

# Student-Athlete



## Policy Manual

2009 – 2010

**HIRAM COLLEGE DEPARTMENT OF ATHLETICS**  
**MISSION STATEMENT**

We are committed to recruiting and retaining successful student-athletes and to providing them with a successful athletic experience within the mission of the institution.

To this end, we support the total educational experience for each student in his/her pursuit of excellence – through quality athletic competition, high academic standards, and a meaningful student life.

As students educated in a liberal arts environment, our student-athletes learn to represent our college positively, to foster good sportsmanship, and to model fair play. We strive to demonstrate effective teamwork, to act ethically and professionally, and to participate in leadership opportunities.

Our staff is committed to developing the total individual by establishing and maintaining an environment that values diversity and gender equity.

**NORTH COAST ATHLETIC CONFERENCE**

Founded in 1983, the North Coast Athletic Conference is dedicated to fostering a complementary relationship between intercollegiate athletics and the pursuit of academic excellence. Consisting of 10 academically selective colleges and universities in Ohio, Indiana, and Pennsylvania — Allegheny College, Denison University, Earlham College, Hiram College, Kenyon College, Oberlin College, Ohio Wesleyan University, Wabash College, Wittenberg University, and The College of Wooster — the NCAC believes that quality athletic programs need not be sacrificed in order to meet high academic standards.

The NCAC brings together institutions that share a common allegiance to academic quality and to the conduct of athletics to support the educational purpose. Intercollegiate athletics can and should complement academic life, rather than compete with it, and sports should enhance a student's college experience. This academic and athletic commitment has been led by the 10 school presidents, who take an active role in conference governance.

The North Coast Athletic Conference's commitment to equity, broad base of athletic programs, and unwavering insistence on excellence in academics has served as a model for conferences throughout the country. The North Coast has shown not only that these ideals can coexist, but also that they can flourish.

### NCAA DIVISION III

Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students' academic programs. They seek to establish and maintain an environment in which a student-athlete's athletic activities are conducted as an integral part of the student-athlete's educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff.

To achieve this end, Division III institutions:

- (a) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (students, alumni, institutional personnel) than on the general public and its entertainment needs;
- (b) Award no athletically-related financial aid to any student;
- (c) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel, and spectators;
- (d) Encourage participation by maximizing the number and variety of athletics opportunities for their students;
- (e) Assure that the actions of coaches and administrators exhibit fairness, openness, and honesty in their relationships with student-athletes;
- (f) Assure that athletics participants are not treated differently from other members of the student body;
- (g) Assure that athletics programs support the institution's educational mission by financing, staffing, and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution's athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission;
- (h) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admissions process; (*Adopted: 1/12/04 effective 8/1/04*)

(i) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body; *(Adopted 1/9/06 effective 8/1/06)*

(j) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body; *(Adopted: 1/9/06 effective 8/1/06)*

(k) Provide equitable athletics opportunities for males and females and give equal emphasis to men's and women's sports;

(l) Support ethnic and gender diversity for all constituents; *(Adopted: 1/12/99)*

(m) Give primary emphasis to regional in-season competition and conference championships; and

(n) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching, and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for preparing legislation by the division and for planning and implementing programs by institutions and conferences.

### **AUTHORIZATION TO RELEASE NON-DIRECTORY STUDENT INFORMATION**

In order to remain in compliance with the Family Educational Rights and Privacy Act (FERPA), student-athletes will be encouraged to sign the Student-Athlete Authorization to Release Academic Information form in order to release academic information to the student-athlete's coach. The information released includes interim and final grades, class attendance, and grade point average, and will be viewed only by the individual to whom authorization has been given.

There are various organizations that recognize student-athletes for outstanding academic performance. Your signature on this form authorizes the college to appropriately disclose your academic information to them as well.

For further information on FERPA, please see the College Catalog, or visit the College Registrar's webpage.

## **PARTICIPATION IN INTERCOLLEGIATE ATHLETICS**

As a student-athlete at Hiram College, you are placed in a unique position. You represent not only yourself, but also your teammates, the Department of Athletics, and the institution. As such, you are held to a high standard. You will be recognized and held to this high standard not only on campus but also while traveling on behalf of Hiram College. As a highly visible student-athlete, you are a role model for others. You are expected to present a wholesome public image.

You are expected to adhere to the policies outlined in this Student-Athlete Policy Manual as well as the Hiram College Student Handbook. If you violate any policy from either publication, you will be subject to appropriate disciplinary action imposed by the Department of Athletics, Citizenship Education or the respective campus department. You will risk suspension or dismissal from participating in the intercollegiate athletic program.

Multiple offenses within the same academic calendar year may result in further disciplinary action at the discretion of the Director of Athletics and/or the coaching staff. Further disciplinary action may include but is not limited to counseling, further suspensions, dismissal from the team, dismissal from the athletic program, or any combination of these actions.

Participation in Hiram College Athletics is an at-will proposition. This means that you may be dismissed from any athletic team for just cause at any time.

## **ACADEMIC RESPONSIBILITY**

All students are expected to attend Hiram College for the primary purpose of education. While education is multi-faceted and includes intercollegiate athletics, academic achievement is primary. Nothing should interfere with this goal.

Requisite to being a student-athlete is accepting full responsibility for being a student. Many people on campus are positioned to support your efforts to be successful. With that in mind, it is your responsibility to manage your plan for success in the classroom.

The following behaviors are vital to ensuring your academic success:

1. You are expected to attend each class for which you are registered. You are not to miss a class in order to attend a practice. Occasionally, a scheduled intercollegiate contest may result in lost classroom time. You are expected to meet with your professor at the beginning of the semester to discuss potential conflicts. You must plan ahead for classroom success.

2. You are encouraged to take ownership of your education. It is your responsibility to identify those people who are able to help you achieve academic success. You should seek support from your classroom professor, your advisor, teaching assistants, student tutors, Student Academic Services, the Career Center, and the Writing Center. Plan to schedule quality time with them that does not conflict with your responsibility to your team. More often than not, you will be able to get the necessary academic support without having to miss a team practice, meeting, or contest. In those cases, meet with your coach to discuss in advance. Support staff are your allies, but you must ask for help.
3. You are expected to attend each class prepared to participate in group success. That means you must complete all assignments and strategically position yourself in the classroom to participate.
4. You own your academic future. You are expected to be proactive in scheduling meetings with your academic advisor to plan your academic schedule, keeping in mind your involvement in intercollegiate athletics and other co-curricular commitments.
5. You are expected to comply with all the policies stated in this manual, the Hiram College Student Handbook, and those identified by your respective team. The Department of Athletics adheres to the policies established by the NCAA Division III, the North Coast Athletic Conference, and Hiram College. We expect compliance from each student-athlete.

You are encouraged to discuss all concerns regarding your intercollegiate athletic experience with your coaches, the Athletic Training Staff, the Director of Athletics, and/or our Faculty Representatives.

### **ACADEMIC EXPECTATIONS**

Participating in collegiate athletics is both an honor and a privilege. Ensuring academic success in the classroom so that you make satisfactory progress towards graduation is our number one priority.

#### **Academic Status**

A degree from Hiram College requires successful completion of 120 academic credit hours. Students are encouraged to enroll in at least 15 credit hours each semester. Each student must fulfill the graduation requirements in place at the time of enrollment. Faculty advisors, professors, coaches, and support staff are positioned to provide assistance.

### **Department of Athletics Academic Eligibility Policy**

The NCAA requires students to be enrolled in at least 12 semester hours, be in good academic standing (Hiram College guidelines defined below), and maintain satisfactory progress toward graduation in order to be eligible to participate in the traditional and/or nontraditional seasons. The only exception is a student who is enrolled below full-time status in his/her final semester taking only the minimum hours required to complete his/her degree. This exception must be approved by the Registrar.

Satisfactory academic progress toward graduation means that the student successfully completes 67% of all the classes s/he has attempted (which includes incompletes and withdrawals). By the time the student completes four semesters or achieves junior status, the student must have a 2.0 cumulative GPA.

At the end of any semester, a student-athlete falling below a 2.0 grade point average, but above a 1.67 cumulative grade point average will be eligible to participate in intercollegiate sports during the following semester, with the understanding that by the end of that semester, the student-athlete's cumulative grade point average must be a 2.0 or higher.

A student-athlete who falls below a 1.67 cumulative grade point average will be ineligible to participate in any intercollegiate sport until that student-athlete's cumulative grade point has reached a 2.0. At the end of any academic semester, if a student-athlete has successfully improved the cumulative grade point average to 2.0 or above, then that student-athlete will be allowed to participate in intercollegiate sports in the subsequent semester. **\* Regardless of overall cumulative grade point average, any student-athlete recording two consecutive semesters below a 2.0 cumulative grade point average will be ineligible for the next semester. (Subject to appeal.)**

In addition to meeting athletic eligibility requirements, all Hiram College students must achieve a grade-point average of 2.0 in the major area of study, minor (where applicable), and overall cumulative grade point average in order to graduate. Any student whose cumulative grade-point average is below 2.0 does not meet the academic standards of the College and is subject to academic probation or suspension. Students on academic probation must demonstrate satisfactory improvement to remain in school. Suspension from Hiram for continued unsatisfactory performance occurs only after deliberation by the Academic Review Board. A detailed statement of the Academic Review Board policies can be found in the Student Handbook. (See the College Catalog 2009-2010.)

### **Appeal Process**

A student-athlete who becomes ineligible based on the criteria detailed in the previous section may appeal for permission to remain eligible to participate in intercollegiate athletics.

An appeal for consideration by the Academic Eligibility Appeals Committee (AEAC) must be presented by the student-athlete (and not by third parties, family members, or others) in writing to the Director of Athletics. In order to be considered, an appeal must be submitted prior to the start of the semester for which the student-athlete seeks eligibility. An appeal will be processed as promptly as possible given the availability of AEAC members. The Director of Athletics will initially determine whether sufficient basis exists to warrant a review of the student-athlete's appeal.

The written appeal should explain the student-athlete's academic performance, including any extenuating circumstances and should include a detailed plan for future success. Letters of support corroborating the student-athlete's explanation and improvement plan may be submitted as well.

The Academic Eligibility Appeals Committee (AEAC) consists of the Director of Athletics, at least one of the Faculty Athletic Representatives, and the Vice President and Dean of Students. The AEAC is solely responsible for determining whether or not to grant an appeal. Decisions of the AEAC require a two-thirds (2/3) majority vote.

### **USE OF ALCOHOL and/or ILLEGAL SUBSTANCES**

According to state of Ohio, it is unlawful for anyone under the age of 21 to possess or consume alcohol. The Hiram College Department of Athletics fully supports Ohio law and will act in accordance with those policies.

When participating in any team or departmental function, a student-athlete shall not use or possess any illegal substance or any form of alcohol or tobacco. This includes individuals who may have reached the age of majority.

Given state and federal laws, the Department of Athletics forbids the use of alcohol for all students under the age of 21 and strongly discourages its use for student-athletes over the age of 21 during the season. The physiological effects are many including slowing your metabolism and dehydration, which contribute to reduced energy levels. We expect every student-athlete to make responsible decisions. The Athletic Department policy is that you not consume alcohol 48 hours prior to a contest. Failure to comply with this policy will result in suspension from the next scheduled athletic competition.

Possession and/or consumption of alcohol or illegal substance or providing alcohol or illegal substances to those under the legal age by student-athletes while representing the athletic department on road trips and/or away competitions will not be tolerated. Violations of this policy will result in suspension from the next scheduled competition and may result in further actions as determined by the Director of Athletics and the coaching staff.

Student-athletes who are hosting prospective students (recruits) of Hiram College will be suspended for one year from intercollegiate athletic competition for exposing recruits to alcoholic beverages or illegal substances.

## **USE OF BANNED SUBSTANCES**

Student-athletes are not permitted to possess or use any banned substance as defined by the NCAA while participating in any team or departmental function.

The NCAA has established regulations on the use of banned substances through Bylaw 31.2.3. In addition, Bylaw 18.4.1.5 states that failure to share with appropriate college authorities the knowledge of use of any banned substance is improper. Additional information to include a complete list of banned substances is contained in this manual and can be found at [www.ncaa.org](http://www.ncaa.org).

Student-athletes should not assume that banned substances only relate to street drugs. Banned substances also include prescriptions, over the counter medications such as cold medications, and nutritional/diet supplements. Just because a product is sold over the counter or in a health store does not mean that it is NCAA approved. A Hiram College Certified Athletic Trainer is to be consulted and permission received before taking any nutritional/diet supplements. The NCAA has established strict consequences for individuals who violate the banned substances guidelines. If a student-athlete is unsure about a specific medication, the student-athlete should consult a Hiram College Certified Athletic Trainer.

Possession and/or consumption of banned substances or providing banned substances to others while representing the Department of Athletics on road trips and/or away competitions will not be tolerated. Violations of this policy will result in suspension from the next scheduled competition and may result in further actions as determined by the Director of Athletics and the coaching staff.

Use or distribution of banned substances will not be tolerated. Official documented reports of the use of these substances will lead to immediate dismissal from participation in the athletic program.

Student-athletes who are hosting prospective students (recruits) of Hiram College will be suspended for one year from athletic competition for exposing recruits to NCAA banned substances.

## **SPORTS WAGERING ACTIVITIES**

The Hiram College Department of Athletics fully supports the NCAA Division III policy on gambling (10.3) in its entirety. The policy is summarized as:

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

- *Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;*
- *Solicit a non-monetary (e.g. shirt, dinner) or monetary bet on any intercollegiate team*

- *Accept a bet on any team representing the institution; or*
- *Participation in any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.*

***Violation of this NCAA Bylaw will jeopardize a student-athlete's eligibility and is punishable by state and federal law.***

Student-athletes found in violation of the NCAA Policy will be disciplined by the NCAA, including suspension from further athletic competition, subject to appeal to the NCAA Committee on Student-Athlete Reinstatement.

### **ETHICAL CONDUCT**

Student-athletes are expected to participate to their full capabilities by being prepared mentally and physically. In addition, you are expected to show respect for the game, your competition, officials, spectators, teammates, coaches, and other Hiram College student-athletes. The following behaviors will not be tolerated:

- Verbal or physical abuse of any person
- Hazing of any kind
- Harassment of any kind
- Cheating
- Non-supportive actions towards teammates
- Discrimination of any kind, including but not limited to:
  - Race
  - Ethnicity
  - Gender
  - Sexual Orientation

This kind of behavior will also result in immediate suspension from the competition that is being played. The Director of Athletics, the coaching staff and/or other support personnel may enact additional disciplinary actions.

#### **Hazing**

Hiram College supports constructive, educational activities that contribute to the intellectual and personal development of students. The College opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

The College defines hazing as any action or activity that recklessly endangers the physical or mental health of a person, or that violates the dignity of another person. Hazing is further defined as any activity that is expected of someone to join a team that humiliates, degrades, abuses or endangers them, regardless of intention or willingness to participate. The College enforcement of hazing will prevail regardless of whether it is conducted on or off campus.

Actions and activities which are prohibited by the Department of Athletics include, but are not limited to, the following;

1. An activity or action that creates a risk to the health or safety of another person
2. Any type of initiation or activity where there is an expectation of individuals who are joining a team to participate in behavior designed to humiliate, degrade, or abuse them, regardless of the individual's willingness to participate.

Hazing activities *may* include but are by no means limited to the following team functions; forced consumption of any food, alcohol, drugs or any other substance, forced physical activity, deprivation of food or sleep, kidnapping, paddling, branding or shaving, wearing of apparel that is conspicuous nor normally in good taste and other activities that are not consistent with the policies outlined in this Manual and the Hiram College Student Handbook. Further disciplinary actions for any of these items may fall under the guidelines of the NCAA Division III, NCAC and/or Hiram College disciplinary action.

The Department of Athletics has a zero tolerance policy on hazing. Student-athletes participating in hazing activities will be immediately suspended from further athletic participation pending a review of the hazing incident. Upon completion of this review, further disciplinary action may occur at the discretion of the Director of Athletics and/or Hiram College.

#### **Hiram College Harassment-Free Policy**

Hiram College is committed to creating and maintaining an educational and work environment that is free of all forms of unlawful harassment. Any form of unlawful harassment will be considered unacceptable conduct, is prohibited, and will not be tolerated. This includes harassment based on sex, gender, race, age, religion, disability, sexual orientation, veteran or military status, national origin, ancestry, and any other status protected by law.

Any student who believes s/he have experienced or observed any conduct which violates this policy is obligated to report the alleged violation to the Tom Mulligan (Director of Athletics), Caryl Lopez (College Harassment Policy Officer), or Ed Frato-Sweeney (Coordinator for Citizenship Education). The person investigating the allegation will do so prudently, professionally, and thoroughly.

For more information about this policy please refer to the Hiram College Student Handbook.

Social networking sites have paved the way for easier communication to friends, family, or colleagues. Virtual communities comprise people connected by common interests, purposes, and goals. Whether one should or should not be a part of the social networking community is debatable. Finally, the best tool that one has is sound judgment. Each of us is expected to make good choices about how we present ourselves both in person and virtually, i.e., through the internet.

As a student-athlete you represent not only yourself, but also your teammates, the Department of Athletics, and the Hiram College community. Your actions on and off the field of play reflect on each of these groups. You have a responsibility to present yourself in a manner that represents these groups positively.

Social networking sites like MySpace and Facebook can be convenient for sharing photos and memories and for planning events with family and friends. As a student-athlete, you need to remember, however, that you are in the public eye and will be sought out in person and electronically. Social networking sites can adversely affect your future if you are not extremely careful about what is posted. Incriminating photographs and language can be used against you by people with nefarious motives. Photographs of you can be posted through the tagging function even if you do not give permission. Further, even if you decide to take down your Facebook page, what you have posted exists in archives and is, in fact, recoverable. Your credibility for the short-term and the long-term can be damaged in ways that may make securing a good job, for example, very difficult. While social networking sites can be used constructively, for creating a virtual classroom community, for example; however, the possibilities for misuse abound. You should recognize that employers are known to go to social networking sites and eliminate applicants for jobs on the basis of what is posted. The bottom line is that you are responsible for information you voluntarily post on a social network site.

The NCAA has adopted legislation that limits the correspondence that may be sent by athletics department staff members to prospective student-athletes. To be clear, the Division III legislation strictly prohibits athletics department staff members from using social networking sites to interact with prospective student-athletes. Friendships developed between student-athletes and prospective student-athletes are not limited by NCAA rules, provided an athletics department staff member is not directing the interactions within that friendship. We recommend that student-athletes place all of their personal social networking websites on the highest privacy settings.

We've all seen the painful examples of poor fan behavior at college contests:

- Fans rushing the field following a big football win;
- Fans rushing the court after winning a basketball championship;
- Fans at a women's basketball game or men's soccer game screaming at the officials;
- Fans at a men's lacrosse game running onto the field and disrupting play.
- Fans throwing items on the field of play.

Conferences and colleges around the country have all experienced poor fan behavior. The North Coast Athletic Conference, along with virtually all of the conferences in NCAA Division III, is taking a stand to do something about it.

The NCAC mission statement reads: *"In a unified effort to promote respect for student-athletes, coaches and officials in intercollegiate athletics, the North Coast Athletic Conference and its 10 member institutions pledge their commitment to build positive spirit in the stands and on the fields of our athletic events."*

Our message is simple:     **Be Loud \* Be Proud \* Be Positive**

What do we mean by fan sportsmanship?

- Cheer for your team, not against the opponents
- Don't get personal in your comments about players, coaches or officials
- No profanity, vulgarity, racist, or sexist comments
- Give players, coaches, and officials their space by keeping away from the playing area and team benches

### **UNAUTHORIZED EXTRA BENEFITS**

Hiram College is a member of NCAA Division III and the North Coast Athletic Conference. These are athletic governance organizations that determine policy for our student-athletes and staff. Once you become an "enrolled student-athlete" there are a number of things you cannot do. If you engage in any of the following ***YOU WILL BECOME IMMEDIATELY INELIGIBLE FOR ATHLETIC PARTICIPATION.***

#### **You Cannot:**

- a. Accept cash prizes, non-personalized merchandise awards, gift certificate, travel/per diem expenses, or a salary for your participation in outside competition in your sport.
- b. Be employed on a "fee for lesson" basis, common especially in the sport of tennis.
- c. Ask that your name be placed on a professional sports draft list or try-out for a professional team.
- d. Agree to be represented by anyone acting as an agent for the purpose of marketing your sport skills.

- e. Agree to or accept remuneration for the use of your name or photograph to promote the sale or use of a commercial product.
- f. Accept any gifts, free dinners, loans, use of a car, or anything of value from anyone employed by Hiram College, an alumnus, or any friend or supporter of Hiram's Athletic program.
- g. Accept free equipment from sporting goods companies or sports equipment manufacturing firms, including sports equipment, shoes, articles of clothing, etc.
- h. Receive outside aid UNLESS PRIOR APPROVAL IS RECEIVED BY THE FINANCIAL AID DIRECTOR who has the responsibility to check NCAA rules to be sure such aid is legal.
- i. Participate in any outside team during your sport season.
- j. Accept travel or per diem expenses from an outside organization sponsoring a competition if such reimbursement is dependent on place finish.

***PLEASE CONTACT YOUR COACH BEFORE ACCEPTING ANY BENEFIT OR AWARD OR PARTICIPATING IN ANY OUTSIDE COMPETITION SO WE CAN BE SURE YOU ARE NOT BREAKING ANY RULES.***

### **PLAYING and PRACTICE SEASONS**

To minimize interference with the academic programs of its student-athletes, Hiram College, as a member of the NCAA, is required to limit its organized practice activities, the length of its playing seasons, and the number of regular season contests and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate-sponsored athletic activities.

Therefore, a student-athlete's participation in countable athletically-related activities during the academic year shall be limited to a maximum of four hours per day and twenty hours per week. During the traditional playing season, all countable athletically-related activities shall be prohibited during one calendar day per week. During the nontraditional playing season that prohibition is extended to three days per week. Outside of the playing season, only a student-athlete's participation in countable athletically related activities such as weight-lifting and conditioning activities shall be permitted and is limited to a maximum of six hours per week, per Hiram College policy. Regardless, no class time will be missed for a practice except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.

### **Athletically-Related Activities**

1. Practice is defined as any meeting, activity, or instruction involving sports-related information and having an athletics purpose held for one or more student-athletes at the direction of, or supervised by, any member or members of an institution's coaching staff. Practice is considered to have occurred if one or more coaches and one or more student-athletes engage in:

- a. on the field/court activity
- b. setting up offensive or defensive alignments
- c. chalk talk
- d. lecture on/discussion of strategy related to the sport
- e. activities using equipment related to the sport
- f. review of game tape
- g. any other athletically-related activity

2. Competition.

3. Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member.

4. Participation in a physical-fitness class conducted by a member of the athletics staff unless such class is a regular physical education class listed in the college catalog and open to all students.

5. Individual workouts required or supervised by a member of the coaching staff. A coach may design a voluntary general workout program for an individual student-athlete but may not conduct the individual's workout.

6. Required participation in camps, clinics or workshops.

7. On-court/field activities called by any member(s) of a team and confined primarily to members of that team (e.g., captain's practices).

8. Reservation or use of an institution's facilities when the activity is supervised by or held at the direction of a member of the coaching staff.

9. Observation by a member of the coaching staff of enrolled student-athletes in non-organized sport-specific activities (e.g., pick-up games).

### **Exceptions**

1. Administrative and academic activities that are nonathletic in nature (academic meetings/compliance meetings).

2. Fundraising and community service activities not involving the use of athletic ability by student-athletes to obtain funds provided the activities receive approval from the institution prior to the activity.

3. Observation of an officiating clinic related to playing rules that is conducted by video conference and does not require student-athletes to miss class to observe the clinic.
4. Observation of enrolled student-athletes in organized competition (e.g., summer league), provided institutional athletics personnel do not direct or supervise the activity
5. Voluntary individual workouts monitored for safety purposes by strength and conditioning personnel.

## **SPORTS MEDICINE PROCEDURES**

### **Medical Eligibility**

Each of the following requirements ***MUST*** be met prior to participating in intercollegiate athletics at Hiram College.

1. Complete medical records including a medical history, immunizations, and a physical examination must be on file at the Hiram College Health Center and the Athletic Training Room office.
2. All students will receive a pre-participation physical exam by the Hiram College Athletic Training staff and/or Health Center staff. This is a sports specific evaluation and is ***NOT*** a substitute for the College entrance physical examination required of all students. Following evaluation by the Athletic Training staff, student-athletes must report to the Health Center or team physician for completion of the evaluation process.
3. A previously enrolled student who has not participated in varsity athletics must complete the process as outlined in #2 above.
4. Returning student-athletes will complete a pre-participation physical exam prior to participation as well as a medical history update. This update is conducted in the Athletic Training Room at assigned appointments. It includes a medical history questionnaire, insurance information revisions, changes in emergency contact information, and a health status update. Student-athletes must report to the Health Center or team physician for completion of the evaluation process.
5. Any athlete with a medical history of injury or illness may be required to provide a written letter of clearance from an appropriate health care provider prior to athletic participation. This may require referral to an appropriate health care provider for additional care and/or testing.

### **Medical, Dental & Disability Insurance**

All student-athletes are required to have appropriate insurance coverage through family insurance, personal insurance, or the Hiram College student insurance policy available for purchase by all Hiram College students. The College provides a secondary limited health and accident insurance policy to all student athletes. Please note that this accident insurance plan is considered an *excess* policy and is designed to supplement existing coverage through the student's personal or family insurance plan.

It will only pay as primary insurance if the student is not covered by any other plan. The secondary insurance has a \$1,000.00 deductible, which is the responsibility of the student athlete. This can be met through family insurance, personal insurance or through the College policy available for purchase by all Hiram College students. The additional policy extends the benefit amounts specifically for varsity athletic accidents up to \$75,000.00. In the event benefits are necessary, the NCAA Catastrophic Injury Insurance program also covers the College's varsity student-athletes, which has a \$75,000.00 deductible.

Student-athletes must be aware that both the Hiram College athletic insurance and the Hiram College student insurance are subject to specific policy terms and conditions and include certain restrictions and exclusions. Please note that you are responsible for any additional out-of-pocket costs which may be associated with any insurance plan and Hiram College assumes no responsibility whatsoever for any expenses.

All student athletes are required to have appropriate insurance information on file in the Athletic Training office and to notify the Athletic Training staff as soon as possible of any changes.

The NCAA requires insurance information of all student-athletes to be reviewed and updated each academic year prior to the start of any organized practice or participation.

### **Injury/Illness**

The Athletic Training and medical staffs strive to provide timely, efficient, effective, and equitable services to all student athletes. A certified athletic trainer, working with the team physician, will determine the level of participation of any student-athlete who sustains an injury or illness during the season. Injured or ill student-athletes must report promptly and directly to a certified athletic trainer. If at that time a certified trainer is not immediately available, the student first aider or coaching staff may implement an emergency action plan as necessary. During the off-season, an injured or ill student-athlete should contact the athletic training room to schedule an appointment or implement the facility emergency action plan if needed.

A member of the Athletic Training staff will conduct the initial evaluation and may provide initial treatment for the student-athlete. A certified athletic trainer will evaluate the injured student-athlete and determine his/her participation status, referral, and/or treatment/rehabilitation from the team physician protocol.

It is the student-athlete's responsibility to follow through on any recommendations outlined by the certified athletic trainers. Failure to comply with these recommendations may jeopardize the student-athlete's eligibility for athletic participation. Furthermore, noncompliance may impede the healing process and ultimately lengthen the recovery period. It may be necessary to schedule appointments around both the student-athlete's class schedule and the athletic training department's schedule.

For general taping and other pre-activity athletic training services, all student-athletes should arrive at the athletic training room at least 1 hour prior to a scheduled team meeting or practice and least 1 ½ to 2 hours prior to an event/contest. Evaluation of injuries, treatment and rehabilitation services are provided primarily during the morning and early afternoon hours. The hours are routinely posted outside of the Athletic Training Room. Students must sign up for an appointment. Beginning at 3:30 pm pre-participation preparation will be a priority; therefore, student-athletes seeking evaluation, consultation, treatment or rehabilitation should contact the Athletic Training Room to schedule an appointment during the early hours.

Athletic Training staff and access to their services and facilities are available continuously to teams and individual student-athletes during the academic semester as well as during the summer, college vacation periods, and post-season play. Services, staff, supplies, and equipment necessary for the safe and effective administration of health care services to student-athletes exist during both the traditional season of an athlete's sport and the non-traditional period when sponsored by the athletic department.

The Athletic Training staff at Hiram College enhances health care services to all student-athletes by enlisting the assistance of other medical and allied health care professionals. Referrals may be made to the College Health Center or outside agencies for diagnosis and follow-up care. Additionally, the College Team Physician provides priority scheduling for consultation at the physician's office. Transportation to scheduled athletic team physician appointments can be arranged as necessary by the athletic department. Services provided by the team physician and/or other agencies will be billed to the student-athlete and his/her insurance carriers.

### **Sports Injury Referral Procedure**

If you should become injured, you are expected to follow these guidelines to insure the best care for you and your injury. **The most important component is communication with the Athletic Training staff.**

1. **Physician** - If you are seeing a physician for any reason that may affect your athletic participation, you should inform the certified Athletic Training staff. Most injuries are orthopedic in nature and if you need to be referred to a physician for further evaluation, we encourage you to contact your orthopedist. If you do not have a physician or are unable to schedule a timely visit, we will refer you to our team physician for care.

2. **Referral** - If you follow up with any physician, you should communicate to us the doctor you are seeing, the reason for the visit, and your appointment time. The Athletic Training staff will give you a referral form for your physician. The referral form gives a brief history of your injury and allows the physician to tell us how to treat you and what your limitations are for participation.

3. **Participation** - When you see a physician for an injury (including the emergency room) **we need a written note releasing you to participate** or indicating what limitations you have for participation. Without written notification we will not allow you to play. The referral form we send with you has a section for the physician to give his/her recommendations, including clearance to play.

4. **Emergencies** - If you go to the Emergency Room for care, please contact the Athletic Training Room (x5351) to leave a message. Once you return, see us as soon as possible to begin follow-up care. We will assist you in seeing a physician if appropriate.

5. **Insurance** – All athletes must have adequate insurance coverage for athletic-related injuries. If you have personal insurance, follow your company’s claim procedures. If you have Hiram College Student Insurance, you must follow the instructions on the brochure to file a claim (available in the athletic training room). The Department of Athletics has a secondary insurance plan which has a \$1,000.00 deductible. Through your personal insurance or the Hiram College student insurance, you will need to meet this deductible. You are eligible for this plan even if you do not have the student insurance. Both of these insurance plans cover accidents and not illness. The secondary insurance claim information is available from the Athletic Training staff.

### **Athletic Training Room Usage**

#### 1. ATHLETIC TRAINING ROOM RULES

- a. Co-ed facility; wear appropriate apparel.
- b. No horseplay; it can cause injury and/or damage equipment.
- c. Be courteous to student sports medicine aides.
- d. Shoes must be worn in the athletic training room.
- e. Cleats are not allowed in the athletic training room.
- f. No Tobacco: NO ONE is permitted to smoke, chew or dip in the athletic training room.
- g. Foul language will not be tolerated.
- h. The athletic training room is on a first-come, first-served basis. In-season sports may take priority in some instances.

#### 2. EQUIPMENT ISSUE

The Athletic Training Room will lend equipment to students for injury treatment and rehabilitation as deemed by the Athletic Training staff. Items loaned are checked out and back in on a log. Borrowed items should be returned promptly when no longer needed. If not returned in a reasonable amount of time, notification will be sent to you indicating what supplies you have and when we expect them returned. If equipment is not returned, the student will be expected to pay for the equipment at our cost. Questions should be directed to the Head Athletic Trainer.

### 3. REPORT ALL INJURIES

It is imperative that you report any injury you sustain. Often what feels like a minor injury may develop into a major injury over a couple of days. If you sustain an injury and it is not better the next day, report to the athletic training room or the athletic training staff. **DO NOT WAIT** and expect the injury to go away.

### 4. ILLNESS

If you are ill, it is important to call or report to the Student Health Center or Athletic Training Room as soon as you begin to feel sick. **DO NOT LAY IN BED ALL DAY!** The Athletic Training Room phone is ext: 5351 (hours posted on door) and the Health Center phone is ext: 5418 (hours are 8:30 - 4:30; nurses on call after hours).

### 5. INJURY TREATMENT POLICY

- a. All injured or ill athletics **MUST** report or call the athletic training room by 3:00 pm.
- b. All injured athletes must be evaluated prior to participation to determine status of play.
- c. It is your responsibility to report for daily treatment times until you are cleared to full activity. **You must sign up for treatment times in the Athletic Training Room. If you miss your treatment time, you may not get treatment that day.**
- d. Treatment/rehabilitation will not be given during meeting times or practices unless approved by the athletic training staff and your coach.

### 6. TAPING POLICY

- a. Only Staff Athletic Trainers can tape you for an injury.
- b. If you have an ankle problem we will provide you with ankle braces.
- c. Ankle taping is done only for ankle injury; braces are used for prevention
- d. Elastic wraps should be returned to the athletic training room daily.

### **Dietary Supplements and Drug Testing**

Hiram College is a member of NCAA Division III. Each team has the opportunity to qualify for participation in NCAA Championship competition. Therefore, it is important to be prepared. One important process is drug testing. The NCAC does not conduct drug tests, but the NCAA does have a procedure. If a student-athlete qualifies for the NCAA Championship, s/he will be subject to the NCAA's drug testing protocol. This protocol allows for drug testing to occur at any phase of the championship, from first rounds to finals.

Generally speaking, stimulants, anabolic agents, peptide hormones, narcotics, diuretics, urine manipulating agents, and narcotic analgesics are categories of banned drugs. Many types of medications and prescription drugs are banned by the NCAA. Some prescription drugs such as medications for ADD/ADHD require specific information and testing from the treating physician. It is imperative that student-athletes provide accurate and current information to the athletic training staff regarding all medications they are taking. Anabolic androgenic steroids are the most talked about performance-enhancing substances. Because steroids are illegal, many student-athletes take legal dietary supplements to improve their performance and health. Caution must be taken. Dietary supplements are not standardized, nor are they approved/controlled by the FDA, resulting in no assurance of product purity or potency.

Some common NCAA banned substances can be found in over-the-counter dietary supplements. By taking dietary supplements student-athletes run the risk of a positive drug test.

Along with a positive drug test, student-athletes face the potential side effects associated with each drug/supplement. Side effects can be as minor as a torn muscle or as major as dehydration, dependency, increased heart rate and blood pressure, liver failure, cancer, stroke, heart attacks, and ultimately death.

Student-athletes who test positive are subjected to at least a one-year suspension and loss of eligibility. For advice or questions on a medication or supplement, student-athletes should ask their certified athletic trainer. More information can also be found at [www.drugfreesport.com](http://www.drugfreesport.com). ***The NCAA published banned drug list information is also found at the end of this manual. Please consult with a member of the certified athletic training staff if you have additional require information or have questions.***

### **Methicillin-Resistant Staphylococcus Aureus (MRSA) Information**

What is it? An antibiotic resistant strain of the staph infection.

How to get it? Cases have developed from person-to-person contact, shared towels, soaps, improperly treated equipment (mats, pads, surfaces, etc.)

How does it appear? Staph infections usually manifest as skin infections, such as pimples, pustules, and boils, which present as red, swollen, painful, or have pus or other drainage.

How to treat it? Most players are treated with oral antibiotics and a topical ointment. Without proper referral and care, more serious infections may cause pneumonia, bloodstream infections, or surgical wound infections.

How to avoid it? Maintaining good hygiene and avoiding contact with drainage from skin lesions are the best methods for prevention.

Proper prevention and management recommendations may include, but are not limited to:

1. Keep hands clean by washing thoroughly with soap and warm water or using an alcohol-based hand sanitizer routinely.
2. Encourage immediate showering following activity.
3. Avoid whirlpools or common tubs if you have open wounds, scrapes, or scratches.
4. Avoid sharing towels, razors, and daily athletic gear.
5. Properly wash athletic gear and towels after each use.
6. Maintain clean facilities and equipment.
7. Inform or refer to appropriate health care personnel for all active skin lesions and lesions that do not respond to initial therapy.
8. Administer or seek proper first aid.
9. Encourage health care personnel to seek bacterial cultures to establish a diagnosis.
10. Care and cover skin lesions appropriately before participation.
11. Contact the Athletic Training Staff at (330) 569-5351 for additional information or questions.

## **TEAM TRAVEL**

A team on the road is a reflection of the entire Athletic Department. We hope that students will be neat as well as comfortable. Each coach will outline appropriate dress for his/her team.

Vans or chartered travel will be the normal mode of transportation to away contests. Drivers of vans and/or passenger vehicles used to transport teams must be approved by the College Department of Transportation.

Student-athletes will not be allowed to drive themselves to competition. Student-athletes missing the bus for any reason will not be allowed to play in that day's competition, unless previous arrangements for approved transportation have been made.

Team members shall travel to/from all contests with the team in college-provided transportation. Student-athletes wishing to travel home after an away match may only travel home with their parents or legal guardian, and only after a signed consent form has been completed. Teammates may not travel home with other teammates' parents. Student-athletes may not leave an away competition with their friend(s) even if a parent or a legal guardian has given their consent.

## **ADHERANCE TO TEAM TRAINING RULES**

We are committed to student-athlete success and expect that our student-athletes be committed to the success of Hiram College's athletic program. We expect each student-athlete to be committed to his/her sport. Each athlete should want to be as well prepared as possible to reflect pride as an athlete and pride in his/her team and school. Each student-athlete is therefore expected to understand and adhere to any and all rules set forth by his/her coach, the athletic training staff, and/or the Department of Athletics.

## **TEAM EQUIPMENT**

For those sports that mandate the use of protective equipment, the athlete is expected to be familiar with and periodically inspect the equipment for unusual wear and to use the equipment only for its intended purpose, regardless if Hiram College or the student-athlete owns the equipment. The student-athlete is expected to report any problems with the equipment to the coaching or Athletic Training staff immediately.

## **PROGRAM EVALUATION**

The Department of Athletics is committed to sponsoring programs that promote student success. Each year we review how we administer and support our intercollegiate programs. We get feedback from team members through a survey designed to measure student satisfaction with respect to the coaching staff, the athletic administration, the facilities, the athletic trainers, etc. All responses are anonymous and students are not identified in the results in any way. The survey is made available to each team member following the season.

## **TEAM CAPTAINS**

Effective captains are instrumental to team success. Their ability to promote and facilitate communication between coach and player, assist the coach in team-related activities, and help with on-campus recruiting enhances the quality of the program. Team captain(s) may serve as team representative(s) to the Student Athletic Advisory Committee (SAAC) meetings held throughout the year to assist better communication within the Department of Athletics.

## **SPORTS INFORMATION**

The Sports Information Office is responsible for publicizing Hiram College's intercollegiate sports and other media relations involving the Department of Athletics. The office, which works with local media and other interested parties, produces online media guides, game programs, news releases, and feature stories. In addition, it maintains the Hiram College Athletics website. Sports Information also handles requests from local and national media for general information about a student-athlete and assistance in arranging interviews. Sports Information attempts to make student-athletes available to the media at reasonable times during the school week and on game days after events, regardless of the outcome of the contest. The Sports Information director makes student-athletes aware that they represent not only themselves but also the college. Student-athletes must take responsibility for what they say and do. Though the college cannot control what is printed, the Sports Information director can help student-athletes to understand that they should consider nothing "off the record," while at the same time being aware that they can control what they say.

Extensive number of media mailings are done throughout the school year. Each student-athlete will have a preseason and postseason hometown release written about him or her during the individual sport season(s). Also, any milestones reached or records broken by an individual will also be publicized.

Each student-athlete will fill out an information form, including how s/he may be contacted, accomplishments at Hiram College (athletically and academically), high school statistics/awards, and identification of hometown media outlets. This information will be used to generate hometown releases, along with providing media with background information about the athlete. Each athlete is required to sign the form authorizing the sports information office to release information. If the athlete chooses not to sign the form, the Sports Information Office cannot publicize the student-athlete beyond his or her name appearing on the individual team rosters.

If a student-athlete discovers an error on the Athletics website or in a Sports Information produced publication, the athlete should consult his or her head coach to assure that the information is indeed incorrect before contacting the sports information office. If a mistake is found, the head coach, not the player or parent, must inform the sports information director of the error. PLEASE NOTE: Any NCAC sporting event in which Hiram College is the visiting team, any statistical errors WILL NOT be changed, unless both coaches agree that an error did occur. The host school must make those changes.

### **STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)**

The Student-Athlete Advisory Committee (SAAC), made up of student-athletes, assesses the student-athlete experience, and offers input on the rules, regulations, and policies that affect the Hiram College student-athlete and NCAC member campuses. SAAC communicates among student-athletes, coaches, and the athletic department to improve the student-athlete experience and promote growth and education through sports.

The mission of the Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image. SAAC helps to ensure that student-athletes receive the best collegiate athletic experience possible. This includes experiences that support academic development, safety, diversity, community leadership and healthy living.

At Hiram SAAC encourages all student-athletes to attend its meetings, voice concerns, and offer future programming ideas. Each sport team designates both a SAAC Rep and an alternate, who act as the voting representation for their particular teams.

Current programming for Hiram College SAAC includes:

- SAAC meetings are held twice a month during the academic year and serve as a vehicle for moving ideas and concerns forward to the athletic department, campus community, and NCAA office.
- Read Across America, our annual community-reading program held in the spring.
- SAAC leads the athletic department "Adopt A Family" program prior to the Holiday break in November annually.

- Attendance at conference, regional and national workshops sponsored by the NCAA.
- SAAC is active in selecting guest speakers to come to campus to talk about current wellness issues.
- SAAC representatives are present and contribute at each bi-weekly athletic department meeting.
- SAAC members coordinate and plan Student-Athlete Appreciation Day held each spring.
- Upperclass SAAC members sit on the planning committee for the Senior Student Athlete Recognition Banquet.

### **CHAMPS/LIFE SKILLS PROGRAM**

CHAMPS/Life Skills Program is designed to maintain intercollegiate athletics as an integral part of the student experience. It was created by the NCAA to support student development initiatives and to enhance the quality of the student-athlete experience within the guidelines of Hiram College, the North Coast Athletic Conference, and the NCAA.

The CHAMPS/Life Skills Program:

- Supports efforts of every student-athlete toward intellectual development and graduation
- Uses athletics as preparation for success in life
- Meets the changing needs of student-athletes
- Enhances interpersonal relationships in the lives of student-athletes
- Helps student-athletes build positive self-esteem
- Enables student-athletes to make meaningful contributions to their communities
- Promotes student-athletes ownership of their academic, athletic, personal and social responsibilities
- Enhances partnerships between the NCAA, member institutions and conference offices, and their communities for the purpose of education
- Encourages the development of leadership skills

### **FACULTY REPRESENTATIVES**

NCAA regulations require intercollegiate athletic programs to function as a vital part of the educational system and the student-athlete to be an integral part of the student body. Regulations require intercollegiate programs to be conducted so as to protect and enhance the educational and physical welfare of the student-athletes. These requirements commit member institutions to maintain the highest regard for the academic and personal well-being of our student-athletes. Student-athletes are to be students first, and faculty oversight of the intercollegiate athletic program has been recognized within the NCAA as legitimate and necessary.

Our faculty representatives encourage academic integrity in our intercollegiate athletic program, facilitate the integration of the athletic program and the campus community, and promote institutional control of the program. Their duties include:

- Meet with student-athletes at the beginning of each year to emphasize the primacy of the academic mission of the institution and the responsibilities of the student-athletes within that setting.
- Serve on the Academic Eligibility Appeals Committee, which makes final decisions about student-athlete appeals for permission to participate in intercollegiate athletics at Hiram College.
- Review intercollegiate contest schedules to assess their impact on the academic welfare of the student-athlete. Special attention is given to the regularity of missed class time and conflicts with examination schedules.
- Attend annual meetings of the North Coast Athletic Conference and participate in discussions that determine the voting position of Hiram College. Our faculty representatives will also have a voice in shaping the institution's voting decisions on NCAA legislation.
- Serve as chairperson(s) for the campus Committee on Athletics which serves as an advocate for athletics. The Committee addresses issues related to the welfare of the student-athlete and promotes integration with the campus community. Membership includes faculty, staff and athletics administrators.
- Play a central role in discussions of matter related to intercollegiate athletics at faculty meetings.
- Participate on search committees for Athletic Department administrators and coaches.

Our faculty representatives are Roxanne Sorrick, Associate Professor of Education and Earl Kissell, Associate Professor of Accounting and Financial Management. Student-athletes are encouraged to look to both of them as a source of information, support, and counseling.

### **TERRIER CLUB**

The Terrier Club engages alumni, parents, and friends of Hiram College in a variety of activities in support of Terrier Athletics. Members work together to assist the coaching staff to recruit student-athletes, to raise funds to support our programs, to honor both present and former Terrier athletes, and to provide career support to current student-athletes through mentoring, internships, job shadowing, service learning, and summer employment. Parents of current student-athletes are encouraged to get involved.

**NCAA DIVISION III REGULATIONS**  
**ELIGIBILITY TO COMPETE IN INTERCOLLEGIATE ATHLETICS**

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics.

**Part I: For All Student-Athletes.**

This part of the summary discusses ethical conduct, amateurism, financial aid, academic standards and other regulations concerning your eligibility for intercollegiate competition.

**Ethical Conduct – All Sports:**

You must act with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. [NCAA Bylaw 10.01.1]

You are **not eligible** to compete if you knowingly provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition, solicit a bet on any intercollegiate team, accept a bet on any team representing the school or solicit or accept a bet on any intercollegiate competition for any item (e.g., cash, shirt, dinner) that has tangible value. [Bylaw 10.3]

You are **not eligible** to compete if you knowingly participate in any gambling activity that involves intercollegiate or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling. [Bylaw 10.3]

You are **not eligible** to compete if you have shown dishonesty in evading or violating NCAA regulations. [Bylaw 14.01.3.3]

**Amateurism – All Sports:**

You are **not eligible** for participation in a sport if after full-time collegiate enrollment you have ever:

- Taken pay, or the promise of pay, for competing in that sport;
- Agreed (orally or in writing) to compete in professional athletics in that sport;
- Played on any professional athletics team (as defined by the NCAA) in that sport;
- Used your athletics skill for pay in any form in that sport. (Prior to collegiate enrollment an individual may accept prize money based only on his or her place finish or performance from the sponsor of an open athletics event, the United States Olympic Committee or the appropriate national governing body and actual and necessary expenses associated with the individual's practice and competition on a professional team). [Bylaw 12.1.1]

You are **not eligible** in a sport if you ever have accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletics ability or reputation in that sport. [Bylaw 12.3.1]

You are **not eligible** in any sport if, after you become a student-athlete, you accept any pay for promoting a commercial product or service or allow your name or picture to be used for promoting a commercial product or service, unless:

- The individual became involved in such activities for reasons independent of athletics ability;
- No reference is made in these activities to the individual's involvement in intercollegiate athletics; and
- The individual's remuneration under such circumstances is at a rate commensurate with the individual's skill and experience as a model or performer and is not based in any way on the individual's athletics ability or reputation. [Bylaw 12.5.1.3]

You are **not eligible** in any sport if, because of your athletics ability, you were paid for work you did not perform, or were paid at a rate higher than the going rate. [Bylaw 12.4.1]

**Delayed Collegiate Enrollment.**

The following rules are applicable to all Division III student-athletes first entering a collegiate institution on or after August 1, 2002:

- If you did not enroll in college as a full-time student at your first opportunity following the graduation of your high-school class or if you discontinued full-time high-school enrollment and you participated in any of the activities listed below, you have used a season of intercollegiate competition for each calendar year or sport season in which you participated in such activities. [Bylaw 14.2.4.3]

**Activities Constituting Use of a Season:**

- Any team competition or training in which pay in any form is provided to any of the participants above actual and necessary expenses;
- Any individual competition or training in which the individual accepts pay in any form based on his or her place finish or any competition or training in which the individual accepts pay in any form above actual and necessary expenses;
- Any competition pursuant to the signing of a contract for athletics participation or entering a professional draft; or

- Any competition funded by a representative of an institution's athletics interest that is not open to all participants. [Bylaw 14.2.4.3.2]

If you have used a season(s) of competition according to the regulations above, you must also fulfill an academic year in residence prior to being eligible to represent your school in intercollegiate competition. [Bylaw 14.2.4.3.1]

**Competition Exceptions (for delayed collegiate enrollment):**

If you participated in organized competition while enrolled in a post-graduate college preparatory school during the initial year of enrollment, you did not use a season of competition. In addition, a maximum one-time one-year exception is applicable for participation in the Olympic Games tryouts and competition, and other specified national and international competition. [Bylaw 14.2.4.3.2.1]

**Seasons of Participation – All Sports:**

A student-athlete must count a season of participation when he or she practices or competes during or after the first contest following the student-athlete's initial participation at that school. [Bylaw 14.2.4.1]

A season of participation shall not be counted when a student-athlete participates in a preseason scrimmage or preseason exhibition conducted prior to the first contest in the traditional segment following the student-athlete's initial participation at that school, or when a student-athlete participates in the one date of competition during the nontraditional segment in baseball, field hockey, lacrosse, soccer, softball and women's volleyball (effective August 1, 2009) [Bylaw 14.2.4.1]

A season of participation shall not be counted when a student-athlete practices in the nontraditional sports segment. [Bylaw 14.2.4.1]

**Financial aid - All Sports:**

You are **not eligible** if you receive financial aid other than the nonathletic financial aid that your school distributes. However, it is permissible to receive:

- Money from anyone on whom you are naturally or legally dependent [Bylaw 15.2.3.3]
- Financial aid that has been awarded to you on a basis other than athletics ability [Bylaw 15.2.3.4]
- Financial aid from an entity outside your school that meets the requirements specified in the Division III Manual. [Bylaw 15.2.3.2]

You must report to your school any financial aid that you receive from a source other than your school. However, you do not need to report financial aid received from anyone on whom you are naturally or legally dependent. [Bylaw 15.2.3.1]

## **Academic Standards – All Sports:**

### **Eligibility for Practice.**

You **are eligible to practice** if you are enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of your school. [Bylaw 14.1.8.1]

You **are eligible to practice** during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies at the time of your initial participation, you are no longer enrolled at your previous school, and you are eligible under all school and NCAA requirements. [Bylaw 14.1.8.1.1]

You also **are eligible to practice** while enrolled in less than a minimum full-time program of studies if you are enrolled in the final semester or quarter of a baccalaureate program and your school certifies that you are carrying (for credit) the courses necessary to complete your degree requirements. [Bylaw 14.1.8.1.3]

### **Eligibility for Competition.**

To be **eligible to compete**, you must:

- Have been admitted as a regularly enrolled, degree seeking student according to the published entrance requirements of your school
- Be in good academic standing according to the standards of your school
- Be enrolled in at least a minimum full-time program of studies leading to baccalaureate or the equivalent (not less than 12 semester or quarter hours) and maintain satisfactory progress toward that degree, be enrolled in a full-time graduate or professional degree program (as defined by the school for all graduate students) or be enrolled and seeking a second baccalaureate degree at your school. [Bylaws 14.01.2, 14.01.2.1, 14.1.8.2 and 14.1.8.2.1.4]

If you are enrolled in less than a full-time program, you are **eligible to compete** only if you are enrolled in the last term of your baccalaureate or graduate degree program and are carrying credits necessary to finish your degree requirements. [Bylaw 14.1.8.2.1.3]

You are **eligible to compete** during the official vacation period immediately before initial enrollment, provided you have been accepted by your school for enrollment in a regular, full-time program of studies and at the time of your initial participation, you are no longer enrolled in your previous educational institution and you are eligible under all institutional and NCAA requirements. [Bylaw 14.1.8.2.1.1]

If you are a returning student, you are **eligible to compete** between terms, provided you have been registered for the required minimum full-time load at the conclusion of the term immediately before the date of competition, or if you are either continuing enrollment or beginning enrollment, provided you have been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition. [Bylaw 14.1.8.2.1.2]

### **Other Rules Concerning Eligibility – All Sports:**

You are **not eligible** to participate in more than four years of intercollegiate competition. [Bylaw 14.2]

You are **not eligible** after 10 semesters or 15 quarters in which you were enrolled at a collegiate institution in at least a minimum full-time program of studies as determined by the school, except for any extensions that have been approved in accordance with NCAA legislation. [Bylaws 14.2.2 and 30.6.1]

You **are eligible** if you are seeking a second baccalaureate or equivalent degree or you are enrolled in a graduate or professional school provided you received your undergraduate degree from the same school, you have seasons of participation remaining and your participation occurs within the applicable 10 semesters or 15 quarters. You are also eligible for championships that occur within 60 days of the date you complete the requirements for your degree. [Bylaws 14.1.9 and 14.1.9.2]

You are **not eligible** in your sport for the rest of your season if, after enrollment in college and during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in any noncollegiate, amateur competition in the sport during your college team's playing season. Competing in the Olympic Games, tryouts and competition and other specified national and international competition is permitted. [Bylaws 14.7.1 and 14.7.3.1]

### **Transfer Students Only:**

You are considered a transfer student if:

- The registrar or admissions officer from your former school certified that you officially were registered and enrolled at that school in any term in a minimum full-time load and attended class; or
- The director of athletics from your former school certified that you reported for the regular squad practice that any staff member of the athletics department of your former school announced, even if that practice occurred before the beginning of the academic term. [Bylaws 14.5.2]

If you are a transfer student from a four-year school, you are **not eligible** during your first academic year in residence unless you meet the provisions of one of the exceptions specified in Bylaw 14.5.5.1.1, 14.5.5.1.2 or 14.5.5.1.3 or one of the waivers specified in Bylaw 14.8.1.2.

If you are a transfer student from a two-year institution, you are **not eligible** during your first academic year in residence at your new institution unless you meet the academic and residence requirements specified in Bylaw 14.5.4.1 or the exception specified in Bylaw 14.5.4.1.2.

If you wish to correspond with another NCAA institution about your opportunity to transfer, the institution must have permission to contact you before any correspondence may occur.

- To contact another Division III school, you may seek permission from your director of athletics, or you can grant other Division III institutions permission to contact you. To grant another Division III school permission to contact you about a potential transfer (or for you to be able to contact the school), complete the Permission to Contact-Self Release form that is provided by the NCAA national office. The form and instructions are available on the student-athlete home page of the NCAA Web site at [ncaa.org](http://ncaa.org).

- To contact Division I or Division II schools, you must seek permission from your Director of Athletics.

### **Drugs – All Sports:**

If the NCAA tests you for the banned drug classes listed in Bylaw 31.2.3.4 and you test positive (consistent with NCAA drug-testing protocol), you will be **ineligible** to participate in regular-season and postseason competition for one calendar year (365 days) after your positive drug test and you will be charged with the loss of a minimum of one season of participation in all sports.

If you test positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.2, it will result in the **loss of lifetime eligibility**, while a combination of two positive tests involving street drugs (e.g. marijuana, heroin) in whatever order, will result in the loss of an additional year of eligibility. [Bylaw 18.4.1.5.1.2]

If you test positive for the use of a "street drug" after being restored to eligibility, you shall be charged with the loss of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. [Bylaw 18.4.1.5.1.2]

A policy adopted by the NCAA Executive Committee establishes that the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug. You will remain ineligible until you retest negative and your eligibility has been restored by the NCAA Committee on Student-Athlete Reinstatement. [Bylaw 18.4.1.5.1]

**Non-NCAA Athletics Organization Positive Drug Test - All Sports  
(Bylaw 31.2.3.4.2):**

If you are under a drug-testing suspension from a national or international sports governing body that has adopted the World Anti-Doping Agency (WADA) code, you will not be eligible for NCAA intercollegiate competition for the duration of the suspension.

The director of athletics must notify the vice president of NCAA education services in writing regarding a student-athlete's disclosure of a previous positive drug test administered by any other athletics organization.

If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365 day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365 day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the Committee on Student-Athlete Reinstatement.

The list of banned drugs classes is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list.

**Part II: For New Student-Athletes Only**

This part of the summary contains information about your recruitment, which is governed by Bylaw 13 of the Division III Manual.

**Recruitment**

**Offers – All Sports:**

You are **not eligible** if, before you enrolled at your school, any staff member of your institution or any other representative of your school's athletics interests offered to you, your relatives or your friends any financial aid or other benefits that NCAA rules do not permit.

During your recruitment, it was permissible for you to be employed in any department outside of intercollegiate athletics provided the employment is arranged through normal institutional employment policies and procedures. [Bylaws 13.2.1 and 13.2.4.1]

**Contacts – All Sports:**

For purposes of this section, contact means “any face-to-face encounter between a prospect or the prospect's parents, relatives or legal guardian(s) and an institutional athletics department staff member or athletics representative during which any dialogue (in excess of an exchange of a greeting) occurs. Any such face-to-face encounter that is

prearranged or that takes place on the grounds of the prospect's educational institution or at the site of organized competition or practice involving the prospect or the prospect's high-school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.” [Bylaw 13.02.2]

You are **not eligible** if any athletics staff member of your school or any other representative of your school’s athletics interests contacted you (as defined above), your relatives or your legal guardians in person off your high school’s campus before you completed your junior year in high school (except for students at military academies). [Bylaw 13.1.1.1]

You are **not eligible** if, while you were being recruited, any athletics staff member of your school or any other representative of your school's athletics interests contacted you (as defined above) during the day or days of competition at the site of any athletics competition in which you were competing. It was permissible for such contact to occur (during the permissible period) after the competition if the appropriate high school authority released you prior to the contact. [Bylaw 13.1.4.2]

#### **Source of Funds – All Sports:**

You are eligible for intercollegiate competition if prior to initial full-time collegiate enrollment, you received normal and reasonable living expenses from an individual with whom you had an established relationship (e.g., high school coach, nonscholastic athletics team coach, family of a teammate), even if the relationship developed as a result of athletics participation, provided:

- The individual is not an agent;
- The individual is not an athletics representative of a particular school involved in recruiting the prospect; and
- Such living expenses are consistent with the types of expenses provided by the individual as a part of normal living arrangements (e.g., housing, meals, occasional spending money, use of the family car). [Bylaw 12.1.1.1.6.1]

#### **Tryouts – All Sports:**

You are not eligible if, after starting classes for the ninth grade, you displayed your abilities in any phase of any sport in a tryout conducted by or for your college. [Bylaw 13.11]

#### **AAU Basketball Only:**

You are not eligible if a member of your school's coaching staff participated in competition or in coaching activities involving an AAU basketball team of which you were a member. [Bylaw 13.11.1.4]

## **Sports Camps:**

You are not eligible if, before you enrolled at your school, the school, members of its athletics staff or a representative of its athletics interests gave you free or reduced admission privileges to attend its sports camp or clinic after you had started classes for the ninth grade. [Bylaw 13.12.1.4]

## **Visits, Transportation and Entertainment – All Sports:**

You are **not eligible** under Bylaws 13.5, 13.6 or 13.7 if, before you enrolled at your school, any of the following happened to you:

- Your school paid for you to visit its campus more than once;
- Your one expense-paid visit to the campus lasted longer than 48 hours;
- Your school paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit;
- Your school entertained you, your parents (or guardians) or your spouse outside a 30 mile radius of the campus during your expense-paid visit; or
- Your school entertained you, your parents (or guardians) or your spouse excessively during your expense-paid visit or entertained your friends or other relatives at any site.

You are **not eligible** if your school paid for you to visit its campus before the first day of classes of your senior year in high school. [Bylaw 13.6.1.1.1]

You are **not eligible** if, when you were being recruited, staff members of your school or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere other than the one paid visit. [Bylaw 13.5.2.8]

You are **not eligible** if any person, (other than your parents or legal guardians) at his or her own expense, paid for you to visit your school once and did not accompany you on the visit or paid for you to visit more than once. [Bylaw 13.6.1.1]

You are **not eligible** if, at any time that you were visiting your school's campus at your own expense, your school paid for anything more than the following:

- Three free passes for you and those individuals who came with you to an athletics event on campus in which your school's team competed. [Bylaw 13.6.5.2]
- Transportation, when accompanied by a staff member, to see off-campus practice and competition sites and other facilities. [Bylaw 13.5.1]

- A meal at the dining hall of your school or a meal at an off-campus site if all institutional dining halls were closed and the school normally provides similar meals to all visiting prospective students. [Bylaw 13.7.2.1.1]

- Housing at your school that is generally available to all visiting prospective students. [Bylaw 13.7.2.1.2]

You are **not eligible** if, when you were being recruited, a staff member of your school's athletics department spent money, other than what was necessary, for the staff member's (or representative's) personal expenses during an off-campus visit with you. [Bylaw 13.14.2]

#### Precollege or Postgraduate Expenses – All Sports:

You are **not eligible** if your school, or any representative of its athletics interests, offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your school. This applies to your postgraduate education as well. [Bylaw 13.15.1]

## **2009-10 NCAA Banned Drugs**

### **1. The NCAA bans the following classes of drugs.**

- a. Stimulants
- b. Anabolic Agents
- c. Alcohol and Beta Blockers (banned for rifle only)
- d. Diuretics and Other Masking Agents
- e. Street Drugs
- f. Peptide Hormones and Analogues
- g. Anti-estrogens
- h. Beta-2 Agonists

### **[Note: Any substance chemically related to these classes is also banned.]**

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

### **2. Drugs and Procedures Subject to Restrictions.**

- a. Blood Doping
- b. Local Anesthetics (under some conditions)
- c. Manipulation of Urine Samples
- d. Beta-2 Agonists permitted only by prescription and inhalation
- e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

### **3. NCAA Nutritional/Dietary Supplements Warning.**

- **Before consuming any nutritional/dietary supplement product, review the product and its label with your athletics department staff!**

(1) Dietary supplements are not well regulated and may cause a positive drug test result.

(2) Student-athletes have tested positive and lost their eligibility using dietary supplements.

(3) Many dietary supplements are contaminated with banned drugs not listed on the label.

(4) Any product containing a dietary supplement ingredient is taken at your own risk.

**It is your responsibility to consult with a Hiram College certified trainer before using any substance**

## **Some examples of NCAA Banned Substances in each class**

**[NOTE: There is no complete list of banned drug examples!]**

Check with your athletics staff to review the label of any product, medication or supplement before you consume it!

### **1. Stimulants.**

e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.

*Exceptions:* phenylephrine and pseudoephedrine are not banned.

### **2. Anabolic Agents.**

e.g., boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

### **3. Alcohol and Beta Blockers.**

e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

### **4. Diuretics and Masking Agents.**

e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

### **5. Street Drugs.**

e.g., heroin; marijuana; tetrahydrocannabinol (THC); etc.

### **6. Peptide Hormones and Analogues.**

e.g., human growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

### **7. Anti-Estrogens.**

e.g., anastrozole; clomiphene; tamoxifen; formestane; etc.

### **8. Beta-2 Agonists.**

e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.

**Any substance that is chemically related to the class of banned drugs, unless otherwise noted, is also banned!**

[NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by **contacting the Resource Exchange Center, REC, 877-202-0769 or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password ncaa1, ncaa2 or ncaa3.**]

**It is your responsibility to consult with a Hiram College certified trainer before using any substance**