then the benefit is not considered to be an extra benefit.

### **Permissible Benefits**

- Complimentary Admissions (4 admissions) to home event in your sport
- Academic Support Services
- Tutoring
- Use of computers, copy machines, internet and fax machines (for academic work only)
- Athletics medical insurance
- Drug rehabilitation expenses
- Counseling expenses related to treatment of eating disorders
- Medical Examinations
- Housing & Meals related to athletics participation
- Transportation related to competition

**Note: Although this list is permissible by the NCAA, the Athletics Department will review on a case by case basis awarding those benefits not currently available to all Longwood student-athletes, as necessary.**

### **Impermissible Benefits**

- Discounts & Credits
- Free or reduced cost services
- Telephones & Credit Cards
- A loan or gift of money
- A guarantee of bond
- An automobile or use of an automobile
- Signing or cosigning a loan
- Transportation (other than for competition or medical expenses)

This list includes only examples of benefits that a student-athlete may or may not receive. Remember, any benefit received from a Longwood employee or booster that is not available to all students or specific groups or is being given to a student-athlete based on their participation in athletics is considered an extra benefit. If a student-athlete is presented with an extra benefit, he/she must inform their head coach and the Assistant Athletics Director for Compliance/SWA immediately. Failure to do so could result in a loss of eligibility, forfeiture of games and/or suspension from the athletics program.

### **Awards**

Each year the Longwood Athletics Department awards Senior Blankets to those seniors, including athletic training students and cheerleaders, who are completing their eligibility and/or graduating based on a recommendation from the head coach. In addition, the Athletics Department awards the following:

- Male Student-Athlete of the Year
- Female Student-Athlete of the Year
- Henry Willett Male Scholar-Athlete of the Year
- Henry Willett Female Scholar-Athlete of the Year
- Male Freshmen of the Year
- Female Freshmen of the Year
- Jimmy Yarbrough Inspiration Award

Senior Blankets and the previously mentioned awards are distributed at the annual Athletics Awards Banquet.

The Athletics Department annually presents the Athletics Academic Awards Banquet to honor those student-athletes who have achieved a 3.0 GPA or better the previous two academic terms (one term for freshmen).

### **Eligibility for Practice and Competition**

In order to be eligible for practice in Longwood Athletics you must:

- Be registered for a full-time program of study towards a bachelor's degree at Longwood University
- Complete all NCAA and Athletics Department Eligibility Paperwork
- Complete all Athletics Department Medical Clearance Procedures

In order to be eligible for competition in Longwood Athletics you must:

- Be registered in a minimum of 12 credit hours at all times. Be aware that Longwood University counts courses taken in the intersession towards your full-time enrollment for the spring. These credits may be used to be eligible for practice, but may not be used to be eligible for competition. You must be enrolled in a minimum of 12 credits hours during each semester of attendance.
- Meet all academic eligibility requirements
- Complete all NCAA and Athletics Department Eligibility Paperwork
- Complete all Athletics Department Medical Clearance Procedures

### **Employment**

The NCAA requires that Longwood University monitor student-athlete employment to ensure the following:

- A student-athlete may only be paid for work actually performed;
- A student-athlete may only be paid at equivalent rate as any other employee with similar experience and duties in the locale of the employer.

If you wish to be employed during the academic year, you must complete a Student-Athlete Employment Form and return to the Assistant Athletics Director for Compliance/SWA prior to your employment. Annually, you will be required to list all of your previous summer's employment on your Athletic Eligibility Forms. Failure to do so could result in a loss of eligibility for athletic competition.

### **Camp/Clinic Employment**

A student-athlete may be employed at any Longwood, other institution, or privately owned camp or clinic, provide he/she is paid for work actually performed and paid at an equivalent rate for other camp/clinic employees with similar duties. In addition, the following requirements apply:

- A student-athlete must perform general supervisory duties in addition to any coaching or officiating duties
- A student-athlete may not be paid based on athletics ability or reputation
- A student-athlete may not be paid for only lecturing or demonstrating at a camp/clinic.

Camp/Clinic employment, other than Longwood University camps/clinics, during the summer should be reported at the start of the academic year on your Athletics Eligibility Paperwork. Camp/Clinic employment, other than Longwood University camps/clinics, including during the academic year, should be reported on a Student-Athlete Employment Form prior to the camp/clinic.

In addition to compensation, a student-athlete may receive travel expenses provided such travel expenses are given to all employees of the camp/clinic.

A student-athlete may not conduct his/her own camp or clinic at any time.

### **Playing & Practice Season**

Each academic year, each head coach (except men's and women's basketball) will declare two segments (one in the fall semester and one in the spring semester) that are considered in-season. All other segments during the academic year are considered out-of-season. Below are the NCAA requirements that are permitted during each of these segments.

#### **In-season**

In season, each student-athlete may participate in a maximum of twenty hours of countable athletically related activity each week with no more than four hours of countable activity per day (see Countable Athletically Related Activities below). A week is defined as Sunday through Saturday. Each week, a student-athlete must have one day off from any countable athletically related activities. A travel day is considered a day off provided no countable practice activity occurs.

In the sport of basketball, if a team has three competitions in one week a day off is not required as long as each student-athlete receives two days off the week prior or week after the week with three competitions.

#### **Out-of-Season**

Out-of-season, each student-athlete may participate in a maximum of eight hours of countable athletically related activity each week with no more than four hours of countable activity per day. Of those eight hours, a maximum of two hours can be individual skill instruction with a coach.

**Countable Athletically Related Activities** – The following activities are considered countable athletically related activities for the purpose of practice hour limitations.

- Practice (no more than four hours per day)
- Athletic meetings with a coach that is initiated or required by the coach
- Competition (counts as 3 hours regardless of actual length)
- Field, floor or on-court activities
- Setting up offensive and defensive alignments
- On-court or on-field activities called by any member of the team and confined to members of the team
- Required weight training and conditioning activities
- Required participation in camps/clinics
- Visiting the competition site in golf or cross country
- Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- Discussion or review of film

- Participation in a physical activity class for student-athletes only and taught by athletics staff
- Participation in National Youth Sports Program clinics in which student-athletes and coaches are both present

**Non-countable Athletically Related Activities** – The following activities are not considered countable athletically related activities for the purpose of practice hour limitations.

- Compliance Meetings
- Meetings with a coach that is initiated by the student-athlete
- Drug/Alcohol educational meetings or CHAMPS/Life Skills meetings
- Study hall, tutoring or academic meetings
- Student-athlete advisory committee/Captain’s Council meetings
- Voluntary weight training not conducted by a coach
- Voluntary sport-related activities, no attendance taken, no coach present
- Traveling to/from the site of competition
- Training room activities
- Recruiting activities (e.g., student host)
- Training table meals
- Attending banquets
- Fund-raising activities or public relations/promotional activities and community service project

### **Voluntary Activity**

A student-athlete may participate in voluntary sport-related activity over the allowable number of practice hours per week provided:

- A student-athlete must not be required to report information back to a coach or other athletics department staff member and no staff member who observes the activity (i.e. athletic trainer) may report information back to the student-athlete’s coach
- A student-athlete must initiate and request the activity solely on his/her own accord.
- A student-athletes attendance or participation in a voluntary activity must not be recorded for the purpose of reporting such information back to the coaching staff or other student-athletes.
- A student-athlete may not be subject to penalty for not participating or recognition/incentives based on his/her participation.
- A coach is not present to view or assist the voluntary activity.

### **Recruiting**

Student-athletes have the opportunity to participate in the recruiting process under certain circumstances. These activities can include telephone contact, pick-up games, and hosting a prospect. The topics below cover permissible and impermissible activities for student-athletes with regard to recruiting.

### **Student Host**

The most common recruiting activity student-athletes participate in is during an official visit. An official visit is a visit in which Longwood University pays the expenses for a prospective student-athlete to visit our campus for a limited amount of time. On an official visit, many of you may serve as a student host.

The following are guidelines in order to serve as a student host:

- A student-athlete must be enrolled full-time
- Only one student-host may be provided a free meal if attending a restaurant.
- The student host shall only receive money to entertain the prospect, the prospect's parents or spouse and the student host.
- A maximum of \$30.00 a day will be provided to cover all entertainment expenses. An additional \$15.00 a day may be provided for each additional prospect being hosted by one student-athlete. Entertainment expenses can include late night snacks.
- A student host may not purchase alcoholic beverages regardless of whether the host or the prospect is of legal drinking age.
- No cash may be given to the visiting prospect.
- A student host may not use entertainment funds to purchase gifts or souvenirs for the prospect.
- A student host may not use transportation provided or arranged by a Longwood staff member or booster of the athletics program.
- A student host may not transport the prospect or friends/family more than 30 miles from campus.
- A student host may not allow recruiting conversations to occur, on or off campus, between a prospect and a booster.
- A student host may receive complimentary admission when accompanying a prospect to an on campus athletics event.
- A student host may not use student host money to entertain any individuals other than the prospect and his/her parents or legal guardians. This includes teammates, friends, coaches, etc.
- A student host shall be responsible for turning in any and all receipts the day after the visit.

Prior to an official visit, the head coach is responsible for reviewing the Student Host Instructions and Official Visit Policy with the student host and prospect. At that time, the coach can provide the entertainment money to the student host. The student host and the head coach are responsible for signing the Student Host Form. By signing the Student Host Form, you certify that the Student Host Instructions and Official Visit Policy have been reviewed with you and the prospects and receipt of the entertainment money. After the official visit, you must return receipts for use of any and all entertainment money and any remaining money no later than the day after the conclusion of the official visit. The student host and the head coach will certify how much of the entertainment money was spent and returned.

### **Telephone Calls**

A student-athlete may not make or participate in telephone calls to a prospect at the direction of a coach. If you have a pre-established relationship with a prospective student-athlete you may call

the prospect provided it is not at the direction of the coach or at the expense of the Longwood University Athletics Department. You may receive telephone calls from prospects at the prospects' expense at any time.

### **Pick-up Games**

A student-athlete may participate in practice or pick-up game activities with a prospect while the prospect is on campus provided the activity is not observed by any member of the coaching staff and no information is required to be reported back to the coaching staff.

### **Transfer Rules**

The decision to transfer from Longwood University to another institution is one that requires careful consideration. Below is a summary of NCAA rules regarding transferring which may help you better understand the consequences of your decision.

- Before you may begin to discuss possibly transferring with another school, your potential future school must first receive written permission from the Longwood Athletics Department.
- In order to obtain permission to speak with other schools, you must first inform your coach about your interest in transferring. It is important that you and your family understand that if you make contact with another school they are obligated to notify Longwood University.
- NCAA regulations require a transfer to sit out for one academic year prior to competing at the new institution unless you meet the "one-time transfer exception". This exception is not available to men's or women's basketball players, unless you are transferring to a Division II or III institution.
- In sports other than basketball, it is possible for you to be immediately eligible upon transfer if you meet all the following conditions:
  - You compete in a sport other than basketball
  - This is your first transfer from a four-year college
  - You are in good academic standing and would be eligible to compete if you returned to Longwood University
  - Longwood University certifies in writing that there is no objection to granting the exception to the one-year residency requirement.
- If you are not granted permission to discuss transfer possibilities or the transfer exception, you may request a hearing with the Faculty Athletics Representative to appeal the decision.

### **Ethical Conduct**

Being a Division I student-athlete at Longwood University is a privilege and should be treated as such. With this privilege comes tremendous responsibility that is of utmost importance. Each student-athlete can help to bring positive or negative recognition to Longwood University through his/her athletic success, academic achievements, and his/her actions and behaviors. Each day you not only represent yourself, but you represent your family, your team, your coaches, the Athletics Department, and Longwood University. As a student-athlete you acknowledge and accept the requirements and responsibilities that come with being a representative of the University.

Student-athletes are expected to abide by all Longwood University, Athletics Department, and NCAA policies and procedures at all times. Failure to do so could result in suspension, dismissal from the team, and/or loss of athletics aid in addition to any Longwood University or legal sanctions. These sections cover multiple areas with regard to ethical conduct.

### **Longwood University**

First and foremost, you are a student of Longwood University and must abide by all Longwood University rules and regulations, including those in the Student Handbook. The Student Handbook can be found at the following website <http://www.longwood.edu/judicial/Handbook.pdf>. Included in the Student Handbook are policies, which cover several areas of conduct, including but not limited to sexual harassment, the honor code, residence life, use of technology, and alcohol and drug use.

### **Longwood University Athletics Department**

As a student-athlete you are responsible for abiding by all team and Athletics Department rules and regulations including those within this Student-Athlete Handbook. You are responsible for following all team rules established by your coaching staff; however some rules apply to all student-athletes. These rules are established in the following Student-Athlete Code of Conduct.

### **Student-Athlete Code of Conduct**

- Treat all individuals with dignity and respect. This includes all individuals that you will encounter (i.e. coaches, administrators, faculty, staff, parents, spectators, etc) through your participation with Longwood Athletics.
- Compete with the highest level of sportsmanship. Demeaning, disrespectful or threatening comments made towards teammates, coaches, opponents, spectators, officials, or staff will not be tolerated. This code is intended to prevent physical or verbal abuse of another individual, excessive profanity, vulgar gestures, or demeaning an individual based on one's race, religion, age, disability, gender, national origin, or sexual orientation.
- Strive for honesty and integrity in all statements and actions. This includes providing complete and truthful information when asked and to avoid assisting other individuals in providing false or misleading information.
- As a student, your first responsibility is to obtain an education. That means you should be in attendance for every class. Absences due to competition are excused absences, but you are responsible for discussing this with your professors and to review any missed material or assignments. If you are sick, you must contact your professor and coach to ensure your absence can be excused, otherwise you must be in class. Failure to go to class may result in you being suspended from competition.
- Understanding the importance of being punctual is critical. Be on time for **every** commitment that you have. This includes turning in your academic work on time.
- Give 100% both mentally and physically to your academics and athletics.
- Do not consume alcoholic beverages on team trips, at Longwood athletic events or any event sponsored by Longwood. Be aware that Virginia law prohibits anyone under the age of 21 from consuming alcohol.

- Do not use tobacco products while participating in practice or competition while representing Longwood University. Use of tobacco products during these activities is an NCAA violation and must be reported to the NCAA. Longwood University discourages use of such products at any time in concern for your health.
- Social networking sites are public domains and you are responsible for your conduct, language, actions and information that is posted on any social networking site. Be careful and cautious to share only appropriate information for your safety.
- As a student-athlete, you accept the responsibility of being a representative of Longwood University. Always represent yourself in a positive manner, do not embarrass yourself, your team, your family or Longwood University through your conduct.

## **NCAA**

Each student-athlete is expected to abide by all NCAA rules and regulations and meet each NCAA requirement for eligibility. Bylaw 10.01.1 states that “all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.”

Unethical conduct by a student-athlete (including student managers and athletic training students) may include but is not limited to the following:

- Failure to provide information relevant to a possible violation of NCAA regulations when requested to by the NCAA or Longwood University
- Academic fraud or providing false academic information
- Knowingly providing a prospective student-athlete with an extra benefit
- Knowingly providing false or misleading information concerning a possible violation of NCAA regulations

If you have any reason to believe that an NCAA violation has occurred with yourself, your team, your coach, etc. you must immediately report such information to the Assistant Athletics Director for Compliance/SWA or someone within the Athletics Department Administration.

## **Sportsmanship**

The NCAA and Longwood University encourage and promote sportsmanship by student-athletes, coaches, administrators, and spectators at all Longwood University events. While representing Longwood University, as a student-athlete or fan, profanity, racial or ethnic comments, other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition and other action at the discretion of the Athletics Department.

## **Financial Aid**

Athletic scholarships are awarded by the Office of Financial Aid upon recommendation of the Head Coach and approval by the Athletics Director. An athletics scholarship is restricted to cover tuition, fees, room, board and required course-related books. Required course related books may only be provided to those individuals receiving a full athletic scholarship.

## **Cancellation or Reduction of Athletics Aid**

Please remember, athletic scholarships are only one-year, renewable agreements. Athletic scholarships can be canceled during the period of that one year if you:

- Render yourself ineligible for athletics competition
- Misrepresent information on your application, National Letter of Intent, Athletics Financial Aid Agreement
- Engage in serious misconduct that brings substantial disciplinary penalty.
- Voluntarily withdraw from your sport for personal reasons.

## **Renewal/Nonrenewal of Athletics Aid Procedures**

Each year the Athletics Department must inform each student-athlete on athletics aid of their renewal or nonrenewal of aid in writing by July 1<sup>st</sup>. If your scholarship is renewed, you will receive a new Athletics Financial Aid Agreement to be signed and dated by you and your parent or legal guardian within 30 days of the receipt. Your scholarship may not be renewed under the conditions listed in the Cancellation or Reduction of Athletics Aid or if you:

- Fail to represent Longwood University in a manner consistent with the mission of the University or Athletics Department as listed in the Student Handbook, Student-Athlete Handbook or team rules as approved by the Athletics Department.

If your scholarship will not be renewed, you will receive written notification from the Office of Financial Aid noting the reason for nonrenewal and the appropriate appeals procedures. Please see the Financial Aid Appeals Section in this handbook for further information.

Your athletics aid may not be increased, decreased, or cancelled during the period of the award for any of the following reasons:

- On the basis of a student-athlete's athletics ability, performance, or contribution to the team's success
- Injury that prevents the student-athlete from participating in athletics
- For any other athletic reason.

## **Financial Aid Appeals Procedures**

All appeals must be in writing and submitted to the Office of Financial Aid within 14 calendar days of the date of the letter notifying the student-athlete of the action. If the student-athlete is unclear as to the cause or justification for the scholarship action, a request may be made to the Office of Financial Aid to provide this information at or prior to the submission of the written appeal. The appeal must state specifics as to why the scholarship action is being appealed, including any particular circumstances.

Notification of a pending appeal will be sent to the Athletics Department and the head coach of the sport upon receipt of the written appeal. If any additional information or documentation supporting the decision is required, the head coach will be requested to provide this information within five working days of being notified of the receipt of the appeal.

Following the receipt of the student-athlete's appeal, the written appeal and any supporting documentation will be reviewed by the Financial Aid Liaison to Athletics and the Director of Financial Aid. This deliberation will take place within ten working days of the receipt of the appeal from the student-athlete. Written notification of the findings will be provided to the student-athlete at the conclusion of the review.

Based upon the statements and documentation provided, a decision will be rendered with one of the following outcomes:

- The decision to reduce, cancel or not renew the student-athlete's aid in accordance with the coach's action will be sustained. Primary to this outcome will be a determination that the action taken with the parameters of the NCAA, Longwood University, and Athletics Department regulations or policies and procedures.
- The athletics aid will be reinstated with or without conditions.

Following the decision, either the student or Athletics Department may request a copy of the complete appeal.

If the student-athlete is not satisfied with the decision, he/she has fourteen days from the date of the letter in which to submit a written appeal to the Financial Aid Appeals Committee for an in-person hearing. The decision of the Financial Aid Liaison to Athletics and the Director of Financial Aid may also be appeal by the Athletics Department following this procedure. At this level of appeal, the case will be adjudicated by the Financial Aid Appeals Committee. The committee consists of a staff person from the offices of Registration, Cashiering and Student Accounts, and Career Center. The in-person hearing proceedings are conducted by the Director of Financial Aid who is a non-voting member of the committee.

All written information and documentation is provided to the Committee for review. At the hearing proceedings, the student-athlete will represent him/herself during the proceedings and may have one advisor present who will have no voice in the proceedings other than to advise the student directly. Witnesses for the student may be asked to be available at the time of the hearing and may be called upon as appropriate. The Athletics Department will be represented by the appropriate coach (es) and witnesses may be available to be called upon during the hearing.

The Committee will make its decision to either uphold the reduction/cancellation of the athletics aid or to order reinstatement of the aid with or without conditions.

Written notification of the decision of the Committee will be provided within ten days of the hearing date. Notice will be provided to the Athletics Department, the appropriate coach (es), and the student. **The decision of the Financial Aid Appeals Committee is considered to be final.**

### **Outside Sources of Aid**

A student-athlete is permitted to receive financial aid in any way related to athletics ability, either from Longwood University or an outside source, up to a full grant-in-aid (covering tuition, fees, room, board, and required course related books). Other sources of aid unrelated to athletics ability (loans, grants, Pell Grants, etc) may be received up to the cost of attendance, as determined by the Office of Financial Aid. Each student-athlete is required to report all outside aid on the Receipt of

Outside Aid Form at the start of the academic year. The Office of Financial Aid will determine whether the outside aid is permissible within accordance of NCAA rules.

If a student-athlete receives aid in excess of the permissible amount, the student-athlete's athletics aid will be reduced or the student-athlete will be asked to decline an outside award to remain in accordance with NCAA rules.

## **Gambling**

The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a message that is contrary to the purposes and meaning of "sport". Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches, and institutions in fair contests, not the amount of money wagered on the outcome of the competition.

For these reasons, the NCAA membership has adopted specific rules prohibiting athletics department staff members and student-athletes from engaging in gambling activities as they relate to intercollegiate or professional sporting events. This includes betting through a bookie, online pools, family pools, facebook pools, fantasy leagues or any other wagering designed to award anything of tangible value to a winner.

In addition to actually wagering on sporting events, providing information to someone within organized gambling regarding an event or student-athlete is also prohibited. Organized gambling on sports has become a serious business, one in which the gambling industry is constantly seeking sources of information to set the betting lines or odds. If this occurs, you must immediately report this information to your coach or someone within the Athletics Department Administration. Involvement in gambling, regardless of how minor, may jeopardize any or all of your athletics eligibility.

Longwood University strongly supports the NCAA's position on gambling and also strongly discourages all forms of gambling, including gambling unrelated to athletics events, such as poker, blackjack, etc. Gambling can become a very addictive behavior, one that can jeopardize your health, welfare, athletic or academic success. If you feel that you have an issue with gambling please do not hesitate to contact your coach, the Assistant Athletics Director for Compliance/SWA or anyone within other Athletics Department administrator to seek help.

## Hazing

Longwood University does not condone hazing to any extent within the student body, including student-athletes. The University has developed an Anti-hazing Policy to which every student-athlete will abide. The following sections discuss the Anti-hazing Policy in detail.

### Definition of Hazing

Longwood University is committed to the belief that abusive behavior, harassment and assault does not build character, does not build leadership skills, and does not foster group loyalty or unity. Hazing is an abuse of power and relationships, and its purpose is to demean others.

Hazing is defined as any action taken or situation created intentionally, whether on or off Longwood property, by either fraternity/sorority organizations, student clubs/organizations, athletic teams, individual students or student groups, to produce mental or physical discomfort, endangerment of life, embarrassment, harassment, intimidation, or ridicule. Willingness to engage in any hazing activity does not render the Anti-Hazing Policy unenforceable.

Examples include, but are not limited to, the following:

- Personal servitude.
- A “boot camp” mentality.
- Sleep deprivation.
- Altering physical appearance, i.e., head or eyebrow shaving, branding, etc.
- Forced or required consumption of liquids, solids, or combinations, i.e., alcohol, massive quantities of water, spicy or unusual foods, or non-food items.
- Paddling in any form.
- Coerced physical activity that causes fatigue.
- Exposure to inclement weather.
- Confinement in any room or compartment.
- Acts of vandalism or acts that aid and abet vandalism or the destruction of property.
- Physical or psychological shock.
- Publicly wearing apparel and/or partaking in stunts not normally considered to be in good taste.
- Participating in degrading or humiliating games and activities.
- Misuse, theft or destruction of property
- Engaging in behavior that is in violation of Longwood University regulations or state and federal laws.

### Enforcement

Individuals and/or groups who haze are subject to Campus Disciplinary charges, criminal charges filed by Longwood University and/or injured parties, and civil liability from injured parties.

1. The Team Captain and/or person(s) "in charge" will be held individually accountable for ensuring full compliance with the policy.

2. If an act of hazing is alleged, then the Team Captain, person(s) "in charge," and student(s) involved will be charged with a violation of the Hazing Policy.
3. If hazing is confirmed, then the student(s) will be assigned sanctions as outlined in the Student Handbook. The organization, group, or team may also be assigned sanctions that may include but are not limited to educational assignment, loss of privileges, or loss of recognition status.
4. Team captains, person(s) "in charge" and other student-athletes involved in an act of hazing will be subject to additional penalties at the discretion of the coach and/or Director of Athletics, including, but not limited to, suspension, dismissal from the team and/or loss of athletic scholarships.

Each academic year, the Assistant Athletics Director for Compliance/SWA will review the Anti-hazing Policy with each team during their assigned compliance meeting. By completing the necessary eligibility paperwork, each student-athlete acknowledges his/her understanding of the policy and agreement to abide by the policy at all times.

If you are involved in an act of hazing or wish to report an act of hazing you may contact anyone with the Academic Affairs Office at 2010 or the Athletics Department.

**Any student-athlete(s) found to be involved in hazing will be subject to the University's Anti-Hazing policies and procedures. In addition, the student-athlete may be subject to additional penalties at the discretion of the Athletics Department that include but are not limited to suspension, dismissal from the team, and/or loss of athletics scholarship.**

## Social Networking Policy

Social networks have grown in popularity within the past few years and are used by millions of students, fans, alumni, faculty, businesses, and the media. While social networking websites are a great way to communicate, express yourself and connect with others, it is advised that you are cautious about the information and pictures you post (or others post about you), as they may adversely affect your personal safety, personal and institutional reputation, and career advancement. The Longwood Athletic Department expects all student-athletes to maintain the highest standards of social and personal conduct.

Longwood supports your First Amendment rights to free speech, however please be mindful of the material posted to social networking sites since you are a representative of the University and are in the public eye. While participating in social networking sites, please keep the following guidelines in mind:

- The information posted can be viewed by a larger audience than you might be aware of – even if you limit access to your site.
- Exercise caution as to what information you post on your website including posts about your whereabouts, plans, where you live, phone numbers or any other personal information. You could be opening yourself up to predators or stalkers. In addition, many people are looking to take advantage of student-athletes, while others seek connections with student-athletes to give them a sense of membership in the team.

- Future employers may check Google or other social networks to gather information on potential candidates. Use common sense when publishing anything on the Internet.

As a Longwood University Student- Athlete, you will be held responsible for any actions that are deemed inappropriate and compromise the integrity of the institution and your sport. In addition, you are accountable for any behaviors that violate federal and state laws, NCAA regulations, University, team, and athletic department policies. Violating any of the above can result in discipline, team suspension, termination from your team, and reduction or non-renewal of annual athletic scholarship.

Examples of inappropriate or offensive behaviors may include depictions or presentations of the following

- Hazing
- Use of alcohol (if under 21)
- Use of drugs
- Lewd or lascivious behavior
- Communication with sport agents
- Slander
- Access to valuable team information that promotes sports gambling

### **Longwood Drug & Alcohol Education Program**

The overall goal of the Longwood University Drug and Alcohol Education Program (Program) is to promote a year-round drug and alcohol free environment within the Longwood athletics program. The overall goal includes the following objectives:

- To protect the health, safety, and welfare of the student-athletes;
- To address, identify, and treat student-athletes' problems and concerns surrounding drug use, legal alcohol consumption, and their abuse;
- To inform and educate the student-athlete, and others associated with athletic teams about drugs and alcohol, and the effects of their abuse;
- To protect the institution's integrity; and
- To seek to maintain "fair play" in intercollegiate athletics by Longwood University athletes.

The first priority of Longwood University's Drug and Alcohol Education Program is the student-athlete's health, safety, and welfare. This approach is from a medical perspective with an emphasis on prevention, diagnosis, treatment, and rehabilitation of all student-athletes participating in the intercollegiate athletic program at Longwood University.

The program focuses on four concerns to ensure the health of the student-athlete. One focus is on substances commonly believed to be "performance enhancing" drugs, so that the student-athlete will not feel compelled to take these health endangering substances in order to feel that they are competitive.

The second focus is on the use of "street drugs" because of their potential for addiction, which could impair the physical and mental well being of the student-athlete. In addition there is evidence to indicate that their use may impair performance and reaction time, possibly resulting in injury to the student-athlete or others during athletic activity.

The third focus is on the consumption of alcohol. Alcohol is involved in over 90% of the undesirable behaviors observed among students on college campuses. Responsible alcohol consumption for those of legal age will be a focal point.

The fourth is a twelve-month program that will assist in education and counseling which are the essential cornerstones of the program.

This Program and its administration are subject to modification by the Drug and Alcohol Education Committee. However, any modification will only be implemented by action of the Director of Athletics upon approval by the President of Longwood University and will not be applied retroactively. Any amendments or modifications shall apply to and be effective for all student-athletes upon notice and acknowledgment by such student-athletes of the program as so amended or modified.

This program resides under the guidance of the Head Athletic Trainer and the Team Physician, or designee. Although this is a student-athlete based program, student support personnel such as cheerleaders and student managers are to be included.

This program and its sanctions are independent of the NCAA Drug Testing Program.

### **Educational Component**

There are two facets to the educational program: (A) explanation of Longwood University's drug education program to student-athletes and others, and (B) dissemination of information to student-athletes and those associated with athletic teams regarding drugs and alcohol, their use and abuse and how such use or abuse may affect the student-athlete and his/her team and teammates.

### **Explanation of Longwood University's program to the student-athletes:**

When a prospective student-athlete is awarded an athletic grant-in-aid, a copy of the Student Athlete Handbook will be given to them. The Longwood University Drug and Alcohol Education Program will be included in the Handbook. Prior to any participation in intercollegiate athletics, the prospective student-athlete will acknowledge receipt and understanding of the Program and will voluntarily consent to participate in the Program (if the prospective student-athlete is under eighteen (18) years of age at the time of signing, the parent or guardian will also acknowledge the receipt, understanding and consent for the prospective student-athlete to participate in the Program).

A presentation will be made to each athletic team in order to outline and review Longwood University's Drug and Alcohol Education Program, its purposes, implementation and sanctions.

A copy of the Program will be given to the student-athletes at their team Orientation Meeting. They will be asked, yearly, to sign a form acknowledging receipt and understanding of the Program and providing voluntary consent to participate in the Program (if the student-athlete is under eighteen (18) years of age at the time of the signing, the parent or guardian will be faxed a copy of the Program and will acknowledge by return fax the receipt, understanding and consent for the student-athlete to participate in the Program).

**Student- athletes are free to refuse to sign the Consent Form. However, student-athletes who decline participation in the Program, which is designed to protect the health and welfare of the student-athlete, will not be permitted to participate in intercollegiate athletics for Longwood University and may result in the loss of athletic grant-in-aid.**

### **Education of Student-Athletes and Others about Drugs and Alcohol.**

#### **Education programs are designed with the following goals:**

- To educate, inform, and teach those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs.
- To educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse and how such use may adversely affect the student-athlete and his/her team and teammates.
- To encourage discussion about the use of drugs and consumption of alcohol.
- To outline rehabilitation and treatment programs as well as referral centers.

Each team and coaching staff will meet annually and at such other times as deemed necessary by the Drug and Alcohol Education Committee, for educational sessions which will focus on, but not be limited to, information regarding the dangers of using performance-enhancing substances, illegal substances and alcohol.

- Attendance of the student-athlete at scheduled educational sessions is **MANDATORY**. Absence will be permitted only with the approval of the Head Athletic Trainer. All absences will result in the student-athlete being required to attend a make-up session.
- Athletic Trainers, athletic training students, team physicians and other responsible personnel should participate in these education sessions. All coaches are expected to attend a drug education training session each year.
- Appropriate athletics department personnel will be expected to attend NCAA drug and alcohol education seminars, national clinics and seminars, and to participate in departmental drug education training sessions in order to be informed of current information.

### **Mandatory Responsibilities of the Student Athlete**

- Each student-athlete must sign a Longwood University drug education form, prior to the start of the school year. This form must be signed by a parent(s)/legal guardian if the student athlete is under the age of eighteen (18).
- The student-athlete must inform the athletic training staff of all prescription drugs that they have been prescribed, including dosage of the medication. This information will be held confidential and only be distributed as allowed by HIPPA. Additionally, the student-athlete may be required to provide the athletic training staff with documentation from the attending physician.
- The student-athlete must inform the athletic training staff of all over the counter (OTC) medications that they are currently taking.
- Attendance of the student-athlete at scheduled educational sessions is **MANDATORY**. Absence will be permitted only with the approval of the Head Athletic Trainer. All absences will result in the student-athlete being required to attend a make-up session

## Counseling Component

The purpose of the counseling component is to provide assistance, direction, and resources for student-athletes who need additional support as a result of positive tests, recommendation by physician, athletic trainer, coach, teammate, or self-addressed needs. This component seeks to provide appropriate follow-up and rehabilitation of student-athletes testing positive while addressing their psychological, social, and medical well being.

Counseling will be provided by trained specialists identified by the team physician. Referrals will be determined following the mandatory risk assessment and originate with the team physician who shall be involved in developing an appropriate treatment plan. Counseling will be confidential. Athletic training staff will assist an appropriate specialist and aid in scheduling appointments.

## Alcohol

In developing a policy regarding the consumption of alcohol by student-athletes, it is recognized that the social and competitive environment of the student-athlete has an influence on how the student-athlete perceives the role of alcohol. This policy should be viewed in the context that lawful responsible consumption or abstinence is expected from the student-athlete and that consumption and/or possession of alcohol by minors in the Commonwealth of Virginia is illegal.

Therefore, the objective of this alcohol policy is threefold. First, to assist student-athletes with alcohol-related problems; second, to specify treatment for student-athletes experiencing alcohol-related problems; third, to provide a uniform policy for student-athletes.

The Head Coach may have team rules regarding the consumption and possession of alcohol that may affect the student-athlete's eligibility for practice and competition. Such policies and sanctions may be more stringent than those outlined in this Program.

Any student athlete that experiences an alcohol-induced incident that causes undesirable behavior, he/she will be turned over to the Judicial Board and is subject to the rules and regulations set forth in the Longwood University Student Handbook, as stated below:

*1<sup>st</sup> offense: Admonition and referral to Longwood's Alcohol Education Program, First Round, at a cost of \$50.00.*

*2<sup>nd</sup> offense: One calendar year of Disciplinary Probation (effective immediately if the student is not on probation or at the conclusion of the current probationary period) and referral to Longwood's Alcohol and Drug Education Program, Last Call, at a cost of \$75.00. This is the minimum sanction administered for Judicial Charge 13e; Driving while impaired or under the influence of alcohol or other drugs.*

*3<sup>rd</sup> offense: Suspension and a required formal alcohol/substance abuse risk assessment from a licensed substance abuse counselor prior to readmission for which the student is responsible for payment.*

*When making referrals to an alcohol and drug education program, the hearing body will determine which option best serves the educational needs of the student. Failure to comply with any of the above will result in the filing*

*of additional charges and, if found responsible, a recommended sanction of suspension from Longwood University.*

## **NCAA Drug Testing**

Prior to competition each year, each student-athlete must sign the NCAA Drug Testing Consent Form to be eligible for competition. By signing this form, the NCAA may randomly drug test any student-athlete at any time (this includes the summer). If selected, you will be notified approximately 48 hours prior to the actual test. You will receive the NCAA list of banned substances with the NCAA Drug Testing Form. This list is not all inclusive; therefore if you have questions regarding any substance you should contact your athletic trainer immediately.

The NCAA will impose the following:

- A student-athlete who is found to have used a substance on the list of banned drugs will be declared **ineligible** for further participation in regular season and postseason competition in all sports.
- A student-athlete who tests positive will be **ineligible** to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after the positive drug test and shall be charged with the loss of a minimum of one season of competition in all sports. The student-athlete will remain **ineligible** for all regular-season and postseason competition for one calendar year after the student-athlete's positive drug test, and until the student-athlete retests and the student-athlete's eligibility is restored by the Student-Athlete Reinstatement Committee. If a student-athlete transfers to another NCAA institution while ineligible due to a positive NCAA drug test, the institution from which the student-athlete transfers must notify the transfer institution regarding the positive drug test result.
- If the student-athlete tests positive a second time for the use of any drug, other than a "street drug" he or she will lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (e.g., marijuana, heroin) in whatever order, will result in the loss of an additional year of eligibility
- The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug.
- If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she will be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain **ineligible** for regular-season and postseason competition at least through the next calendar year. If the student-athlete transfers to another NCAA institution while ineligible, the institution from which the student-athlete transferred must notify the institution that the student-athlete is ineligible due to a positive drug test result. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the NCAA Division I Academic/Eligibility/Compliance Cabinet. (Bylaw 18.4.1.5.1)

A student-athlete that tests positive for an NCAA drug test will be turned over to the Judicial Board and is subject to the sanctions set forth in the Longwood University student handbook, including; but not limited to:

- **1<sup>st</sup> Offense:** Suspension from Longwood University for one semester, a mandatory formal risk assessment conducted by a qualified alcohol/substance counselor prior to readmission of which the student is responsible for payment. The student will be referred to Longwood University's Alcohol and Drug Education Program, Last Call, at a cost of \$75.00. In addition, the student-athlete faces the possible loss of athletic grant-in-aid.
- **2<sup>nd</sup> Offense:** Immediate dismissal from Longwood University. As part of the NCAA rules regarding "certificates of transfer eligibility", any student-athlete that tests positive and is currently serving the mandatory suspension from Longwood University will not be eligible for participation at the transferring institution for one calendar year from the date of suspension

If you test positive for any banned substance, in addition to any Longwood University and NCAA penalties, you are subject to Athletic Department penalties which include but are not limited to suspension, dismissal from the team, and/or loss of athletics aid.

## **Athletics Media Relations**

The Longwood University Athletics Media Relations Office is the publicity and media relations office for Longwood's 14-sport intercollegiate athletics program. Greg Prouty is the Assistant Athletics Director for Media Relations (Athletics Media Relations Director) and can be reached at 395.2097.

### **Athletics Media Relations Office**

The role of the Athletics Media Relations Office is to effectively communicate to the news media and other interested groups information about our athletics department. The office produces media guides, game-day programs, schedule cards, posters, news releases, and feature stories as part of its daily activities. It is also responsible for responding to news media inquiries and arranging all media interviews with student-athletes, coaches, and athletics administrators.

The Athletics Media Relations Office encourages and facilitates coverage of Longwood's athletic teams, student-athletes, and coaches by the media. The University generally encourages you to make yourself available to the media, especially since you are tremendous representatives of the school. Both the Athletics Media Relations Office and the media understand the many demands on your time - further emphasizing communication between you and the Athletics Media Relations staff when it comes to media access.

All interview requests for student-athletes must go through the Athletics Media Relations Office. There are, on occasion, rare exceptions; but the Athletics Media Relations staff is involved in arrangements for nearly every interview involving Longwood student-athletes.

Anytime the office receives a request for an interview, someone from the office will contact you and/or your coach. Attempts to work around your athletic and academic schedules will be considered before arranging any appointments. Do not be afraid to turn down or reschedule an interview because of academic or other commitments you must keep. Most media are more than willing to adapt their schedules to accommodate yours. If you have questions about the importance

or necessity of a media request, do not be afraid to consult the staff member responsible for your sport.

We cannot control what the media prints or the story they present. But if we all cooperate and are honest, most of the stories reported will be positive.

## **Student-Athlete Guide to the Media**

### **Longwood University Media**

Campus: The Rotunda, WMLU Radio (91.3 FM)

Local: The Farmville Herald, WFLO Radio (95.7 FM), WVHL Radio (92.9 FM), WSVS Radio (800 AM)

State/Regional: Richmond Times-Dispatch, Lynchburg News & Advance, WSET-TV 13 (Lynchburg-ABC), WTVR-TV 6 (Richmond-CBS), WRIC-TV 8 (Richmond-ABC), WWBT-TV 12 (Richmond-NBC), and other statewide newspapers, radio, and TV stations

### **Student-Athletes' Roles and Responsibilities**

Reporters have a job to do and it is important that you understand and cooperate whenever possible.

As a student-athlete at Longwood, you have a responsibility to cooperate with the media. You are public role models and public figures by virtue of your participation in the University's intercollegiate athletics program. What you do is of interest to the fans of Longwood's athletic teams and to people in your home region who are interested in intercollegiate athletics. People look up to you. Along with this responsibility is the fact you must be careful what you do and say away from the practice and playing field. You always represent your team and the University.

Dealing with the news media can be a learning experience in which you develop communication skills that are not only helpful in your intercollegiate career but also to your future career both in and out of athletics. Some requests for interviews may be from your hometown media or out-of-town media. It may involve you coming into the Athletics Media Relations Office to conduct a telephone interview or be interviewed in person.

Coaches and student-athletes are routinely expected to make themselves available for interviews within a reasonable period of time following the conclusion of athletic contests or practices. How you deal with the news media reflects directly on how they feel about you and your team. Remember, you represent Longwood University. Be smart and think about your response before you give it.

### **Tips for Student-Athletes in Working with the Media**

Be on time for scheduled interviews. If you cannot make an appointment, call the Athletics Media Relations Office as soon as possible. Set the ground rules right away. If you have to get treatment for an injury, have an appointment with a coach or must begin practice soon, tell the reporter you have 'X' amount of time. If someone is coming from out of town, plan ahead and give them plenty of time to conduct the interview.

Dress appropriately. What you wear can give an impression that reflects on the entire athletics department.

Never agree to a telephone interview unless Athletics Media Relations has arranged the interview. Your telephone number will not be given out. This allows you to avoid contact with unauthorized persons who may attempt to gain and use information for questionable purposes. This also eliminates the element of surprise. When you are at home your guard is down and you are an easy target for the media.

Anticipate. Rarely, if ever, will you be told what to say in an interview situation. Anticipate what your comments will look like in print or sound like on the air. If you are posed a tough question, think about your answer for a moment or two. You may want to repeat the question before answering it to make sure you understand what is being asked. If you are on camera, you may want to take a deep breath and gather your thoughts before answering. Before you appear on a radio or television interview, you may want to ask the reporter what he or she is going to ask you so you have a few moments to think of your response.

Do not answer a question you do not wish to respond to. A proper response might be, "I'd rather not discuss that subject", "I don't want to get into that" or "I'm not familiar with the subject enough to give a fair answer." The response "no comment" can sometimes lead to speculation, and should be avoided.

If you have concerns about a reporter or the tone of an interview, please consult the Athletics Media Relations Office. If a story is written that is inaccurate or you believe you are misquoted, see the office and we will make your concerns known.

Be positive whenever possible when talking about your teammates, coaches and team. Praise your teammates. Every high scorer needs teammates who pass the ball. Avoid the negatives as they breed discontent and trouble. You are a family and need to watch out for your family members. Do not air your "dirty laundry" through the media. Also, do not blame referees for a call you believe was wrong.

Be human. Let reporters see and learn of other things about you outside your athletic team role. They add depth to your story and often help "sell" you as a feature story to a reporter.

Do not fidget. Look the interviewer in the eyes. Speak slowly and clearly. Do not use phrases like "you know" or "like I said before."

Expect to be in a "fish bowl". High profiled sports and their participants are public figures and celebrities. Expect to lose some of your privacy. This ties in with the fact that you are a public figure. You must be careful what you do away from the practice or playing field and realize everything you do reflects on your teammates, your coaches, and Longwood University.

Be confident, not cocky. Be animated, but avoid clichés.

Avoid getting caught in "off the record" with a reporter. You obviously are going to have reporters that you feel more confident around and trust more than others. But what you say to any reporter that you believe is "off the record" can actually be used. Anything you say is fair game.

Treat a telephone interview the same as an interview in person. Just because it is more conversational, do not say things you would not say in a live interview.

Try to thank the reporter after an interview. Remember, it is a privilege to be a Longwood student-athlete. Be gracious of the opportunity. You are only in college for a limited time and will likely be out of the so-called spotlight when you leave college.

Do not stereotype all media members because you may have had a bad experience with someone. Remember, the media can help you as much as you might think they can hurt you.

The public's acceptance of an individual, the team, and the University is developed by the impressions made through the interview process, the resulting stories, and through your personal decorum.

## **SAAC Committee & Bylaws**

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience and to offer input on the rules, regulations, and policies that affect student-athletes' lives on NCAA member institution campuses. The SAAC provides student-athletes with a collective voice on the student-athlete experience and the policies, procedures and overall operation of the Athletics Department. In addition, the SAAC committee looks to reach out to the community through service and increase support for student-athletes within the Athletics Department, Longwood University and community.

The SAAC is composed of an Executive Committee (see Bylaws below for more details) and 2-3 representatives from each team. The representatives are nominated by a coach and/or player and voted on by the team at the start of each academic year for service during that year. A SAAC representative must be athletically and academically eligible for practice and competition and be an active member of the team to remain on the committee.

The team representative are responsible for attending meetings, voting on items, providing insight, commenting on issues and projects, and serving as the voice for his/her team. Even though you may not be a member of SAAC, you have a voice through your team representative. If a student-athlete has an idea or issue, he/she should forward that to the SAAC committee through their team representative.

### **Mission Statement of the National SAAC**

"The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image."

The following are the SAAC Bylaws, written and adopted by the SAAC committee on April 11, 2006.

## **Article I: Purpose**

The purpose of the Student-Athlete Advisory Committee is to promote the following objectives:

1. Promote communication between athletics administration and student-athletes
2. Disseminate information
3. Provide feedback and insight into athletics department issues
4. Generate a student-athlete voice within the campus athletics department formulation of policies
5. Build a sense of community within the athletics program involving all athletics team.
6. Solicit student-athlete responses to proposed conference and NCAA legislation
7. Organize community service efforts
8. Create a vehicle for student-athlete representation on campus-wide committees (e.g. student government)
9. Promote a positive student-athlete image on campus

## **Article II: Membership**

### **Section I: Executive Committee**

The Longwood University SAAC is led by a six-member elected executive board that consists of an elected president, vice-president, secretary, treasurer, and two at-large members.

### **Section II: Election of Executive Members**

All Executive Committee members shall be elected by their peers during the last meeting of the academic year for service during the following academic year. The team representatives will issue nominations for each position to be voted on by the membership at the last meeting.

### **Section III: Team Representation**

The SAAC shall include two student-athletes from each team; however, some teams may have three representatives if one of the two serves on the executive board. Each member will serve as a liaison between their team and the SAAC committee.

### **Section IV: Selection of Membership**

SAAC members shall be nominated by each head coach and/or player and voted on by the team during the first week of the academic year.

### **Section V: Membership Qualifications:**

Minimum requirements for Longwood University SAAC membership are:

1. Academically eligible to practice and compete by NCAA bylaws.
2. Remain an active member of team.

## **Article III: Executive Committee Duties**

**President's Duties:**

1. Conduct all meetings
2. Communicate with athletic department by meeting with Advisor, Athletic Director, and Faculty Athletics Representative once a month
3. Vote only if a tie needs to be broken in SAAC meetings
4. Create meeting agendas
5. Communicate with executive council
6. Serve on the Intercollegiate Athletic Council

**Vice President Duties:**

1. Conduct meetings in president's absence
2. Serve as a voting member of SAAC
3. Any duties deemed necessary by the president

**Secretary's duties:**

1. Keep accurate minutes of all meetings
2. Send all minutes through email to the membership
3. Keep attendance records
4. Send out reminders about meetings
5. Any duties deemed necessary by the president

**Treasurer's Duties**

1. Create and submit a budget to the athletic department and SGA
2. Reimburse SAAC members for expenses appropriate to SAAC
3. Any other duties deemed necessary by the president

**Member's At-Large duties**

1. Help other members of the executive council if needed
2. Any other duties deemed necessary by the president

**Article IV: Meetings**

The SAAC shall meet at least once per month or as needed or as determined by the Executive Committee. Meetings shall be restricted to committee members, Athletic Administrators, the Faculty Athletics Representative and invited guests.

**Article V: Attendance**

Attendance at SAAC meetings is required for membership. If a member cannot be present, the member shall coordinate a substitute from their team to attend. If a member misses more than 2 meetings unexcused or without a replacement, the member will be up for review by the committee, at which time the committee can vote to seek a replacement for the membership.

**Article VI: Voting:**

Only teams represented at called meetings will be allowed to cast votes. Absentee votes will be allowed for teams traveling or competing the day of the called meeting, or absence has been pre-

approved by the SAAC President or Advisor. Any action must receive a majority vote by the committee to be approved.

### **Article VII: Sub-Committees**

Subcommittees will be established to act as the organizational group for any SAAC designated area of service or other SAAC endeavor.

### **Article VIII: Responsibilities of the Membership**

It is the responsibility of the membership to represent the needs and issues of their teams, serve as liaison and provide information to their teams, and to inform their teams of events and issues to promote support among teams and student-athletes.

### **Article IX: Amendments**

The SAAC bylaws can be amended at any time. Any executive or general member may propose amendment to the bylaws. Amendments cannot be proposed and voted on at the same meeting. An amendment shall be approved by a majority vote of the Committee.

Updated 8/1/2007