

2014-15

Henderson State University

Student-Athlete Handbook

Henderson State  
University  
Athletics



Welcome Reddie Student-Athletes!

As we embark upon the 2014-15 academic year, we in the Department of Athletics want to wish you much success! You will be challenged in the classroom and in your athletic endeavors. We want your time here at Henderson State University to be a time of growth for you personally, academically and athletically.

We take great pride in the teaching and mentoring that our coaches provide to you. We strive to provide an atmosphere that is positive where you are able to fulfill your potential both in the classroom and on the playing field. We also want you to recognize that you are a very visible part of the HSU community and you will have many opportunities to demonstrate your leadership abilities, on and off campus. With this visibility comes responsibility, and we expect you to work closely with your professors and other administrators so that your academic and civic responsibilities as a student-athlete and community member are top priority.

This student-athlete handbook is designed to provide you with important and useful information. It is essential that you become familiar with NCAA and institutional rules, regulations and policies that will assist you in balancing your academic and athletic responsibilities. YOU are an important part of our Reddie Athletics community and an ambassador for our department and institution!

Finally all of us in the HSU Athletic Department are here to help you! Our doors are open, YOU are OUR top priority!

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## 1. Henderson State University Mission Statement

Henderson State University is Arkansas's public liberal arts university. True to the century-long tradition that has distinguished Henderson since its founding, the university remains dedicated to providing excellent undergraduate curricula and graduate programs. Henderson, a Southern regional institution with a diverse student body, advocates a program based on the liberal arts, regardless of specific educational interests. Through a common core of courses in arts and sciences, as well as through the more specialized curricula, the university fosters the maximum growth and development of each student. More specifically, Henderson endeavors to provide an education that will nurture in each student the capacity:

- To think logically and critically;
- To speak and write effectively;
- To appreciate the complexity and diversity of world cultures;
- To understand the physical universe;
- To participate as a concerned, intelligent citizen;
- To acquire mastery of a particular field of study;
- To mature intellectually, emotionally, and physically; and
- To discern appropriate uses of technology.

Henderson's primary mission is to excel in undergraduate education, always striving to enrich the quality of learning and teaching. In pursuit of this goal, the university seeks a culturally rich and diverse student community, actively recruiting, challenging, supporting, and motivating students to achieve academic success. Quality in education is fostered not only by a positively motivated student body, but also by a faculty and staff distinguished for their continuing commitment to excellence. University care and concern, positive student response, small class sizes, and a personal friendly atmosphere—these characteristics are the heart of Henderson.

The university encourages excellence and supports scholarly and creative endeavors on the part of both its faculty and students. These endeavors form the foundation upon which Henderson builds appropriate programs in response to the needs of various communities that it serves. In close concert with these communities, Henderson applies its expertise to develop those programs that will promote the preservation and improvement of the quality of life in Arkansas.

## 2. Vision and Purpose for Henderson State Athletics

### Vision

To achieve greatness in our academic and athletic pursuits through a dedicated focus on our core values.

### Purpose

To graduate student-athletes and provide them a road map for future successes through their athletic endeavors and their overall Henderson State experience. To be a point-of-pride for Henderson State University through the pursuit of championships in a first-class manner.

## 3. Core Values for Henderson State Student-Athletes

- Demand excellence in your academic and athletic pursuits.
- Be first-class and always do the right thing.
- Be a good teammate. It's about the team, not you individually.
- Play by the rules, be honest and sincere. You are responsible for your actions- no one else.
- Remember participation in intercollegiate athletics at HSU is a privilege, not an entitlement.
- Be courteous and respectful at all times. Being kind will take you far in life.
- Go to class every day. Look presentable, stay off your phone, sit in the front and pay attention. Your future is at stake.
- Get to know your professors.
- Remember to smile and express enthusiasm, be positive.
- Be good citizens at all times.
- You have worked too hard to get here. Don't harm your bodies with dangerous and illegal substances. It could cost you everything!
- Be as one with the entire campus. Respect your fellow students and let them know you appreciate their support.
- Be involved in the community and give back to those who support us.

- Serve as role-models for our young fans.
- Be a gracious competitor and conduct yourself with dignity regardless of the outcome.
- Foul language only makes you look bad. Remember, someone is always listening to you for the first time and that will be their impression of you.
- Don't post anything on social media you don't want your family or your coaches to read. Social media is now part of your resume.

#### 4. NCAA DIVISION II POSITIONING PLATFORM

##### **Life in the Balance**

Higher education has a lasting important on an individual's future success. For this reason, the emphasis for the student-athlete experience in NCAA Division II is a comprehensive program of learning and development in a personal setting.

The NCAA 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 provides NCAA Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

## **5. Website Reference List for Student-Athletes**

### **NCAA Summary of NCAA**

<http://www.ncaa.org/sites/default/files/DII%20Summary%20of%20NCAA%20Regulations%202014-15.pdf>

### **Banned Drugs Educational**

<http://www.ncaa.org/sites/default/files/2014-15%20Banned%20Drugs%20Educational.pdf>

### **Guide for College Bound Student-Athletes**

<http://www.ncaapublications.com/productdownloads/CBSA.pdf>

### **Eligibility for Continuing Student-Athletes**

<http://www.ncaa.org/remaining-eligible-academics>

## **6. HSU Athletic Department Directory | 2014-2015**

### **Athletic Administration**

Director of Athletics	Shawn Jones	(870) 230-5072
Faculty Athletic Representative	Jonathan Moss	(870) 403-1037
Senior Woman Administrator	Rhonda Thigpen	(870) 230-5194
Assistant AD Internal Affairs	Lenette Jones	(870) 230-5010
Assistant AD External Affairs	Frank Keenan	(870) 230-5881

### **Athletic Department Staff**

Administrative Specialist	Angie Bradshaw	(870) 230-5161
Insurance Coordinator	Charlotte Malcolm	(870) 230-5116
Sports Information Director	Troy Mitchell	(870) 230-5197
Athletic Academic Advising	Ana Espinoza	(870) 230-5104
Athletic Academic Advising	Chanda Hooten	(870) 230-5295
Director of Facilities Management	Ernie Higgs	(870) 230-5252

### Head Coaches

Baseball	Cody Hooten	(870) 230-5071
Men's Basketball	Doug Nichols	(870) 230-5196
Women's Basketball	Jill Thomas	(870) 230-5123
Women's Cross Country	Brenda Joiner	(870) 230-5161
Football	Scott Maxfield	(870) 230-5201
Director of Golf	Forrest Schultz	(870) 230-5177
Softball	Beth Jackson	(870) 230-5575
Men's & Women's' Swimming	Coak Matthews	(870) 230-5206
Women's Tennis	Brenda Joiner	(870) 230-5161
Volleyball	Rhonda Thigpen	(870) 230-5194

### Athletic Training Staff

Assistant AD for Athletic Training	Robert Redding	(870) 230-5069
Staff Athletic Trainer	Alisha Reid	(870) 230-5426
Staff Athletic Trainer	Will Maass	(870) 230-5426

## 7. Student-Athlete Advisory Committee

The Student-Athlete Advisory Committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. SAAC also provides input and feedback on the rules, regulations and policies that affect student-athlete's lives on NCAA member institution campuses.

Each national divisional committee is comprised of both female and male student-athletes charged with the responsibility of assisting in the review of NCAA proposed legislation and representing the voice of the student-athlete in the NCAA governance structure. Providing student-athlete input on issues related to student-athlete welfare that are division specific accomplishes this.

The input of the respective Division I, II and III SAACs continues to be sought by a variety of constituencies within the Association. Student-athlete committee members have the opportunity to speak with their respective NCAA Management Councils, and

Division II SAAC national members continue to speak to legislative issues on the NCAA Convention floor.

National SAAC's (Divisions I, II, and III) at a glance:

- Generate a student-athlete voice within the NCAA structure
- Solicit student-athlete response to proposed NCAA legislation
- Recommend potential NCAA legislation
- Review, react and comment to the governance structure on legislation, activities and subjects of interest
- Actively participate in the administrative process of athletics programs and the NCAA
- Promote a positive student-athlete image

The Student-Athlete Advisory Committee (SAAC) is your **"voice"** that can be heard across America. SAAC was established in 1996 at HSU to promote and represent the views, feelings, and interests of the student-athlete. You are an essential part of the athletic department and the University. SAAC provides the means as well as the opportunity to express your opinion on issues that are directly related to you and other student-athletes.

The HSU Student-Athlete Advisory Committee (SAAC) is comprised of a minimum two (2) members from each team who meet to discuss issues that concern student-athletes, plan quarterly community outreach projects, provide student-athlete leadership in the eyes of the athletics department and foster support of fellow athletics teams. SAAC assists coaches and administrators in making student-athletes academics and athletics experiences as fulfilling and valuable as possible.

Assistant AD for Internal Affairs Lenette Jones and Assistant AD for External Affairs Frank Keenen serves as the staff sponsors and advisors for SAAC, and the group meets monthly.

## 8. Eligibility

### **Admissions**

The Office of University Relations and Admissions and Registrar's Offices are responsible for ensuring that all student-athletes are admitted under the same standards as the general student applicant. The Assistant Athletic Director for Internal Affairs/ Compliance is responsible for monitoring admissions status and serving as a

liaison between the department of athletics and the Office of University Relations and Admissions and Registrar's Office.

## **Henderson State University Transfer Admission Policy**

Transfer students must have at least at 2.00 cumulative grade point average in order to be admitted into the university, based on Henderson's computation of courses. Only grades of "C" or higher will transfer. However, all grades (with the exception of remedial courses) will be used to determine Henderson's student transfer admission eligibility. Remedial courses do not transfer for college credit and do not count in the cumulative grade point average. Transferable course work from accredited institutions will be posted to the Henderson transcript, but the grades/gpa from those institutions will not be used to calculate the cumulative grade point average.

## **Henderson State University Admission from Another Institution**

Advanced standing on credits from an accredited institution will be allowed when a certified transcript and letter of honorable dismissal from the college previously attended are sent to the Office of University Relations/Admissions of HSU from the Registrar of the transferring institution. If the student is on suspension, it will be necessary for a letter to accompany the transcript showing that the student could re-enter the institution from which he/she is transferring. The student cannot earn degree credit from Henderson or any other institution while on academic suspension from a previous college or university.

## **9. NCAA Eligibility Center**

### **Initial Eligibility Certification**

The process in determining the eligibility status of freshmen through the NCAA Eligibility Center is as follows.

1. Student-Athlete Eligibility Center Registration
  - a. This must be completed through the Eligibility Center website ([www.eligibilitycenter.com](http://www.eligibilitycenter.com)).
  - b. The prospective student-athlete should complete the online at the end of his/her junior year of high school.
  - c. The prospective student-athlete must have his/her high school mail a copy of his/her transcript to the Eligibility Center.

- d. The prospective student-athlete must also make sure his/her ACT/SAT scores are sent to the Eligibility Center directly from the testing agency.
    - i. The prospective student-athlete can enter the Eligibility Centers' code on his/her SAT or ACT registration form. The code is 9-9-9-9.
    - ii. If the prospective student-athlete has already taken the SAT and/or ACT, he/she can call the Educational Testing Service at 866-756-7346 to have his/her test scores sent to the Eligibility Center.
  - e. The prospective student-athlete must complete all tasks that are assigned by the Eligibility Center staff. An email notification will be sent to the email provided during registration when a task is assigned.
2. NCAA Amateurism Certification Process
- a. As a part of the Amateurism Certification Process, each prospect will be asked to answer several questions regarding his or her sports participation history.
3. Institutional Request List (IRL)
- a. The head coach or designee is responsible for verification of prospective student athletes' addition and updates to the IRL.
  - b. If the prospective student-athlete does not have a record filed with the Eligibility Center the head coach will need to notify the prospective student-athlete and resubmit the prospective student-athletes information at a later date.
4. An Eligibility Center web status report will be sent via email to the Head Coach by the Assistant Athletic Director for Internal Affairs/ Compliance and will notify the coach of the latest eligibility status for each student-athlete submitted. It is the coach's responsibility to communicate with the prospective student-athlete regarding the status report (e.g. missing documents).

## **NCAA Division II Freshmen Eligibility Standards**

All incoming freshmen student-athletes must register with the NCAA Eligibility Center.

### **Qualifier**

Student-athletes determined a qualifier can practice, compete, and received athletic financial aid as a freshman. They may serve as a student host for prospective student-athletes on official visits, receive four complimentary admissions for home and away contests in their sport.

## High School Core Course Requirements:

- Graduate from high school
- Have a GPA of 2.00 in 16 core course
- Achieve a 68 ACT sum score or an 820 SAT (the highest test scores on individual test can be combined to achieve the required score)
- At least 3 years of English
- At least 2 years of Math
- At least 2 years of natural or physical science (including 1 lab)
- At least 3 years additional courses in English, math, or natural/physical science
- At least 2 years of social science
- At least 4 years of additional courses in any above area, or foreign language, computer science, philosophy or nondoctrinal religion

## Partial Qualifier

Student-athletes determined a partial qualifier can practice on-campus, but cannot travel or compete. Partial qualifiers will have four years of eligibility remaining during college career, can receive institutional financial aid, including athletics aid, may serve as a student host for a prospective student-athlete on an official visit and can receive four complimentary admissions for home or away contests in their sport.

### Requirements

- Graduate high school
- Successfully completion of required core curriculum consisting of a minimum of 16 core courses with a minimum GPA of 2.0; **OR** attain the minimum ACT sum score of 68 or SAT score of 820

## Nonqualifier

Student-athletes determined as a nonqualifier during their freshmen year cannot practice, compete, travel, or participate in the conditioning or weight-training program with the team. Nonqualifiers will have four years of eligibility remaining during their college career. They may not receive athletics aid during their freshmen year, but can receive regular need based financial aid if the school certifies that the aid was granted without regard to athletics ability. They cannot serve as a student host for prospective student-athletes on an official visit and cannot receive the four complimentary admissions for contests in their sport.

## **Practice Prior to Certification**

All freshmen (and transfer who require amateurism certification) must be certified through the Eligibility Center before they can compete. A student-athlete can practice (but not compete) for 45 days pending final certification from the Eligibility Center. If the student-athlete is not certified within the 45 day period, then he/she must stop practicing until he/she is certified. Competition is not permissible until the student-athlete is certified through the Eligibility Center and has complied with all other institutional and NCAA certification requirements.

## **Transfers Eligibility Certification**

All transfer student-athletes who first enrolled in an NCAA Division I or II institution after August 1, 2007, must be certified through the NCAA Eligibility Center for Amateurism only. Those student-athletes needing to satisfy bylaw 14.5.4.2.1 he/she must complete the academic certification through the Eligibility Center.

## **Four Year Transfers**

The following procedures are in place for determining transfer eligibility:

1. Permission to contact must be granted from the other institution prior to a coach making contact with the prospective student-athlete. The Assistant Athletic Director for Internal Affairs/Compliance will notify the head coach once permission has been granted.
2. The Assistant Athletic Director for Internal Affairs/ Compliance will submit a transfer tracer/release to the transferring institution to verify transfer eligibility status.
3. The student-athlete has earned at least 6 hours of transferable course work during the last full time term of attendance.

## **Two-Year College Transfers Eligibility Requirements**

Qualifiers with no previous attendance at a Four-Year Collegiate Institution

1. The student-athlete has attended the two-year college as a full-time student for at least one full-time semester or one full-time quarter (excluding summer sessions).
2. The student-athlete has an average of 12 semester or 12 quarter hours of transferable credit accepted toward any baccalaureate degree program for each term of full time attendance.
3. The student-athlete has a minimum of a 2.0 grade point average in courses that are transferrable or would have been transferrable.

4. The student-athlete has earned at least 6 hours of transferable course work during the last full time term of attendance.

### **All other Qualifiers, Partial and Nonqualifiers**

The student-athlete has attended the two-year college as a full-time student for at least two full-time semesters or one full-time quarter (excluding summer sessions).

1. The student-athlete has satisfied one of the following:
  - a. Graduation from the two-year college with at least 25 percent of the credits hours used to fulfill the academic degree requirements were earned at the institution.
  - b. The student-athlete has completed an average of 12 semester or 12 quarter hours of transferable credit accepted toward any baccalaureate degree program for each term of full time attendance with a minimum of a 2.0 grade point average
  - c. In addition as per NCAA Bylaw 14.5.4.2.1 if the student-athlete shall have completed a minimum of six semester or eight quarter hours of English credit and three semester or four quarter hours of transferrable math credit. Remedial course may not be used to satisfy this requirement.
    - i. Exception: If a partial or nonqualifer graduates from the two-year college they are not required to satisfy the six semester or eight quarter hours of transferable English and three semester or four quarter hours of transferrable math credit-hour requirement.
  - d. The student-athlete has earned at least 6 hours of transferable course work during the last full time term of attendance.

### **Continuing Eligibility**

Determination of a student-athlete's continuing eligibility, regardless of whether the student-athlete will be competing that year or not, is the responsibility of the Registrar's Office to make a decision. All eligibility determinations shall be verified by the Assistant Athletic Director for Internal Affairs/ Compliance and the Faculty Athletics Representative.

A student-athlete's continuing eligibility is to be determined by an analysis of multiple factors, including, but not limited to: (1) the 24 credit-hours requirement; (2) the 75/25 rule; (3) the 6 hour rule; (4) the G.P.A requirement; (5) the degree program declaration requirement; (6) progress toward degree; (7) applicable waivers; (8) full-time enrollment; and (9) academic standing.

## **10. Important NCAA / Eligibility Rules to Know**

### Mandatory Rules Education and Documentation

At the beginning of pre-season or the academic year all teams (incoming and returning student-athletes) will be required to attend compliance sessions. This is a mandatory meeting in which essential NCAA rules that each student-athlete needs to know will be reviewed and NCAA documentation will be completed. A student-athlete will not be permitted to practice without completing in entirety the following documents:

Returning or New Student Information Form, NCAA Drug Testing Consent Form, NCAA Student-Athlete Statement, HIPAA/Buckley Amendment Consent/HSU Athletics Family Educational Rights and Privacy Act Form/HSU Social Media Policy Form. In addition, the compliance office will have an additional meeting during the academic year to cover additional sport specific legislation.

## **11. Henderson State University Academic Standards and GPA Requirements**

In order to remain in good academic standing; the student-athlete must meet HSU's minimum cumulative GPA of 2.0. A student will be placed on academic probation whenever his/her cumulative grade point average falls below 2.00. Once placed on probation, a student remains on probation until his/her grade point deficit is erased. A student on probation who does not make at least a 2.00 average during a semester shall be suspended for one semester. A student who has returned on probation following a period of academic suspension or who has been reinstated by the Admissions and Adjustments Committee shall earn at least a 2.00 average each semester while on probation in order to continue as a student. A second suspension will be for one calendar year. If a student is suspended for a combination of three times for academic reasons at this institution or any other, he/she will be dismissed from the university. Likewise any student that has accumulated three academic suspensions from Henderson or any other institutions will be denied admission into the University.

HSU permits student-athletes to practice and compete while on academic probation, so long as the student-athlete meets all NCAA eligibility requirements. Once a student has been placed on academic suspension he/she is no longer eligible to compete in intercollegiate athletics at HSU.

**NCAA Required GPA is as follows**

<b>Earned NCAA Credits</b>	<b>GPA Minimum</b>
0-24 credits	1.8 GPA
25-48 credits	1.9 GPA
49 -72 credits	2.0 GPA
73 + credits	2.0 GPA

**Academic standing**

Athletic eligibility certification for GPA is certified with each academic year. Cumulative GPA is calculated based on the same method used by the institution for all students and includes all coursework normally counted by the institution in calculating GPA. At HSU, transfer coursework that is accepted by the institution is NOT included in a student’s cumulative GPA.

**Six Hour Rule**

All student-athletes, including transfers, are required to earn a minimum of 6 transferable credit hours in the previous full-time term of attendance to be eligible for competition in the next semester. This requirement is reviewed and certified every regular academic semester, summer sessions do not qualify.

The Assistant Athletic Director of Internal Affairs/Compliance, Athletic Academic Advisors and Registrar check the hours earned for all student-athletes at the end of each term. The Registrar and Assistant Athletic Director of Internal Affairs/Compliance check the official transcript of transfers to determine if the 6 hours of transferable course work has been met from the previous institution.

**24-Hour Rule**

Once a year, a student-athlete will be certified as either passing 24 hours in the last two semesters or an average of 12 hours per term of attendance in college. Beginning with the fourth semester these credits will need to count toward the student-athlete’s designated degree program.

The procedures for monitoring the 24 hour-rule are as follows:

1. The Registrar, Assistant Athletic Director for Internal Affairs/Compliance and Athletic Academic Advisors check the hours earned for all student-athletes at the end of each academic year. Another check is completed at the beginning of the second semester for those determined to be ineligible in the fall.
2. The Assistant Athletic Director for Internal Affairs/Compliance notifies the head coach of each student-athlete's eligibility status.

### **75-25 Rule**

All student-athletes must complete at least 75 percent, or 18 credit hours, earned for eligibility within the regular academic year (fall/spring). Therefore, a maximum of 6 credit hours (25 percent) can be taken in the summer and be applied for eligibility purposes. The following procedures are in place to monitor the 75/25 rule:

1. The Registrar, Assistant Athletic Director for Internal Affairs/Compliance, and Athletic Academic Advisors check the hours earned for all student-athletes at the end of each semester.
2. The Assistant Athletic Director for Internal Affairs/ Compliance and Athletic Academic Advisors will notify the head coach of all hours earned for all student-athletes.

### **Progress Towards Degree**

1. The Assistant Athletic Director for Internal Affairs/ Compliance and Athletic Academic Advisors identify student-athlete entering their fifth semester of attendance and verify enrollment in courses that are applicable to their designated degree program.
2. The Athletic Academic Advisors notifies the Assistant Athletic Director for Compliance of any at-risk student-athletes to ensure they are registering for the appropriate classes for upcoming semesters.

### **Eligibility Reports**

1. The Assistant Athletic Director for Internal Affairs/ Compliance will complete *the NCAA DII Eligibility Report*, to be certified by the Registrar, FAR, Athletic Director and head coach. This report will indicate those student-athletes eligibility status for all returning student-athletes.
2. The Assistant Athletic Director for Internal Affairs/ Compliance will notify the head coach of each student-athletes eligibility status. It will be the responsibility of the head coach to ensure ineligible student-athlete do not compete or travel with a team.

## Full-Time Enrollment

To be eligible for practice or competition, student-athletes must maintain full-time enrollment of 12 credit hours per semester. A student-athlete in their last semester of attendance who needs less than 12 credit hours to graduate, may be eligible for practice and competition with less than full time hours, **provided** an application for graduation has been approved by the Registrar's office **before** participation in practice or competition. All student-athletes must meet with their assigned athletic academic advisor to receive proper authorization **before** dropping any classes.

The following procedures are in place to monitor full-time enrollment:

1. All student-athletes are identified as student-athletes within the university registration system by the Assistant Athletic Director for Internal Affairs/Compliance.
2. The Computer Services Department is responsible for generating a daily enrollment report list to be distributed by email to the Assistant Athletic Director for Internal Affairs/ Compliance and Athletic Academic Advisors.
3. The Assistant Athletic Director for Internal Affairs/ Compliance and Athletic Academic Advisors will notify the head coach of any enrollment changes.
4. If the report states that a student-athlete drops below full-time enrollment the Assistant Athletic Director for Internal Affairs/ Compliance will notify the head coach. The head coach is responsible for ensuring the student-athlete does not receive benefits incidental to participation until notified in writing by the Assistant Athletic Director for Compliance that the student-athlete has enrolled as a full-time student and has been reinstated by the NCAA (if necessary).

## Enrollment at an Outside Institution

Student-athletes must receive prior permission to enroll at an educational institution other than Henderson State University. The purpose of this policy is to ensure credits earned at another educational institution meet the requirements of Henderson State University.

The following procedures are in place to monitor enrollment at an outside institution:

1. The student-athlete is responsible for completing *Enrollment at an Outside Institution Request Form*. A course description of all requested classes must be attached to the request.

2. The Assistant Athletic Director for Internal Affairs/Compliance, Athletic Academic Advisors and the Registrar are responsible for verifying the academic status of the student-athlete and the number of hours requested for enrollment.
3. The Assistant Athletic Director for Internal Affairs/Compliance, Athletic Academic Advisors and the Registrar will review the requirements with the student-athlete.
4. The Assistant Athletic Director for Internal Affairs/Compliance, Athletic Academic Advisors in consultation with the Registrar, determines whether the course included on the request will satisfy continuing eligibility requirements.
5. When the *Enrollment at an Outside Institution Request Form* is approved or denied, the Assistant Athletic Director for Internal Affairs/ Compliance will notify the head coach regarding the approval/denial.
6. The head coach is responsible for informing the student-athlete regarding the approval/denial of their request.

### **Summer School Enrollment**

Student-athletes may not use more than 6 semester hours of summer school courses towards the annual requirement of 24 semester hours needed to be eligible for intercollegiate competition from one year to the next. Student-athletes may utilize credits greater than 6 hours to fulfill the grade point average requirements.

Those student-athletes that will be attending summer school at another institution must follow the procedures required for enrollment at an outside institution.

### **Declaration of Degree Program**

During the first two years of enrollment, a student-athlete can use credits acceptable toward any degree program. A student-athlete shall declare a degree program by the beginning of their third year of enrollment (fifth semester or seventh quarter) and thereafter shall make progress toward that degree. The declaration of a degree program is documented by the Registrar's Office using the university's *Student Change of Major Form*.

1. It is the student-athlete's responsibility to declare a major and applicable minor no later than the completion of the fourth semester of full-time enrollment.
2. After the major and applicable minor has been declared, all courses attempted during the 5<sup>th</sup> -10<sup>th</sup> semesters of full-time enrollment must count toward that student-athlete's degree program for determining eligibility.
3. The Registrar Office must approve and document all change of degree program decisions.

4. The Assistant Athletic Director for Internal Affairs/Compliance and Athletic Academic Advisors check to verify all student-athletes who have completed their 4<sup>th</sup> semester have designated a degree program.
5. If the student-athlete has not designated a degree program the Assistant Athletic Director for Internal Affairs/Compliance, and Athletic Academic Advisors provide a list of those student-athletes to the head coach.

### **Changing Declared Degree Program**

A student-athlete who changes their designated degree program must complete the *Student Change of Major Form* the Athletic Academic Advisors, who then submit the change to the Registrar's Office for the change to be official. The following procedures are in place to monitor change of designated degree program:

1. The student-athlete is responsible for completing the *Student Change of Major Form* with the Athletic Academic Advisors, who submit the form to the Registrar's Office.
2. The Assistant Athletic Director for Internal Affairs/Compliance and Athletic Academic Advisors will verify the official change of major completion.
3. The Registrar, the Assistant Athletic Director for Internal Affairs/Compliance and Athletic Academic Advisors are responsible for ensuring the student-athletes credits earned prior to the change are acceptable toward a degree previously sought.
4. The Registrar, the Assistant Athletic Director for Internal Affairs/Compliance and Athletic Academic Advisors are responsible for ensuring the credits earned from the time of the change are acceptable toward the new degree desired.

### **Add/Drop Procedures**

A student-athlete is no longer eligible to compete or participate in practice if enrollment falls below full-time status. At HSU, full-time enrollment is twelve (12) hours, for undergraduates and six (6) hours for graduates. To ensure that NCAA requirements are being met, the add/drop procedure is as follows:

1. The student-athlete is responsible for completing the required information on the institutions add/drop form.
2. The student-athlete is responsible for receiving prior authorization from their athletic academic advisor and head coach.
3. The Assistant Athletic Director for Internal Affairs/Compliance and Athletic Academic Advisors are responsible for verifying the student-athlete will not drop below full-time status if approved.

4. The Director of Financial Aid is responsible for verifying any changes in the student-athlete financial aid package and the number of hours the student-athlete is enrolled in.
5. If approved the official drop of the course will be completed by the Registrar's office.

## **12. Amateurism Certification**

Every student, both domestic and foreign, who will attend a Division I or II institution for the first time, must have their amateurism certified by the NCAA Eligibility Center. This includes students enrolling in college for the first time as well as students transferring from any two-year or four-year institutions that are not member of NCAA Division I or II.

The NCAA Eligibility Center will be responsible for certifying amateurism status as it pertains to:

1. Contracts with a professional team
2. Salary for participating in athletics
3. Prize money
4. Play with professionals
5. Tryouts, practice or competition with a professional team
6. Benefits from an agent or prospective agent
7. Agreement to be represented by an agent
8. Delayed initial full-time collegiate enrollment to participate in organized competition

HSU is responsible for "gap" time (the time from final certification to the time they arrive on campus) AND:

1. Employment
2. Promotional activities
3. Educational expenses from an individual (or entity) other than the prospect's parents
4. Preferential treatment based on athletics participation or reputation

### **13. Male Practice Players**

It is permissible for male students to engage in practice with women's teams under the following conditions:

1. The head coach is responsible for notifying the Assistant Athletic Director for Compliance of the intentions to use a male practice player(s).
2. The male practice player must meet with the Assistant Athletic Director for Compliance to review practice eligibility requirements as well as NCAA regulations regarding participation.
3. Male students who practice with an institution's women's team must be certified in accordance with all applicable NCAA eligibility regulations for practice (e.g., enrolled in a minimum full-time program of studies, sign a drug-testing consent form, included on the institution's eligibility list, certify insurance coverage of medical expenses)
4. A male student who practices with an institution's women's team is not required to have his amateurism status certified by the NCAA Eligibility Center.
5. It is not permissible for an institution to provide male students financial assistance, which includes room and board, tuition and fees, and books, in return for practicing with the women's team.
6. It is not permissible for an institution to provide male students awards and benefits set forth in Bylaw 16.
7. It is not permissible for a male student or male student-athlete who is serving an academic year in residence as a nonqualifier to participate in practice sessions with a women's team.
8. It is permissible for an institution to provide practice apparel to male students for the purpose of practicing with a women's team.

### **14. HSU Transfer Policy**

Any student-athlete that would like to transfer to another four year institution, must submit the transfer request in writing to the Assistant Athletic Director for Internal Affairs/Compliance.

1. Upon receiving the transfer request, the Assistant Athletic Director for Internal Affairs/Compliance will submit the request to the head coach for approval or denial of the transfer.

2. If approval of the transfer is granted the Assistant Athletic Director for Internal Affairs/Compliance will submit the transfer release to the requested institution(s) via email, as well as send a copy to the student-athlete via email.
3. If approval of the transfer is denied, the Assistant Athletic Director for Internal Affairs/Compliance will submit an official Denial of Transfer Request Letter to the student-athlete, outlining the transfer appeal policy.

To Appeal the Director of Athletics decision the following procedures are in place:

1. The initial request for an appeal will be in the form of written documentation from the student-athlete requesting the appeal. The student-athlete must contact the Faculty Athletic Representative within 14 days of receiving the transfer denial letter.
2. Once the office transfer appeal request has been received by the FAR , the FAR will work with the student-athlete on necessary appeal documentations and set a date for a hearing .
3. The committee will meet in a closed session to discuss the case and then render a decision. Notification will be given as quickly as possible, with a formal written notification given within five (5) working days. The decision of the Presidentially-appointed committee is final.

## **15. Playing and Practice Seasons**

### **General**

- Any organized practice must be scheduled with the Assistant Athletic Director for Internal Affairs/Compliance prior to the practice taking place. In-season sports will take priority.
- No class time shall be missed for practice activities except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
- No class time shall be missed for competition, including activities associated with such competition, during the non-championship segment.
- Practice after competition is prohibited.
- Outside the playing season, during the academic year, all countable athletically related activities shall be prohibited during two calendar days per week.
- During the declared playing season, all countable athletically related activities shall be prohibited one calendar day per week except during participation in

one conference and postseason championship, and any participation in NCAA championships.

- All competition (except exempted scrimmages) and any associated athletically related activities on the day of competition shall count as three hours regardless of the actual duration of these activities.

### **Countable/Non-Countable Athletic Related Activity**

The following activities are considered countable athletically related activities for the purpose of practice hour limitations.

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

The following activities are not considered countable athletically related activities for the purpose of practice hour limitations.

- Compliance meetings
- Meetings with a coach that are initiated by the student-athlete
- Drug/alcohol educational meetings or CHAMPS/Life Skills meetings
- Study hall, tutoring, or academic meetings
- Student-Athlete Advisory Committee (SAAC) meetings
- Voluntary weight training not conducted by a coach
- Voluntary sport-related activities, no attendance taken, no coach present
- Traveling to/from the site of competition
- Training room activities

- Recruiting activities (e.g., student host)
- Training table meals
- Attending banquets
- Fund-raising activities or public relations/promotional activities or community service projects

## **Weekly Limits**

### **NCAA Bylaw 17.1.6.1 Daily and Weekly Hour Limitations—Playing Season.**

A student-athlete's participation in countable athletically related activities (see Bylaw 17.02.1) shall be limited to a maximum of four hours per day and twenty (20) hours per week.

### **NCAA Bylaw 17.1.6.2 Weekly Hour Limitations—Outside of Playing Season.**

Outside of the playing season during the academic year, only a student-athlete's participation in weight-training, conditioning, individual skill instruction and, in football, review of game film, shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight (8) hours per week, of which not more than two hours per week may be spent on individual skill workouts set forth in Bylaw 17.1.6.2.1 and, in football, review of game film. All countable athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of the institution's final examinations. Participation in voluntary individual workouts monitored by strength and conditioning personnel for safety purposes per Bylaw 17.02.1.1 shall not count against the weekly hour limitation.

## **Missed Class Time Policy**

1. It is the head coach's responsibility to ensure that practice schedules will not conflict with student-athletes' scheduled classes. If practice schedules conflict with a student-athlete's class, the student-athlete cannot miss the class for practice.
2. It is the responsibility of the Assistant Athletic Director for Compliance to educate student-athletes on NCAA regulations regarding missed class time for practice and non-championship segment competition.
3. It is the head coach's responsibility to schedule athletic events that are minimally disruptive to student-athletes' academic pursuits.

4. It is the student-athlete's responsibility to contact his/her instructors for missed class work/assignments in advance of the absence. Classes can only be missed for competition during the championship segment of each sport season.
5. The Assistant Athletic Director for Compliance will notify the Business/Travel Office of the team travel itinerary.

## 16. Financial Aid

The HSU Financial Aid Office is responsible for administering all financial aid to student-athletes.

An athletic grant-in-aid or scholarship may consist of up to tuition, fees, room, board, and books. There are several guidelines governing financial aid with which the student-athlete should be familiar:

- **Grant-in-aid:** Each grant-in-aid can be for up to one academic year. Student-athletes should be aware that scholarships are not awarded in an excess of one year. In most situations, the renewal of scholarships is up to each head coach.
  - o HSU Policy mandates that all student-athletes receiving university athletic aid must file a federal financial aid packet each year. This packet should be filed and completed no later than August 1<sup>st</sup> each year, though it may be filed as early as January. If a student is deemed non-eligible for Pell Grant, the student is exempt from future filing.
- **Terms of grants-in-aid:** The NCAA sets an individual limit on the amount of assistance a student-athlete can receive from HSU and awards cannot exceed this limit. If the combined total awarded to a student-athlete from university sources exceeds this limit, the athletic award must be reduced.
  - o If a student-athlete receives a Federal Pell Grant, the athletic award may be reduced to meet NCAA, Great American Conference and HSU guidelines.
  - o If a student-athlete receives certain other types of financial assistance, the athletic award may be reduced to meet NCAA, Great American Conference and HSU guidelines.
  - o A student-athlete must report, in writing, all types, amounts, and sources of external financial aid to the HSU Financial Aid Office.

- **Employment:** Student-athletes are permitted to work during the school year. It is imperative that you obtain this employment without the assistance of anyone associated with the athletic program. Employment obtained through individuals associated with the program may have a major impact upon the NCAA financial aid limitations for the sport in which you participate. As a result, the university could be found to be in violation. If you have any questions on this complicated matter, contact your head coach, the Director of Athletics, the Compliance Office or the Director of Student Aid.
- **Itemization of financial assistance:** All student-athletes are required to provide, each year, a listing of any and all financial assistance received from any source other than the university and your family. The purpose of this requirement is to ensure that all "countable financial aid" is included in team sport totals. Failure to report all such aid can jeopardize your athletics participation and also result in penalties assessed to the university.
- **Acceptance of gifts:** All student-athletes should remember that acceptance of financial assistance or gifts from a booster, an agent, or a person outside your family is an NCAA violation and can result in your suspension and loss of athletics eligibility.
- **Federal aid eligibility:** Like all students at HSU, a student-athlete must maintain minimum academic standards in order to receive federal financial aid (Pell Grant, SEOG, Stafford Loans, Parent Loans and Federal Work Study). A policy statement is available upon request from the university financial aid office.

## Room and Board

Some grant-in-aids specify the award of room, board or both. All room and board scholarships are applied to the individual student account. A student-athlete who wishes to live on campus should make arrangements with Residence Life. An application, contract and monetary deposit are required. Arrangements for meal plans are also made through Residence Life.

- All single student-athletes must reside in "on-campus" housing only to be eligible to receive an amount equivalent to a double dorm room to use for rent payment. On-campus housing includes: Smith, Sturgis, Newberry, East, West and the International House and Whispering Oaks.

A student-athlete who wishes to live off-campus can only receive room and board at the direction of the Head Coach of that sport and under the following conditions:

- A married student-athlete or an approved single parent may receive credit for room and board for use on off-campus housing and food. The student-athlete in this case will receive four refund installments totaling the amount equal to a double dorm room and a premium meal plan without a declining balance.

### **Non-Renewal and Reduction**

The following procedures are in place for reduction or non-renewal of a returning student-athlete's athletic aid award to be considered:

1. The head coach will recommend reductions or non-renewal of athletically related financial aid for the following academic year by completing the *Grant-in-Aid Request Form* and/or *Reduction/Nonrenewal* forms and submitting the forms to the Assistant Athletic Director for Compliance for review.
2. The Assistant Athletic Director for Compliance will submit the *Grant-in-Aid Request Form* and/or *Reduction/Nonrenewal* forms to the Director of Athletics for approval.
3. If the recommendation (to reduce or non-renewal) is approved, the Assistant Athletic Director for Compliance will complete the necessary forms and forward it to the Director of Financial Aid.
4. The Director of Financial Aid is responsible for sending letters via certified mail to student-athletes receiving a scholarship reduction/cancellation by July 1<sup>st</sup>. The written notification will include the procedures for the opportunity for an appeal.

### **Athletically Related Aid Appeals Process**

Student-athletes whose athletically related aid is reduced or not renewed have the right to appeal (NCAA Bylaw 15.3.2.4). The Student Aid/Scholarship Committee serves as a recommending body to the President's Office pertaining to academic satisfactory progress of financial aid recipients, athletic appeals, institutional scholarship proposals, revisions, funding and monitoring.

The Student Aid/Scholarship committee shall be current on federal, state institutional and NCAA regulations that determine a student's continued eligibility for athletically related aid through the following procedures:

1. The Student Aid/Scholarship Committee will be comprised of university faculty and staff members who are not employed within the athletic department.

2. The Scholarship Committee shall convene to hold hearings relative to the reduction and non-renewal of athletically related financial aid. Reviewing all student aid eligibility appeals submitted according to the established University policy.
3. Reviewing all student-athlete appeals submitted in accordance with the NCAA legislation, Great American Conference rules and institutional policies that apply.
4. Student-athletes who have received such notification who wish to use the appeal procedure shall send written notice to the Director of Financial Aid of their request for a hearing. The written notice of appeal, supporting evidence and documentation must be included with the request. The request must be received from the student within 14 (14) days of the date the receipt of the letter of cancellation and/or reduction.
5. The student's written appeal should include the following:
  - a. Student's legal full name
  - b. HSU student identification number
  - c. Permanent mailing address
  - d. Permanent phone number
  - e. Detailed explanation outlining, the circumstances resulting in the cancellation of scholarship.
6. Appeals should be mailed to :  
Director of Financial Aid  
HSU Box 7812  
Arkadelphia, AR 71999-001
7. An Appeal hearing date will be set by the Financial Aid Director within 30 days of receipt of the written appeal. All parties to the appeal must present any supporting documents in writing to the Director of Financial Aid not less than 5 days prior to the hearing date. The written appeal will be presented to the Student Aid/Scholarship Committee for the committee's consideration. The decision of the committee will be reported in writing and mailed to the address supplied on the appeal request.

## **Changes During Period of Award**

Please refer to NCAA Bylaws 15.3.4

Increases – Once an award period begins, institution financial aid may only be increased if the institution can demonstrate an increase is unrelated in any manner to

an athletics reason. Institutional financial aid may be increased prior to commencement of the period of the award for any reason.

Reductions/Cancellations – Once an award period begins, institutional financial aid may not be reduced/cancelled based on any degree of athletic ability such as:

- a. On the basis of a student's athletic ability, performance or contribution to the team;
- b. Because of an injury, illness, physical or mental medical condition; or
- c. For any other athletic reason.

### **Athletic Scholarship Textbook Policy (Effective Spring 2013)**

Student-athletes receiving textbooks or course related materials as part of their athletic scholarship must adhere to the following book return policies and procedures:

Note: If a student-athlete decides they would like to keep the textbook or course related materials anytime during the semester, the student-athlete must contact the Head Coach, Athletic Director and Compliance Coordinator.

### **Returning Textbooks or Course Related Materials Received**

1. Only **required** course textbooks or course related materials are permitted for scholarship student-athletes. If the textbooks purchased do not match the list of required course related materials per the student-athlete's schedule, the student-athlete's account will be charged the original cost of any textbook or course related materials. **15.2.3 Books and Supplies.** **An institution may provide a student-athlete financial aid that covers the actual cost of required course-related books and course-related supplies.** Should any textbook or course related materials not be returned, the student-athlete's account will be charged as well. The student-athlete will be responsible for paying any such charges incurred. Athletically related scholarship money cannot be applied to the payment of those charges.
2. At the beginning of the semester, the Compliance Office will submit a list of awarded Athletic Book Scholarships to the Reddie Bookstore, Financial Aid Office and the Business Office. Each SA that is awarded an athletic book scholarship will be responsible for providing the Reddie Bookstore with a copy of their schedule that will be used to purchase course related textbooks and materials.

3. Should a student's book scholarship not cover the entire cost of a book, the student may if they choose pay the remaining balance of the book(s).
4. At the end of each semester, the Compliance Office will provide each Head Coach with scholarship textbook awarded amounts from financial aid, and individual student book receipts from the Reddie Bookstore.
5. At the end of each semester, the student-athlete must return **all textbooks or course related materials** to HSU Reddie Bookstore (7) days after the last day of finals.

The following teams whose SA's received an athletic book scholarship will return their books to the Head Coach. Coach Joiner – Women's Tennis and Women's Cross Country; Doug Nichols - Men's Basketball.

6. If a student-athlete fails to return all textbooks and course related materials to the Reddie Bookstore, the Compliance Office will have a hold placed on the student-athlete's account. The student-athlete will be responsible for paying any such charges incurred should they not return the textbooks. Athletically related scholarship money cannot be applied to the payment of such holds.
7. In cases where a student supplemented their athletic book scholarship with money of their own, the student would be returned their portion of the money upon the return of the book to the Reddie Bookstore.
8. Upon receipt of any textbooks or course related materials the Reddie Bookstore will complete receipts with buyback money on the returned books, a check will then be sent to Pam Shuffield in financial aid to apply the returned book monies to the appropriate sports account. The check and receipts from the Reddie Bookstore will show details of the transactions completed.

### **Keeping Textbooks or Course Related Materials Received with Athletic Textbook Scholarship**

Student-athletes wishing to keep a textbook or course related material are able to do so by completing the following steps:

1. The student-athlete may purchase the textbook(s) or related coursework materials from the Reddie Bookstore at the designated buyback price.
2. Payment for the buyback is handled through the HSU Reddie Bookstore. Documentation of payment will then be sent to the A.D., Compliance Office, and forwarded on the Financial Aid provided by the Reddie Bookstore.

## **17. Awards and Benefits**

An extra benefit is any special arrangement by an institutional employee, booster or anyone that the student-athlete is not legally dependent upon, that provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible.

Student-athletes are permitted to receive expenses from the institution that are directly related to travel and competition while representing the institution. Receipt of any monetary or tangible benefit or award from persons outside of the department of athletics is not permitted.

### **Student-Athlete Awards**

- Head coaches must obtain approval, from the Director of Athletics, for any awards provided to the student-athlete.
- Each sport has annual team awards that are based on criteria set by the individual sport, and that are approved by the Athletic Director.
- Awards from outside organizations need to be verified in advance by the Assistant Athletic Director for Compliance and the Director of Athletics.

### **Championship Awards**

Awards may be granted to team members or individual student-athletes for the following achievements:

- Conference team championship
- NCAA team championship
- Individual NCAA championship

The procedure for granting the awards is as follows:

1. The head coach shall determine who is eligible to receive each award.
2. The Assistant Athletic Director for Compliance will approve the awards to ensure they are of appropriate type and value.
3. The list of names that are recommended to receive awards must be approved by the Director of Athletics.

## Benefits

### Complimentary Admission to Athletic Events

Complimentary admission shall be provided only by a pass list for guests designated by the student-athlete. The student-athlete may not receive payment from any source for the complimentary admissions and may not exchange them for any item of value. The procedure for monitoring complimentary admissions is as follows:

#### Student-Athletes

1. Enrolled student-athletes in sports which charge admission are eligible for a **maximum of four (4)** complimentary admissions to a home athletics event through a pass list only.
2. The pass list will be reviewed by the Assistant Athletic Director for Compliance post-event to ensure that the list was administered appropriately.

#### Prospective Student-Athlete

1. Prospective student-athletes on an official or unofficial visit may receive a **maximum of three (3)** complimentary admissions to a home athletics event through a pass list only.
2. The head coach is responsible for submitting the *Prospective Student-Athlete Pass List* to the Assistant Athletic Director for Compliance for review and approval 48 hours prior to the event.
3. Complimentary admissions are only permissible for the prospective student-athlete and those persons accompanying the prospect on the official/unofficial visit on a single game basis.
4. It is the responsibility of the head coach to indicate the number of complimentary admissions on the *Official or Unofficial Visit Form*.
5. The pass list will be reviewed by the Assistant Athletic Director for Compliance post-event to ensure that the list was administered appropriately.

#### High School, Student Group Pass List

1. High school, student groups may receive complimentary admissions to a home athletics event through a pass list.
2. The head coach is responsible for informing the Assistant Athletic Director for Compliance of the complimentary admissions to be included on the *Staff Pass List*.

3. The coach is required to sign the pass list to receive admission to the event.
4. The pass list will be reviewed by the Assistant Athletic Director for Compliance post-event to ensure that the list was administered appropriately.

## **Occasional Meal**

Institutional Staff member – A student-athlete or the entire sports team in a sport may receive an occasional meal in the locale of the institution or infrequent and special occasions from an institutional staff member. An institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

Representatives of Athletic Interests – A student-athlete or the entire team in a sport may receive an occasional family home meal from the representative of the institution's athletics interests provided the meal is in the individual's home, on campus or at a facility that is regularly used for home competition and may be carted. The representative of the institution's athletic interests or an institutional staff member may provide reasonable and local transportation to student-athletes to attend such a meal.

1. All occasional meals for representatives of athletic interests must be submitted and approved by with the Head Coach or student-athlete with the Assistant Athletic Director for Compliance for review and approval at least 24 hours prior to the meal occurring.

## **Boosters**

A booster (or institutional employee) may not provide a student-athlete with extra benefits or services, including but not limited to:

1. A loan of money.
2. A guarantee of bond.
3. An automobile or the use of an automobile.
4. Transportation that is not generally available to the student body.
5. Signing or cosigning a loan or note.

## **Apparel/Equipment**

Equipment is the property of Henderson State University and must be returned to inventory at the conclusion of each academic year. Used equipment may be purchased by the student-athlete on the same cost basis as by any other individual interested in purchasing such equipment.

Student-Athletes may retain athletic apparel items (not equipment) at the end of the individual's collegiate participation.

The following procedures are in place to monitor equipment:

1. Student-athletes must be on the squad list in order to be issued apparel/equipment.
2. The head coach is responsible for completing an inventory list for each student-athlete. This inventory list must be accurate and current at all times and is subject to an audit.
3. Upon completion of the season or the academic year the student-athlete is required to return all equipment. The student-athlete and coach must sign an inventory list indicating receipt of the equipment and apparel.
4. If equipment and/or apparel are lost, stolen, damaged, or not returned at the end of the academic year, the student-athlete can be held financially responsible.

## 18. Camps and Clinics

### Employment at Camp

1. Student-athlete may be employed at a camp/clinic provided:
  - a. A *Camp Employment Form* is completed and approved by the Assistant Athletic Director of Compliance a least one week prior to the camp/clinic.
  - b. The student-athlete performs duties of a supervisory, coaching, or officiating nature.
  - c. Compensation provided to the student-athlete must be commensurate with the going rate for camp/clinic counselors of like teaching ability and camp/clinic experience and may not be paid on the basis of value that the student-athlete may have for that employer because of reputation or fame the student-athlete has achieved.
2. High School and –Year College Coach may be employed at a camp/clinic provided:
  - a. Compensation must commensurate with the going rate for campus counselors or like teaching abilities and camp experience.
  - b. A coach cannot be paid based on his/her reputation or by the number of contacts he/she has with prospective student-athletes.

- c. An institution may not compensate or reimburse a high school coach, preparatory school or two year college coach based on the number of campers that a coach sends to a camp.

### **Regulations Regarding Prospective Student-Athlete**

- A member institution shall not employ or give free or reduced privileges to any individual who has started classes for the 9<sup>th</sup> grade.
- Group discounts for camps and clinics are permissible to coaches and athletes, if they are available to the public on an equal basis.
- Camp invitations can be sent to prospective student-athletes, as long as the institution follows this same procedure in the advertising of the camps or clinics for all others.
- Prospective student-athletes may not serve as volunteers for camps or clinics.
- Recruiting presentations (i.e. highlight films) may not be made during a camp or clinic.

### **Outside Camp/Clinic Employment**

Coaches, athletic staff members and student-athletes may not be employed at an outside camp or clinic without prior permission from Henderson State University. The procedure for requesting permission is as follows:

1. A request for outside employment must be emailed with the *Noninstitutional Camp Employment Form* to the Assistant Athletic Director for Compliance at least two weeks prior to the camp or clinic.
2. The Assistant Athletic Director for Compliance will review NCAA legislation to request and grant or deny permission.
3. The Assistant Athletic Director for Compliance is responsible for notifying the coach, athletics staff member or student-athlete regarding the decision.

## **19. Physical Welfare – Athletic Training Policy and Procedures**

### **Athletic Training Services Mission Statement**

The Henderson State University Training faculty and staff are committed to providing personalized and comprehensive healthcare to the student-athlete. Our goal is to focus on the prevention of athletic injuries and illnesses. With the cooperation of our Athletic Training Education Program we are able to provide the

highest possible healthcare as well as competence in areas such as injury evaluation, management, rehabilitation and counseling. By adhering to the National Athletic Trainers' Association's (NATA) Code of Ethics and the Board of Certification's (BOC) Standards of Practice, the athletic training faculty and staff are committed to returning student-athletes to competition as soon as they are medically ready.

## Athletic Training Policies

### **Athletic Training Room Rules For Student-Athletes**

The following rules are in effect for all HSU athletic training rooms. Student-athletes should follow these rules so they can be served efficiently.

1. Student-athletes must come dressed appropriately for their treatment or rehabilitation. The athletic training faculty/staff will make every effort to treat student-athletes on a first come first serve basis. At times, in-season sports may have priority.
2. Student-athletes are expected to report to treatments **on time**. Failure to comply with this can result in the athletic trainer refusing treatment.
3. Student-athletes should assist in keeping the athletic training room clean.
  - DO NOT wear shoes in the athletic training room.
  - DO NOT dress or undress in the athletic training room.
  - Leave clothing, bags you do not need in your vehicle, the locker room or in the designated shelving area.
4. Student-athletes will not administer self-treatments. All treatments, taping, bandaging, and padding will be provided by the faculty/staff athletic trainers or supervised athletic training students.
5. DO NOT remove equipment or supplies from the athletic training room without the permission of a faculty/staff athletic trainer.
6. DO NOT use the athletic training room equipment or supplies without permission.
7. There will be no horseplay, improper language or unnecessary confusion.
8. DO NOT hang out in the athletic training room. Student-athletes should only be in the facilities when they are in the process of acquiring athletic training services.
9. After practice, athletes should shower before receiving treatment of wounds, cuts and abrasions.

10. Student-athletes should return all equipment and supplies (wraps, crutches, etc.) as soon as they no longer need to use them. Athletes will be charged for equipment and supplies which have not been returned.
11. Student-athletes will treat all athletic trainers with the utmost respect. This respect will then be returned in-kind to student-athletes.

## **Pre-Participation Physical Exam**

Prior to participation on any Henderson State University athletic team or athletic department sponsored group, the student-athlete must have been examined and approved for activity by a HSU certified athletic trainer and either the HSU Team Physician or a physician of the student-athletes choosing. If a student-athlete is a minor, a parent or legal guardian must sign the form. Yearly re-screening, consisting of medical history, vital screen and examination of any changes to medical history will be done for returning athletes and will take place prior to the beginning of the season. An athlete may remain on the team roster without passing a pre-participation physical exam BUT he/she cannot participate in any team activities until the pre-participation physical exam is completed.

## **Medical Disqualifications**

Conditions which disqualify a student-athlete from participation in HSU athletics are at the discretion of the HSU Team Physician and Head Athletic Trainer. Potential disqualifications may include, but are not limited to, incomplete rehabilitation of a previous injury, gross joint instability, systemic illness, pregnancy, or loss of a paired organ. In the event an athlete wishes to participate on a HSU athletic team, and has any of the above-mentioned conditions, he or she must have written permission from the HSU Team Physician, providing medical clearance for activity and indicating all stipulations of his/her participation.

## **Athlete Medical Readiness**

Decisions regarding an athlete's medical readiness for participation will be the responsibility of the HSU Team Physician and HSU certified athletic trainers. In the absence of the HSU Team Physician, this decision becomes the responsibility of the assigned certified athletic trainer who serves under the direction of the team physician. **A student-athlete's private physician does not have jurisdiction regarding**

**participation status of any HSU student-athlete.** Any student-athlete that is evaluated by a physician other than the HSU Team Physician must return to the athletic training room to acquire final clearance for participation in HSU Intercollegiate Athletics. If a student-athlete is under the care of a personal/family physician for an injury or illness and the physician's treatment precludes or alters activity in intercollegiate athletics, the student-athlete must provide, **in writing**, a release to reinstate the student-athlete to full participation. No student-athlete will be allowed to return to participation until the appropriate certified athletic trainer has received a release from the student athlete's personal physician. The HSU medical staff will make all final decisions regarding the treatment, rehabilitation and return to play of HSU student-athletes.

### **Medical Second Opinions**

If student-athletes or their parents desire a second opinion regarding an injury/illness, the HSU athletic training faculty/staff can assist in making arrangements to see another physician. There is a vast network of health care professionals in the Texarkana and Little Rock, Arkansas area. If a student-athlete is evaluated by a physician or other health care professional and undergoes a diagnostic test WITHOUT prior written authorization or referral from the HSU medical staff, the student-athlete will be financially responsible for any and all medical bills incurred. **Second opinions are at the expense of the student-athletes and/or their parent(s)/guardian(s).** Once again, the HSU team physician and/or certified athletic trainer will make the final decision regarding medical readiness for all HSU student-athletes.

### **Medical Referral Policy**

Medical referral forms are documents the athletic training faculty/staff send with injured/ill student-athletes when they are referred to a health care provider. This document has important confidential information on it such as the student-athlete's social security number, date of birth, diagnosis, insurance information, doctor's notes, etc. The faculty/staff athletic trainer must initially fill out this document. The physician will then chart his/her diagnosis and any additional treatment or rehabilitation orders. The student-athlete is to bring this document back to the appropriate athletic training faculty/staff person. The certified athletic trainers will carry out the orders as directed by the Team Physician and place all documentation in the student-athlete's medical file. Student-athletes will not be allowed to return to activity until they provide the

appropriate certified athletic trainer with the completed medical referral form. The physician's orders are vital information which the certified athletic trainers may use to decide on student-athlete readiness and return to play.

Please note the following when deciding on whether a student-athlete needs to see a physician for an injury/illness.

1. All physician referrals must be pre-approved by a certified athletic trainer. If a coach feels a student-athlete needs to see a doctor, this must be discussed with the certified athletic trainer with that sport. In the event a team does not have a certified athletic trainer working directly with them, this referral can be discussed with any faculty/staff athletic trainer. No coach is to refer a student-athlete to any healthcare provider without approval from a faculty/staff athletic trainer unless it is an emergency situation.
2. A medical referral form must accompany each student-athlete to any medical appointments.
3. Student-athletes with Health Maintenance Organization (HMO) or Preferred Provider Organization (PPO) insurance coverage must get pre-approval for services or procedures that will incur expenses (except for emergency treatment). The student-athlete's parents should be notified if surgery or costly diagnostic procedures are necessary. It is the responsibility of the student-athlete to notify the athletic training faculty/staff of any change to their medical insurance status.
4. When the prescribed treatment is available in the athletic training room, the student-athlete should be treated under the supervision of the athletic training faculty/staff. Treatment at other medical facilities must have prior approval from a HSU certified athletic trainer.
5. A certified athletic trainer must approve any miscellaneous medical expenses. (i.e. braces, orthotics, medication, etc.) Failure to notify the appropriate certified athletic trainer of these expenses may place financial burden on the student-athlete or the individual sport.

### **Transportation of Athletes for Medical Care**

A full time HSU employee such as a coach, graduate assistant, police officer, or certified athletic trainer must transport the student-athlete. Severely injured/ill student-athletes should always be transported by ambulance. It will be the responsibility of the

student-athletes to see they have appropriate transportation for all doctor appointments, scheduled surgery and prescription pickup.

### **Medication Policy**

- Certified athletic trainers must approve the use of all over-the-counter (OTC) medications given to student-athletes and coaches.
- Any medication given out must be recorded along with the student-athlete's name, date, and the dosage given on the chemical distribution form located in the medicine cabinet.
  - o In the athletic training room the only medications given to student-athlete.
- In the athletic training room the only medications given to student-athletes are OTC medications.
- Under **NO** circumstances are certified athletic trainers and athletic training students to dispense prescription medication. Only team physicians are qualified to prescribe and dispense prescription medications.

### **Equipment Issue and Return**

Athletic training equipment such as neoprene sleeves, ankle braces, elastic wraps, etc. are given to those student-athletes with a medical need for the equipment. The release of equipment will be documented and signed by the student-athlete and the athletic trainer checking out the equipment. At the end of the sport season all equipment should be turned in within seven (7) days. The student-athlete is subject to grades being flagged or fines if equipment is lost or not turned in.

### **Outside Medical Care and Financial Liability**

Henderson State University provides the best possible medical coverage for all student-athletes. HSU provides secondary medical coverage for athletic injuries that have been reported and documented. **Injuries must clearly be a direct result of participation in a scheduled and organized practice/conditioning session or game/competition which is under the direct supervision of a representative of the HSU Athletic Department.**

## In the event of an athletic injury:

1. The athlete must report to a certified athletic trainer within seven (7) days from the occurrence of an athletic injury. If the injury is not reported, HSU may not be held financially responsible for the cost of providing definitive care for the injury. Athletic injuries may include, but are not limited to trauma to bone, joint, muscle, teeth etc.
2. All student-athletes are expected to report for daily treatment of injuries as directed by the certified athletic trainer. If requested, coaches can be provided an injury report identifying student-athletes who have received care and those student-athletes who have not reported for required treatment. Student-athletes who do not comply with the treatment plan prolong their condition and increase the likelihood of complications to their injury. It is not the responsibility of the certified athletic trainer to discipline a student-athlete for non-compliance with treatment or rehabilitation. However, the certified athletic trainer may choose to remove a student-athlete from participation if said participation could cause further harm.
3. If an injury is significant enough to require **medical referral**:
  - a. Student-athletes will be required to get a signed medical referral form from the HSU certified athletic trainer. This form must be taken to the attending physician, completed and signed by the physician, and returned to the certified athletic trainer. In the case of an emergency the athletic trainer will handle the required initial documentation.
  - b. HSU student-athletes requiring any special services including, but not limited to: medication, MRI, braces, outside treatment, second opinion, or surgery must return to the athletic training faculty/staff to get approval from the certified athletic trainer for each special need. Coaches and student-athletes are not to make this decision. A HSU athletic trainer or team physician must first approve additional diagnostic tests, medication, etc.
  - c. All student-athletes under the care of a physician for an injury are expected to attend treatments and rehabilitation as prescribed. Failure of

a student-athlete to comply with treatment or rehabilitation plans will be reported to the coach.

- d. Student-athletes seeking medical care on their own without prior notification of a HSU certified athletic trainer may be denied secondary insurance coverage for the expenses incurred. Student-athletes must provide a detailed written report if they are evaluated by a doctor other than a designated HSU physician. The HSU team physician may also have to provide medical clearance before the student-athlete can return to sport activity. In the written report from a non-HSU physician, orders/directions regarding any follow-up care must be provided.

4. Non-athletic related injuries:

Student-athletes will be referred to a physician or the HSU student health service if an injury/illness is not athletic related. Students must take a HSU medical referral form with them and return a copy of the completed form to the appropriate certified athletic trainer. This will be required before a certified athletic trainer initiates any treatment or rehabilitation. HSU athletic secondary coverage will be at the discretion of the Assistant Athletic Director for Athletic Training.

5. HSU graduates and former student-athletes:

Follow-up care of athletic injuries after an athlete graduates or discontinues participation must be approved and arranged by the Assistant Athletic Director for Athletic Training.

## 20. HSU Intercollegiate Athletics Medical Insurance Policies

- All student-athletes must present proof of insurance coverage before participation in HSU athletics.
- Should a student-athlete not have primary insurance coverage the head coach of a sport may elect to have HSU purchase a primary, temporary policy for the student-athlete. This cost of this policy will come out of the insurance budget for the specific sport.
- Personal primary insurance must cover the student-athlete in Arkansas and be a true primary insurance. ARkids (or other form of Medicaid) is not an acceptable form of

coverage because of non-coverage with a secondary insurance provider in place. HMO based insurances can be accepted but the student-athlete MUST follow the rules of their insurance company for care. This can lead to extended times for diagnostic studies and more complex care as the student-athlete will have to return to where the HMO is for care. The cost of transport for such care is at the expense of the student athlete.

### **Insurance And Athletic Injury Claims Process:**

1. In the event a student-athlete sustains an injury which requires medical attention, the certified athletic trainer working with that student-athlete will complete a HSU injury referral form. The form (pink copy) will then be given to the athletic insurance coordinator to be filed.
2. It will be the HSU Insurance Coordinator's responsibility to see that all bills and explanations of benefits (EOB) are collected and appropriately disposed of.
3. The HSU Insurance Coordinator will communicate with the primary insurance company for the student-athlete and all medical providers who provided care to the student-athlete. It is the Claims Coordinator's responsibility to see that all medical bills which should be covered by HSU secondary coverage are paid in a timely manner.
4. Questions about coverage for a condition will be directed to the Assistant Athletic Director for Athletic Training.

### **Insurance Payments For Athletic Injuries:**

1. Student-athletes with family or personal health insurance are responsible for submitting all claims to their primary insurance company for payment of allowable charges. It is the responsibility of the student-athlete to handle any primary insurance requirements and to follow up with their primary insurance on any bills. Student-athletes are required to submit any unpaid portion of medical expenses and any explanation of benefits (EOB) provided by their primary insurance to the appropriate HSU certified athletic trainer. At that time the medical expenses will be filed with the HSU Athletics secondary coverage.

2. Failure to comply with the above steps could mean bills go without being paid and can be turned over to collection agencies by the medical providers. This action can cause student-athletes and/or parents credit rating to be placed in jeopardy.

### **Restricted Insurance Policy Per Provider**

If a student-athlete's primary insurance is a restricted insurance policy with designated providers (e.g. HMO, PPO), student-athletes are strongly encouraged to change the primary care physician (PCP) to a HSU Team Physician or to a local physician. This will allow the student-athlete to have quicker access to care within a network of physicians in the area. A HSU certified athletic trainer can assist with this process.

### **Compliance With Insurance Company Requests**

It is the student-athletes and parents responsibility to understand the conditions that apply to their medical insurance policy and comply with any requests from their primary insurance company. Any delinquent bills resulting in bad credit due to non-compliance with the insurance company's requests will be the responsibility of the student-athletes and their parents/legal guardian. In the event a student-athlete or a parent receives payment/reimbursement directly from the insurance company for an athletic-related injury/illness claim, until such time as the provider receives payment, the full account balance becomes the responsibility of the student-athlete or the parent.

### **Medical Bills**

When a student-athlete or parent receives a bill/statement for an injury/illness that occurred as a direct result of participation in intercollegiate athletics at HSU, the student-athlete or parent must submit the bill to the appropriate certified athletic trainer within **20 business days** of receipt received after 20 business days will be the responsibility of the student-athlete or the parent.

**Submit all correspondence to:**

Henderson State University

Attn: Athletic Insurance Coordinator

Box 7894

1100 Henderson St.

Arkadelphia, AR 71923

**Exclusions and Limitations for HSU Intercollegiate Athletics Secondary coverage**

HSU Athletics Department's secondary coverage does **NOT** apply to any of the following situations. This list is not all-inclusive.

1. Injuries/illnesses that are not the direct result of participation in intercollegiate athletics during the dates of the primary competitive season and designated off-season activities as approved by the Director of Athletics and in accordance with NCAA regulations.
2. Experimental procedures
3. Cosmetic surgery or procedures, unless directly related to an athletics injury.
4. Hospital room and board charges in excess of the semi-private room rate unless hospitalized in an intensive care unit.
5. Injuries/illnesses which are a result of intramural, club sports and recreational activities (non-intercollegiate athletic activities), as well as, training/conditioning activities which occur outside the primary competitive season and designated off-season periods.
6. Injuries/illnesses which are recurrences of old injuries/illnesses that were sustained before participation in the intercollegiate sports program without prior physician clearance.

7. Any tests / consultations needed to gain approval for participation in the intercollegiate athletic program.
8. Expenses for athletic injuries incurred after completion of the student-athlete's intercollegiate athletic eligibility.

The importance of having some form of personal health insurance coverage cannot be overemphasized. Medical bills resulting from the aforementioned activities will be submitted to the student-athlete's primary medical insurance. **Any unpaid balances are the responsibility of the student-athlete or the parent.**

## Medical Coverage Policies

### Medical Policy Statement

Priority for medical coverage is based upon risk of injury, in-season vs. out-of-season and the availability of a HSU certified athletic trainer. It is necessary that attention be given to student-athletes of all sports whether they are out-of-season, pre-season, or in-season. Sports which are in-season have priority during all pre-practice preparation periods. Athletic training students cannot cover practices, conditioning, or the athletic training room without direct supervision by a certified athletic trainer. In many instances athletic training students will accompany certified athletic trainers in the athletic training rooms and at practices and game events.

## **21. Henderson State University Athletic Department Drug Testing Policy**

### **Introduction**

The athletic administration of Henderson State University recognizes a responsibility to ensure each student a safe, healthy, and supportive educational environment. Drug use can be detrimental to the physical and mental well being of our student-athletes and university support personnel. It is our desire to discourage the use of illegal drugs, both on and off campus, and to provide a learning environment that is drug free at every level of the educational and athletic process. Henderson State University student-athletes are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the community.

Leadership brings additional responsibilities. While off campus, student-athletes represent the University and depict its character. Therefore, it is expected that individuals at Henderson State University exhibit leadership qualities and respectable character while off campus, as well as on campus.

### **Definitions**

#### **Controlled substance**

Any substance as defined by the NCAA's list of banned drug classes. The list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete.

#### **Positive Test**

The initial drug test shall be a urine specimen collected by First Choice Testing in Little Rock, AR. A drug screening test will be considered positive once the confirmation or second test has been completed from the same specimen and confirms the results of the initial urine test. A positive test is defined as a test which indicates, in the opinion of the laboratory performing the testing, that an eligible student-athlete has used a prohibited or controlled substance based on traces of that substance detected in the student-athlete's urine specimen. A drug screening will also be considered positive if it is discovered by the outside laboratory that the provided urine sample has been

altered or where foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances.

### **Eligible Student-Athletes**

Any student-athlete participating in intercollegiate athletics at HSU. This also includes any student-athlete who is ineligible by NCAA guidelines, but is still listed on the roster of any team.

### **Reasonable suspicion**

Is defined as that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based on specific contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors of the student-athlete. The observations may include indications of the chronic and/or withdrawal effects of prohibited substances or any of the following:

- Reduced quality of academic or athletic performance;
- Patterns of unexcused absence from academic classes or athletic meetings;
- Inability to get along with others; excessive withdrawal or isolation;
- Frequent tardiness to academic classes or athletic meetings;
- Decreased manual dexterity;
- Impaired short-term memory;
- Periods of unusual hyperactivity, irritability, or drowsiness;
- When a denoted administrator, coach, or support staff has suspicion through the sense of smell, sight, or sound, or;
- Presence or possession by a student-athlete of illegal or controlled drugs or drug-related paraphernalia.

### **Incident**

Shall be defined as a positive drug test, or 2) a situation where a student-athlete covered under this policy is determined to be using or in possession of a controlled substance at an event as defined under this policy.

## **Refusal to Submit to Testing**

Shall include any or all of the following:

- Failure to provide adequate urine for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or
- Engaging in conduct that obstructs or interferes with the testing process; or
- Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing; or
- Failure to be readily available for requested testing; and/or
- Failure to report to, and undergo prohibited substances testing as required;
- Any refusal to submit to testing will be considered to be a positive drug test and all appropriate action will be taken.

## **Events**

This program applies to the following events:

- All on campus activities whether during or after normal school hours, and both between and within semesters;
- All school related field trips, activities, athletic events, and other extracurricular events, whether such activities are on or off campus, or;
- Student-athletes' misconduct relating to the use of illegal drugs or controlled substances outside of the University or the University's athletic setting.

## **Reasonable Suspicion Drug Screening**

HSU reserves the right to test any eligible student-athlete for the use of prohibited drugs and controlled substances when actions of said individual student athletes are such to provide reasonable suspicion of the use of prohibited drugs or controlled substances. Any coach, administrator, support staff, faculty, or parents may report reasonable suspicion to the athletic director who will, along with the referring party, decide on the need for drug screening. Reports should be in writing stating the facts, times, dates, and involved parties.

## **Costs**

Costs associated with the drug screening program will be covered as follows:

- The initial drug screening cost will be assumed by HSU.
- The cost for a second drug screening of the same specimen, to be used for confirmation of the first "positive" test, will be assumed by HSU.
- A challenge by the student athlete of the drug screening, where subsequent drug screening is required by an outside private laboratory, will totally be the responsibility of the student athlete or his/her parent(s) or guardian(s).
- Any additional testing required or requested will be the responsibility of the student-athlete or his/her parent/guardian.

## **Henderson State University Safe Harbor Program**

1. Self-Reporting - Any student-athlete who reports that he/she believes he/she may have violated the HSU drug policy will be required to attend drug education and treatment programs as prescribed by the Athletic Department's Substance Abuse Counselor. Self-reported student-athletes will not be charged with a first offense for voluntary self reporting.
2. Student-athletes are not eligible for the Amnesty program if he or she has been informed of an impending drug test or after having received a positive HSU or NCAA drug test.
3. This Amnesty Program is a one-time opportunity. The goal of the Safe Harbor program is to allow the student athlete to get help for their problem in a positive manner. Further positive drug tests will be handled according to the procedures stated in the following.

## **22. Henderson State University Drug Testing Procedure**

The NCAA mandates that all student athletes sign a consent form allowing for their random selection for drug testing prior to being allowed to compete in collegiate athletics. Along with this NCAA form, each student-athlete will also be required to sign a Henderson State University drug screening consent form. (If the student is under the age of 18, both consent forms must also be signed by a parent or guardian). This will allow Henderson State University to test student-athletes from all of its NCAA sponsored athletic events.

The method of testing will be urinalysis and the urine samples will be collected and tested by First Choice Testing. A member of the sports coaching staff will accompany the student athlete to the testing site. The results will be emailed confidentially to the Assistant Athletic Director for Athletic Training. The results will be shared with the Director of Athletics, Director of Compliance, the head coach of the involved sport and the student athlete.

Prescription or over-the-counter medications shall be disclosed to the University prior to providing a urine sample. Medications disclosed after the drug screen procedure might require written confirmation from the prescribing physician or pharmacist if requested. It is recognized that some legal, acceptable medications may result in a "positive" test result and will not be cause to implement any type of disciplinary procedures.

The site of the drug test will be determined by the Director of Athletics. The athletic training staff, coaching staff, or athletic administrators may help with administration of the test. Once the student athlete has reported and signed in for the sample collection, he/she must remain until an adequate urine sample has been acquired. The results of the drug screening will be reported to the Director of Athletics. The Director of Athletics reserves the right to notify the President of the University of the drug screening results.

### **Disciplinary Procedures**

Any student-athlete receiving a confirmed "positive" drug test will be treated in the following fashion.

1. First positive test:

- a. The Director of Athletics will be notified by email by the Assistant Athletic Director for Athletic Training of the positive test. The Director of Athletics will notify all staff he deems appropriate or necessary (this shall include, but is not limited to the University President and Faculty Athletic Representative).
- b. The Assistant Athletic Director for Athletic Training will hold a meeting of all the involved parties. (including, but not limited to the head coach of the student-athlete's sport, and the student athlete).
- c. Any student-athlete at HSU who receives a "positive" drug test will be required to attend intervention and counseling through the HSU Counseling Center. This service is provided at no cost to the student-athlete. The number of counseling sessions needed by the student-athlete will be at the discretion of the University Counseling Center. Failure at any time during counseling to attend a mandatory session will result in the student-athlete being suspended from the next scheduled contest of their sport.
- d. Additional punishment will be left to the discretion of the Head Coach. The penalties may include: suspension, scholarship reduction or any disciplinary sanctions deemed necessary by the head coach up to and including removal from the team.
- e. The student-athlete will be re-tested after a month to determine compliance with the policy.
- f. The student-athlete may then also be tested randomly at the discretion of the Assistant Athletic Director for Athletic Training.

2. Second positive test:

- a. The Director of Athletics will be notified by email by the Assistant Athletic Director for Athletic Training of the positive test. The Director of Athletics will notify all staff he deems appropriate or necessary (this shall include, but is not limited to the University President and Faculty Athletic Representative).
- b. The Assistant Athletic Director for Athletic Training will hold a meeting of all the involved parties. (including, but not limited to the head coach of the student-athlete's sport, and the student athlete).

c. The student-athlete will immediately be suspended from competition for 25% of the contests in the particular season for his/her sport. The suspension will be served immediately following the positive results. If there is not 25% of the contests remaining in the season, the suspension will carry over to the next season.

d. Additional punishment will be left to the discretion of the Head Coach. The penalties may include: additional suspension, scholarship reduction or any disciplinary sanctions deemed necessary by the head coach up to and including removal from the team.

e. The student-athlete must continue mandatory counseling, as deemed appropriate by the University Counseling Center.

3. Third positive test:

a. The Director of Athletics will be notified by email by the Assistant Athletic Director for Athletic Training of the positive test. The Director of Athletics will notify all staff he deems appropriate or necessary (this shall include, but is not limited to the University President and Faculty Athletic Representative).

b. The Assistant Athletic Director for Athletic Training will hold a meeting of all the involved parties. (including, but not limited to the head coach of the student-athlete's sport, and the student athlete).

c. The student-athlete will be permanently dismissed from any involvement with intercollegiate athletics at Henderson State University.

## 23. Alcohol Policy

In developing a policy regarding the consumption of alcohol by student-athletes, it is recognized that the social and competitive environment of the student-athlete has an influence on how the student-athlete perceives the role of alcohol. This policy should be viewed in the context that lawful responsible consumption or abstinence is expected from the student-athlete and that consumption and/or possession of alcohol by minors in the state of Arkansas is illegal. The objective of this alcohol policy is to educate the student-athlete on the detrimental effects of the consumption of alcohol. The head coach will have team rules regarding the

consumption and possession of alcohol that may affect the student-athlete's eligibility for practice and competition.

## **24. Tobacco Policy**

In developing a policy regarding the use of tobacco products by student-athletes, HSU recognizes the stipulations set forth by the NCAA. The use of tobacco products by student-athletes and game personnel in all sports is prohibited during practice and competition. The head coach will have team rules regarding the use of tobacco products that may affect the student-athlete's eligibility for practice and competition.

## **25. Public Service**

HSU student-athletes are prominent and popular on campus and in the community. Because of the attention they receive, businesses may want to be affiliated with HSU student-athletes. It is important that you check with the Athletic Director, Assistant AD for Internal Affairs/ Compliance Office, as well as the Assistant AD for External Affairs before establishing any agreement with an individual or representative from any company or outside organization. In almost all cases, the NCAA and HSU will strictly prohibit any involvement.

If you are approached by a business to advertise or promote a commercial product, it will be your responsibility to report this immediately to your head coach. It is a violation of NCAA regulations for any student-athlete to endorse any commercial product.

There are times when a student-athlete is permitted to work for a nonprofit, charitable or educational organization. For instance, if the Big Brothers/Sisters organization wishes to have you speak to the group, this may be permissible. However, the following must be met:

Written permission: The student-athlete must receive permission from the Athletic Director to participate.

No commercial involvement: The specific activity or project in which the student-athlete participates does not involve commercial endorsement.

No payment to student-athlete except for normal expenses: All monies derived from the activity or project goes directly to HSU or the charitable or educational agency, but the student-athlete may accept normal and legitimate expenses.

Policy for the solicitation and generation of external funds: Due to the increased need to raise external funding it is very important that all solicitation of funds by members of the athletic program be coordinated through the Assistant AD for External Affairs

## **26. Media Guidelines for Student Athletes**

Henderson State University Sports Information Office is the publicity and media relations office for the University's 12-sport intercollegiate athletic program and is located in the Duke Wells HPER building. The telephone number is 870-230-5197.

The goals of the Sports Information Office are to effectively communicate to the media and other interested groups information about the HSU athletic program. The office produces media guides, game programs, schedule cards and news releases as part of its daily activities. This information is then distributed to all local and regional media, media covering HSU's opponents and the media in each athlete's home region as well as national media. It is also responsible for responding to news media inquiries and arranging all media interviews. The other principal duty of the office is serving as the University's liaison to various athletic governing bodies such as the NCAA and the Great American Conference.

### **Interviews**

- All requests for interviews with student-athletes, should come through the sports information office.
- The only exception is that coaches and student-athletes are routinely expected to make themselves available for interview within a reasonable period of time following the conclusion of games or practices. The head coach will handle these requests.
- Any time the sports information office receives a request it will contact the student-athlete either directly or through the coach, working around the

academic and athletic schedules as best it can to arrange interviews and to accommodate the media.

Many requests for interviews come from out-of-town media, probably some from your hometown area, hoping to contact you via telephone. It may involve asking you to return a call or providing a phone number and time when media can reach you. In any event, the department will not release your telephone number unless you ask that this be done in the course of making arrangements, and at no time should you agree to an interview unless it comes through the sports information office or the head coach, according to NCAA Media Guidelines. This is for your protection, to prevent members of the media from constantly contacting you at your dorm room or apartment or other places where they would be a disruption to your daily activities.

## **27. Agents / Amateurism**

NCAA Bylaws specifically prohibit eligible student-athletes from entering into written or oral agreements with agents for the purpose of marketing athletics ability or reputation in any sport. The penalty is immediate ineligibility and, if not reported, possible forfeiture of athletics contests in which the involved student-athlete participated.

While most sports agents are principled and well meaning, the potential for and record of abuse (both deliberate and inadvertent) in this area make it one of the most important to monitor and control. Administrators and coaches should regularly remind all student-athletes of this regulation, especially those who potentially may be targeting by agents. They should encourage the student-athlete to report any contact from an individual who represents him/herself as an agent, athletic talent scout, or someone who attempts to arrange a meeting. This could be a certified sports agent, a local business, family friend, lawyer or a loyal Reddie supporter.

No student-athlete should enter into conversation or contact with a person representing him or herself as an agent or runner for an agent until reporting the name of the individual to the Assistant AD for Compliance and receiving clearance to converse with that person. The extent of the first contact/conversation with an agent should be to request a business card and a list of other athletes that the agent represents. Most importantly, the student-athlete should ask the agent if he/she has been in contact with the Assistant AD for Compliance (NOT the coach). Regardless of

the answer, the student-athlete should express appreciation to the agent for their interest, tell the individual that the contact has to be reported to the Director of Athletics, and that you will be in contact with them. Under NO circumstances should the student-athlete accept ANYTHING (meal, soda, snack, etc.). The contact should be immediately reported (even if at night or on a weekend) to the Director of Athletics as well as the Assistant AD for Compliance.

## **28. Sports Wagering**

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on behalf of others) of any type with an individual or organization on any intercollegiate, amateur, or professional team or contests.

Examples of sports wagering include but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; auctions in which bids are placed on teams, individuals or contents; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

### **Definition of a Wager**

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g. cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

1. Staff members of an institution's athletics department
2. Nonathletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports)
3. Staff members of a conference office
4. Student-athletes

Scope of Application

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur or professional) in a sport in which the Association conducts championship competition, in bowl subdivision football and in emerging sports for women.

## **29. Hazing**

Hazing or harassment of student-athletes is specifically prohibited. Hazing is defined as:

Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student and done for the purpose of intimidating the student attacked by threatening him/her with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or

The playing of abusive or truculent tricks on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others, upon another student to frighten or scare him/her; or

Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others which is directed against any other student done for the purpose of humbling the pride, stifling the ambition, or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or

Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one (1) student alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threat, or attempt to do physical violence to any student of any such educational institution or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such student as defined in this section. 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.

### **30. Social Media Policy**

Playing and competing for the Henderson State University is a privilege. Student-athletes at HSU are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your University and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at HSU in one form or another.

Student-athletes should be aware that third parties - - including the media, faculty, future employers and NCAA officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the University. This can also be detrimental to a student-athlete's future employment options, whether in professional sports or in other industries.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory

comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).

- Content online that would constitute a violation of GAC or NCAA rules (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature or is proprietary to the HSU Athletic Department or the university, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the following penalties:

1. Written warning
2. A meeting with Director of Athletics and Head Coach
3. Penalties as determined by the athletic department, which could include the following: suspension from his/her athletic team, scholarship reduction, removal from his/her team.

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the HSU Athletic Department's and the University's. Remember, always present a positive image and don't do anything to embarrass yourself, the team, your family or the University.

## **31. Campus Resources**

### **Student Support Services**

Is sponsored by the US Department of Education. They provide academic, personal and financial counseling and guidance to students meeting federal guidelines. To qualify for Student Support Services a student must be either a first generation college student, a student with a disability, or receive financial aid. The purpose of the program is to assist the applicant in completing graduation requirements. Free peer tutoring, computer lab and computer tutorials are available for program participants.

### **Academic Advising Center**

The purpose of the mentoring program at Henderson State University is to enhance the quality of educational experiences and the knowledge of campus and community resources for first-generation college students. The Mentoring Program at Henderson State University strives to increase campus positivity and retention by providing first-generation college students with a knowledgeable faculty, staff, alumni, or peer mentor to help them transition to campus life and beyond. Supplemental Instruction (SI) is an academic support program utilizing peer-assisted study sessions to enhance student performance and retention. HSU is establishing a SI program targeting traditionally difficult entry-level courses that result in a high percentage of D or F grades and withdrawal rates. SI offers regularly scheduled study session to assist student with course content and study skills. In addition, student have an opportunity to work together compare notes, discuss readings, develop organizational tools and review for exams. The SI sessions are facilitated by SI Leaders. SI Leaders are students who have already taken and excelled in the subject area. They are observing a section of class so they know first-hand what is being taught at any given time. The SI Leader is there to lead the study sessions and answer questions.

### **Student-Health and Counseling**

The primary mission is to promote and enhance the quality of life of Henderson State University students and aid their retention by offering prevention and early treatment or referral for physical, developmental, emotional, or interpersonal difficulties that arise during the educational process. The Student Health Center is available to all currently enrolled students. Primary health care for illnesses, minor injuries, and health promotion services are provided by registered nurses and an advanced practice nurse.

## **First Year Experience (FYE)**

The First Year Experience (FYE) program is designed to help new and transfer students by guiding them in the right direction on the road to success. This program helps you adjust to college life on the Henderson campus. Free tutoring is available to all students.

This program will help introduce you to a wide range of majors and careers to help you discover and define your interests and abilities. You will have the opportunity to learn professional skills essential to any career, such as team building, presentation and writing skills, decision-making and group skills.

This program will also help you with personal development. With about 3,200 students attending classes, you will likely encounter people and situations different from any you have been exposed to before. FYE gives you a chance to discuss issues of diversity in a small group setting and will help you gain essential skills in balancing issues of personal freedom and responsibility, including making important lifestyle decisions that can affect their personal success.