

Spring Hill College

Student-Athlete Handbook



August 1, 2021

Dear Badger Student-Athlete:

Welcome to Spring Hill College. As an entering or returning student-athlete, you will play an important role in making this year a memorable one. The athletic department has selected you to be a part of our program because we believe you have the maturity to achieve a healthy balance between your academic and athletic obligations and your optional social experiences during your time at Spring Hill College.

We believe that your participation as a student-athlete at Spring Hill will enhance your college experience and will fulfill your personal, academic, and athletic goals. Everyone at the College is interested in seeing you succeed, and we are ready to support you so that your college experience is enjoyable and rewarding.

It is our expectation that you will take responsibility for your own behavior. We strongly believe that a personal commitment to integrity and self-governance is essential in order for you to succeed as a student-athlete at Spring Hill College.

This handbook has been prepared as a reference for you, to answer questions you may have and to detail important rules and regulations you must follow. Its primary purpose is to give you an overview of the requirements you must fulfill in order to continue to attend the College and participate as a student-athlete. The handbook is designed to help you prioritize and recognize your responsibilities as a student and athlete. Should you have any questions, please bring them to a staff member or ask your team representative to present them to us.

Let me encourage you to pursue greatness during your time on the Hill. Put in the time, effort and focus necessary to achieve and excel at the highest level possible academically and athletically. We want to create a culture of greatness in Badger athletics: a culture that won't tolerate mediocrity or giving anything less than your absolute best. Greatness will require humility, perseverance, tenacity, hard work and commitment on your part. Pursuing greatness won't always be easy, but I promise you it will ALWAYS be worth it.

I challenge you to achieve your goals while representing Spring Hill College and to help us build an outstanding reputation as champions on and off the field of competition.

I look forward to our year together.

Go Badgers!

Joe Niland
Director of Athletics

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Intercollegiate Athletics Directory

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1.0 PURPOSE OF HANDBOOK

This handbook outlines information which Spring Hill College student-athletes should be familiar with. Handbooks are produced annually and distributed in the fall to all coaches, athletic administrators and student-athletes for ready reference. However, please realize that the referenced locations and the handbook available on the SHC athletic website have the most up to date information. Always go to the source if you are uncertain about the accuracy of any of the printed information.

2.0 SPRING HILL COLLEGE

2.1 MISSION STATEMENT

Rooted in its Catholic heritage and continuing the 450-year-old Jesuit tradition of educational excellence, Spring Hill College forms students to become responsible leaders in service to others. We offer our students a thorough preparation for professional excellence and we strive to awaken mind and spirit to the pursuit of truth and to an ever deepening appreciation of the beauty of creation, the dignity of life, the demands of justice, and the mystery of God's love.

In our community of living and learning, we are committed to the Jesuit tradition of "cura personalis," that is, a care for the spiritual, social and intellectual growth of each person.

Through informed dialogue with the world's cultures, religions and peoples we promote solidarity with the entire human family. And true to the Catholic and biblical tradition, we nurture both the personal and social dimensions of faith, seeking to draw our students into a deeper and more vital relationship with God.

2.2 STUDENT HANDBOOK AND EXPECTATIONS

Spring Hill College is committed to the belief that formation of character is an important part of education. The Code of Non-Academic Conduct, which contains the rules and regulations of the College, is found in the Student Handbook. These rules and regulations are derived from five general principles, which comprise the College Ethos Statement. These principles – respect of self, respect for others, respect for authority, respect for property, and honesty – guide the behavior of all students attending Spring Hill College. These rules and regulations are meant to encourage the development of personal responsibility, healthy choices, and maturity. Their enforcement is administered under the supervision of the Vice President for Student Affairs and Dean of Students

Spring Hill students enroll voluntarily in a College that embodies the Jesuit, Catholic tradition. It is, therefore, expected that they understand and abide by the moral and educational values that this tradition represents. The College respects the integrity and rights of students who hold values different from those it espouses; similarly, these students are expected to respect the values for which the College stands.

2.3.1 RESPECT FOR ONESELF

Each person is endowed by God with an inestimable dignity and worth. Therefore, it is appropriate for the College to set expectations for personal integrity with the aim of encouraging students to appreciate their own talents, to take themselves and their academic pursuits seriously, and to enhance the quality of their lives. The College, then, will routinely respond to any student engaging in self-destructive behaviors - behaviors that might impede an individual's ability to enjoy the privileges of education and to fulfill his/ her obligations as a formed leader. Students engaging in such behaviors will be encouraged to seek help from the College community. It is the student's responsibility, however, to accept this help.

2.3.2 RESPECT FOR OTHERS

We believe that knowledge should contribute to the community. It is expected, then, that students will be open to learning about and respecting persons and cultures different from their own. Members of the campus community must act out of Christian charity and mutual respect, treating each other with sensitivity, consideration, understanding, tolerance, and an active concern for each other's welfare. The College is particularly concerned that its members show respect for others regardless of race, creed, gender, age, disability, sexual orientation, or nationality, and avoid all forms of harassing or offensive behaviors.

The College will not discriminate against any person on the basis of race, gender, age, religion, disability, national, ethnic origin, or sexual orientation. All College policies, practices and procedures are consistent with Spring Hill College's Jesuit, Catholic identity and mission statement.

2.3.3 RESPECT FOR PROPERTY

The mission we share depends upon the responsible use of and respect for property. This respect extends to buildings, library materials, equipment and green space. Respect for property also involves helping to foster a well-maintained environment: a sense of security, tranquility and accomplishment. This principle requires students to respect personal and institutional property, both inside and outside the Spring Hill community.

2.3.4 RESPECT FOR AUTHORITY

Authority derives its legitimacy from its commitment to act on behalf of the common good. At Spring Hill that authority resides especially in the officers of the College – its faculty, administration and staff – each charged with responsibilities essential to the orderly operation of the College. These individuals provide structure to preserve the well-being and freedom of community members and an orderly environment in which all can develop. The College expects students to live by the policies of the College community and to follow local, state and federal laws.

2.3.5 HONESTY

A community can survive only to the extent to which there is trust among its members. Trust, in turn, depends upon truthfulness and forthrightness in both word and deed. While at Spring Hill, students are expected to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom.

3.0 INTERCOLLEGIATE ATHLETICS

3.1 MISSION STATEMENT

The Mission of Intercollegiate Athletics at Spring Hill College is to support the comprehensive development of student potential in the Jesuit tradition of education, providing an opportunity for students to excel athletically and academically at the highest level, with the deliberate objective of furthering the formation of character and of developing future leaders in society.

3.2 VISION STATEMENT

To be a model NCAA Division II Athletic Department achieving competitive success and graduating student-athletes who are well-prepared to become exemplary citizens, people of influence, and extraordinary leaders throughout their lives.

3.3 PHILOSOPHY OF ATHLETICS

It is the purpose and intent of the Spring Hill College athletic department that every student-athlete be afforded the opportunity to compete with his/her teammates for the highest levels of achievement in their sport; bond as a member of a team; represent themselves, their team, and Spring Hill College with class; and earn a degree. The department promotes personal and professional integrity among staff, coaches and student-athletes by adhering to NCAA Division II philosophies and ethical standards; specifically the NCAA Principles for the Conduct of Intercollegiate Athletics.

COMPETITION

The athletics department will strive to provide student-athletes with the opportunity to compete for conference championships and postseason opportunities. Administrators, coaches, and athletes must all work together to maximize the time, talent, and resources committed to the athletic experience by competing at the highest level possible. Our teams will:

- Compete to win conference championships
- Compete to earn postseason opportunities at regional and national levels
- Produce outstanding individual performers who earn conference and national academic and athletic recognition

LEARNING OUTCOMES

Because athletic competition has the potential to impact student-athletes' lives in profound ways, it is imperative to define the learning outcomes we want our athletes to achieve through the playing experience. As administrators and coaches, our mission is to train our athletes in such a manner that they will become:

- **People Who Pursue Excellence** (Competence)
 - By possessing a determined attitude to pursue excellence in every aspect of life
 - By obtaining knowledge of how to practice, prepare, and train for excellence
- **People Who Influence Others** (Character)
 - By maintaining a high level of integrity
 - By impacting the world around them personally, professionally, & socially
- **People Who Make a Difference** (Commitment)
 - By living according to personal convictions
 - By engaging in community service and civic life

CORE VALUES

In order to achieve the desired learning outcomes, there are 12 qualities, attitudes, and characteristics that will be emphasized within the athletic department. By upholding a consistently high standard of instruction and expectation in each of these 12 areas, we can positively shape the athletic and learning experience for our athletes.

- **Excellence** Strive to perform at the very best level possible in every aspect of life.
- **Leadership** Develop leadership skills continually and seek opportunities to lead by serving others.
- **Integrity** Always do the right thing no matter what the consequences.
- **Respect** Treat others better than you would like to be treated.
- **Preparation** Put in the necessary time and effort to position yourself for success.
- **Work Ethic** Discipline yourself to do what others will not so you may experience what others cannot.
- **Attitude** Be positive and encouraging. Look for good things and good things will come to you.
- **Humility** Consider the needs of others as more important than your own.
- **Responsibility** Take responsibility for yourself and others.
- **Sportsmanship** Compete not just to win the competition but also for respect, admiration, and support.
- **Service** Seek opportunities to help others be successful.
- **Teamwork** It is amazing what can be accomplished when no one cares who gets the credit.

3.4 NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA) DIVISION II

One of three yet distinct governing parts of the NCAA, Division II provides an intersection where athletically gifted students can compete at a high level, while maintaining much of a traditional collegiate experience. The Division II emphasis is on balance, with the objective of providing student-athletes a comprehensive program of learning and development. Student-athletes are encouraged to achieve excellence in their sport, in the classroom and in their community.

Very few of the 110,000 NCAA student-athletes competing at the 312 Division II schools in the United States and Canada receive a full athletics grant that covers all of their expenses, but most of them will receive some financial aid to help them through school.

A regionalization philosophy is used to select teams for Division II national championships brackets from four, six or eight geographic regions of the country. This emphasis on being the best team in their geographic area helps schools prioritize scheduling of regional opponents, limit missed class time and manage travel expenses

3.5 NCAA DIVISION II PHILOSOPHY AND STRATEGIC POSITIONING PLATFORM

NCAA MISSION

What the brand wants to accomplish

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

DII POSITION STATEMENT

Who we are – Life in the Balance

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

DII ATTRIBUTES

What we stand for

- Learning Multiple opportunities to broaden knowledge and skills
- Balance Emphasis on collective knowledge; integration of skills
- Resourcefulness Versatile skill set drawn from broad range of experiences
- Sportsmanship respect for fairness; courtesy; ethical conduct toward others
- Passion Enthusiastic dedication and desire in effort
- Service Positive societal attitude through contributions to community

3.6 KEY BENEFITS OF THE DII EXPERIENCE

STUDENT-ATHLETES / PARENTS

- ❖ Participation in high-level athletic competition without an overemphasis of sports in student life
- ❖ Availability of faculty and sports staff in a personal setting
- ❖ With the broad, versatile range of experiences, student-athletes are more likely to find interest and value in school and therefore stay to graduate

- ❖ Upon graduation, the student-athlete will leave with broader experiences, skills and knowledge as resources for the future
- ❖ With personal setting and multiple areas of learning, student-athletes can have an impact with peers, community and school

DII MEMBERSHIP

- ❖ Achieve educational mission and graduation success for student-athletes through a comprehensive program that provides a path to graduation and develops broad skill set
- ❖ High-level athletic competition for institution, region, community and student-athlete without an overemphasis on sports at the institution
- ❖ Opportunity for personal mentoring, coaching, teaching with student-athletes
- ❖ Impact local community / develop key local relationships through participation in Division II national community-engagement program

GENERAL PUBLIC

- ❖ High-level, passionate athletic competition for local communities and region in an intimate, family-friendly environment
- ❖ Opportunities to interface face-to-face with student-athletes in different venues
- ❖ Positive impact in local communities and region through Division II national program
- ❖ Show support for educational mission of student-athletes and development of youth

KEY STAKEHOLDERS

- ❖ Invest in the educational mission of student-athletes and development of youth into productive citizens
- ❖ Promote high-level athletic competition in local communities and region
- ❖ Impact local community / develop key local relationships through support of Division II national community-engagement program

3.7 DIVISION II FEATURES

12 Reasons to Believe in Division II

- ❖ **Graduation Rate.** Division II student-athlete graduation rate is consistently 10 to 15 percentage points higher than the total student body
- ❖ **Class Time.** Division II's regionalization philosophy rewards the scheduling of local or regional opponents in the regular season, resulting in limited missed class time for student-athletes
- ❖ **Athletics Scholarships.** Many Division II student-athletes receive athletics scholarships and other forms of financial aid to pay for school
- ❖ **Personal Attention.** Student-athletes receive a quality education at DII institutions that often feature an exceptional teacher-to-student ratio
- ❖ **Additional Assistance.** The Degree-Completion Scholarship Program provides deserving Division II student-athletes who have exhausted their collegiate eligibility with financial assistance
- ❖ **National Championships Opportunities.** Division II features unparalleled opportunity for student-athletes to advance to national championship competition as a result of the division's generous championship access ratios
- ❖ **Community Partnerships.** Division II has initiated national community partnerships with the Make-A-Wish Foundation and Habitat for Humanity
- ❖ **Unique Fiscal Model.** Division II offers a unique fiscal model for intercollegiate athletics that redefines the institutional value for sponsoring sports and offering athletics scholarships

- ❖ **Innovative Solutions.** Division II encourages innovative policy and program decisions unique to the NCAA, such as the development of Division II National Championships Festivals and a national community-engagement program
- ❖ **Teacher/Coaches.** Many Division II coaches continue to provide other services for their institution and in the community, including teaching and mentoring
- ❖ **Proud Alumni.** Former Division II student-athletes include governors, senators, entertainers, corporate leaders and professional athletes
- ❖ **National Recognition.** Division II student-athletes have received the NCAA's highest individual honors, including winning the Walter Byers Scholarship Award (the Association's top student-athlete) and the NCAA Woman of the Year Award

3.8 SOUTHERN INTERCOLLEGIATE ATHLETIC CONFERENCE (SIAC)

The SIAC was founded in 1913 and is a member of the National Collegiate Athletic Association (NCAA) and participates on the Division II level. Annually, the SIAC sponsors seven men's championships (baseball, basketball, cross country, football, golf, outdoor track & field and tennis) and six women's championships (basketball, cross country, outdoor track & field, softball, tennis and volleyball).

As the largest historically black college and university (HBCU) athletic conference, the SIAC has one of the most storied histories in all of NCAA intercollegiate athletics. Many of the conference's former athletes and coaches have transcended into larger-than-life characters that continue to be monumental in the world of sports. Furthermore, the chronicles of many SIAC programs continue to be vital to the foundation of American sports.

With membership beginning in August 2014, Spring Hill College made history and become the first non-HBCU member institution in the SIAC's 100 year history. Spring Hill College will compete in all SIAC sponsored sports with the exception of football.

<u>SIAC Member Institutions</u>	<u>Location</u>	<u>Member Since</u>
Albany State University	Albany, GA	1969
Allen University	Columbia, SC	1947; 2020
Benedict College	Columbia, SC	1932
Central State University	Wilberforce, OH	2013
Clark Atlanta University	Atlanta, GA	1913
Fort Valley State University	Fort Valley, GA	1941
Kentucky State University	Frankfort, KY	1997
Lane College	Jackson, TN	1929
LeMoyne-Owen College	Memphis, TN	1932
Miles College	Fairfield, AL	1927
Morehouse College	Atlanta, GA	1913
Savannah State University	Savannah, GA	2019
Spring Hill College	Mobile, AL	2014
Tuskegee University	Tuskegee, AL	1913

3.9 GULF SOUTH CONFERENCE (GSC)

Founded in 1970, the GSC is a charter member of Division II and is one of the premier conferences at any NCAA level. The conference consists of 13 member institutions including: Christian Brothers University, Delta State University, Lee University, Mississippi College, University of Montevallo, Shorter University, Union University, University of Alabama Huntsville, University of West Alabama, University of West Florida, University of West Georgia, Valdosta State University, and Auburn University at Montgomery.

The Gulf South Conference sponsors 7 men's sports (Baseball, Basketball, Cross Country, Football, Golf, Soccer, and Tennis) and 7 women's sports (Basketball, Cross Country, Golf, Soccer, Softball, Tennis and Volleyball.)

Men's soccer, women's soccer, and women's golf will compete in the Gulf South Conference as affiliate members of the conference beginning with the 2014-15 academic year.

4.0 ATHLETIC COMMITTEES

4.1 FACULTY ATHLETICS REPRESENTATIVE

The FAR is first and foremost a faculty member interested in the welfare of athletes as students. The faculty athletics representative (FAR) is appointed by the president to provide a faculty viewpoint in the administration of intercollegiate athletics programs. The faculty representative is involved in the academic integrity of the athletics program and in the welfare of the student-athlete. The FAR is recognized as the representative of the institution and its faculty in the relationship with the association and the conference.

Steve Almquist, Ph. D. (Professor of English) began his term as faculty athletics representative in May of 2015.

4.2 STUDENT-ATHLETE ADVISORY COMMITTEE

MISSION STATEMENT

The mission of SHC's Student-Athlete Advisory Committee (SAAC) is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, fostering a positive student-athlete image and encouraging school spirit through the service and unity of student-athletes.

PURPOSE

- ❖ To act as a voice for student-athletes and means of constructive communication between student-athletes, the athletic department, and the administration.
- ❖ To enhance the quality of student-athlete life through programs encouraging academic success, health, and community service.
- ❖ To promote awareness, sportsmanship, unity, and involvement within the athletic department, on campus, and in the community.

MEMBERSHIP

The membership of the SAAC will be composed of two representatives from each varsity team sport and one member from each varsity individual sport at SHC. Each member is responsible to be the liaison between their respective team and the SAAC. The outgoing SAAC member will choose his/her successor with the coach's approval. Members may serve the length of their career.

QUALIFICATIONS & EXPECTATIONS

Requirements for participation in the SHC SAAC are:

- 1) To maintain academic eligibility throughout the course of the school term.
- 2) To adhere to the SHC Athletic Code of Conduct and be in good standing with the college.
- 3) To adhere to and support the stated purposes of the SAAC.
- 4) To be fully engaged and committed to the various tasks and goals of the SAAC.
- 5) To attend the monthly committee meeting unless previously excused.

EXECUTIVE COMMITTEE

The SAAC Executive Board shall consist of a President, Vice President, and Secretary/Treasurer. Officers should regularly communicate with the SAAC administrator and any other individuals or committees deemed appropriate by the SAAC advisor. Officers must provide overall leadership as well as support and maintain the mission and ideals of the SAAC.

The Executive Committee is also responsible for establishing committees at the beginning of the year that coincide with the objectives and goals the Executive Committee deems appropriate and of priority.

No single sport or gender will occupy all positions of the Executive Committee.

PRESIDENT

- ❖ Calls and presides over all SAAC meetings.
- ❖ Regularly communicates with the executive members, all SAAC members and the SWA.
- ❖ Acts as the official representative of the committee.
- ❖ Must have had at least one year of service on the SAAC.

VICE-PRESIDENT

- ❖ Assumes all responsibility in the President's absence.
- ❖ Compose reports on all council activities, goals, outlooks and accomplishments.
- ❖ Maintains committee member list, including phone numbers and e-mails.

SECRETARY / TREASURER

- ❖ Keeps all meeting minutes, creates agendas, takes and tracks attendance.
- ❖ Communicates all relevant information to SAAC members.
- ❖ Sends SAAC minutes to all coaches, faculty members and other athletic staff.
- ❖ Prepares and maintains an accurate record of all funds and disbursement of funds as directed by the president and the Executive Council, including any fundraising activities.

ADVISOR (Appointed)

- ❖ Sets meeting dates and times in conjunction with the executive committee.
- ❖ Reserves meeting space on campus.
- ❖ Acts as the staff liaison between the SAAC and the athletic coaches and staff.
- ❖ Oversees fundraising efforts and the SAAC budget to ensure that all SHC policies and procedures are followed.

EXECUTIVE COMMITTEE ELECTIONS

Elections are held each April for the next school year. All SAAC executive committee officers will hold this position for one school year and may be re-elected for a second term.

MEETINGS & ATTENDANCE

The SAAC at SHC meets once a month when permitted and more frequently if necessary. Special meetings may be called as the need arises. Student-athletes will be notified of any unscheduled meetings via e-mail. The Executive Committee also may meet in addition to the monthly SAAC meetings. All Executive Committee meetings will be called by the president.

GUIDELINES FOR MEETINGS

- ❖ The president will take attendance, summarize events from the previous meeting, report on progress made or discussions held, etc.
- ❖ A representative from each team will report on what they have accomplished with their team in the previous month, report any topics or concerns raised by their teammates or coach, etc.
- ❖ The president will address new agenda items and dates for upcoming events.
- ❖ The group will discuss or vote on any new matters.
- ❖ The meeting is adjourned with closing remarks from the president or the administrator.
- ❖ A regular meeting quorum consists of 50% of SAAC membership.

ATTENDANCE EXPECTATIONS

- ❖ Each member is required to attend all meetings unless excused by the President.
- ❖ If a member misses multiple meetings in a semester, the executive committee has the responsibility and right to determine the standing of that member on the committee and the member may be asked to give up his/her SAAC membership.

AMENDMENTS

Amendments to this constitution may be introduced by any member of the SAAC as the final agenda item of that meeting. Members will consider the amendment and vote on its status at the next regular meeting. Constitutional amendments require approval of no less than 75% percent of SAAC membership, must include a vote from each team, and become effective immediately following approval by the Director of Athletics.

4.2.1 STUDENT-ATHLETE ADVISORY COMMITTEE MEMBERSHIP (2021-22)

Sport	Name	Email Address
Baseball	Colin Millar	colin.s.millar@email.shc.edu
Basketball, Men	Micah Morgan	micah.l.morgan@email.shc.edu
	Beril Kabamba	beril.k.kabamba@email.shc.edu
Basketball, Women	John Abate	john.m.abate@email.shc.edu
	Katie Krout	katelynn.m.krout@email.shc.edu
	Ellison Burton	ellison.burton@email.shc.edu
XC / Track & Field, Men	Jacob Kirby	jacob.d.kirby@email.shc.edu
XC / Track & Field, Women	Caroline Weisinger	caroline.e.weisinger@email.shc.edu
Soccer, Men	Alessandro Erdelyi	alessandro.erdelyi@email.shc.edu
	Fabian Keiblinger	fabian.keiblinger@email.shc.edu
Soccer, Women	Mikaela Gamboa	mikaela.d.gamboa@email.shc.edu
	Carson Reeves	carson.r.reeves@email.shc.edu
Softball	Madison Koger	madison.r.koger@email.shc.edu
	Randa Day	randa.l.day@email.shc.edu
Tennis, Men	Fergus O'Rourke	fergus.j.orourke@email.shc.edu
Tennis, Women	Jamie Martin	jamie.r.martin@email.shc.edu
Volleyball	Brooke Borgmeyer	brooke.c.borgmeyer@email.shc.edu
	Grace Harris	olivia.g.harris@email.shc.edu
Beach Volleyball	Leanne Sorrel	marcie.l.sorrel@email.shc.edu
Golf, Men	Chris Brignet	Christopher.brignet@email.shc.edu
Golf, Women	Lauryn Herman	lauryn.a.herman@email.shc.edu
Advisor	TBD	@shc.edu

4.3 COMMUNITY ENGAGEMENT AND COMMUNITY SERVICE

4.3.1 COMMUNITY ENGAGEMENT

The object of Community Engagement, one of many NCAA II strategic priorities, is to build relationships by bringing the community to campus to experience Division II and its events (e.g., collegiate, theatrical, cultural). The NCAA II emphasizes the gathering of individuals to share in an experience and not just provide assistance to an individual or group of individuals in need.

Community Engagement – intended to build lasting relationships with the community; establish personal relationships and provide opportunities to get to know the campus and local community better.

4.3.2 COMMUNITY SERVICE

Community Service is intended to reach out to help those in the community. SHC athletics has a rich tradition of community service projects with teams providing valuable assistance and help to those in the surrounding communities. Each sport team is expected to participate in at least one community service project annually.

Community Service – intended to reach out to those in the community and is generally a one-time occurrence.

4.3.3 MAKE-A-WISH FOUNDATION

The NCAA Division II partners with the Make-A-Wish Foundation to share the power of a wish. The SHC SAAC, along with the individual athletic teams, fundraises each year to support the Make-A-Wish® Foundation.

The Make-A-Wish® Foundation's mission is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.

4.3.4 TEAM IMPACT

The SHC SAAC, along with the individual athletic teams, will work with Team Impact to support its mission.

Team Impact's mission is to improve the quality of life for children facing life-threatening and chronic illnesses through the power of team.

5.0 STUDENT-ATHLETE CODE OF CONDUCT

All Spring Hill College student-athletes involved in the intercollegiate athletics program are expected to represent the College in an honorable way at all times. The student-athlete Code of Conduct is designed to alert you, the student-athlete to the behavior expected of you and to the potential consequences that your behavior may have on your status as a student-athlete. The standards of ethical conduct are established and enforced by the Department of Athletics, College, conference and the NCAA.

Student-athletes are expected to abide by all rules and guidelines set forth in the Spring Hill College student-athlete handbook. In addition, team rules may be established by each sport's head coach and his/her staff within parameters set forth by the Director of Athletics, the Intercollegiate Athletic Committee and the College President. The head coach shall inform team members of the established team rules at the beginning of each academic year. The student-athlete handbook is intended to complement, not replace, conduct rules that your specific sport team has adopted, including consequences for violating those sport team rules.

All student-athletes are members of the Spring Hill College's student body. You are a student first, and your participation in intercollegiate athletics is a privilege. Thus, all College policies governing student conduct apply to you, including the Academic and Student Affairs policies and procedures established to govern the general student population.

5.1 CHARACTERISTICS OF A MODEL STUDENT-ATHLETE

A presumption is made which assumes that all those involved in the intercollegiate athletic program at Spring Hill College possess a sincere desire to promote a program of excellence. The spirit of this code requires athletes to follow these principles throughout the school year and to allow them to be a motivating force in their lives. Failure to uphold these standards may result in disciplinary actions, including but not limited to suspension, dismissal from team, and cancellation of athletically-related aid.

- ❖ Demonstrates a willingness to follow the designated leaders, as well as recognizes he/she can provide personal leadership among those who can be influenced by his/her actions, words or deeds.
- ❖ Attends all scheduled class sessions unless participating in athletics competition. Meets the prescribed course expectations, develops an organized study program, and gives proper attention to instruction in the classroom as well as on the athletic field.
- ❖ Recognizes personal goals as secondary to team goals and values the worth of all team members.
- ❖ Presents him/herself in a manner which would bring credit to Spring Hill College and all those with whom he/she is associated by appropriate conduct, speech and appearance.
- ❖ Agrees that unlawful use of alcohol, tobacco and controlled substances (such as cocaine, marijuana and steroids) will not be tolerated. Such use may lead to suspension and/or removal from the athletic program.

- ❖ Shares individual and team concerns with coaches and team leaders.
- ❖ Sets realistic, yet high, individual standards of excellence academically, athletically, and socially.
- ❖ Demonstrates loyalty to his/her teammates, coaches, the athletic program and Spring Hill College by being dependable, prompt, responsible and cooperative.
- ❖ Shows proper respect for persons associated with the program, college, officials, and opponents, as well as equipment and facilities used.
- ❖ Supports the Spring Hill College athletic mission statement.

5.2 BEHAVIORAL EXPECTATIONS

All students must conduct themselves in a manner that promotes and supports the well-being of the community, its integrity, and its values. The college reserves the right to confront and hold students accountable for behavior that is detrimental to the student, infringes upon the rights and sensitivities of others, or has the appearance of impropriety (appears to not be in keeping with accepted college standards of what is right and proper). For example, students should refrain from actively participating in or being present during violations of community standards.

Students are expected to be respectful of the individual rights and freedoms of others within the SHC community, including faculty, staff, and other students. If a shared sense of understanding does not exist between community members, students are still expected to exhibit an outward sensitivity to the inherent diversity within the SHC community. Conduct that denigrates or shows hostility or aversion toward an individual based upon an individual's race, color, gender, national origin, age, disability, sexual orientation or any other basis will not be tolerated.

Honesty and integrity are foundational within an academic institution, and are crucial for any community's health. SHC students are expected to conduct themselves in ways that reflect these values. As such, dishonesty in any form (including but not limited to: knowingly furnishing false information, omitting or withholding information, or intentional misrepresentation) will result in disciplinary action.

5.2.1 SPECIFIC EXPECTATIONS FOR STUDENT-ATHLETES

- ❖ Represent Spring Hill College in an appropriate manner at all times.
- ❖ Demonstrate respect for the personal worth, dignity, and rights of others.
- ❖ Exhibit a positive work ethic, pursue academic excellence, and improve in athletic skills and performance.
- ❖ Practice personal and academic integrity.
- ❖ Show respect for local, state, and federal laws.

5.3 SPORTSMANSHIP

Spring Hill College is committed to excellence in athletic competition and exhibiting the highest standards of sportsmanship. Spring Hill College student-athletes are visible representatives of the College and, as such, it is important that they act in a responsible and respectable manner at all times when representing the institution.

The athletic department strives to foster an atmosphere that promotes good sportsmanship and a hospitable environment for visiting teams and spectators. Creating an atmosphere of sportsmanship results in a healthier, more positive environment in which all student-athletes can complete, officials can work, and spectators can enjoy the games.

It is expected that all Spring Hill College athletic administrators, coaches and student-athletes will abide by the following sportsmanship guidelines at all times:

5.3.1 POSITIVE SPORTSMANSHIP QUALITIES (DO THESE)

- ❖ Treat teammates, opponents, and officials as you would like to be treated. (RESPECT)
- ❖ Act and compete within the spirit and intent of the rules of play. (INTEGRITY)
- ❖ Protect the personal safety and well-being of all persons. (RESPONSIBILITY)
- ❖ Create a positive environment within the team and during competition. (ENCOURAGEMENT)
- ❖ Exemplify the standard of how to compete with passion, honor and dignity. (LEADERSHIP)
- ❖ Report any suspected violation of NCAA, athletic department, or team regulations. (HONESTY)
- ❖ Acknowledge the good performance and accomplishments of teammates and opponents. (HUMILITY)

5.3.2 NEGATIVE SPORTSMANSHIP QUALITIES (DON'T DO THESE)

- ❖ Use profanity or profane gestures.
- ❖ Make negative or derogatory statements about or directed towards teammates or opponents.
- ❖ Taunt, bait or otherwise try to intimidate opponents.
- ❖ Cheat or try to circumvent the rules of play.
- ❖ Argue with game officials.
- ❖ Strike or physically abuse any spectator, official, coach or player.

5.4 ATTENDANCE

The primary objective of all student-athletes at Spring Hill College is to earn a degree while pursuing the highest level of competitive excellence possible. As a student-athlete, you have a responsibility to schedule your priorities in a manner which will allow for achieving both your academic and athletic expectations.

- ❖ It is an athletics department expectation that student-athletes will not have unexcused absences in classes. Each instructor and coach will determine their disciplinary policies for unexcused absences.
- ❖ Student-athletes are expected to attend all class sessions and complete all academic assignments on time.
- ❖ Student-athletes are expected to attend all athletic practices and competitions not conflicting with classes or labs.
- ❖ When practice schedules conflict with class schedules, student-athletes are required to attend class.
- ❖ In the event that an athletic competition requires you to miss class, it is your responsibility to make arrangements with your instructor(s) to make up any missed assignments before you depart for the competition.
- ❖ Student-athletes are required to discuss potential absences due to athletic competition with course instructors at the beginning of each semester.

5.5 SOCIAL MEDIA AND WEBSITE POLICY

Student-athletes, as members of the broader Spring Hill College community, are permitted to maintain personal profiles on social networking websites (i.e. Facebook, Twitter, etc.) in accordance with the following guidelines:

- ❖ No offensive, derogatory or inappropriate content (including comments, status) are posted.
- ❖ No offensive or inappropriate pictures or videos posted.
- ❖ All content must be consistent with college lifestyle expectations, community standards, NCAA rules and regulations, and state and federal law.
- ❖ NCAA regulations specifically prohibit student-athletes from publicizing a PSA's likeness or picture during a visit to campus on a social media outlet.
- ❖ "Content" includes postings and tagged photos, etc. from social network friends.
- ❖ If contacts or friends post unacceptable and inappropriate content, as described above, the student-athlete must remove such content within 24-hours.

Please use caution and understand any and all material posted can be accessed by future employers, post-graduate institutions, media, and predators. The NCAA national student-athlete advisory committee has developed the following recommendations for social media use by student-athletes:

- ❖ Post only appropriate personal information to your profile.
- ❖ Monitor your electronic photo albums for inappropriate material.
- ❖ Monitor all postings to message boards.
- ❖ Allow only those you know to join your group of friends.
- ❖ Set parameters so that only people you set as friends can view your profile.
- ❖ Monitor social networking among your teammates.
- ❖ Only join appropriate groups.
- ❖ Use social networking in a way that is non-malicious.

5.6 NCAA STUDENT-ATHLETE STATEMENT

Each year a student-athlete must sign an NCAA Statement affirming compliance with a variety of rules and activities. The preface to the form provides information as to its meaning and possible ramifications:

This form has six parts: a statement concerning eligibility, a Buckley Amendment consent, a statement concerning the promotion of NCAA championships and other NCAA events, results of drug tests, an affirmation of a valid ACT or SAT score and a statement concerning the amateur status of the student-athlete subsequent to the request of final certification by the NCAA Eligibility Center. If you are an incoming freshman, you must sign parts I through VI of this form to participate in intercollegiate competition. If you are a transfer or continuing student-athlete, you must sign parts I through V.

By signing this form, you affirm you have received and will read the Summary of NCAA Regulations, or another outline or summary of NCAA legislation, provided by your Director of Athletics, or read the bylaws of the NCAA Division II Manual that deal with your eligibility. You are responsible for knowing and understanding the application of all NCAA Division II bylaws related to your eligibility. If you have any questions, you should discuss them with your director of athletics, or you may contact the NCAA at 317/917-6222 or consult the NCAA website at www.ncaa.org.

5.7 TOBACCO USE

The use of tobacco products during athletics practice or competition is a violation of Spring Hill College and NCAA policies. Anyone using tobacco products during an athletics practice or competition will be disqualified for the remainder of that practice or contest. Infractions that occur during the off-season will be imposed during the declared playing and practice season. Additionally, use of tobacco products within any athletic facility or on any SHC athletic trip is prohibited. Multiple violations of this policy may lead to more severe disciplinary action by the sport head coach or the Director of Athletics.

5.8 DRUGS AND ALCOHOL

Generally, Spring Hill College does not prohibit the consumption of alcoholic beverages in moderation for student-athletes 21 years of age or older. However, the Athletic Department prohibits any student-athlete from possessing, consuming, using, selling, transferring, or being under the influence of alcohol prior to or during athletic practices and competitions or during athletic related team travel. Further, any student-athlete who chooses to consume alcohol will be held accountable for any alcohol-related incident in which s/he is involved, regardless of whether or not there are legal implications.

Misuse or abuse of alcohol at any time, including violations of federal, state, and/or local law while intoxicated, may result in corrective and/or disciplinary sanctions imposed by the Director of Athletics in consultation with the head coach, up to and including any sanctions that pertain to a positive test for banned drug substances. Spring Hill College will not be required to test the student-athlete before enforcing this provision.

Note: Individual sport teams may have alcohol policies that are more restrictive than the athletics department policy. All athletes are expected to abide by team policies and are subject to team discipline for violations of team policies.

Student-athletes are expressly prohibited from the use, possession, or distribution of illegal drugs (including prescription drugs without possession of a valid prescription.)

The NCAA also conducts mandatory, random drug testing on each campus throughout the course of the year including the summer. The NCAA drug testing program was created to protect the well-being of student-athletes and to ensure that no one participant has an artificially induced advantage. (See Appendix 13.3 & 13.3.1 for drug testing and banned substances)

5.9 BIAS BASED HARASSMENT

Harassing or other offensive words or conduct directed at individuals because of their race, sex, national origin, gender, sexual orientation, religion, disability, pregnancy, age, or military status is prohibited.

This conduct includes:

- ❖ Verbal harassment, such as comments, jokes or references, and offensive personal or protected class references;
- ❖ Demeaning, insulting, or intimidating comments about an individual or a protected class;
- ❖ The display in the College community of demeaning, insulting, intimidating objects, pictures, or photographs;
- ❖ Demeaning, insulting, or intimidating written, recorded, or electronically transmitted messages (such as e-mail, instant messaging, or Internet materials);
- ❖ Harassing or other disruptive misconduct in the classroom or during the course of academic or physical instruction is prohibited. The faculty member has the ultimate control over such behavior and is authorized to eject from the classroom or field of instruction any student engaged in disruptive, harassing or violent conduct. This conduct includes, but is not limited to, conduct that:
 - ❖ interferes with normal classroom or athletic procedure or instruction, or
 - ❖ interferes with the presentation by the faculty member and/or other students, or
 - ❖ interferes with the rights of other students to have a learning environment free of disruption, harassment and violence, or
 - ❖ interferes with academic evaluation of students or their work, or
 - ❖ constitutes physical or mental abuse, threat of physical or mental abuse, or poses a danger to the health, safety, or well-being of the faculty member or other students, regardless of whether such conduct is on or off campus.

5.10 SEXUAL HARASSMENT AND VIOLENCE

Sexually harassing or offensive conduct in the College community, whether committed by supervisors, managers, non-supervisory employees, students or non-employees, is prohibited.

This conduct includes:

- ❖ Unwanted or unwelcome physical contact or conduct of any kind, including sexual flirtations, touching, advances, or propositions. "Unwanted, unwelcome" words or actions mean the person(s) affected regards it as undesirable and did not solicit or incite it. Whether conduct is unwanted or unwelcome depends upon whether a reasonable person under the same circumstances would consider the conduct unwanted;
- ❖ Verbal harassment of a sexual nature, such as lewd comments, sexual jokes or references, and offensive personal references;
- ❖ Demeaning, insulting, intimidating, or sexually suggestive comments about an individual;
- ❖ The display in the College community of demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs;
- ❖ Demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages (such as e-mail, instant messaging, or Internet materials).

5.10.1 INTERVENTION AND REPORTING

All student-athletes are encouraged to intervene and disrupt any attempts or active situations of sexual harassment or violence, as long as it will not put the intervening student-athlete in imminent harm or danger. All student-athletes are also encouraged to immediately report any knowledge or rumor of an act of sexual harassment or violence to their coach, trainer, SWA, athletic administrator, FAR, or Campus Title IX Coordinator.

5.11 HAZING

The Spring Hill College athletic department specifically prohibits the hazing or harassment of student-athletes. Hazing, usually in the form of intimidation, is defined as any practice (even “harmless fun,” “bonding,” “practical,” etc.) whereby one part of a group is made or “asked” to do anything that the remaining part of the group is exempt from doing by virtue of seniority or other privileged status. Because hazing often undermines group moral, spirit, and unity as well as often leads to personal hurt and degradation, the department and institution will not permit it in any form and will take disciplinary action against individuals and/or groups that haze. Student-athletes cannot be required or expected to participate in any hazing activity for any reason. Examples of such activities include, but are not limited to being:

- ❖ Forced to endure extreme amounts of yelling, cursing or verbally abusive language
- ❖ Forced or expected to participate in tattooing, piercing, head shaving or branding
- ❖ Nudity or forcing student-athletes to dress in a degrading manner
- ❖ Forcing, coercing, pressuring, or requiring students to consume alcohol, or foreign or unusual amounts of substances
- ❖ All forms of physical activity deemed dangerous or harmful
- ❖ Required to act as personal servant to players
- ❖ Scavenger hunts involving illegal activities, kidnapping, or ditching a member of the community
- ❖ Psychological hazing: any act which is likely to compromise the dignity of a student; cause embarrassment or shame to a student; cause a student to be the object of ridicule or malicious amusement; or inflict psychological or emotional harm
- ❖ The application of foreign substances to the body
- ❖ Depriving student-athletes of sleep

5.11.1 INTERVENTION AND REPORTING

All student-athletes are encouraged to intervene and disrupt any hazing situation. All student-athletes are also encouraged to report any attempts of hazing to their coach, trainer, SWA, FAR, or athletic administrator.

5.12 CONDUCT VIOLATIONS AND DISCIPLINARY ACTIONS

Code of Conduct violations of the College’s rules are reported to the Associate Athletic Director for Internal Affairs and Compliance or Director of Athletics. Code of Conduct violations of the Athletic Department’s rules are reported to members of Student Affairs staff. Violations of departmental, conference, and NCAA conduct rules are reported to the student-athlete’s head coach, Associate Athletic Director for Internal Affairs and Compliance, the Director of Athletics and the NCAA, as appropriate. If a student-athlete is found to be in violation of a department, College, conference, or NCAA policy, the penalty imposed depends upon the severity of the offense and may include the following:

- ❖ Ineligibility
- ❖ Suspension
- ❖ Dismissal from the squad
- ❖ Cancellation or change in the student-athlete's grant-in-aid
- ❖ Dismissal from the College

In cases of behavioral problems that involve formal criminal charges by a law enforcement agency, the student-athlete will be suspended from athletic competition until the facts have been reviewed.

A student-athlete who is charged with a felony will not be allowed to represent the College in game competition until the matter has been resolved in court and all conditions for reinstatement have been met. A student-athlete who is charged with a misdemeanor will have his/her case reviewed by the Director of Athletics pending the outcome by legal authorities. Disciplinary action may be invoked by the department of athletics.

If any such disciplinary action is taken, the student-athlete is given written notification of the suspension, signed by the respective head coach and the Director of Athletics. The student-athlete may thereafter request, in writing, a meeting with the Director of Athletics. This request must be submitted within 72 hours of the notice of suspension. Based on all available information, the Director of Athletics may lift or modify the suspension or leave it in place until the case has been decided by the legal system. A determination regarding further action by the department and the College is made on a case-by-case basis once the charge has been resolved by the legal system. While on suspension, a student-athlete may not practice or compete; however, his/her financial aid will remain in place.

5.13 GRIEVANCE PROCEDURES

Spring Hill College strives to create an environment where student-athletes have both positive overall experiences and clear avenues of communication with coaching and athletic administrative staff. From time to time, issues between student-athletes and coaches or other athletic staff may develop.

5.13.1 INFORMAL COMPLAINTS

If an issue arises which you feel needs to be addressed, first discuss the issue with your coach or the athletics staff member involved to determine if you can resolve your concerns. Issues related to playing time, position, and role on the team are solely up to the discretion of the coaching staff. Other, less formal, avenues for addressing your issues include discussing your concerns with your team captain or representative to the Student-athlete Advisory Committee (SAAC). If your coach is not able to address your issue, or if the issue involves Athletic Department or College policy, you should make an appointment to discuss your concerns with the Director of Athletics. The Director of Athletics may involve the Faculty Athletic Representative or Senior Women's Administrator in these discussions as necessary.

5.13.2 FORMAL COMPLAINTS

For matters of particular importance, student-athletes may submit formal, written complaints to the Associate Athletic Director for Internal Affairs and Compliance (Asso. AD). The Asso. AD will review the complaint and refer the complaint to the appropriate campus department or initiate a resolution process, if required, within the athletic department. The student-athlete will be notified of the outcome of the resolution process and any proposed resolution(s) in writing. Copies of the written complaint, written resolution and supporting documents will be stored electronically in the Compliance Office.

If the student-athlete feels his/her concern has not been addressed satisfactorily, he/she may appeal the Asso. AD's decision to the Compliance Committee (CC). The CC will meet to review the appeal and solicit information from the student-athlete and athletic department personnel as needed to reach a decision. The CC may request interviews with the involved parties to aid in the appeal process. The CC will notify the student-athlete of its decision in writing and all appeals documents will be stored electronically in the Compliance Office. The decision of the CC is final and may not be appealed.

6.0 ACADEMICS

6.1 ACADEMIC INTEGRITY

The maintenance of academic integrity is the responsibility of each student at Spring Hill College. Cheating or plagiarism in connection with an academic program is an offense for which a student may be expelled, suspended, or given a less severe disciplinary action. Academic dishonesty is a serious offense that diminishes the quality of scholarship and defrauds those who depend upon the integrity of the educational system.

The following serves as a guide for clarifying the faculty's expectations regarding academic integrity:

- ❖ All work submitted for credit, including exams, is accepted as a student's own work, unless otherwise understood and approved by the professor.
- ❖ Students may not, without proper citation and approval of the professor, submit work that has been copied, wholly or partially, from another student's paper, notebook, or exam. Nor may students without proper citation submit work which has been copied, wholly or partially, from a book, article, essay, newspaper, the Internet or any other written, printed, or media source, whether or not the material in question is copyrighted.
- ❖ Written work that paraphrases any written or printed media material without acknowledgement may not be submitted for credit. Ideas from books and essays may be incorporated in students' work as starting points, governing issues, illustrations, and the like, but in each case the source must be cited. Any online material students use for a paper is also governed by rules about plagiarism; students need to cite electronic sources as well as printed and other sources.
- ❖ Students may not use notes or other forms of assistance on a test unless explicitly approved by the professor, nor may they provide such aid to other students.
- ❖ Students may not submit any work for credit that has been used to fulfill the requirements of another course previously taken or currently in progress at this or any other institution without obtaining permission of the professor in advance.
- ❖ Students must be aware that violations are not limited to the actions prohibited in the guidelines above. Any kind of dishonesty related to academics is a violation. Other examples of academic dishonesty, apart from giving or receiving unauthorized aid as described by the professor in each course, include but are not limited to listing false reasons for taking a make-up examination, falsifying data, concealing information about a known violation that would impact students negatively, and misrepresenting oneself as being cleared to participate in commencement.

6.2 ACADEMIC ADVISING

Each student is assigned to a professor who will act as an academic advisor to assist you in planning your academic schedule, explaining degree requirements, discussing career options in your major, clarifying the reasons for general education requirements or other required courses, and the like. You must meet with your advisor during each academic advising period to discuss your course registration and clearance. Since student-athletes are allowed to register early for classes, it is imperative for you to complete the advising process as early in the advising period as possible.

Your coach may assist you with choosing your course schedule, but cannot act or serve as a substitute for your advisors. Although your academic advisor is there to assist you, it is ultimately your responsibility to ensure that the courses you are taking apply toward your degree and meet NCAA eligibility guidelines! It is a good idea for you to keep track of your progress toward your degree by keeping a copy of your degree audit.

Not every academic advisor may be aware of the nuances of NCAA eligibility and progress-toward-degree requirements so it is up to you to self-advocate with your advisor.

6.3 REGISTERING FOR COURSES

It is highly recommended that student-athletes register for enough credit hours each semester to be able to drop a course and still be enrolled in at least 12 hours. (If you are taking a 4 credit lab course then you should enroll in at least 16 hours.)

6.3.1 PRIORITY REGISTRATION

In recognition of the time constraints posed by athletic involvement and the specific requirements that student-athletes progress at a steady pace toward graduation, student-athletes have been granted the opportunity to register on the first day of registration for each class cohort so as to minimize missed class time.

It is the responsibility of the student-athlete to obtain academic advising, be sure any holds are cleared, and to have a solid understanding of the practice and competition schedule for his or her team in the upcoming semester prior to the registration period so that he/she may take advantage of priority registration for student-athletes.

Current SHC students: Every fall and spring semester, the college sets a specific time for current students to secure their classes for the following semester. Student-athlete registration begins on the first day allowed for each class cohort. Those students with financial holds, health holds, or disciplinary holds will not be allowed to register for classes until the holds are removed by the Business Office, the Health Center, and the Office of Student Life, respectively.

New Incoming Students (new freshman and transfers): Special registration dates (Badger Connections) are held by the Student Affairs Office for new freshman and transfer students. Students will meet with an advisor during the Badger Connection events to discuss academic requirements and select courses. It is the student-athlete's responsibility to self-advocate and let the advisor know of your status as an athlete and provide relevant information regarding practice and competition schedules.

6.4 ADD/DROP PERIOD AND PROCEDURES

The add/drop period allows students to make changes to their class schedules. It is strongly recommended that students work with their academic advisor and their athletic coach regularly to ensure that they are on track to meet their degree requirements and NCAA eligibility standards.

- ❖ The add/drop period begins on the first day of classes in the fall/spring semester. This period stays open for the first week of each semester.
- ❖ Students may change their class schedules without penalty during the add/drop period but should check with their academic advisor and, if necessary, the Registrar to ensure that the changes do not conflict with degree progress.
- ❖ Student-athletes will not be able to drop below 12 credits as a protective hold is in place in the system to ensure a drop does not impact eligibility.
- ❖ Even during add/drop a student-athlete is ineligible for practice or competition if he/she falls under 12 credits at any time.

6.5 SPRING HILL COLLEGE CLASS ATTENDANCE POLICY

No matter how carefully scheduled, student-athletes – especially when teams are successful deep into post-season – miss more class time than would otherwise be considered prudent. The athletics department expectation is that no classes will be missed except as excused for athletics competition. The college policy for those excused absences is as follows:

Attendance at all courses and related activities is required of all students except as noted below. Students are excused from attendance at regular lectures and laboratories for approved, college-sponsored activities such as intercollegiate athletic competition and special events approved by the Provost. While participating students are excused from class, they are not relieved of the responsibility for the information covered during their absence. Students participating in College-sponsored activities will be allowed to make up assignments and examinations missed while representing the College; however, it is the

student's responsibility to notify his/her teachers of the anticipated absence, make arrangements to complete the work, and then complete the work as agreed.

Excuse from courses for reasons other than College-sponsored activities is a matter for the determination of individual instructors guided by the policies of their division. It is the responsibility of students to know the attendance policy of the instructor in each course they are taking as stated in the course syllabus. Exclusion from a course(s) for excessive absence is a serious action and is imposed by the instructor after careful consideration, after appropriate warning, and in accordance with the policies of his/her division. A student may expect only one warning for excessive absence prior to being excluded from class.

It is the responsibility of the student to arrange with the instructor for foreseen absences. Further, the student is responsible for appropriate make-up work and tests in each course missed. If illness or other unforeseen circumstances will result in student absence from a course meeting, the student should notify the instructor as soon as possible. Any change in status which will result in prolonged absence should be reported to Student Academic Services. The Wellness Center circulates a sick list based on information provided by the health services director. This list is for information and verification purposes only and is not an excused absence list. Course absences immediately preceding or following a holiday period may be counted as a triple absence if such a policy appears in the course syllabus. Examinations or laboratory work missed by reason of absence must be made up at the convenience of the instructor.

6.5.1 MISSED CLASS NOTIFICATION PROCEDURES

Student-athletes will be provided an Athletics Travel and Missed Class Time Notification Form at the start of each semester by the head coach. Student-athletes are responsible for using the form to discuss those dates on which they will miss class with the instructor. Student-athletes should speak with the instructor at least 1 week prior to missing class to determine what the student-athlete will be required to do to make up any missed class work, notes, or discussion. Student-athletes must then return the acknowledgement form, including signatures, to the sport head coach.

6.6 STUDENT-ATHLETE PROGRESS REPORTS

- ❖ Each semester the head coach will prepare academic monitoring forms to be delivered to faculty by the athletes.
- ❖ Progress information will be requested for student-athletes who are entering freshmen during the academic year, new transfers during the academic year or those student-athletes who have a cumulative GPA below 2.75.
- ❖ The coach will give the academic monitoring forms [one form per instructor] to the student-athlete. Monitoring forms will be administered no more than three times per semester.
- ❖ Coaches will notify the FAR when progress reports are being distributed to faculty by the student-athletes.
- ❖ If monitoring forms are not returned by the designated date listed on the form, the coach will forward that information to the FAR for follow-up with the instructor. Follow-up information will need to be sent to the FAR via e-mail and will include the name of the student-athlete, course number and section, and name of the instructor.

6.7 ATHLETIC STUDY HALLS

Each head coach may organize a supervised study hall for his or her team each semester. Coaches will set the guidelines for team study hall requirements. In general, study hall is required for all new student-athletes and student-athletes with a cumulative GPA under 2.75, and any other student-athletes a coach requires to attend. Individual teams may set their own higher minimum GPA requirement for study hall. The Director of Athletics is the only person who may exempt a student-athlete from attending study hall. Spring Hill College athletes are expected to comply with any and all such policies as part of their commitment to achieving excellence both academically and athletically.

6.8 GPA REQUIREMENTS

The Spring Hill College Athletics Department takes the phrase “student-athlete” seriously and is proud of the overall academic performance of our student-athletes. The poor academic performance that leads to a student-athlete being placed on academic probation or suspension reflects negatively on the student-athlete, his/her team, and the Athletics Department. Student-athletes who fail to remain in good academic standing risk losing their eligibility and any athletics related aid.

6.8.1 SPRING HILL COLLEGE DEFINITION OF GOOD ACADEMIC STANDING

To maintain academic standing and advance in a program of study, a student must have a grade point average (quality quotient) of 2.0. The grade point average is obtained by dividing the number of credit hours into the number of quality points earned. For example, a student who has 90 credit hours and earned 180 quality points would have a grade point average of 2.0. Quality credit hours and quality points are counted for all courses taken at Spring Hill College where letter grades of A, B, C, D, or F are assigned, even in a case of a repeated course. Satisfactory progress toward the degree for full-time students is defined as the completion of 24 credit hours per year.

After the end of the fall and the spring semesters, most undergraduate students whose cumulative grade point averages have fallen below 2.0 are notified by letter that they have been placed on academic probation and are liable to suspension from the College unless their average is raised to or above 2.0 by the end of the following semester of enrollment. However, first-time freshmen finishing their first semester of undergraduate study at Spring Hill College may be suspended if their grade point average is less than 1.0; they may be placed on probation or suspended if earned credit hours are less than nine. Continuing Studies students who have attempted ten credit hours but not achieved a cumulative grade point average of 2.0 are placed on academic probation.

6.9 GRADE POINT AVERAGE

Grades represent the instructor’s assessment of the student’s academic performance. Spring Hill College has a four-point grading system, utilizing pluses and minuses that is used to compute the Grade-Point-Average (GPA). The GPA is computed by dividing the total number of grade points earned by the number of grade hours attempted. Total Grade Points for a course are determined by multiplying the grade earned in the course by the grade hours for the course.

A	4.0 points	C	2.0 points
A-	3.7 points	C-	1.7 points
B+	3.3 points	D+	1.3 points
B	3.0 points	D	1.0 points
B-	2.7 points	F	0.0 points
C+	2.3 points		

6.10 SUMMER TRANSIENT COURSES

If you are planning to take a course at another institution during the summer, you must complete the *Request for Transient Study Form* through the Registrar’s Office prior to enrolling in the course. If you do not complete the proper form, SHC does not have to accept the course. A signed copy of this form must be submitted to the Compliance Coordinator. Grades in courses taken at any other institution will not affect your SHC GPA for NCAA eligibility purposes. Final grades from courses taken at other institutions must be documented through the Registrar’s Office before you are eligible to compete. Be sure to have your final grades at other institutions sent to Spring Hill College as soon as the courses are complete.

7.0 NCAA ELIGIBILITY

Spring Hill College is dedicated to ensuring the academic integrity of our student-athletes and the intercollegiate athletics program. NCAA regulations with regard to eligibility are designed to ensure that student-athletes are serious about their academic pursuits and maintain sufficient academic progress toward graduation each semester.

7.1 NCAA, CONFERENCE AND INSTITUTIONAL REGULATIONS

Student-athletes are required to adhere to all NCAA, SIAC / GSC, and institutional rules and regulations throughout their collegiate career at Spring Hill College. Failure to comply with all rules and regulations may result in the loss of athletic eligibility, loss of athletic financial aid (athletic scholarship), and/or dismissal from your team.

- ❖ Ignorance of NCAA, SIAC/GSC, and institutional rules and regulations is not an acceptable excuse.
- ❖ When in doubt about a particular rule, contact the compliance coordinator. ALWAYS ASK BEFORE YOU ACT!

7.2 FULL TIME ENROLLMENT

Student-athletes must be enrolled in twelve (12) semester hours in order to practice or compete. When a student-athlete drops below 12 semester hours, at any time, s/he is not eligible to practice or compete. Should a student-athlete in such a status compete in intercollegiate competition, the team must forfeit the contest(s).

If you are in your final semester before graduation you may be eligible while enrolled in less than 12 hours (undergraduate) and 9 hours (graduate) if SHC certifies that the courses you are enrolled in are the only courses necessary for graduation during that semester. Please see the Director of Athletics if you wish to explore this possibility.

7.3 GPA REQUIREMENTS

The NCAA requires student-athletes to be in “Good Academic Standing” with the college to participate in intercollegiate athletics competition. Spring Hill College requires a 2.0 grade point average to be considered in good academic standing.

The grade point average is calculated by the same method used for all students and includes all coursework normally counted by the institution for the grade point average. For transfer students in the first semester, the grade point average is the full cumulative average of all courses taken at all institutions prior to arrival at Spring Hill College. After the first semester, only coursework completed at SHC is counted in the calculation of the cumulative grade point average.

7.4 NINE HOUR RULE

All student-athletes are required to earn a minimum of 9 credit hours in the immediately previous full time term of attendance to be eligible for competition in the next semester. For transfer students, these nine hours must be transferable.

This rule does not apply to graduate students or to students seeking a second Bachelor’s degree. If a student is in the final year of his/her degree program, the nine hours may be acceptable toward any of the institution’s degree programs as long as the student is carrying the necessary hours to complete the degree at the end of the two semesters.

7.5 18 HOUR RULE

All student-athletes are required to earn a minimum of 18 credit hours since the beginning of the previous fall term or since the beginning of Spring Hill College’s preceding regular two semesters to be eligible for competition. Hours earned during the summer do not apply to this requirement.

7.6 24 HOUR RULE

All student-athletes are required to earn a minimum of 24 credit hours during any year in which the student-athlete is enrolled full-time. These hours may be earned since the beginning of the previous fall term (including those earned during the

summer), since the beginning of Spring Hill College's preceding regular two semesters (including those earned during the summer), or a total of 48 hours earned during Spring Hill College's first four semesters following initial full-time enrollment.

Beginning in the fifth semester, these credits must count toward the student-athlete's designated degree program. Remedial courses count for eligibility in the first year of attendance only; past that time these courses do NOT count for eligibility.

Once the major is declared, all courses that will apply to meeting the 24 hour rule must count towards meeting graduation requirements within the major or core curriculum. (No extra electives that are not required may be counted.).

A mid-year review of the 24 hours takes place for those found ineligible in the fall and for mid-year transfers.

To be assured of credit for outside work, as with all students, student-athletes must receive prior approval from the Registrar to take classes at an institution other than Spring Hill College. This approval is requested by the student completing the *Request for Transient Study Form* located in the office of the Registrar. Once a student has begun attending SHC, he/she may complete a maximum of 18 transferable hours at another institution. Not all courses offered at other institutions are transferrable to Spring Hill College, so it is important to receive approval from the academic Division / Department and the Registrar in advance to make sure the credits will transfer into Spring Hill College.

7.7 DESIGNATION OF DEGREE

During the first two years of enrollment, a student-athlete can use credits acceptable toward any degree program to meet progress toward degree requirements as required by the NCAA. After a student-athlete's fourth semester of full time enrollment in any college or university, both Spring Hill College and NCAA rules require the student to declare a specific degree program (major) before participating in the fifth semester.

7.8 REPEAT COURSES

Hours earned for a course that has been repeated due to an unsatisfactory grade may be counted toward NCAA Progress-Toward-Degree requirements only once, and only after the course has been satisfactorily completed. The definition of unsatisfactory grade is a D or F. Further, if your major requires a course grade of C- or better in a course for it to count towards graduation, then you must earn a C- or better for the credits to count for NCAA progress-towards-degree.

7.9 EXCEPTIONS

There are a number of exceptions for unusual or extraordinary circumstances. If you think you may qualify for one of the following, consult with compliance staff:

- ❖ Missed –Term Exception
- ❖ Midyear enrollee Exception
- ❖ Non-recruited, Non-participant Exception
- ❖ Graduate Student Exception
- ❖ Two-Year Nonparticipation or Minimal Participation Exception
- ❖ Medical-Absence Waiver
- ❖ International Competition

7.10 YEARS OF ELIGIBILITY (MEDICAL HARDSHIPS)

You have 10 semesters of full-time enrollment to complete four years of eligibility. You use one of these 10 semesters if you attend the first day of classes while enrolled full-time. You use one season of eligibility if you compete in any outside competition (including scrimmages with outside competition) during a season (either championship or non-championship season) in an intercollegiate sport.

You may be eligible for an additional year of eligibility if you are granted an injury "hardship" waiver. All hardship requests must meet the following criteria:

- ❖ They must involve an injury or illness which is beyond the control of the student or coach and which incapacitates the student from competing further during the sport season in question as verified by the attending physician (M.D. or D.O.) who must have examined the student during the sport season in question.
- ❖ The student involved shall not have participated in more contests or dates, excluding scrimmages, in the affected sport during the sports season than those listed for the sport, and all participation must occur in the first half of the season:

Baseball	15 contests	Soccer	5 contests
Basketball	7 contests	Softball	16 dates
Beach Volleyball	4 dates	Tennis	7 dates
Cross Country*	3 meets	Outdoor T&F*	5 dates
Golf*	6 dates	Volleyball	7 dates

* Scrimmages not allowed in these sports

7.11 RELEASE RULE

Student-Athletes who wish to transfer to another College or University must meet with and inform their coach. The student-athlete will then meet with the Compliance Officer in order to enter their name into the NCAA Transfer Portal, which will allow the student-athlete to speak to another NCAA institution. It is the policy of the Southern Intercollegiate Athletic Conference that any student-athlete who transfers to another SIAC institution "sit out" one calendar year from the time of enrollment. Coaches may request that a student-athlete not be granted the one-time transfer release waiver to a specific school(s), or to schools in a specified region(s). The coach must grant the release in order for the student-athlete to be immediately eligible at the new institution.

8.0 FINANCIAL AID

8.1 ATHLETICS AID PROCESS

In accordance with regulations of the National Collegiate Athletic Association Division II (NCAA), SHC, and its athletic department, Grants-in-Aid are awarded subject to the following terms and conditions:

- ❖ The student-athlete must meet all requirements of the NCAA, the associated sports conference, and the athletic department with regard to eligibility and conduct.
- ❖ The grant-in-aid is awarded by the athletic department at SHC for a one-year term based on the regular academic calendar.
- ❖ An athletic grant-in-aid may not be reduced or cancelled during the period of its award on the basis of a student-athlete's ability, injury, or illness.
- ❖ Student-athletes may only have their award reduced during the middle of school year if they render themselves ineligible, fraudulently misrepresent themselves on any information that has been provided to the college, engage in serious misconduct, voluntarily withdraw from their respected team, violate any conditions that are noted on the Grant-in-Aid document or fail to uphold the standards and policies of the college and its athletic department, either on or off campus (also see the Spring Hill College Student Handbook and the Bulletin of Information.)
- ❖ To be eligible for the Grant-in-Aid, the student-athlete must provide the information requested to establish academic eligibility, amateur eligibility, and medical background information.

The award will be posted to your student account after the sending of the Grant-in-Aid renewal notice (for returning students) and upon receipt of final transcripts and final eligibility certification (for new students).

8.2 REQUIREMENTS

It is institutional policy that institutional aid, based in any degree on athletic ability, may not be reduced or cancelled during the period of the award, without legitimate reason. The athletics Grant-in-Aid may be cancelled or reduced at the expiration of the one-year term for any of the following reasons:

- ❖ Athletic performance
- ❖ Academic performance
- ❖ Failure to comply with NCAA regulations
- ❖ Failure to meet NCAA eligibility rules
- ❖ Failure to comply with any Spring Hill College policies as outlined in the Spring Hill College Student Handbook
- ❖ Failure to comply with the Spring Hill College Athletic Code of Conduct
- ❖ Failure to comply with respective team rules
- ❖ Failure to uphold the mission of Spring Hill College
- ❖ Negatively impacting team's capacity for success. (I.E. attitude, behavior, etc...)

Any reduction or nonrenewal of aid will be approved only if such action is taken for proper cause and documentation is submitted to the Asso. AD for Internal Affairs and Compliance and the Director of Athletics. Without this documentation, any requests for reduction or nonrenewal will be denied. The Director of Athletics, in consultation with the Asso. AD for Internal Affairs and Compliance, will decide whether to approve or deny the coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations. If a non-renewal request is denied, the aid will be renewed at the same rate as the prior academic year. When the recommendation is approved, the Asso. AD for Internal Affairs and Compliance will forward to the Financial Aid authority the information regarding the recommended revised award. The Director of Athletics will also notify the head coach of this decision, directing the head coach to meet with the student-athlete to inform him/her of the decision. The head coach will also verbally advise the student-athlete of the appeal process (described below).

8.3 APPEALS PROCESS

A student-athlete who wishes to appeal to the Financial Aid Appeals Committee any decisions related to his/her athletics related aid shall submit, to the Director of Financial Aid, the Athletic Scholarship Appeal Form that includes:

- ❖ The student's name, student ID number, year in school, and sport
- ❖ Current contact information (address, email, phone number)
- ❖ Their reason(s) for appeal including names of institutional staff members (e.g., coach, financial aid staff) with whom the student has discussed the case
- ❖ Copies of any relevant documents (e.g., letter regarding initial award of athletics scholarship)

The student-athlete must submit these materials to the Financial Aid Office within two (2) weeks of the student receiving notification that the aid is either being cancelled, reduced or not renewed. The student may request an in-person hearing before the Financial Aid Appeals Committee.

A hearing will be scheduled, and the student-athlete and all involved parties, such as the coach and the Director of Athletics will be notified of the time and place. Each side will present its arguments to the Financial Aid Appeals Committee. The head coach will have an opportunity to present relevant information in support of the action taken by Athletics. The student-athlete will then present relevant information in support of his/her appeal. The Financial Aid Appeals Committee will have an opportunity to ask questions of both sides. If the head coach is unable to attend, an explanation of his/her reasons should be

provided to the committee. It is permissible for both sides to bring witnesses. Within 15 calendar days, the Financial Aid Appeals Committee reaches a decision and sends it in writing to each party. The committee's decision is final.

One of two actions is taken:

- ❖ If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is not a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is denied.
- ❖ If the Financial Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is a violation of the rules, regulations and institutional policies, the appeal is approved. The financial aid will be renewed.

In any case, the chair of the Financial Aid Appeals Committee will notify the student in writing within three (3) weeks after completion of the hearing. If the student wishes to discuss the results of the appeal, a meeting with the Director of Financial Aid will be arranged.

8.4 NON-INSTITUTIONAL OUTSIDE FINANCIAL AID

All student-athletes receiving any form of outside scholarship or aid must complete the Outside Aid Form. All outside aid must be reviewed by the Financial Aid Office before being awarded to a student-athlete's financial aid package. The Director of Financial Aid or designee will either call the organization awarding the outside aid or will obtain information from the organization's website to determine whether the aid is permissible and, if so, if it is exempt or non-exempt aid. If the award is permissible for the student-athlete to receive, the Director of Financial Aid will check both team and individual limits before taking the check to the cashier for aid to be posted to the student-athlete's account.

8.5 EMPLOYMENT

Students, including student-athletes may apply to work on or off campus. Financial aid awards may include funds from the Federal Work Study program. Compensation to a student-athlete may be paid:

- ❖ Only for work actually performed
- ❖ At a rate commensurate with the going rate in that locality for similar work
- ❖ An employer may not use the athletics reputation of a student-athlete employee to promote the sale of a product or service

Any student-athlete who is employed at a summer sports camp must have prior approval from the Compliance Coordinator. The Compliance Coordinator or your coach can provide the necessary forms.

If a student-athlete is going to be employed outside of Spring Hill College, it is the student-athlete's responsibility to complete and submit to the Compliance Office the *Student-Athlete Employment Form*.

Prior to leaving campus for the summer, student-athletes are required to complete and return the *Student-Athlete Summer Questionnaire* which includes questions about potential summer employment.

9.0 COMPLIANCE GUIDE

Every student-athlete participating in intercollegiate competition at Spring Hill College has an obligation to know and abide by NCAA and College regulations. To avoid intentional and inadvertent rules violations, you need to be aware of the rules that govern intercollegiate athletics. All infractions are contrary to our commitment to integrity, impede progress toward competing for conference championships and may jeopardize your eligibility to participate.

The NCAA regulates intercollegiate athletics to maintain integrity, amateur status and sportsmanship. Maintaining, enhancing and improving integrity within intercollegiate athletics helps to protect the physical and educational welfare of the student-

athlete. Every regulation is developed with the intent to establish a high standard of honor and dignity within the intercollegiate athletic setting.

9.1 SEASONS OF COMPETITION

A student-athlete has ten (10) full time semesters in which to complete 4 seasons of competition. Any game participation, regardless of how short or seemingly trivial, will constitute a season of competition. A semester that is initially full time will be counted as such, even if class credits are later dropped. If you have any questions or concerns about your academic course load or the nature of your participation, it is the responsibility of the student-athlete to gain clarity in discussion with the coach and compliance staff.

9.2 COUNTABLE ATHLETICALLY RELATED ACTIVITIES (CARA)

All student-athletes should be knowledgeable as to the limits to playing and practice time both in and out of season. Most sports have a *Championship Segment* and a *Non-Championship Segment*. Both segments have an “In-Season” and “Out-of-Season.” Travel days may be used to meet the Required Days Off. Student-athletes must be given 2 weeks off at the conclusion of the Championship Segment, and 1 week off prior to final exams if not “In-Season.”

Vacation Periods: Unlimited CARA hours per week / day, No Required Days Off

In-Season Championship Segment: 20 CARA hours per week, Maximum of 4 CARA hours per day, 1 Mandatory Day Off per Week

In-Season Non-Championship Segment: 15 or 20 CARA hours per week, Maximum of 4 CARA hours per day, 2 Mandatory Days Off per Week (Golf and Tennis get 20 hours, other sports get 15 hours)

Out-of-season: 8 CARA hours per week, Maximum of 4 CARA hours per day, 2 Mandatory Days Off per Week. *Only 4 CARA hours per week may be devoted to team activities, skill instruction, or video review*

As a team member, you may, on occasion, have to review the weekly CARA record your coach is required to submit. You will receive notice that the forms have been printed and made available for you to confirm the hours that you practiced for a particular week. This gives you an opportunity to be accountable for, and hold the coaching staff accountable to, this rule. If there are other times when you have a question about practice schedules or the seasonal segment, please contact the compliance staff directly.

The following are examples (not an exhaustive list) of activities that are considered countable and must be reported:

- ❖ Practice, required meetings, film review and competition (competition counts as 3 hours regardless of duration)
- ❖ Required weight training and conditioning
- ❖ Individual skill training or workouts

Examples of non-countable activities include:

- ❖ Travel, Team Meals, or Study Hall
- ❖ Athletic training preparation or treatments
- ❖ Voluntary workouts (if not observed or reported to coaching staff)
- ❖ Student-initiated meetings with coaches

9.3 RECRUITING

Student-athletes may write to prospects to encourage their enrollment at Spring Hill College, but it may not be done at the direction and/or the expense of the college. A student-athlete may not telephone recruits but may accept telephone calls made at the prospect’s expense. Student-athletes are also prohibited from making any statements to media members about recruits, a recruits’ athletic ability, or the likelihood that a recruit will attend the college. This includes social media restrictions as

student-athletes cannot use social media outlets to publicize a prospect's visit to campus or his/her decision to enroll at Spring Hill College.

9.4 STUDENT HOST RESPONSIBILITIES

A student-athlete may be asked by a coach to host a recruit who is on an official visit to campus. While serving as a host, a student-athlete may be given host money for the purpose of entertaining the recruit. This money may be used for food, arcades, movies, theatres, bowling and other entertainment activities, but may not be used to purchase souvenirs (e.g., hats, t-shirts, etc.) for the recruit. A student-athlete may transport the recruit to activities within a 30-mile radius of campus, but must not allow the recruit the use of a car. The university cannot provide the use of a car to the student-athlete for the purpose of hosting a recruit. A student-host will receive a list of host instructions when given host money by the coach.

Student-athletes who host a recruit will be required to sign a Host Form prior to the beginning of the visit for each prospect that they host.

Student-athlete hosts are required to submit all information pertaining to the entertainment of prospective student-athletes and, with the prospective student-athlete to adhere to NCAA and institutional rules. This includes submitting all receipts and/or leftover money from money given for the entertainment of a prospect to your coach at the conclusion of the prospect's visit.

9.5 HARDSHIP WAIVERS

Seasons can be restored for season ending injuries in the following circumstances:

- ❖ Participation has occurred in 30% or less of the scheduled competition
- ❖ The injury or illness is certified by a medical professional as being season-ending

The specifics of restoring a season of competition can be complex, so be sure to communicate effectively with sports medicine staff and your coach and confer with the compliance office as necessary to assure that you have the best opportunity for continued health and competition.

Also, please realize that, although a medical Hardship Waiver can restore a season of competition, it does not restore any terms toward the 10 semester rule to complete your intercollegiate competitive career.

The conferences ultimately determine whether or not to grant a Hardship Waiver, so submission of paperwork does not guarantee a waiver being granted. The student-athlete and sports medicine staff must present all necessary paperwork to the compliance staff within 30 days of the end of the student-athlete's playing season for submission to the corresponding conference.

The information below is needed to submit the Hardship Waiver:

- ❖ Contemporaneous medical documentation specifically stating that the student-athlete was unable to compete during the remainder of the season due to an injury or illness.
- ❖ The documentation must be official doctor's notes, a letter from the doctor. Training room notes can be used to supplement the doctor's notes but will not be accepted alone.
- ❖ Written notification from treating physician in support of the contemporaneous documents stating the incapacitation of the student-athlete due to injury.
- ❖ Letter from physician showing the initial diagnosis or onset of the injury.
- ❖ Acquire the student-athlete's signature on the conference waiver request form.
- ❖ Any and all medical documentation that shows severity of injury.
- ❖ Timeline of injury and recovery process from Athletic Trainer.
- ❖ Statement of the injury and timeline from the student-athlete.

9.6 TRANSFERS

A student-athlete is a transfer student if the registrar or admissions officer from his/her former college certified that the student was officially registered and enrolled at that college in any term in a minimum full-time load and they were present on the opening day of classes, or the director of athletics certifies that you reported for the regular squad practice that any staff member of the athletics department of a college announced before the beginning of any term.

9.6.1 TRANSFERRING IN

For transfer students to be eligible for competition in their first year at Spring Hill College, they must meet one of the transfer exceptions listed in Bylaw 14 of the NCAA Manual. These are tedious and cumbersome to understand, and questions can be directed to the Compliance Coordinator.

Final determination/certification of eligibility for a newly admitted transfer student will be completed by the Registrar, FAR, and Compliance Coordinator upon receipt of all final and official college/university transcripts.

Any transfer should review the regulations in the NCAA Transfer Guide.

9.6.2 TRANSFERRING OUT

As a general rule, Spring Hill College honors a student-athlete's request to transfer to another institution provided the student-athlete is in good social and financial standing. A head coach may recommend to the Director of Athletics that the release request be denied. The Director of Athletics will confer with the Asso. AD for Internal Affairs and Compliance concerning this request. The Director of Athletics then will make the final decision. The transfer request process is as follows:

- ❖ A student-athlete who wishes to discuss the possibility of transferring to another institution must contact the head coach.
- ❖ If the head coach approves the request to transfer to another institution, the student-athlete is referred to the Asso. AD for Internal Affairs and Compliance for a meeting during which the student-athlete will discuss transfer plans.
- ❖ The Asso. AD for Internal Affairs and Compliance will send out a permission to contact letter to those schools the student-athlete indicated and keep a copy on file in the Compliance Office, and/or add the student-athlete to the NCAA Transfer Portal.

If a transfer request is denied, student-athletes are permitted to request an appeal. The transfer appeal process is:

- ❖ If the transfer request is denied, the student-athlete and the head coach will meet with the Director of Athletics to discuss the reason for the transfer request and the rationale for denying it.
- ❖ If the request is not granted at this level, the student-athlete is referred to the Faculty Athletic Representative, who makes the appropriate arrangements for the Appeals Committee to hear the case.
- ❖ The student-athlete sends written notice to the Faculty Athletic Representative of the request for a hearing. Written notice of an appeal must be received from the student-athlete within two weeks from the date of his/her original meeting with the head coach and Director of Athletics.
- ❖ The committee, at its discretion, may hear the appeal in a variety of communication forms (in writing, in person, by telephone, by videoconference, etc.) However, once the method of communication has been established for that particular case, that method shall be used to hear both sides.
- ❖ Once a decision for a particular case has been reached, the committee chair shall inform each side involved in writing.

9.7 AMATEURISM

The NCAA Eligibility Center makes the initial amateurism decision for the institution. Continuing students are certified by the college. In both cases, it is the responsibility of the student-athlete to complete carefully and fully the information requested by the institution or the NCAA.

Amateurism is sport specific unless a student has been professional in:

- ❖ Cross Country, Indoor Track & Field or Outdoor Track & Field (Considered professional in all three)
- ❖ Indoor Soccer (Considered professional in Soccer)

Acts that result in a loss of amateur standing and eligibility, after initial full-time college enrollment, include:

- ❖ using athletic skill (directly or indirectly) for pay in any form in a sport
- ❖ accepting a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation
- ❖ signing a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received
- ❖ receiving, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations
- ❖ competing on a professional athletics team, even if no pay or remuneration for expenses was received
- ❖ entering a professional draft

Any time, before or after college enrollment, entering into an agreement with an agent will cause a loss of eligibility. NCAA rules do not prohibit student-athletes from receiving information about prospective agent or financial advisors. Nor do they prohibit engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for a student-athlete or their family prior to completion of eligibility.

9.8 GAMBLING

Your participation in any sports wagering activity, even in the most minor fashion, may jeopardize your eligibility and/or your athletic career.

NCAA rules prohibit student-athletes from participating in any wagering activity that involves any sport sponsored by the NCAA at any level. Any activity that involves putting something at risk for the chance to win something in return is considered sports wagering and an NCAA violation. **Risk + Reward = Violation.**

This includes fantasy leagues and tournament brackets that meet the above guidelines. [Don't Bet On It Website.](#)

Wagering of any amount of money, or of any prize of any monetary value on any sport in which there is an NCAA championship is a violation and has implications and impacts on a student-athlete's eligibility. This includes betting on a hole of golf, football pools, etc. If you have a question, please ask the compliance staff.

Additionally, student-athletes shall not:

- ❖ Participate or provide information to individuals involved in organized gambling activities related to intercollegiate or professional athletics through a bookmaker, parlay card or any other method
- ❖ Solicit or accept a bet on any collegiate or professional sport team or athlete, including his/her own
- ❖ Solicit or accept a bet on any such competition for any item that has a tangible value (e.g. cash, shirt, dinner)

If you are approached to be involved or know of anyone involved in these activities, you are required to report these individuals to the Compliance Office, Director of Athletics, or Faculty Athletic Representative.

9.9 AWARDS

The Athletics Department may select deserving student-athletes to receive athletics awards as recognition of athletic participation, academic performance, and outstanding achievement.

- ❖ Each sport may have team awards that are based on criteria set for the sport. These awards are presented at the discretion of the head coach and Athletics Department
- ❖ Coaches must obtain approval from the Compliance Coordinator for any awards provided to a student-athlete
- ❖ Awards by outside groups or organizations must be approved in advance by the Compliance Coordinator
- ❖ Awards have monetary limits that will be monitored by the compliance staff upon requests being submitted by a head coach to give an award
- ❖ A student-athlete may take an award based on his/her place finish at a meet or event so long as the award is from the meet sponsor or meet host and available to any participant who would win that award. This is most common in track and field. Please check with the Compliance Coordinator before accepting any award.

9.10 BENEFITS

9.10.1 GENERAL LIMITS

A student-athlete may not receive “extra benefits” that are part of a special arrangement by an institutional employee or friend. This includes such things as ‘discounts,” free or reduced-cost services, use of credit cards or any of the following:

- ❖ a credit card or use of one
- ❖ use of laundry facilities
- ❖ items or activities at free or reduced costs (professional services, tickets, meals, etc.)
- ❖ loan
- ❖ guarantee bond
- ❖ use of an automobile
- ❖ transportation
- ❖ signing or cosigning a note
- ❖ cash or equivalent
- ❖ gift certificates
- ❖ country club or sports-club memberships
- ❖ gifts of clothing, equipment or jewelry
- ❖ unauthorized, excessive in-room movie rental, telephone use or other excessive or improper expenses on road trips
- ❖ use of golf courses for no fee

These are just examples of non-permissible benefits and not an exhaustive list. There are numerous things that could be considered an “extra benefit. The best advice is to **ASK BEFORE YOU ACT**. A student-athlete who receives an *extra benefit* will be declared ineligible and/or be required to pay the total cost of the benefit received. As a student-athlete you must take care to never accept any meal or other benefit that is not similarly available to students who are not participants in intercollegiate athletics.

9.10.2 COMPLIMENTARY ADMISSIONS

You are permitted four complimentary admissions for each home athletic contest and 2 complimentary admissions for each away contest per student-athlete in his/her sport.

In every case, names must be entered on to the pass list and submitted by Noon on the day of a home game and prior to leaving campus for an away game. Each designated individual must provide identification and sign for the complimentary admission at the ticket table.

1. The head coach will print the blank pass list and make it available to you to write in the names of your guests.
2. Coaches are responsible for submitting the pass list to the Compliance Office by the deadlines prior to each game.
3. Additions to the pass list after the submission deadline may only be approved by the Compliance Office.

9.10.3 OCASSIONAL MEAL

A student-athlete or the entire team in a sport may receive an occasional family home meal from an institutional staff member or friend of the program (“representative of athletics interest”) within specific guidelines which, by NCAA legislation or institutional policy, include:

- ❖ Meal must be served at a home, but may be catered
- ❖ Meal may include one or more student-athletes or a team or group
- ❖ Transportation may be provided by a staff member, but not a representative of athletics interest unless the meal function is at his or her home

Coaches and other staff are required to obtain pre-approval of these occasional meals in order to preserve the intent of the rule and the eligibility of the student-athletes. A list of those participating is then provided immediately following the event to the Compliance Coordinator.

9.10.4 APPAREL AND EQUIPMENT

As a student-athlete, you may use institutional equipment during competition only when representing the institution.

When available, you may purchase institutional apparel (or uniform) for use during outside competition provided the apparel (or uniform) is no longer used by the institution for competition.

A coach can give institutional athletics apparel items (not equipment) as an *award* subsequent to completing your eligibility. While participating, you are allowed to use institutional apparel equipment during vacation periods when it is consistent with team, athletics or institutional policy. Otherwise, all apparel and equipment must be returned to your coach within the designated time period from your separation from the team or the conclusion of a season.

9.11 OUTSIDE COMPETITION

In sports other than basketball, a student-athlete will become ineligible if, after enrolling at Spring Hill College, he or she participates as a member of any outside team in any non-collegiate, amateur competition during sport season until your eligibility is restored by the NCAA Division II Committee on Student-athlete Reinstatement. This includes tournament play, exhibition games or other activities in the sport.

With prior permission, student-athletes may participate in outside competition during the academic year in his/her sport as long as the student-athlete represents only himself or herself in the competition and does not engage in competition as a member of, or receive expenses from, an outside team.

9.12 PROMOTIONS AND FUNDRAISING

NCAA rules prohibit student-athletes from allowing their name or picture to be used to advertise, promote or endorse a commercial product/service. To do so jeopardizes the student-athlete's eligibility. The NCAA has limited exceptions to this rule. Confer with the compliance office and complete appropriate forms before participating in any promotion or fundraising.

9.13 REPORTING NCAA VIOLATIONS

With the large number of NCAA rules and regulations, it is possible that at some point during your enrollment at SHC you will either break an NCAA rule or know someone who breaks a rule. The NCAA stipulates that each student-athlete is responsible for his/her own violation(s) of NCAA regulations. That condition applies to the period of recruitment as well as to participation in intercollegiate sports. Each student-athlete is also required to reveal whatever knowledge he/she has about possible violations by others.

The NCAA is very forgiving and is not out to destroy a program. However, it does not look favorably upon repeat violations or cover-ups. If you are questioned about a possible violation, you are required to reveal whatever knowledge you have about the possible violation. If you have any questions about NCAA rules or possible violations, please ask!

9.14 STUDENT-ATHLETE EMPLOYMENT – ACADEMIC YEAR

Each year, during the mandatory meeting each fall, the Compliance Coordinator reviews NCAA regulations governing student-athlete employment and procedures. Also, all documentation that is to be completed by student-athletes during this meeting.

Any student-athlete working, or intending to work, on or off campus, must complete a *Student-Athlete Employment Form*. In this, the student-athlete affirms his/her understanding of the rules governing employment and his/her intent to adhere to those provisions. The Compliance Coordinator will review the agreement and, if it is in order, will sign the form indicating that the appropriate steps have been completed by the student-athlete. The original will be kept on file in the Compliance Office and a signed copy provided to the student-athlete.

9.15 STUDENT-ATHLETE EMPLOYMENT – SUMMER

Prior to summer break, all student-athletes will be asked to fill out a *Student-Athlete Summer Information Form* indicating where he/she will be living over the summer, whether or not the student-athlete intends to work, and whether or not the student-athlete has already obtained a job. If the student-athlete has obtained a job, the student-athlete will be asked to complete employment information on the form. The Compliance Office will keep on file all *Student-Athlete Summer Information* forms.

The Compliance Coordinator will periodically monitor the employment of student-athletes.

9.16 DRUG POLICIES

The NCAA randomly selects institutions and student-athletes for drug testing throughout the year, including summer. All student-athletes are subject to drug testing before, during or after their competitive seasons. Student-athletes who test positive are subject to at least a one-year suspension and loss of eligibility.

To participate in intercollegiate athletics at Spring Hill College, you must sign both an SHC and an NCAA drug test consent form. In preseason meetings, you will receive information on the classes of banned drugs and the consequences of testing positive. The sports medicine staff maintains a log and has a subscription to a service, Resource Exchange Center, which can be of assistance when trying to determine whether common over-the-counter or prescription medicine (for example, for colds, flu, sinus, cramps) or supplement contains a banned substance. Ignorance is not an excuse. (See Appendix 13.4)

9.17 NCAA DRUG TESTING

By signing the NCAA form, you agree to allow the NCAA to test you in relation to your participation in any NCAA championship or in any postseason football game certified by the NCAA for banned drugs. Additionally, if you participate in a Division II NCAA sport, you also agree to be tested on a year-round basis.

A student-athlete who tests positive shall be withheld from competition in all sports for a minimum of 365 days from the drug test collection date and shall lose a year of eligibility.

In signing the NCAA Drug Test Consent, you agree:

- ❖ To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides, among other things, that:
 - ❖ You will be notified of selection to be tested;
 - ❖ You must appear for NCAA testing or be sanctioned for a positive drug test; and
 - ❖ Your urine sample collection will be observed by a person of my same gender;
- ❖ To accept the consequences of a positive drug test;
- ❖ To allow my drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection; and
- ❖ To allow disclosure of your drug-testing results only for purposes related to eligibility for participation in NCAA competition

9.18 SPRING HILL COLLEGE DRUG TESTING POLICY (UPDATED JUNE 19, 2019)

PURPOSE

Spring Hill College's policies address unlawful and/or illicit possession, use, distribution, manufacture, or dispensation of alcohol and other drugs for all students, faculty and staff. The College is also committed to a student-athlete drug policy that encourages student-athletes participating in intercollegiate athletics to avoid the unauthorized use of controlled substances, illicit substances, and performance affecting drugs. The intent is to protect the personal health and safety of each individual, as well as ensure an atmosphere of competitive equality. The purpose of the Policy is to prevent substance abuse among student-athletes. The policy is in addition to, and does not supersede, College policies, as amended from time to time, concerning alcohol and other drugs. This policy may be amended at any time in the College's sole discretion, with or without notice.

The College may conduct unannounced, random drug tests of intercollegiate student-athletes, as defined below, at any time. The College also reserves the right to test any student-athlete who is suspected of drug use, as particularized or reasonable suspicion drug use. Those who refuse to be tested, fail to complete and sign a Drug Testing Notification Form, fail to report for testing at the designated time without adequate explanation, fail to provide an adequate sample, or refuse to cooperate with personnel administering drug tests are subject to adverse consequences, up to and including losing their athletics eligibility, including athletics financial aid, and further College sanctions.

STUDENT-ATHLETES SUBJECT TO DRUG TESTING

All intercollegiate student-athletes ("Athlete" or "Athletes") will be subject to drug testing. These individuals are defined currently as active athletes, red-shirts, medical red-shirts, medical disqualifications, academically ineligible, student managers, student coaches, and any current or former student-athlete still receiving financial aid and/or using other athletic services offered only to intercollegiate athletes.

Each year all Athletes must complete and sign the most current Drug Testing Consent Form before participating in Spring Hill College's intercollegiate athletic program. The Drug Testing Consent Form must be completed and signed before the Athlete can attend any practice or participate in any intercollegiate sporting event for that year; *i.e.*, the failure to complete and sign the Drug Testing Consent Form will result in the Athlete being prohibited from attending or participating in formal or informal intercollegiate competitions as well as any team practices. Failure to complete and sign this Drug Testing Consent Form may result in the Athlete losing any athletic scholarship or financial aid s/he may be receiving. Spring Hill College's Drug Testing Consent Form may be amended at any time in the College's sole discretion, with or without notice.

DRUGS TO BE TESTED

College athletes know the NCAA includes testing for substances on their Banned-Drug Classes List. Prohibited substances include but are not limited to any drug or substance in one or more of the following drug classes: Stimulants, Anabolic Agents, Street Drugs, Diuretics, Peptide Hormones and Analogues, Beta Blockers, Anti-Estrogens, and Beta-2 agonists. (A non-exhaustive list of examples of drugs and substances in these classes include amphetamines, anabolic steroids, barbiturates, benzodiazepine, cannabinoids/marijuana /THC, any synthetic compound designed to produce or mirror the effect(s) of cannabinoids/marijuana/THC, cocaine metabolites, codeine, diuretics, ephedra, heroin, methaqualone, morphine, opiates, phencyclidine, any other NCAA banned substances, and any other substance prohibited by federal, state, and/or local law.) Except as otherwise provided herein, no substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example. The College reserves the right to test for any substance and at any cut-off level it deems pertinent.

Blood Doping through intravenous injection is not allowed. Evidence confirming blood doping will result in corrective and/or disciplinary sanctions imposed by the Director of Athletics in consultation with the head coach, up to and including any sanctions that pertain to a positive test for prohibited substances.

It is a violation of the Spring Hill College Student Handbook to possess, use, sell, manufacture or distribute otherwise unlawful drugs, including narcotics, when not properly prescribed. It is a violation of the Spring Hill College Student Handbook to possess, use, sell, or distribute drug paraphernalia, including but not limited to pipes and bongs. Any Athlete found in possession of any substances that reasonably appear to be unlawful drug(s) or in possession of drug paraphernalia (a non-exhaustive list of drug paraphernalia may be found in Section 13A-12-260 of the Alabama Code) is subject to corrective and/or disciplinary sanctions imposed by the Director of Athletics in consultation with the head coach, including any sanctions that pertain to a positive test for prohibited substances. For purposes of this section, "possession" includes the physical presence/possession of said drug(s) or drug paraphernalia found on Athlete, and/or when Athlete exercises dominion or control over said drug(s) or drug paraphernalia, and/or as well as drug(s) or drug paraphernalia found in Athlete's residence hall room or vehicle. Spring Hill College will not be required to test the Athlete before enforcing this provision.

Questions concerning the possible ramifications of Over The Counter ("OTC") Drugs and/or legal Prescription Medications in relation to this Athletic Department Drug Testing Policy should be directed by Athlete to the athletic trainer. Such questions must be prior to Athlete's notification of a pending drug test. For example, medical exception may be granted for required use of a Prescription Medication with proper prescription. The College reserves the right to continue banning any legal Prescription Medication, including but not limited to Adderall, when banned substances in same present a potential for misuse under this Policy.

Generally, alcoholic beverages in moderation are not prohibited for Athletes 21 years of age or older, but the Athletic Department prohibits any Athlete from possessing, consuming, using, selling, transferring, or being under the influence of alcohol prior to or during athletic practices or competitions or on athletic road trips. In addition, any Athlete who chooses to consume alcohol will be held accountable for any alcohol-related incident in which s/he is involved, regardless if there are legal implications. Misuse or abuse of alcohol at any time, including violations of federal, state, and/or local law while intoxicated, may result in corrective and/or disciplinary sanctions imposed by the Director of Athletics in consultation with the head coach, including any sanctions that pertain to a positive test for prohibited substances. Spring Hill College will not be required to test the Athlete before enforcing this provision.

DRUG TESTING CATEGORIES

Random Testing

Throughout the school year unannounced, random (random based upon timing and/or selection) drug tests will be performed. For random drug testing of individual Athletes, each Athlete from each sport will be assigned an unsystematically generated number. A member of the Athletic Department will conduct a draw of a specified amount of numbers using a random number generating computer program. Those individuals whose corresponding number is drawn will be the Athletes ordered for testing. For random testing that is scheduled for a team or teams, the respective head coach will be notified the day of or the day prior to the screening. Selected Athletes will be notified of a scheduled random drug test by the Director of Athletics, his/her head coach, or the athletic trainer. Each selected Athlete is required to complete and sign a Drug Testing Notification Form, which confirms selection and verifies the date, time, and location of the test. The date and time Athlete was notified shall also be recorded on this Form.

Reasonable Suspicion Testing

Once particularized or reasonable suspicion (see Attachment A) of drug use is established, an Athlete will be notified by the Director of Athletics or the head coach. The Athlete will immediately submit to a drug test at a time and location as designated by Spring Hill College. The Athlete is required to complete and sign a Drug Testing Notification Form, which confirms the testing decision and verifies the date, time, and location of the test.

Failure to Submit

Failure to submit to any drug test (random or particularized/reasonable suspicion based) will be treated as a positive result and the Athlete will be subject to disciplinary action, up to and including any sanctions that pertain to a positive test for prohibited substances.

The current Drug Testing Protocol is available at the Athletic Department. A copy of the Testing Protocol will also be provided to the Athlete with the Drug Testing Notification Form and will be available at the collection station. The Testing Protocol may be amended from time to time, with or without notice, at the sole discretion of the College.

SELF HELP / SAFE HARBOR

As a one-in-a-lifetime allowance for an Athlete who has not tested positive prior to this occurrence, yet has knowingly ingested a banned substance, s/he may seek confidential help from his or her head coach or the Director of Athletics **prior** to notification of a pending drug test. At that time the Athlete will immediately be tested and if positive be deemed medically ineligible to participate in any campus sports until such time as the Athlete is able to provide a negative sample. The Director of Athletics, in consultation with the athletic trainer and/or the personnel administering said drug test, will determine when a second and any subsequent follow up drug test will be performed as well as the need for a health assessment to be completed with a drug education or substance abuse professional. All expenses involved with the health assessment completed by a drug education or substance abuse professional, and the second or any subsequent drug testing under Safe Harbor will be the responsibility of the Athlete. The Athlete will be removed from random selections while in Safe Harbor. This occurrence will be considered as the Athlete's first positive test, but no other sanctions will be applied for up to two positive samples while in Safe Harbor. However, if an Athlete cannot produce a negative sample in a drug test voiding process within a total of three Safe Harbor tests, this last (third) Safe Harbor positive test will be deemed Athlete's Second Positive Test and all sanctions for a Second Positive Test will apply.

SANCTIONS

This Policy addresses sanctions specific to this Athletic Department Drug Testing Policy. In addition to any sanctions noted below, an Athlete found in violation of said Policy may be subject to further or additional disciplinary action and/or treatment under the College's applicable processes for violations of student conduct policies and codes, such as those discussed in the *Spring Hill College Student Handbook*.

A positive result is defined as a urine or hair sample revealing the presence of one or more of the Drugs To Be Tested listed in this policy. Positive test results may be subject to a second test to avoid any false positives from the initial test. The second test may at the Athlete's request be conducted at a laboratory of the Athlete's choosing. If a different laboratory is chosen, this second test occurs via a lab-to-lab transfer, and Athlete must pay for the shipping and processing of the second test.

First Positive Test Sanctions

If the drug test is found to be positive for one or more of the above listed drugs, the Athlete will meet with the Director of Athletics and the head coach to review the test results. The Athlete's parents or legal guardian(s) will be notified of the positive test results. The Office of Student Affairs will be notified. The Director of Athletics shall impose a suspension from competition for 25% of the season's first available contests, including exhibition games. Athletes may additionally be suspended from practices at the discretion of the head coach. The Athlete will retain eligibility and athletic financial aid/scholarship(s), providing s/he abides by all conditions set forth in writing by the College and the Athletics Department regarding the Athlete's rehabilitation.

Rehabilitation measures for a first positive test will minimally include a consultation with a Spring Hill College Wellness Center Counselor, or an alcohol/drug assessment at Bradford Health Services (or a similar professional facility) within 1 week of being notified of policy violation and the signing of appropriate releases to allow communication between SHC counselors and the off-campus treating professionals. Possible additional treatment options that may be required include but are not limited to: online drug and alcohol education programs, and individual and/or group therapy with a mental health professional

specializing in alcohol and drug rehabilitation. Any of the rehabilitative measures required of the Athlete will be at his or her own expense if performed by non-SHC personnel.

In addition, the Athlete will automatically be tested at the next random testing date and may be tested at one or more random testing dates in any year, all at Athlete's expense, in which the Athlete intends to participate in College intercollegiate sports. The Athlete is also subject to the standards of particularized/reasonable suspicion testing.

Second Positive Test Sanctions

A second positive test indicates continued use to a reasonable person and will cause the Athlete to be suspended from any campus athletic participation immediately. The Athlete will be prohibited from representing Spring Hill College in any intercollegiate athletic event, club, or intramural sport competition for at least one calendar year. This suspension will also result in the loss of all athletic related financial aid/scholarship during this time period. Parental or guardian notification will be made again at this time. The Office of Student Affairs will also be notified again at this time. In order for the Athlete to remain eligible for future participation in intercollegiate athletics or clubs, s/he must abide by any conditions set forth in writing by the College and the Athletic Department pertinent to the Athlete's rehabilitation. Rehabilitation measures for a second positive test will minimally include a consultation with a Spring Hill College Wellness Center Counselor, an alcohol/drug assessment at Bradford Health Services (or a similar professional facility) within 1 week of being notified of Policy violation and the signing of appropriate releases to allow communication between SHC counselors and the off-campus treating professionals. Athlete will be subject to additional rehabilitation measures. Possible treatment options that may be required for a second positive test include but are not limited to: inpatient and/or outpatient programs, and individual and/or group therapy with a mental health professional who specializes in alcohol and drug rehabilitation.

Any of the rehabilitative measures required of the Athlete will be at his or her own expense if performed by non-SHC personnel. In addition, the Athlete, at Athlete's expense, will automatically be tested at every subsequent random testing date for so long as the Athlete intends to participate in College intercollegiate sports. The Athlete is also subject to the standards of particularized/reasonable suspicion testing.

Third Positive Test Sanctions

A third positive drug test will result in permanent cancellation of athletic eligibility and the permanent cancellation of all athletics financial aid/scholarship(s). The Office of Student Affairs will be notified.

Appeal Process

An Athlete who feels the sanctions imposed result from erroneous facts, a failure to consider information that might change those factual findings, or an Athlete who reasonably believes that the sanction(s) should not be imposed may, within 5 calendar days of notification of the sanctions, deliver a written appeal to the Director of Athletics. The Director of Athletics will review the information submitted by the Athlete. If the Director of Athletics deems the appeal not frivolous, s/he will forward the information to the Faculty Athletic Representative and the Senior Women's Administrator/ Designee ("Appeals Committee") for review. (If Athlete is a member of the SWA's team, the second Committee Member will be an administrative staff member appointed by the College.) The Appeals Committee may offer the Athlete an opportunity to respond to follow up questions, if any, as the Appeals Committee considers appropriate. The Appeals Committee will submit its information within a reasonable time period to the Director of Athletics, who has the authority to reconsider the factual findings and sanction(s), up to and including the authority of restoration. The Director of Athletics makes the final decision concerning an Athlete's appeal, and by written notification will inform the Athlete of the outcome.

CONFIDENTIALITY

Confidentiality is an important element of this Policy. No individual associated with this drug testing program is permitted to disclose or allude to any information acquired in their capacity herein unless it is on an absolute need-to-know basis or under valid court order or subpoena. Spring Hill College reserves the right to notify the following persons of a positive result from a drug test: the Athlete, the Director of Athletics, the Athlete's head coach, the Appeals Committee, the parent(s) or legal

guardian(s) of the Athlete, Spring Hill College athletic trainer(s), staff members from the Office of Student Affairs, and Spring Hill College counselors or therapists and/or professional designees.

Athletes' drug test results, whether negative or positive, will be maintained in confidential files while Athletes are enrolled at the College. After a reasonable time from an Athlete's graduation or withdrawal from Spring Hill, his or her test results will be disposed of in a secure process.

POLICY AVAILABILITY

Hard copies of this Policy are located in the Athletics Department. Available electronic posting of this Policy will be located on the Spring Hill College Athletics website.

DRUG TESTING PROTOCOL

Drug Tests Conducted Off-Campus

Selected Athletes will appear at the date, time, and location of the test noted in the Drug Testing Notification Form and follow the instructions of the personnel administering the drug test. When appearing at the location site, the Athlete will bring a photo ID, will wear only a t-shirt and shorts (no long sleeves, long pants, hats, or bags go into a testing site), and will complete any questionnaire/form in the presence of said personnel relating to disclosure of all medications (OTC or prescriptions) and dietary supplements in use.

Drug Tests Conducted On-Campus

On campus drug test will generally follow these guidelines:

- ❖ Selected Athletes will appear at the date, time, and location of the test noted in the Drug Testing Notification Form. When appearing at the location site, the Athlete will bring a photo ID, will wear only a t-shirt and shorts (no long sleeves, long pants, hats, or bags go into a testing site) and will complete any questionnaire/form in the presence of said personnel relating to disclosure of all medications (OTC or prescriptions) and dietary supplements in use.
- ❖ Athlete will follow all directions of the official drug-testing crew. For example, a Collector must monitor the Athlete actually furnishing the specimen by observation in order to assure a valid specimen until the Athlete produces a urine volume of at least 50 mL, or 100mL for anabolic steroid testing. The Athlete will raise his/her shirt high enough for Collector to observe the midsection area completely.
- ❖ Only an official from the drug-testing crew may give an Athlete unable to produce an adequate volume of specimen fluid and/or food, and that food or fluids must be opened and consumed at the collection station.
- ❖ Once an adequate volume of the specimen is provided, the Collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated; the Collector will check the specific gravity and if in range measure the pH of the urine in the presence of the Athlete.
- ❖ An Athlete will be asked to throw out his/her urine specimen if its specific gravity and/or pH level is not within testing range; the Athlete will remain in the collection area until s/he provides another specimen.
- ❖ The official drug-testing crew or laboratory, if any, will make the final determination of specimen adequacy and/or its unmanipulated state.
- ❖ A Collector will notify the Athletic Department liaison if any Athlete does not comply with the collection process.

PARTICULARIZED OR REASONABLE SUSPICION

A drug test will be triggered by "particularized suspicion." "Particularized or reasonable suspicion," normally occurs when the Director of Athletics, a coach, athletic trainer, College administrator, or a reliable third party observes the Athlete in circumstances that make the observer reasonably deduce the Athlete has committed or is committing a violation of the College's policy of no drug use. To satisfy the circumstances of particularized or reasonable suspicion, the decision will be based upon a specific event or occurrence in which the Athlete has been presumed to use drugs, including, but not limited to one or more of the following indicators:

- ❖ Direct observation by the Director of Athletics, coaches, athletic trainers, administrators, Student Affairs staff, Residence Life staff, or physicians. Observations may involve, but are not limited to, possession or actual drug use of substances that reasonably appear to be drugs of the type prohibited; or suspicious medical symptomatic changes inherent to suspected substance abuse;
- ❖ Frequent, unexplained absenteeism;
- ❖ Significant changes in behavior;
- ❖ Obviously suspicious conduct;
- ❖ Physical evidence pointing to drug abuse;
- ❖ Possession of drug paraphernalia;
- ❖ Other common signs of drug abuse: dilated pupils, increased sweat, nervousness or anxiety, paranoid behavior, hand tremors, weight loss, insomnia, rapid heart rate and increased blood pressure, chronic cough, sullen and withdrawn behaviors, slow verbal responses, reddened eyes, over confidence in one's abilities and strength, sudden mood changes, unusual increases in weight and strength, hostile and paranoid behavior, and acne (particularly on the face, back, and neck); and/or
- ❖ Arrest or conviction for a criminal offense related to the possession, use, or trafficking of drugs of the type prohibited.

Whether particularized or reasonable suspicion exists to initiate a drug test is a question of fact, depending on the totality of the circumstances. Specific and discernible facts, which may require logical deductions of "more likely than not," will be present; unspecified hunches are insufficient. Each event or reasonable suspicion should be separate and unrelated to any previous incident. Coaches, athletic trainers, administrators who have particularized or reasonable suspicion of drug use can make a request for drug testing of an Athlete by contacting the Director of Athletics. The Director of Athletics or upon request as noted here may confer with legal and/or medical representatives to determine that if the available facts were set out to a reasonable person with no prior knowledge of the Athlete, this person would agree a factual basis exists for concluding the Athlete is using one or more prohibited drugs.

10.0 SPORTS MEDICINE

The Spring Hill College Athletic Department is committed to providing its student-athletes the best possible care for and prevention of athletic injuries. Student-athlete welfare is a department priority and student-athletes are encouraged to take full advantage of sports medicine services offered. The athletic training staff serves all Spring Hill College student-athletes.

10.1 HOURS OF OPERATION

The Athletic Training Room is located in the Arthur R. Outlaw Center on the lower level. Hours of operation are generally from 9:00 – 11:00AM and 12:00 – 5:00PM. Individual therapy and exam appointments may be made outside these hours by contacting the athletic training staff.

10.2 ATHLETIC TRAINING ROOM RULES

- ❖ Treatment during athletic training room hours only (unless scheduled with staff ahead of time)
- ❖ Leave your stuff in the hallway
- ❖ Please sign-in
- ❖ Permission **MUST** be given to use or take supplies/equipment
- ❖ Advanced notice **MUST** be given for ice baths and the **MUST** be supervised (ATC or coach must be present)
- ❖ Athletes are required to bring their **OWN** towel for ice baths.
- ❖ Towels **DO NOT** leave the athletic training room
- ❖ No food or drinks in the athletic training room
- ❖ Treatment and taping are on a first come first serve basis
- ❖ **STAY OUT OF THE ICE MACHINE!!**
- ❖ **DO NOT TAKE TAPE or PREWRAP** from under the table (there is a box provided for you to use)

10.3 ATHLETIC TRAINING POLICIES

- ❖ Athletes must get all taping and/or treatment done prior to meetings, practices or games.
- ❖ Injured players must report to each practice session. Injuries requiring missed practice time must be excused by the coach and certified athletic trainer.
- ❖ Report all injuries immediately regardless of how minor.
- ❖ New injuries or illnesses must be reported before 10 a.m. the following day so that the certified athletic trainers may report player status to the coaching staff.
- ❖ If you are more than 15 minutes late for treatment or your therapy appointment, you will not receive therapy. If you know you will be late or have to cancel, please email (athletictrainer@shc.edu) so that you can reschedule.
- ❖ Following treatment for an injury that causes limited/missed practice you must be cleared by your certified athletic trainer prior to increasing your participation level.
- ❖ Athletes are to use the athletic training room for treatment only.
- ❖ Injuries not sustained in team functions will not be the responsibility of the Athletics Department
- ❖ ***If a coach refers you or if you seek care for any outside medical treatment without the approval of the SHC Head Athletic Trainer you will be held financially responsible for all bills incurred.***
- ❖ Ace wraps, crutches, ankle braces and many other items are used to help manage an injury. These items will be signed out by a certified athletic trainer. You are responsible for them and if they are not returned your coach will be charged.
- ❖ The athletic training room is a place of business. Keep conversation at an appropriate volume.
- ❖ Athletic Training student staff shall be treated as any regular staff member.
- ❖ On practice days, only athletes receiving treatment/rehabilitation will be taped.

10.4 ATHLETIC PHYSICAL EXAM

The Athletic Physical Examination is required for all student-athletes. Upon successfully completing the Athletic Physical Examination the student-athlete can then be medically cleared for participation by the team physician.

- ❖ Student-athletes will receive a link to SportsWare for completion of their Medical Clearance Forms over the summer.
- ❖ Incomplete forms will not be accepted.

No member of the Spring Hill College Department of Intercollegiate Athletics will permit a student-athlete to participate, nor will Spring Hill College provide insurance coverage to any student-athlete who has not completed the pre-participation physical examination procedure.

10.4.1 PRE-PARTICIPATION EXAM PROCEDURES

All student-athletes must have the following items / forms completed and on file with the Spring Hill College Athletic Training Department in order to be considered for medical clearance/certification: **(Forms are located on SportsWare.)**

- ❖ Demographics and Emergency Contact
- ❖ Student-athlete insurance information and insurance card
- ❖ Medical release of information, medical consent, drug testing consent, shared responsibility of sport safety, acknowledgement of personal responsibility, and acceptance of risk statement
- ❖ Medical History
- ❖ Concussion Agreement
- ❖ Nutritional Supplement Waiver
- ❖ Prescription Drug Medical Exemption
- ❖ Sickle Cell Trait waiver or test results
- ❖ **COVID-19 Questionnaire**

All new student-athletes and returning student-athletes who will be starting their fifth full-time semester must also undergo a Pre-Participation Physical Examination performed by a Medical Doctorate (MD) or Osteopathic Doctor (DO) licensed physician. The SHC Pre-Participation Physical Examination will include, but is not limited to, the following:

- ❖ Medical history review
- ❖ Height and weight
- ❖ Pulse and blood pressure
- ❖ Medical Physical examination
- ❖ Orthopedic screening examination

Selected individuals may also be required to complete additional tests such as:

- ❖ Blood test;
- ❖ EKG and/or Echocardiogram;
- ❖ X-ray, MRI, CT scan, and/or bone scan;
- ❖ Isokinetic Evaluation; and/or
- ❖ Other diagnostic test(s) as prescribed by the Spring Hill College Team Physician and/or his/her designee.

If, for any reason, the student-athlete is not medically approved / certified for intercollegiate athletics participation, he/she will be notified by the Spring Hill College Team Physician and/or a member of the SHC Athletic Training Department at the end of the pre-participation physical examination.

- ❖ Costs associated with any tests, consultations, and/or medical procedures needed to gain medical approval/certification for participation will be the sole financial responsibility of the student-athlete.

Individuals identified with a pre-existing condition may become medically approved. Such individuals will be allowed to participate in intercollegiate athletics if they have written clearance from a M.D. or D.O..

- ❖ Any injuries and their related costs resulting from the injury designated in the Pre-Existing Condition Waiver and Release will be the sole financial responsibility of the student-athlete.

Spring Hill College reserves the right to refuse medical approval/certification for participation in intercollegiate athletics based on the medical opinion of the SHC Team Physician and/or his/her designee. Under no circumstances may a student-athlete seek medical clearance/certification from a private (non-Spring Hill College) physician.

10.5 PRE-EXISTING INJURY OR CONDITION

All student-athletes are required, as part of their medical eligibility, to complete a comprehensive medical history questionnaire accurately and truthfully. Any information that is omitted, false, or intentionally withheld will result in the student-athlete and/or parents being financially responsible for any/all expenses incurred and for any/all medical treatment for the injury/condition determined.

The Athletics Department's secondary insurance policy will not cover any injury/condition that occurred outside of the student-athlete's participation and/or eligibility in intercollegiate athletics at Spring Hill College.

SHC student-athletes will be given the opportunity to have written clearance from a M.D. or D.O. if deemed appropriate by the SHC Team physician that they may participate with their pre-existing condition.

10.6 INJURY POLICIES

10.6.1 NON-ATHLETIC RELATED INJURY PROCEDURES

If an SHC student-athlete is injured outside of a practice or game and a certified athletic trainer is called or the athlete comes to the athletic training room, the following procedures should be followed:

- ❖ Provide only immediate first aid i.e. ice, clean wounds, brace, etc.
- ❖ Inform the athlete that he/she will be liable for all medical bills.
- ❖ Ask the student-athlete if he/she would like to see our team physician. Again they will be responsible for all bills, but seeing our team physician makes follow-up care easier.
- ❖ We can provide follow-up care as long as there is no cost involved.
- ❖ If an ambulance needs to be called, call one if requested. It is the athlete's financial responsibility.
- ❖ Record information in athlete's folder.

10.6.2 RESPONSIBILITIES OF THE STUDENT-ATHLETE

In order that all student-athletes receive complete medical benefits, the following procedures must be followed:

- ❖ For injury/illness occurring when not at practice, you should notify a certified athletic trainer immediately.
- ❖ Upon receiving any injury during practice or game, (no matter how slight), the athlete must report immediately to the team's certified athletic trainer.
- ❖ Report all new injury/illness problems to your certified athletic trainer by the next practice.
 - **You must notify your head coach of all injuries/illnesses.**
- ❖ Injured student-athletes must follow these listed steps:
 - 1) Student-athlete receives an evaluation from the athletic training staff.
 - 2) Treatment determined and/or a referral to a doctor for additional evaluation.
 - 3) Go to the athletic training room for recommended treatment or rehabilitation daily.
 - 4) Injury will be re-evaluated daily.
 - 5) Complete insurance information if necessary.
- ❖ Return to practice or competition after approval by a certified athletic trainer and/or team physician.
- ❖ The Head Athletic Trainer should handle all insurance questions. All bills should be turned in promptly to the Head Athletic Trainer.
- ❖ If emergency treatment is required while a student-athlete is away from campus, it is the responsibility of the coach to contact the host school's certified athletic trainer or host team physician to have the student-athlete receive necessary treatment. If a bill follows, a copy must be returned to the Head Athletic Trainer immediately upon arrival.
- ❖ If emergency treatment is required while a student-athlete is injured during scheduled practice when the athletic training room is closed, it is the responsibility of the coach or the student-athlete to call for procedures in receiving treatment.

10.6.3 INJURY CLEARANCE

- ❖ If an injured player is sent to a Physician, the Physician will determine when the athlete may return to participation.
- ❖ Once an athlete has been cleared by the Physician or certified athletic trainer to participate in practice and or games it is the coaches' discretion as to when the athlete will resume participation.

10.7 CONCUSSION MANAGEMENT POLICY (UPDATED 7/5/2018)

NCAA CONCUSSION FACT SHEET

A concussion is a type of traumatic brain injury. It follows a force to the head or body and leads to a change in the brain function. It is not typically accompanied by a loss of consciousness.

EDUCATION

Prior to each academic year, all Spring Hill College student-athletes will be educated on the effects of concussions and the signs and symptoms that arise from a head injury/concussion. Student-athletes will acknowledge their role in reporting any student-athlete exhibiting signs and symptoms of a concussion to the appropriate member of the athletic training staff.

SIGNS AND SYMPTOMS OF A CONCUSSION

Signs and symptoms of a concussion may include, but are not limited to the following:

- Loss of consciousness
- Seizure or convulsion
- Amnesia
- Headache
- "Pressure in head"
- Neck Pain
- Feeling slowed down
- Feeling like "in a fog"
- "Don't feel right"
- Difficulty concentrating
- Difficulty remembering
- Fatigue or low energy
- Confusion
- Drowsiness
- More emotional
- Irritability
- Sadness
- Nervous or anxious
- Nausea or vomiting
- Dizziness
- Blurred Vision
- Balance Problems
- Sensitivity to light
- Sensitivity to sound

Exercise or activities that require a lot of concentration may cause symptoms to re-appear or worsen, thus increasing the time one needs to recover from a concussion.

BASELINE TESTING

All SHC student-athletes are required to participate in baseline testing.

REPORTING A CONCUSSION

Anyone that suspects a student-athlete has a concussion, or notices any student-athlete suffering from any symptoms of a concussion must report the concerns to Spring Hill College's athletic training staff.

Athletic training staff will evaluate the student-athlete for concussion and post-concussion symptoms with the symptom scale and refer to a concussion management physician when necessary. This will also be used for the possibility of medical disqualification and season ending decisions based on multiple concussions in one season.

EVALUATION OF A SUSPECTED CONCUSSION

If an athlete is obviously unconscious, he/she will be transported and treated as though he/she has a cervical spine injury. All student-athletes with a suspected and reported concussion will be evaluated and a treatment plan implemented.

Student athlete's diagnosed with a concussion must complete the return to learn and return to play protocols before being cleared for return to sport. Concussion management physician referrals will be on a case by case basis.

ACUTE MANAGEMENT OF A CONCUSSION

Any athlete that suffers from symptoms of a concussion will be removed from participation for evaluation by the athletic trainer. Following the initial evaluation the athletic trainer will make a determination as to what the next steps in the care of the student-athlete will be. The Head Athletic Trainer will notify the FAR and the Coordinator of Academic Support to begin the Return to Learn protocol. The Coordinator of Academic Support will then notify the student-athlete's instructors and assist with coordination of any necessary accommodations.

POST-ACCUTE CONCUSSION MANAGEMENT

A "symptom score" shall be taken each day up to and including the day the student-athlete is completely asymptomatic. Once a student-athlete has been asymptomatic for 24 hours and the baseline test scores have returned to the "normal", the student-athlete will begin the return to play protocol. Concussion management physician clearance will be required on a case by case basis.

Return to play protocol:

- ❖ Step 1. Moderate Aerobic Exercise
- ❖ Step 2. Sport Specific Training
- ❖ Step 3. Non-Contact Practice Participation
- ❖ Step 4. Full Practice Participation

To progress from one step to the next, the student-athlete must remain symptom free during the current step and 24 hours afterwards. If symptoms do arise during the current step, the student-athlete will return to the previous step. Upon completion of the steps, the student-athlete will then be cleared.

MULTIPLE CONCUSSION POLICY AND MEDICAL DISQUALIFICATION

Multiple concussions in one season will result in the evaluation and decision of whether or not to terminate sports-related activity for that season. A student-athlete with 4 or more concussions in their lifetime will require evaluation and clearance by a concussion management physician and may receive a medical disqualification for competition at Spring Hill College. This determination will be made with extreme prejudice with the student-athlete's health being the ultimate factor.

DOCUMENTATION

The entire management process from initial evaluation, until eventual return to full participation, including any diagnostic testing, shall be documented in the student-athlete's medical file.

10.7.1 RETRUN TO LEARN POLICY

Any student-athletes that are under the care of Spring Hill College's Athletic Department will fall under the guidelines of this Return to Learn Policy. The student-athlete's care will be under the direction of the athletic training department, specifically the Head Athletic Trainer.

The purpose of this Return to Learn policy is to help the student-athlete recover from his/her concussion while allowing him/her to still perform at the best academic level that he/she possibly can.

In this policy, there are key members of the multi-disciplinary team:

- Team Physician
- Athletic Trainer
- Faculty Athletic Representative
- Academic Advisor
- Course Instructors
- Office of Disability Services representatives
- Dormitory Staff (R.A.s)

On the day of the diagnosed concussion, the athletic trainer will notify the FAR and Office of Disability Services via email that the individual student-athlete has sustained a concussion and is in the concussion protocol. The student-athlete will not be allowed to attend classes on the day that the concussion has occurred.

If the notification of the concussion is not able to occur due to a late concussion at night, the athletic trainer will notify the Faculty Athletics Representative who will contact the student-athlete's respective course instructors for the next day.

Roles of the multi-disciplinary team:

- ❖ Team Physician: Monitor and treat concussion
- ❖ Athletic Trainer: Diagnose concussion, daily reassessment of concussion symptoms, send team email
- ❖ Faculty Athletics Representative: Oversee any issues that may arise with the course instructors
- ❖ Academic Advisor: During a long term concussion, he/she would manage student-athlete's schedule
- ❖ Course Instructors: Follow the accommodations set in place by the Office of Academic Support
- ❖ Office of Disability Services: Notify and follow-up with the course instructors, following protocol already in place for students with disabilities.
- ❖ Dormitory Staff: Acknowledge the student-athlete has a concussion and be aware of the situation.

There will be four levels of participation for student-athletes in the classroom.

- Level 1: Student-athlete is able to participate in the classroom, but may need additional time for exams.
 - Level 2: Student-athlete is not able to actively participate in the classroom but can attend class, and is not able to complete tests. But, s/he is able to work from their dormitory.
 - Level 3: Student-athlete is able to attend class, but not able to read, watch videos or complete homework.
 - Level 4: Student-Athlete is not able to participate at any level.
- * *exceptions can be made on a class-by-class / individual basis*

These four levels will be used to identify to what level the student-athlete may participate in class.

If the student-athlete's symptoms increase or do not decline at a "normal" rate, he/she will be sent to the concussion management physician for further evaluation and management.

Once the student-athlete has recovered from his/her concussion, the athletic trainer will send out an email to the multi-disciplinary team informing them that the concussion has resolved and the student-athlete is no longer under the concussion protocol.

10.8 ATHLETIC INSURANCE POLICY

At the beginning of each school year the student-athlete, and their guardian, will be required to provide the Head Athletic Trainer with updated personal and/or family medical insurance coverage. No student-athlete will be allowed to participate in any practice or competition until the Student-Athlete Insurance Information Page has been completed in full. **All SHC student-athletes are required to have primary insurance coverage that will cover athletic related injuries.**

Spring Hill College athletics provides a secondary athletics insurance policy which helps defer the cost of injuries resulting from participation in SHC sanctioned sports participation. In the event that a student-athlete is injured due to participation with their intercollegiate team, the student's primary insurance is used first. There is a \$500 deductible per injury, and then the secondary insurance assists the primary insurance with costs associated with the athletic injury. The SHC athletics secondary insurance will not cover injuries sustained in non-intercollegiate activities, unsupervised intercollegiate related activities, or for general medical conditions.

THE ATHLETICS SECONDARY INSURANCE POLICY WILL NOT NECESSARILY COVER ALL OUT OF POCKET EXPENSES AND ANY REMAINING EXPENSES ARE THE RESPONSIBILITY OF THE STUDENT-ATHLETE.

Any changes in insurance and/or coverage must be reported to the athletic training staff immediately. New insurance forms must be completed and signed. Copies of the new insurance cards are also required. Failure to comply will cause a delay in processing the claim and the possibility of the account being turned over to collection thus making it the responsibility of the student-athlete.

Do not allow your primary insurance plan to expire or terminate. The SHC secondary insurance will not cover your injury if there is no primary insurance. Any costs associated with an injury when there is no primary insurance will be the responsibility of the student-athlete and/or their parents.

If there is a need to purchase insurance prior to or during the school year and assistance is needed, please contact the Head Athletic Trainer for policy information and availability.

10.8.1 PROCEDURES

An ATC must refer student-athletes incurring an injury due to participation in intercollegiate athletics. The ATC will refer the student-athlete to the Team Physician for an orthopedic evaluation or an outside physician for medical care. The referring ATC will fill out an insurance claim form to be submitted online.

If a student-athlete seeks medical attention without a referral from or consultation with an ATC, any medical expenses incurred will not be covered by SHC's athletic insurance.

If a student-athlete's insurance will not allow them to be seen by SHC's designated Orthopedic Doctors, The *Orthopaedic Group*, then the Head Athletic Trainer will coordinate care as to the student-athlete's preferences within or outside of the student-athlete's insurance network.

10.8.2 PREVIOUS INJURIES

SHC Athletics will not be responsible for any pre-existing injury or any operation not covered by our insurance.

10.8.3 DENTAL COVERAGE

Treatment of cavities or cleaning of the teeth will not be paid by the SHC Athletic Department. Any damage to teeth must be reported to an ATC immediately. Any payment of bills for dental work resulting from injury must be authorized by an ATC and includes only bills for repair of damage to healthy teeth caused during regularly scheduled practices or contests. Damage to decayed or otherwise previously injured teeth will not be covered.

10.8.4 VISION COVERAGE

Corrective lenses are not furnished by the SHC Athletic Department. If the need is determined by the Team Physician for participation, it is the financial responsibility of the athlete.

11.0 SPORTS INFORMATION

The Spring Hill College Sports Information office handles all activities involved in coordinating interactions between student-athletes, coaches and staff with members of the media. The Sports Information office produces all programs, media guides, press releases and story ideas for Spring Hill's intercollegiate athletics program, in addition to keeping statistics, maintaining

records and updating the university's official athletics website. The office directs media activity at all intercollegiate athletic events.

11.1 INTERVIEW POLICIES

During your time as a Spring Hill College student-athlete, you will be asked by the Sports Information office or your coaches for interviews, comments, photo sessions, or other forms of contact with the media. These sessions are set up primarily through the Sports Information Office and you will be contacted to schedule a convenient time for you.

When you arrive at Spring Hill College, you will be asked by the Sports Information Office to fill out a questionnaire so that we have all of your vital information on file. Please fill it out completely and honestly so that we can be more knowledgeable about you. The Sports Information Office will never give out your personal contact information, and providing your personal number to reporters for follow-up calls is discouraged.

Coaches, staff, and student-athletes have a responsibility to Spring Hill College to be cooperative with the media. The public's perception of Spring Hill College, its overall athletics program, and individual teams are shaped by media coverage, and you should make every effort to make a positive impression that reflects the mission and values of the college. All of our sports receive various shares of attention from the media, although some sports receive more coverage than others. Be appreciative of any coverage or attention the media provides to your team.

If you have questions about how to conduct interviews or experience problems in handling media requests, please contact the Sports Information Director so that any problems can be solved.

11.2 TIPS FOR SUCCESS WITH THE MEDIA

- ❖ Reporters seek out student-athletes because they had an impact on the game, were involved in a specific play, or because they are able to put the event in perspective in a unique and original way.
- ❖ When you are speaking with the media, remember that you are representing yourself, your coach, your teammates, your sport, and the college. Your interactions with the media should reflect the mission and values of Spring Hill College, its athletics program, and your team.
- ❖ Look the interviewer in the eye when listening and responding to questions.
- ❖ Do not talk negatively about game officials, opponents, coaches or teammates, and give teammates credit when it is due. Be candid and honest, but not critical of your team or opponents. Be gracious in your post-event comments, regardless of the outcome.
- ❖ Always show respect to members of the media. Be polite regardless of how irrelevant a question is, or if it is apparent that a reporter does not know anything about you or your sport. Members of the media remember those athletes who are courteous and usually come back for more interviews.
- ❖ Always be on time for an interview. Members of the media may take it personally if you are not on time for an interview, and reporters are often working on tight deadlines. Often, the way you approach an interview is as important as what you say and can sometimes influence the tone of the story.
- ❖ Dress appropriately and be aware of how you look and the image that presents. If you are being interviewed after a practice or game, the media will understand the appearance, but if you're scheduled for an interview at a different time, you should be comfortable but presentable. If your interview is being videotaped or photographed, you should wear something that identifies Spring Hill College or the athletics program.
- ❖ Get to know any reporters or photographers who regularly cover your team or interview you. Simple courtesies, such as remembering their name, being polite, and thanking them for their coverage of your sport will go a long way towards their overall impression of you and your team.

- ❖ If you liked a story written or broadcast by a reporter, tell them the next time you see them. If you didn't like a story, tell them the next time you see them. Reporters appreciate feedback of both kinds.
- ❖ Do not give yes or no answers. Most experienced members of the media make an effort to avoid asking questions that can be answered with a yes or a no, but sometimes they may forget. Use the opportunity to emphasize a key emphasis of you or your team as it relates to the question.
- ❖ Be quotable. Using standard clichés and overused phrases do not make for good interviews. You can develop a reputation as a good interview by being creative and quotable without being outrageous or controversial.
- ❖ Do not make any comments to a reporter "off the record." A reporter may use comments made while the recorder is turned off or the notebook is closed, and comments a reporter overhears you make to a teammate, coach, or opponent may be used. Information obtained in situations where you believe you are speaking "off the record" very rarely remains off the record.
- ❖ Do not give out your home or cell number or anyone else's phone numbers. Media members can make contact with other players and coaches through the Sports Information Office.
- ❖ Prioritize your academic and team responsibilities ahead of media requests. Positive interaction between Spring Hill College student-athletes and the media is important to the college, but this importance is relative. You will never be asked to miss class or postpone schoolwork to conduct an interview, and you should not schedule interviews that conflict with classes, practice schedules, or team meetings.
- ❖ Be willing to improve. If you're interested in improving your ability to handle interviews or public speaking situations, feel free to approach the Sports Information Office for assistance.
- ❖ Our business is working with media, and you can make a positive impression in interview situations if you know what you're doing.
- ❖ Be cautious in interacting with the media via email, text, or the Internet. Even in a one-on-one note on the web, you are still a representative of Spring Hill College and the athletics program, and you may still be quoted from any online interactions.

12.0 PROGRAM EVALUATION

Members of the athletic department leadership team are always interesting in hearing the feedback of student-athletes. Spontaneous and unsolicited feedback that shares which facets of the athletic experience are strengths and which facets could be improved are equally valuable to athletics administrators striving to provide the best possible student-athlete experience at SHC. While informal feedback is always welcome, student-athlete feedback will formally be solicited by the department each year in a number of ways.

12.1 END OF SEASON EVALUATIONS

At the close of each season, the Senior Woman Administrator will arrange meetings with student-athletes to conduct the End of Season Evaluation survey. This survey instrument is an online survey designed to capture student-athlete perceptions concerning a number of areas related to intercollegiate athletics, treatment of student-athletes, facilities, student-athlete wellbeing, study habits, drug and alcohol use, selected learning outcomes, and a performance evaluation of the coaching staff.

12.2 EXIT INTERVIEWS

The Faculty Athletic Representative (FAR) will annually conduct exit interviews with all graduating student-athletes or those who have exhausted their athletic eligibility. The interview will consist of a short series of questions around which the FAR and the student-athlete can have a conversation. This feedback will be used by the FAR in consultation with the Director of Athletics to inform decisions concerning the student-athlete experience at Spring Hill College.

13.0 STUDENT-ATHLETE FORMS

The following section lists documents that you will need to use as a student-athlete at Spring Hill College. Additionally, some of these documents will be available for electronic submission through the JumpForward student-athlete portal.

- 13.1 NCAA STUDENT-ATHLETE STATEMENT**
- 13.2 HIPAA AND BUCKLEY AMENDMENT AGREEMENT**
- 13.3 NCAA DRUG TESTING CONSENT FORM**
- 13.3.1 NCAA BANNED DRUG LIST**
- 13.4 OFFICIAL VISIT STUDENT HOST FORM**
- 13.5 20-21 SHC SA PARTICIPATION FORMS**
- 13.5.1 CONTACT/BIO INFORMATION**
- 13.5.2 FINANCIAL AID INFORMATION**
- 13.5.3 HOUSING AND AUTO INFORMATION**
- 13.5.4 STATEMENT OF AMATEURISM**
- 13.5.5 GENERAL COMPLIANCE/VIOLATION QUESTIONS**
- 13.5.6 FERPA RELEASE / INSTITUTIONAL PROMOTIONAL AUTHORIZATION**
- 13.5.7 EMPLOYMENT AWARENESS FORM**
- 13.6 RECRUITED STATUS FORM/HISTORICAL REPORT**
- 13.7 STUDENT-ATHLETE EMPLOYMENT FORM**
- 13.8 STUDENT-ATHLETE SUMMER QUESTIONNAIRE**
- 13.9 SPRING HILL COLLEGE MEDICAL DOCUMENTATION PACKET**
- 13.9.1 DEMOGRAPHIC AND EMERGENCY CONTACT INFORMATION**
- 13.9.2 INSURANCE INFORMATION**
- 13.9.3 AUTHORIZATION FOR RELEASE OF MEDICAL INFORMATION / MEDICAL CONSENT / SHC DRUG TESTING CONSENT**
- 13.9.4 ASSUMPTION OF RISK / SHARED RESPONSIBILITY / PERSONAL RESPONSIBILITY**
- 13.9.5 MEDICAL HISTORY QUESTIONNAIRE**
- 13.9.6 CONCUSSION HISTORY**
- 13.9.7 NUTRITIONAL SUPPLEMENT WAIVER**
- 13.9.8 PRESCRIPTION DRUG MEDICAL EXCEPTION**
- 13.9.9 SICKLE CELL TRAIT WAIVER**
- 13.9.10 PRE-PARTICIPATION PHYSICAL EXAMINATION**