

# CHADRON STATE COLLEGE DEPARTMENT OF ATHLETICS



## 2024-25 STUDENT-ATHLETE HANDBOOK

*Updated – April 9, 2024*

*\*All new updates are highlighted in grey\**

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## **Letter from CSC President - Dr. Ron K. Patterson**

Welcome to Chadron State College! Jenny and I are delighted you chose Chadron State College to call your home. As a student-athlete, you are a vital part of campus life. Your coaches, faculty, and staff are genuinely interested in your academic, athletic, social, and personal journey. Our goal is to provide you the opportunity for a transformational student-athlete experience. Chadron State College is committed to your success on and off your respective field of competition. We are confident you will find being a part of the Eagle community an exciting time in your life. This is a place where you will be challenged and supported to be outstanding student-athletes and exceptional scholars. CSC is where you will learn, grow, make friends, have fun, and make lasting memories.

Chadron State College has been a proud member of the Rocky Mountain Athletic Conference and NCAA Division II for thirty-four years. As a member of the NCAA, we appreciate your commitment to abide by the rules and regulations that are set forth by the NCAA. As a member of the CSC athletic family, our expectations for you are similar to your own personal family's expectations. You are a role model and an ambassador, act responsibly as you represent Chadron State College. In return, we are committed to passionately pursuing your success in every dimension of life. This vision serves as the impetus for every program and service offered on our campus.

We are proud you have chosen Chadron State College to further both your education and athletic career. Study, go to class, practice hard, and do your best to excel. Take pride in the opportunity to represent your institution in a first-class manner. I challenge you to compete with integrity, enthusiasm, dedication, discipline, and persistence. You are an important member of Chadron State College and the Athletic Department. I wish you great success this year and throughout your career at Chadron State College.

Again, thank you for your hard work, dedication, and enthusiasm for Chadron State College athletics. We are excited about the future of our program and look forward to cheering for you and your team. Your fellow students, faculty, alumni, and Eagle family are proud to have you as an ambassador.

**Soar Eagles,**

**Ron K. Patterson, Ed.D.  
President  
Chadron State College**



# **Chadron State College**

## **Department of Athletics Philosophy and Purpose**

### **Mission Statement**

The Chadron State College athletic program is an integral part of the total educational experience provided by the institution.

The Eagles compete in NCAA Division II and have been proud members of the Rocky Mountain Athletic Conference since 1989.

Chadron State College believes that sports and athletics offer desirable personal development and recreation for participants, and a healthy focus for collegiate constituencies. The CSC athletic program participates fully in the operational, programmatic and administrative aspects of the institution and operates within the parameters at Chadron State College.

The CSC athletics program provides talented male and female student-athletes the opportunity to participate in competitive sports with students of like ability from other colleges and universities. Equally important, the CSC athletic program serves as a model for life as it stresses the democratic ideals of ethical values, respect for others, gender and ethnic diversity and pride in individual and team accomplishments.

Further, it is the belief of the institution that the student-athletes are an integral part of the student body and that they be permitted to enjoy games as participants in the form of recreational competition. In addition to their extra responsibilities as members of intercollegiate sport programs, CSC student athletes are expected to perform academically and conduct themselves socially in accordance with the standards established for all students at the institution.

Chadron State College is committed to providing intercollegiate sport activities and programs to all students who wish to participate and demonstrate the requisite talents and commitment to succeed.

# Rocky Mountain Athletic Conference

## About the RMAC

The Rocky Mountain Athletic Conference is a premier NCAA Division II conference located in the states of Colorado, Nebraska, New Mexico, South Dakota and Utah. The RMAC currently competes in 22 NCAA Division II sports. Founded in 1909, the RMAC is the most historic athletic conference in the western United States.

## RMAC Mission Statement

The Rocky Mountain Athletic Conference is a Presidents' Conference, committed to the principles set forth in the NCAA Division II Philosophy Statement. Our focus is on the overall educational experience of our student-athletes and the integration of the athletic programs into the total educational mission of our member schools. We seek to maintain institutional diversity and autonomy, and to promote individual diversity among the student-athletes and athletic staff of our member institutions. We are committed to fostering the general welfare of our student-athletes and to developing their athletic skills and academic abilities. We provide leadership to develop and maintain a balance between competitive excellence and stability within our conference.

Headquartered in Colorado Springs, Colorado, the RMAC roster includes:

Adams State University  
Black Hills State University  
Chadron State College  
Colorado Christian University  
Colorado Mesa University  
Colorado Mines University  
Colorado State University – Pueblo  
Fort Lewis College  
Metropolitan State University  
New Mexico Highlands University  
Regis University  
San Francisco State (MWR)  
Simon Fraser (MWR)  
South Dakota School of Mines and Technology  
University of Colorado – Colorado Springs  
Western State University of Colorado  
Westminster College

The RMAC also has several affiliate members in a variety of sports.

## **Intercollegiate Athletics is a Privilege**

Student-athletes choose to participate in intercollegiate athletics at Chadron State College. By choosing to do this, they also accept all the responsibilities, privileges, and terms associated with participation in the CSC athletics program. Participating in intercollegiate athletics at CSC is a privilege, not a right. Like any privilege, it must be constantly earned.

Chadron State College's athletics teams compete nationally on a regular basis. Therefore, the awareness and visibility of our athletic program is local, regional and national. Student-athletes have a responsibility to continue to earn his/her privilege to participate in intercollegiate athletics and a responsibility to provide a positive influence on the campus community, the Chadron community and the community at large, as they are reminded that it is these positive influences that are responsible for CSC choosing to sponsor intercollegiate athletics.

## **Governing Authorities**

This handbook is designed to outline some of the policies and procedures enforced in the Department of Athletics at Chadron State College. It should be understood that these policies and procedures are in conjunction with all other forms of authority. The student-athlete is subject to all other policies and procedures of governing authorities including, but not limited to:

- State and Local Laws
- National Collegiate Athletic Association (NCAA) legislation
- Rocky Mountain Athletic Conference (RMAC) rules and policies
- Chadron State College Student Policies
- Team Policies (Each Head Coach will provide student-athletes with team specific policies and expectations)

## **Faculty Athletics Representative (FAR)**

A faculty athletics representative shall be a member of Chadron State College's faculty, who has been designated by the college president. A FAR represents faculty in the institution's relationships with the NCAA and the RMAC. The FAR for Chadron State College is Dr. Brittany Helmbrecht, [bhelmbrecht@csc.edu](mailto:bhelmbrecht@csc.edu), (308) 432-6374.

## **NCAA and Coronavirus (COVID-19)**

Below is the link for the NCAA's COVID-19 page and all updates regarding COVID-19 changes:

<http://www.ncaa.org/sport-science-institute/coronavirus-covid-19>

# Chadron State College Academic Calendar

Click on [here](#) to view the CSC academic Calendar

# NCAA Academic Eligibility Requirements

## Initial Eligibility Requirements:

### **Freshman Eligibility Requirements (for freshman entering full-time enrollment prior to the Fall of 2018)**

- Student-athletes must register with the NCAA Eligibility Center.
- After registration, freshman student-athletes must complete all NCAA Eligibility Center requirements before being eligible to compete.
- In order to practice, compete and receive athletic financial aid, a freshman must be deemed a qualifier by the NCAA. This means the student-athlete has met the 16 core course requirements with a 2.0 GPA and the 68 ACT or 820 SAT cumulative test requirements.
- If a student-athlete only meets one of the academic requirements, he/she is a partial qualifier. As a partial qualifier, a student-athlete may receive athletic financial aid and practice during his/her initial year at CSC but cannot compete against outside competition.
- A student-athlete who does not meet either of the academic conditions established by the NCAA as a non-qualifier. A non-qualifier may not accept athletic financial aid, may not practice and cannot compete against outside competition.
- Amateurism status on the NCAA Eligibility Center must be final certified in order to be eligible to begin practice.

### **Freshman Eligibility Requirements (for freshman entering first time, full-time enrollment beginning in the Fall of 2018)**

- Student-athletes must register with the NCAA Eligibility Center.
- After registration, freshman student-athletes must complete all NCAA Eligibility Center requirements before being eligible to compete.
- In order to practice, compete and receive athletic financial aid, a freshman must be deemed a qualifier by the NCAA. This means the student-athlete has met the 16 core course requirements with a minimum 2.2 cumulative GPA
- If a student-athlete has less than 16 core courses and/or less than a 2.2 core GPA, he/she is a partial qualifier. As a partial qualifier, a student-athlete may receive athletic financial aid and practice during his/her initial year at CSC but cannot compete against outside competition.

## Transfer Eligibility Requirements:

### Transfer from a Two-Year Institution after August 1, 2017

- Must register with the NCAA Eligibility Center.
- Must successfully complete (9) credit hours in his/her last full-time semester.
- Has three options:

Qualifier with no four-year attendance and ONLY one full-time term at two-year college	All other qualifiers, partial qualifiers and nonqualifiers	All other qualifiers, partial qualifiers and nonqualifiers
ONLY one full-time semester/quarter	Two full-time semesters/ three full-time quarters	Two full-time semesters/ three full-time quarters
12 semester- or quarter-hours of transferable degree credit	12-semester or 12-quarter-hours of transferable degree credit per term of attendance: <ul style="list-style-type: none"> <li>• Six- semester/eight-quarter hours of transferable English;</li> <li>• Three-semester/four-quarter hours of transferable math; and</li> <li>• Three-semester/four-quarter hours of transferable science</li> </ul>	Graduate
Cumulative GPA of 2.200	Cumulative GPA of 2.200*	
Limit of two physical education activity credits for credit requirements and GPA	Limit of two physical education activity credits for credit requirements and GPA	

\*For a non-qualifier who meets all the two-year transfer requirements EXCEPT the 2.200 GPA but has a minimum 2.000 GPA, the SA is eligible for practice and financial aid.

### Transfer from a Four-Year Institution

Must meet all of the following conditions in order to be eligible to practice, compete and receive athletic financial aid.

- Must register with the NCAA Eligibility Center.
- Amateurism status on the NCAA Eligibility Center must be final certified to compete.
- Must be able to transfer in an average of 12 hours per each full-time semester enrolled at the four-year institution.
- Must have a 2.0 cumulative GPA in courses transferable to Chadron State College.

# NCAA Progress-Toward-Degree Requirements

## 9-Hour Rule (NCAA Bylaw 14.4.3.2)

All undergraduate student-athletes, including transfers, are required to earn a minimum of 9 semester hours in the previous full-time term of attendance to be eligible for competition in the next semester.

The procedure for certifying the 9-hour requirement is noted below.

1. The Compliance Team will meet at the end of each semester to determine if student-athletes have met the 9-hour requirement.
2. Check the official transcript of transfers to determine if the 9-hour rule has been met at the previous institution.
3. The Associate Athletic Director will notify the Head Coach and the student-athlete if the 9-hour minimum has not been met, and it is the Head Coach's responsibility to make certain that the student-athlete does not compete if the nine-hour standard has not been met.

## 18-Hour Rule (NCAA Bylaw 14.4.3.3)

To be eligible to represent an institution in intercollegiate athletics competition, a student-athlete must complete 18-semester hours since the beginning of the previous fall term or since the beginning of the certifying institutions preceding two semesters. Credit hours earned in the period after the regular academic year at the institution (e.g. hours earned in summer school) shall not be used to satisfy the academic credit-hour requirements of this regulation.

The following procedures will be observed:

1. The compliance team will meet at the end of each academic year to determine if student-athletes have met the 18-hour requirement.
2. The Associate Athletic Director will notify the Head Coach and the student-athlete if the 18-hour minimum has not been met, and it is the Head Coach's responsibility to make certain that the student-athlete does not compete if the 18-hour standard has not been met.

## 24-Hour Rule (14.4.3.4)

Once a year, student-athletes will be certified as either passing 24-hours in the last 2 semesters or an average of 12 hours per term of attendance at Chadron State College. Beginning with the junior year (5<sup>th</sup> semester), these credits **MUST** count toward the student-athlete's designated degree program.

The following procedures will be observed:

1. The Compliance Team will meet prior to the first date of competition in each sport.
2. The Associate Athletic Director will prepare a report from PeopleSoft that displays the number of credit hours taken each semester, the number of credit hours passed each semester, the GPA for each term and cumulative GPA for the last two semesters.
3. The Compliance Team will review each student-athlete's academic record.
4. After the review, if a student-athlete is found to be ineligible, the Associate Athletic Director will immediately notify the Head Coach via email.
5. It is the Head Coach's responsibility to make certain that the student-athlete does not practice or compete if the standard has not been met.

6. A student-athlete not meeting this requirement may be able to become eligible by attending summer school.

### **Designation of Degree Program**

During the first 2 years of enrollment at Chadron State College, student-athletes can use credits acceptable toward ANY degree program for eligibility purposes. A student-athlete shall designate a program of study leading toward a specific baccalaureate degree by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree. The designation of degree is documented on the *Request for Change of Major (Undergrad)* online form found on the CSC web page. This form is used to change majors and/or declare a major.

The following procedures will be observed:

1. It is the student-athlete's responsibility to declare a major by his/her 5<sup>th</sup> semester of full-time enrollment.
2. The Associate Athletic Director will supply each Head Coach with a report listing each student-athlete's major and academic advisor three times during the academic year; prior to the start of the fall semester, prior to the start of the spring semester and at the end of the spring semester.
3. The Records Office will document all change of degree program decisions.

The chart below details the Progress-Towards Degree requirements as described above.

Completion of (including summer)	Good Academic Standing (based on institutional policy)	Term by Term (cannot use summer hours to meet term by term requirements)	Regular Academic Year (non-summer hours)	Grade-Point Average Options (can be recertified midyear to regain eligibility)	Credit Hours – End of Academic Year (including summer hours)
Year One	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours
Year Two	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours or 48 semester hours in Years 1 and 2 combined
<b>Designation of Degree</b>					
Year Three	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours
Year Four	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours
Year Five	Institutional Policy	Nine (9) semester hours	18 semester hours	2.0	24 semester hours

### Student-Athlete Academic Responsibilities

A CSC student-athlete is expected to uphold the highest academic standards. The goal of the institution is to have each student-athlete pursue and obtain a bachelor's degree. Each student-athlete is responsible for attending class regularly, completing all classroom assignments, and conducting themselves in all academic matters in ways consistent with optimal classroom performance. Student-athletes are required to meet all institutional academic requirements as well all CSC, Conference, and NCAA eligibility requirements. It is the student-athlete's responsibility to ensure eligibility requirements are met.

### Civility

Civil behavior enhances the academic setting and is expected at all times. The academic environment welcomes a difference of opinion, discourse, and debate within a civil environment.

# Chadron State College Academic Honesty

## Academic Honesty

Please refer to [Academic Honesty Policy](#).

## Chadron State College Learning Lab Services

### Peer Tutoring Services

CSC provides peer tutoring services at no additional cost to all CSC students. During the regular school year, tutoring begins the second week of classes and continues until finals week. Summer tutoring is available by appointment.

### Walk-in Tutoring (Math & Science)

Walk-in tutoring is available for math, biology, and chemistry. Subjects are scheduled based on need and tutor availability. Schedules will be available via the website or by contacting the learning lab.

Hours of Operation (check website for tutor availability):

- Monday-Thursday: 8:00AM – 6:00PM
- Friday: Appointments Only
- Saturday: Closed
- Sunday: Appointments Only

### Writer's Corner

Writing assistance is available in the learning lab for help in all subjects. Appointments are recommended and can be made on our website. Walk-in assistance may be available, but is not guaranteed.

Hours of Operation (check website for tutoring availability):

- Monday-Thursday: 8:00AM – 6:00PM
- Friday: 11:00AM – 3:00PM
- Saturday: Closed
- Sunday: Appointments Only

### Tutoring Requests

Tutoring may also be requested for the subjects not offered on a walk-in basis. Upon receiving a request for tutoring, the Office of Academic Success will contact a tutor from the tutoring pool and help facilitate the first appointment.

### Online Tutoring

Online tutoring is available for all offered subjects. Students can contact the learning center with the subject, day, and preferred time(s), and an appointment will be arranged for a tutoring session delivered via web conferencing. Students need access to a computer or portable device with a camera, microphone, and

broadband internet access.

### **Study Hall**

Some athletic teams and ROTC utilize the Learning Lab to help track study hours. If you are required to participate, the following will apply to you:

- You will need to check-in and check-out at the Learning Lab front desk. There is a kiosk available at all hours.
- You may access tutoring support during regular Learning Lab hours as needed.
- Study table hours are tracked weekly and sent to coaches
- Each program has a different number of study hours that have to be met. The criteria are set by coaches

### **Contact**

Learning Lab

P: (308) 432-6382

E: [tutor@csc.edu](mailto:tutor@csc.edu)

W: [www.csc.edu/learninglab](http://www.csc.edu/learninglab)

# Student-Athlete Policies

## Class Attendance and/or Participation Policy

Please refer to [Class Attendance and/or Participation Policy](#)

## Travel Policies

Please refer to [Student-Athlete Conduct for Travel Policy](#)

## Athletics Participation Policy

Please refer to [Athletics Participation Policy \(Student-Athlete\)](#)

## Student-Athlete Responsibilities

- If a student-athlete's class schedule conflicts with practice times, the student-athlete is required to attend class.
- A letter from the Associate Athletic Director will be presented to all active members of each athletic program.
- The student-athlete shall share this letter with each of his/her instructors at the start of the semester.
- Two days before the team leaves for travel, a coaching staff member will send the travel itinerary, along with the roster, to the Director of Athletics, Associate Athletic Director, Athletic Accountant and Event Manager.
- The Associate Athletic Director will notify each instructor that the student-athlete will be absent from classes.
- It is the student-athlete's responsibility to work with each instructor in advance of athletic travel to make sure all academic responsibilities are covered.
- Student-athletes should meet with his/her advisor once a semester to make sure he/she is meeting requirements for graduation.

## Grade Checks

Grade checks will be done at three weeks, six weeks, nine weeks and 12 weeks during the semester. However, a coach may contact a professor at any time regarding a student-athlete's academic progress. Student-athletes will be given a grade check form and must get an update from each instructor. Student-athletes shall set up a time with professors during his/her office hours to have a grade check completed. Student-athletes shall not request a grade check that is inconvenient for an instructor and should avoid asking for a grade check directly after a class. At the nine-week grade check, the student-athlete will also be required to set up a meeting with his/her academic advisor for an academic progress report.

## Adding/Dropping a Class

Student-athletes must communicate with his/her respective coach when adding or dropping a class. Dropping a class may affect a student-athlete's full-time enrollment and the 24-hour progress toward degree rule. A block is placed on all student-athlete accounts to prevent student-athletes from falling below the full-time status. If a student-athlete wishes to drop a course that will put him/her below the full-time minimum, he/she must contact the Associate Athletic Director to have the block removed in order to make changes to his/her schedule. After the changes are made, the block will be put back on the student-athlete's account. If a student-athlete falls below the full-time minimum, he/she will not be eligible to practice or compete and must forfeit any athletically related financial aid.

## **Major Changes**

A student-athlete does not have to declare a major until the beginning of his/her fifth full-time semester (third year). When a student-athlete selects a major, the 24-hours required by NCAA legislation must be acceptable toward that specific degree program. During the first two years of enrollment, a student-athlete may use the 24-hours toward any degree program at Chadron State College. It is permissible for a student-athlete to change his/her major. However, the 24- hours for the academic year must be applicable toward the new degree program. Prior to changing majors, the student-athlete must visit with his/her Head Coach and the Associate Athletic Director. The student-athlete must also complete the online form to have his/her major officially changed by the institution. <http://www.csc.edu/registrar/forms/changemajor/index.csc>

## **Summer School**

Student-athletes will be required to notify the Associate Athletic Director of his/her intention to register for summer school courses by completing the Summer School Form via the ARMS Athletics system.

# NCAA Rules Regarding Playing Seasons

## Seasons of Competition

A student-athlete shall not engage in more than four seasons of intercollegiate competition in one sport. At NCAA Division II institutions, a student-athlete shall complete his/her seasons of competition during the first 10 full-time semesters at a post-secondary institution (excluding part-time semesters and summer enrollment). A student-athlete uses a full-time semester when the student-athlete registers full-time during a regular term of the academic year and attends the first day of classes for that term, even if the student-athlete drops to part-time status during that first day of classes.

## Competition Outside the Institution

Outside competition consists of any athletic competition against any other outside athletic team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution. A student-athlete becomes ineligible for intercollegiate competition for the remainder of the season in his/her sport if he/she competes at a member of any outside team in any non-collegiate, amateur competition during the institution's intercollegiate season in the sport. Student-athletes shall check with his/her Head Coach and the Associate Athletic Director prior to participation in outside competition.

## Playing and Practice NCAA Legislation

The NCAA has restrictions on the amount of time a student-athlete may spend on countable athletically-related activities (CARA) during the segment of the season that ends with championship or in certain sports during the non-championship segment:

- A student-athlete shall not participate in more than 20 hours per week of CARA.
- Any competition counts as three hours regardless of the actual duration of the contest(s).
- Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition.
- CARA may not exceed more than four hours per day.
- Each student-athlete must have one day off per week with no CARA, except during participation in one conference and post-season championship and any post-season certified bowl games or National Invitation Tournaments and during participation in NCAA championships.
- At the conclusion of the championship segment, student-athletes are required to have 14 calendar days off with no CARA activities.
- 

For out-of-season participation, the amount of CARA is altered as follows:

- A student-athlete may not participate in more than eight hours of CARA during the week.
- The eight hours may consist of conditioning, weightlifting, individual skill instruction (except in football), and review of film or team activities.
- Of the eight hours only four hours can be spent on skill instruction in sports other than football. For football student-athletes, only two of the eight hours may be spent on film. No skill instruction is permitted for football student-athletes.
- Limits on groups for skill instruction depend on the number of starting squad numbers and is different for individual sports.
- Each student-athlete must have two days off per week with no CARA hours.

Countable Athletically-Related Activities include, but are not limited to:

- Practice.
- Athletic meeting with a coach.
- Competition.
- Field, floor or on-court activity.
- Setting up offensive or defensive alignment.
- Required weight-training and conditioning activities.
- Required participation in camps/clinics.
- Visiting the competition site (cross-country and golf only)
- Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.
- Discussion or review of game film.

Items that are not considered CARA activities may include, but are not limited to the following list:

- Study hall or tutoring sessions.
- Attendance at a sports or award banquet.
- Voluntary involvement with strength and conditioning coach.
- Medical exams or treatments.
- Meetings with coaches and/or department of athletics staff to discuss non-athletic matters.
- Participation in fundraising, community service or community engagement activities.
- Required preparation of playing field for practice.
- Training-table or competition related meals.
- Travel to and/or from competition site.

A student-athlete may choose to participate in voluntary workouts, which do not count toward the daily or weekly hourly limits. However, a voluntary workout must meet all of the following conditions:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, trainer, manager) may report back to the student- athlete's coach any information related to the activity;
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g., times when the strength and conditioning coach will be on duty in the weight room or on the track).
- In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student- athletes of the time in advance;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete

based on his or her

attendance or performance in the activity.

### **CARA logs**

- CARA logs will be available for student-athletes to review via his/her ARMS Athletics account.
- Student-athletes will be encouraged to log on each week and verify his/her countable hours.

# Student-Athlete Benefits

## Complimentary Admissions

Chadron State College may provide four complimentary tickets per home contest to a student-athlete in the sport in which the individual participates (either practices or competes); regardless of whether the student-athlete competes in the contest. Student-athletes will use ARMS to enter admission guests. The Associate Athletic Director will approve or deny the request.

The following are prohibited:

- Receiving payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value. Receipt of payment for these complimentary admissions by such designated individuals is considered an extra benefit and will render the student-athlete ineligible.
- Special arrangements to sell student-athlete tickets (tickets shall be available for purchase by student-athletes according to the same purchasing procedure used for the general student body).
- A student-athlete may not purchase tickets for an athletic contest from the institution and then sell the tickets at a price greater than their face value.
- A student-athlete may not receive more than four complimentary tickets by getting additional tickets from another student-athlete.
- The student-athlete should not give his/her ARMS Athletics log-in information to any other individual. Also, he/she should not enter or request tickets for other student-athletes.

## Awards

It is permissible in some instances for student-athletes to accept actual and necessary expenses for the acceptance of an award. Chadron State College may also financially assist in the payment of actual and necessary expenses in particular instances. Student-athletes should contact the Associate Athletic Director to validate that no NCAA legislation violations occur.

## Occasional Meals

An occasional meal is a meal provided to a student-athlete in the locale of the institution on infrequent and special occasions. Occasional meals must be approved in advance.

- **Institutional Staff Member:** A student-athlete or the entire team in a sport may receive an occasional meal in the locale of the institution on 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.
- **Representative of Athletics Interest:** A student-athlete or the entire team in a sport may receive an occasional family home meal from a representative of athletics interests provided the meal is in the individual's home (as opposed to a restaurant), on campus or at a facility that is regularly used for home competition and may be catered. The representative of athletics interests or an institutional staff member may provide reasonable local transportation to student-athletes to attend such meals.

The procedure for approval of occasional meals is as follows:

1. The Head Coach of the student-athlete(s) or team invited for an occasional meal will complete and sign an *Occasional Meal Form* prior to the meal.
2. The form is then submitted to the Associate Athletic Director for approval.

3. Once a decision has been made, the Associate Athletic Director will notify the Head Coach in

writing if the occasional meal has been approved or denied.

# Transfer Legislation

## Transfer from Chadron State College Release and Appeal Four-Year Transfer from Chadron State College

It is the general policy of the Chadron State College Department of Athletics not to grant use of the one-time transfer exception for student-athletes pursuing transfer to institutions within the Rocky Mountain Athletic Conference.

All other four-year transfers will be handled case-by-case at the discretion of the Head Coach, Associate Athletic Director and Athletic Director.

1. The student-athlete shall contact the Associate Athletic Director at Chadron State College via email requesting to be placed on the NCAA Transfer Portal.
2. After the request has been received, the Associate Athletic Director and Chadron State College have seven-consecutive calendar days to either approve their request and place the student-athlete in the NCAA Transfer Portal.
  - a. Once the request is approved, the student-athlete will be placed in the NCAA Transfer Portal.

***\*A student-athletes written notification of transfer and being placed on the NCAA Transfer Portal does not, in and of itself, constitute a voluntary withdrawal from a sport. Therefore, it is not permissible for an institution to reduce or cancel a student-athletes athletic aid during the period of the award based on their written notification of transfer. \****

3. It is the policy of Chadron State College Department of Athletics to not grant a blanket release for use of the one-time transfer exception. After the student-athlete has been placed in the NCAA Transfer Portal, the institutions that are interested in use of the one-time transfer exception shall contact the Associate Athletic Director at Chadron State College.
  - a. If the request is approved, the student-athlete will be granted use of the one-time transfer exception to that specific institution.
  - b. If the request is denied, the Associate Athletic Director shall send written notification the institution that the request has not been approved.
    - i. The Associate Athletic Director will send written communication to the student-athlete stating his/her use of the one-time transfer exception has been denied and that the student-athlete has the opportunity to request a hearing.
    - ii. The student-athlete shall have fourteen (14) consecutive calendar days upon the date of issuance of this letter to respond, in writing, to the FAR and the Associate Athletic Director to formally request a hearing.
    - iii. Failure by the student-athlete to submit a written request for a hearing within fourteen (14) calendar days shall be interpreted as a forfeit of the opportunity for a hearing. As a result, the initial determination for denial of permission to contact shall be made final and binding.
    - iv. If the student-athlete notifies the FAR and Associate Athletic Director in writing of their intent to appeal within the required time limit, the FAR or Associate Athletic Director will, based on schedules and/or availability will conduct a hearing. The FAR will work with the Hearing Committee to schedule the hearing within 30 calendar days of receiving written notification of a student-athlete's intent to appeal, in accordance with NCAA rules.

- v. The FAR will notify the student-athlete, Head Coach, Associate Athletic Director and Director of Athletics of the time, date, and location of the hearings via email.
- vi. The Hearing Committee shall be comprised of members outside of the Department of Athletics and at least one member of the Compliance Team (not employed by the Athletic Department), and the FAR shall preside over this hearing and make the final determination.
- vii. The student-athlete, Head Coach and/or Director of Athletics must come to the respective hearing with three (3) copies of any documents that will be presented, one for each member of the Hearing Committee. The Hearing Committee will have provided copies of any email communications received regarding the request for appeal and a copy of the signed one-time transfer exception communication.
- viii. At the hearing, the student-athlete and the Department of Athletics shall be allowed an opportunity to present their case separately. Either party is permitted to present witnesses and/or documents to the committee that may support their position. Both the Department of Athletics and student-athlete will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.
- ix. A student-athlete may be accompanied during an appeal by an adviser. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. The student- athlete may not be accompanied by legal counsel. On occasion, a student-athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel.
- x. The decision as to whether the student-athlete may be given an opportunity to compete for a roster spot on a CSC athletic team is beyond the authority of the Hearing Committee and rests with the Head Coach and/or Director of Athletics. The Hearing Committee may only render a decision about the use of the one-time transfer exception status.
- xi. At the conclusion of the hearing, the Hearing Committee shall have up to 5 business days to render a final decision. With written agreement from both the student-athlete and the Department of Athletics, an extension to the 5 business days may be granted, if requested by the Hearing Committee.
- xii. The FAR will notify the Director of Athletics, Associate Athletic Director and the student- athlete of the committee's decision in writing. This decision shall be final and not subject to appeal.

**xiii.** The appeal process, related emails, documentation presented, and decision of the Hearing Committee should be considered confidential. The student-athlete, his/her family members or friends, CSC coaching and athletic department staff, and the Hearing Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the student-athlete or his/her family members or friends may result in the reversal of the Hearing Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing CSC may result in disciplinary action.

## **Transfer to Chadron State College from a Two-Year Institution**

A student-athlete transferring to Chadron State College from a two-year institution must serve an academic year in residence (two full-time semesters). During that time the student-athlete may participate in practice and receive athletic financial aid but is not eligible to compete. The academic year in residence may be waived if the student-athlete meets the academic requirements stated in the NCAA Eligibility Requirement section of the Student-Athlete Handbook.

1. The Head Coach is responsible for informing junior college transfer student-athletes that they must apply to Chadron State College and have official transcripts from each institution previously attended sent to the Admissions Office.
2. The Head Coach is also responsible for informing two-year transfers that they must update their Amateurism Certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.
3. The Associate Athletic Director will require the two-year transfer to complete a *Historical Questionnaire* via the ACS Athletics system. The questionnaire will detail what the two-year prospect has been doing since earning his/her high school diploma.
4. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Records Office evaluates the transcripts, confirms transferable degree credits and verifies terms of attendance.
  - a. *Note: Specific attention needs to be paid to the calculation of GPA for 2-year college transfers because all courses that are transferable or would have been transferable, if the grades were higher, need to be included in the calculation of the 2-year college transfers GPA.*
5. The Associate Athletic Director will request a copy of the official transcript to be kept on file in the Associate Athletic Director's office.
6. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Associate Athletic Director will confirm the results of information from the NCAA Eligibility Center, what other schools the transfer student-athlete may have attended and compares the information provided by the student-athlete on the *Historical Questionnaire*.
7. Once the Records Office has reviewed the transcript, results of the review are posted on the student-athlete's account in PeopleSoft.
8. The Associate Athletic Director will confirm the transfer student-athlete's eligibility status.
9. If the transfer student-athlete is found to be ineligible, the Associate Athletic Director will inform the Head Coach.
10. For transfers who are beginning their 5th full-time term, the student-athlete must declare a major and enroll in courses that will count toward the designated degree program.

## **Transfer to Chadron State College from a Four-Year Institution**

A student-athlete transferring to Chadron State College from a four-year institution must serve an academic year in residence (two full-time semesters). During that time the student-athlete may participate in practice and receive athletic financial aid but is not eligible to compete unless the previous institution grants use of the one-time transfer exception. The academic year in residence may be waived if the student-athlete meets the academic requirements stated in the NCAA Eligibility Requirement section of the Student-Athlete Handbook.

1. Once a four-year transfer contacts a member of the CSC athletic staff the staff must do the following:

- a. Locate the PSA on the NCAA Transfer Portal
  - i. If the PSA is on the NCAA Transfer Portal, ensure that there are no contact restrictions for that specific PSA. This is located in the comments sections on their NCAA Transfer Portal 'Tracer'.
  - ii. If not on the NCAA Transfer Portal, the Associate AD will send the institution a *RMAC Four-Year Tracer* form.

\*All coaches are allowed to educate PSA's on NCAA transfer rules/regulations and the process as long as they are not actively recruiting the PSA to their institution.

2. After locating the PSA on the NCAA Transfer Portal or receiving permission to contact for the four-year transfer, the Associate Athletic Director will notify the Head Coach that he/she may contact the transfer student and initiate the recruiting process.
3. The Head Coach is responsible for informing the prospective four-year transfer student- athlete that they must apply to Chadron State College and have official transcripts from each institution previously attended sent to the CSC Admissions Office.
4. The four-year transfer is responsible for completing a *Historical Questionnaire* via the ACS Athletics system. The questionnaire will detail what the four-year prospect has been doing since earning his/her high school diploma.
5. Upon receipt of transcripts and the *Historical Questionnaire*, the Records Office and Associate Athletic Director will review all documents to determine viability of transfer PSA based on eligibility status and seasons of eligibility used at end of last term at former institution. The Associate Athletic Director will notify the Head Coach of the viability of the transfer.
6. The Head Coach is also responsible for informing four-year transfers that they must update their Amateurism Certification with the NCAA Eligibility Center or register with the NCAA Eligibility Center and complete all tasks.
7. Upon receipt of a transfer student-athlete's application and the submission of official transcripts to the institution, the Records Office evaluates the transcripts, confirms transferable degree credits and verifies terms of attendance.
8. The Associate Athletic Director will also request a copy of official transcripts for the student-athletes file kept in the office of the Associate Athletic Director.
9. Upon receipt of a transfer Student-Athlete's application and the submission of official transcripts to the institution, the Associate Athletic Director will confirm the results of information from the NCAA Eligibility Center, what other schools the transfer student- athlete has attended and compares them with the information provided by the student on the *Historical Questionnaire*.
10. The Associate Athletic Director confirms whether the transfer student-athlete is eligible or not. If the transfer student-athlete is found to be ineligible, the Associate Athletic Director will inform the Head Coach in writing.
11. If the transfer student-athlete is not eligible, the Head Coach is not responsible for not allowing the prospect to participate in competition.
12. For transfers who are beginning their 5<sup>th</sup> full-time term, the student-athlete must declare a major and enroll in courses that will count toward the designated degree program.

## Financial Aid

All NCAA sponsored athletic teams at Chadron State College are provided with specific amounts of financial aid, grant-in-aid (tuition, fees, room board and course-required books), with the budgetary restrictions of CSC and the NCAA bylaw limitations. Each Head Coach makes a recommendation to the Associate Athletic Director for the amount of athletic financial aid the Head Coach would like to offer each student-athlete.

### **Athletic Aid Reduction, Removal, Non-Renewal & Appeals Procedure**

It is NCAA policy that institutional aid, based in any degree on athletic ability, may only be reduced or removed during the period of the award, if the recipient:

- Renders him or herself ineligible for intercollegiate competition; or
- Fraudulently misrepresents any information on an application, letter of intent or financial agreement; or
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport at any time for personal reasons

Any such reduction or removal of aid during the period of the award will be approved only if such action is taken for proper cause and written documentation is submitted to the Director of Athletics and the Associate Athletic Director.

In addition, at the end of the period of the award athletic aid will be reviewed by the Head Coach and may be increased, reduced, or cancelled for the following year based on the student- athlete's level of performance, academic ineligibility or any violation of institution, department, or team policies.

These are procedures for reducing, removing, or non-renewal of athletic aid:

1. The Head Coach shall complete the *Permissible Reduction/Cancellation of Athletics Financial Aid* form. The student-athlete must also sign the form. The Head Coach is responsible for supplying the student-athlete with a copy of the form.
2. Once the *Permissible Reduction/Cancellation of Athletics Financial Aid* form is completed, the Head Coach will submit it to the Associate Athletic Director.
3. It is also recommended that the student-athlete meet with the Associate Athletic Director and/or Director of Athletics to complete an exit interview.
4. The Associate Athletic Director will review the Head Coach's recommendation with the Director of Athletics. The Director of Athletics will decide whether to approve or deny the coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations.
5. If the recommendation is denied, the student-athlete's athletic financial aid will not be removed or reduced.
6. If the recommendation is approved, the Associate Athletic Director will recommend in writing to the Director of Financial Aid that the student-athlete's athletic financial aid award be reduced, removed, or not renewed.
7. The Associate Athletic Director will also notify the Head Coach of the decision, directing the Head Coach to meet with the student-athlete to inform the student-athlete of the decision.
8. The student-athlete will remain on the active roster on the ARMS athletics system, the

website and no changes will be made to the student-athlete's athletics financial aid until this process is complete.

9. When the process is complete and the student-athlete is no longer a member of the team, the Associate Athletic Director will remove the student-athlete from the active roster on the ARMS athletics system. The Associate Athletic Director will also notify the Sports Information Director that the student-athlete shall be removed from the roster on the CSC athletic website.

The Head Coach will also verbally advise the student-athlete of the following appeal process (described in the Student-Athlete Handbook).

1. The Director of Financial Aid shall send a written notification to the student-athlete regarding the opportunity for an appeal hearing. The student-athlete shall have fourteen (14) consecutive calendar days upon this letter's issuance date to respond, in writing, to the FAR and the Associate Athletic Director to formally request a hearing.
2. Failure by the student-athlete to submit a written request for a hearing within fourteen (14) consecutive calendar days shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination for non-renewal, removal, or reduction of athletic grant-in-aid shall be made final and binding.
3. If the student-athlete notifies the FAR and Associate Athletic Director in writing of their intent to appeal within the required time limit, the FAR or Associate Athletic Director will, based on schedules and/or availability, the FAR will work with the Hearing Committee to schedule the hearing within 30 calendar days of receiving written notification of a student-athlete's intent to appeal, in accordance with NCAA rules.
4. The FAR will notify the student-athlete, Head Coach, Associate Athletic Director and Director of Athletics of the time, date, and location of the hearings via email.
5. The Hearing Committee shall be comprised of members of the Athletic Advisory Committee and at least one member of the Compliance Team (not employed by the Athletic Department), and the FAR shall preside over this hearing and make the final determination.
6. If a party decides to appear in person, they (the student-athlete, Head Coach and/or Director of Athletics) must come to the respective hearing with three (3) copies of any documents that will be presented, one for each member of the Hearing Committee. The Hearing Committee will have been provided copies of any email communications received regarding the request for appeal and a copy of the signed *Athletic Scholarship Agreement* for the Academic Year in question.
7. At the hearing, the student-athlete and the Department of Athletics shall be allowed an opportunity to present his/her case separately regarding the non-renewal, removal, or reduction of athletic aid. Either party is permitted to present witnesses and/or documents to the committee that may support their position. Both the Department of Athletics and student-athlete will each be given a maximum of 45 minutes to present their documentation and/or testimony from witnesses.
8. A student-athlete may be accompanied during an appeal by an adviser. The adviser is generally a fellow student, faculty member, mentor, friend, or parent. The student- athlete may not be accompanied by legal counsel. On occasion, a student-athlete has been accompanied by a mentor, who is trained as a lawyer. In this event, the mentor serves strictly as an adviser and does not serve as legal counsel.
9. The decision as to whether the student-athlete may be given an opportunity to compete for a roster spot on a CSC athletic team is beyond the authority of the Athletic Scholarship Appeals Committee and rests with the Head Coach and/or Director of Athletics. The Athletic Scholarship Appeals Committee may only render a decision about the non-renewal, removal, or reduction of the athletic

scholarship.

10. At the hearing's end, the Athletic Scholarship Appeals Committee shall have up to 5 business days to render a final decision on the status of athletics aid. With written agreement from both the student-athlete and the Department of Athletics, an extension to the 5 business days may be granted, if requested by the Athletic Scholarship Appeals Committee.
11. The FAR will notify the Director of Athletics, Associate Athletic Director and the student- athlete of the committee's decision in writing. This decision shall be final and not subject to appeal.
  - i. The appeal process, related emails, documentation presented, and decision of the Athletic Scholarship Appeals Committee should be considered confidential. The student- athlete, their family members or friends, CSC coaching and athletic department staff, and the Athletic Scholarship Appeals Committee members may not disclose the outcome or opinions of the appeal through personal or institutional social media (including but not limited to Facebook, Twitter, blogs, etc.) or media outlets (including but not limited to newspapers, magazines, television, media websites, etc.) A violation of the confidentiality of information as noted above by the student-athlete or his/her family members or friends may result in the reversal of the Athletic Scholarship Appeals Committee decision and/or loss of athletic scholarship. A violation of the confidentiality of information as noted above by any member of the staff representing CSC may result in disciplinary action.

**CSC athletic financial aid will not pay the following charges on a student-athlete's account:**

- Parking fines/tickets on or off campus
- Refundable deposits to the institution
- Parking decals/registration
- Charges for damaged or lost college property
- Late fees for outstanding balances
- Orientation Fee
- Room cancellation fee

**Student-Athletes who receive athletic scholarships are limited to the following circumstances:**

- No more than 15 hours per semester of in-state/on campus tuition if receiving an athletic tuition waiver.
- A double room (the difference for a single room rate will be paid at the expense of the student-athlete) for student-athletes on an athletic room waiver.
- A maximum cost of the 200 Block Meal Plan + \$200 Eagle Bucks meal plan if receiving an athletic board/meal waiver.

# Amateurism

The NCAA views amateurism as strictly as it views a student-athlete's academic eligibility. (NCAA Bylaw 12.1.4 Amateur Status)

An incoming student-athlete will have his/her amateurism certified through the NCAA Eligibility Center. Following initial certification by the NCAA Eligibility Center, amateurism will be monitored by the Chadron State College Department of Athletics.

A student-athlete loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the student-athlete meets any of the following items following initial full-time enrollment:

- Use of athletic skills (directly or indirectly) for pay in any form in that sport.
- Acceptance of promise of pay even if such pay is to be received following completion of intercollegiate athletics participation.
- Receipt of salary, gratuity or compensation (directly or indirectly) for participation in athletics.
- Receipt of any division or split of surplus (bonuses, game receipts, etc.).
- Contract to play professional athletics, regardless of its legal enforceability or any consideration received.
- Receipt of funds from a professional team.
- Competition on a professional team (per Bylaw 12.02.6), even if no pay or remuneration for expenses was received.
- Agreement with or benefits from an agent.
- Education expenses (outside of Chadron State College).
- Receipt of cash award for participation.
- Expenses or awards not permitted by amateurism rules governing events.
- Expenses above actual or necessary expenses from outside amateur sports team or organization.
- Expenses from non-permissible entities.
- Unspecified or un-itemized expenses.
- Payment based on place finish.
- Prize for participation in institutional promotional activity.
- Pay for competition involving use of overall athletics skill.
- Preferential treatment, benefits or services.

## Use of Likeness

If a student-athlete is approached by anyone to use his/her name or likeness for commercial purpose, including on-campus promotions, he/she must first meet with the Director of Athletics or the Associate Athletic Director before obligating himself/herself in this capacity.

## **Gambling & Sports Wagering**

NCAA Bylaw 10.02.1 – Sports Wagering – Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. 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 contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

NCAA Bylaw 10.02.2 – 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.

NCAA Bylaw 10.3 – Sports Wagering Activities - 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:

- Staff members of an institution's athletics department;
- Non-athletics 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);
- Staff members of a conference office; and
- Student-athletes.

Prospective or enrolled student-athletes found in violation of gambling & sports wagering shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

Institutional staff members found in violation of gambling & sports wagering shall be subject to disciplinary or corrective action as set forth in Bylaw 19.5.2.2 of the NCAA enforcement procedures, whether such violations occurred at the certifying institution or during the individual's previous employment at another member institution.

# Chadron State College General Policies

## Class Attendance and/or Participation Policy

Please refer to [Class Attendance and/or Participation Policy](#)

## Alcohol Policy

Please refer to [Alcohol Policy \(Student-Athlete\)](#)

## Tobacco Policy

Please refer to [Tobacco Policy \(Student-Athlete\)](#)

## Drugs and Other Controlled Substances

The use of drugs and other controlled substances is strictly prohibited by the Chadron State College Department of Athletics, as well as the NCAA. If a student-athlete is suspected of drug use, the Chadron State College Department of Athletics may perform a drug test. Also, each student-athlete must sign the NCAA Drug Testing Consent Form and receive the list of banned drugs. An agency hired by the NCAA may perform random drug test for student-athletes. This can occur at any point during the year (including summer).

If a student-athlete tests positive for performance enhancing drugs during a NCAA administered drug test, the student-athlete must sit for one calendar year. During the year, the student-athlete may practice with his/her team but is not eligible to compete. The student-athlete will also lose one year of eligibility during that time. Also, during that time, the student-athlete will be subjected to more NCAA drug tests. At the end of the year, assuming the student-athlete does not receive any further positive tests, the student-athlete must file for re-instatement through the NCAA with the Associate Athletic Director.

If the student-athlete tests positive a second time during a NCAA administered drug test for performance enhancing drugs, the student-athlete forfeits any eligibility he/she may have remaining.

During an NCAA administered drug test, the student-athlete will also be tested for street drugs. A student-athlete who tests positive for a street drug be withheld from the next 50 percent of the season of competition in all sports, and that the student-athlete shall remain ineligible until the prescribed penalty is fulfilled, the student-athlete re-tests negative and eligibility is restored by the NCAA Committee on Student-Athlete Reinstatement by filing for re-instatement with the Associate Athletic Director.

## Student Host

Serving as a student-host for a prospective student-athlete (PSA) is an honor and responsibility. The student-athlete selected should consider it as such. If a prospect comes on an official visit, a Head Coach may request funds from the Foundation Office for a current student-athlete to serve as a student host by completing the *Student Host Form*.

1. Only student-athletes that are eligible to compete may serve as a student host.
2. A maximum of \$30 per day can be given to the student host to assist in the entertainment of the prospect. Additional funds can be made available to the student host if they are hosting more than one prospect.
3. Multiple student-athletes may serve as a student host for a single prospect. However, the

- maximum dollar amount remains at \$30 per day.
4. Student host funds cannot be used for the cost of meals, institutional souvenirs, admission to campus athletic events, or alcoholic beverages regardless of whether the host or the prospect is of legal drinking age.
  5. The student host shall not give the PSA cash.
  6. The student host and/or the prospect may not be provided an automobile by CSC or representatives of the athletics interests (Boosters).
  7. The student host may receive complimentary meals, provided the student host is accompanying the prospect during the prospect's official visit.
  8. The student host may not allow recruiting conversations to occur, on- or off-campus between the prospect and a booster, alumni or former athlete of CSC.
  9. Prior to issuing student host funds, the Head Coach and the student-athlete serving as the student host must sign a *Student Host Form* with the Athletic Accountant.
  10. After the student-athlete serves as a host, he/she must return any remaining funds, as well as all itemized receipts to the Athletic Accountant.

## **Sportsmanship**

A model Division II department of athletics shall encourage all student-athletes, coaches and fans to respect each other, practice civility, encourage teamwork and understand citizenship responsibilities during the conduct of the intercollegiate practice and competitions. A model department will emphasize that a "family friendly" environment should exist at all athletics department events.

The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages and tobacco products is prohibited.

Chadron State College joins the Rocky Mountain Athletic Conference in its commitment to sportsmanship. We take pride in the conduct of the student-athletes and coaches and ask that everyone – coaches, athletes, and spectators treat opponents and officials with respect. We encourage you to cheer for your favorite team during an intercollegiate contest. At the same time please demonstrate to our guests the respect we would like to be shown as visitors on their campus. Unruly, threatening, or obscene behavior will not be condoned.

## **Hazing**

There should be no hazing incidences. While many traditions may or may not have some value, hazing of a seemingly benign nature has caused problems for institutions across the nation in recent years. Student-athletes behaving in this nature will not be tolerated.

## **Community Engagement**

Student-athletes may participate in activities, known as community engagement. Such activities are events which primary purpose is enhancement of the community. Coaches may require participation in a community engagement activity and the activity shall not count toward the NCAA weekly countable athletically related activity limit.

## **Student-Athlete Exit Interviews**

Student-athletes who have exhausted his/her eligibility and student-athletes that have quit or have been dismissed from his/her team will be asked to complete an exit interview rating his/her overall athletic experience at Chadron State College. Results of the survey will be anonymous, but not confidential. The Associate Athletic Director, Director of Athletics, Sports Information Director, Head Athletic Trainer, Faculty Athletics Representative and Head Coach of the applicable sport will review input given. An annual report will be generated and shared with the President, Athletics Advisory Committee and the Compliance Team. Upon request of the student-athlete, an in-person exit interview can be conducted with the Director of Athletics, Associate Athletic Director and/or Faculty Athletics Representative.

## **Student-Athlete End-of-the Season Survey**

End-of-the season surveys will be conducted at the end of the year meetings with the Associate Athletic Director and student-athletes. Results of the survey will be anonymous, but not confidential. The Associate Athletic Director, Director of Athletics, Sports Information Director, Head Athletic Trainer, Faculty Athletics Representative and Head Coach of the applicable sport will review input given. An annual report will be generated and shared with the President, Athletics Advisory Committee and the Compliance Team.

# Chadron State College Department of Athletics Facilities

## Athletic Training Room (ATR) Guidelines

The ATR is for the exclusive use of CSC STUDENT-ATHLETES.

**\*\*It is not for the use of the CSC general student body, alumni, family or friends and they should not be brought into the ATR for injury evaluations or treatments\*\*.**

- No student-athlete will receive treatment unless appropriately signed in.
- No food or drinks of any kind allowed in the ATR.
- No cleats, spikes or turf shoes may be worn at any time in the ATR. Absolutely no equipment or personal items are allowed in the ATR including shoes, bags, books, phones, etc.
- Athletic Training equipment will not be removed from the ATR without the permission of a staff certified trainer (ATC).
- Student-athletes will arrive for pre-practice/game treatment at the minimum of 30 minutes prior to practice/game. No new injury evaluation will be done 30 minutes prior to practice. Being on time is the athlete's responsibility unless special arrangements are made. Student-Athletes are not to be in the ATR after practice has started.
- Those student-athletes needing preventive ankle taping will also be required to participate in an ankle-strengthening program in order to continue taping treatment.
- Any injuries/problems suffered by the student-athlete must be communicated to an ATC in a timely manner prior to the next practice or competition. Delaying treatment could cause more damage.
- Instructions given by certified athletic trainer regarding participation during an injury must be followed.
- Injuries that are not directly related to the performance of a team function and generate medical bills will not be the responsibility of the CSC Department of Athletics.
- In order for CSC's secondary insurance policy to be valid, student-athlete must be referred to a physician by a certified athletic trainer (ATC).
- Student-athletes will shower prior to receiving post-practice treatment other than ice wrap.
- No loitering in the ATR (only student-athletes needing treatment or evaluation will be allowed in).
- Absolutely no unauthorized use of rehab, athletic training equipment, tools, or supplies.
- Utilize equipment with care and return to its proper place when no longer in use.
- Any equipment checked out to a student-athlete for injury management is the student athlete's responsibility. If it is not returned, he/she will be charged for its replacement.
- Use common sense and courtesy to others in the ATR.
- Student First Responders (SFR) shall be treated with respect.
- Abuse of ATR will result in forfeit of such privileges.
- No unsupervised student-athletes are allowed in the ATR.

## **Insurance Policy**

Please refer to [Insurance Coverage Policy \(Student-Athlete\)](#)

## **Athletic Concussion Policy**

Please refer to [Athletic Concussion Policy](#)

## **Weight Room Rules and Regulations**

The Chadron State College Athletic Weight Room is a safe, motivational, educational, and hard-working environment to better equip the student-athletes of Chadron State College in competition and overall personal health and wellness.

### **Facility Rules:**

1. The Weight Room is to be locked at all times unless a supervisor is present. A supervisor must be present during all assigned team training hours.
2. Upon opening the facility, supervisors should check that no equipment is damaged, that all equipment is present and in its proper location, and the overall cleanliness of the facility.
3. Student-athletes are to lift only when his/her sport is scheduled or during open lifting periods.
4. Athletics Department personnel, with approval of the Athletic Director, may use the weight room for personal workouts provided they do not interfere with the needs of the student-athletes using the facilities.
5. Spitting on walls and floors is prohibited.
6. Offices are off limits, except to supervisors.
7. Chalk is to stay in the chalk bowl. Hands should be kept over the bowl while chalking up.
8. Broken or damaged equipment should be reported immediately to Joel Smith, Director of Athletics.
9. No horseplay.
10. No food, drink (other than water bottles with lids), tobacco, or chewing gum.
11. Do not neglect or misuse any of the equipment.
12. All equipment is returned by the supervisor to its assigned location upon the completion of each workout.
13. Shoes must be dry and clean upon entering the weight room. Keep all forms of liquid off the floor.
14. Keep stereo at a reasonable sound level. Only supervisors are allowed access to the stereo. No inappropriate lyrics.
15. Facility is locked and all power is turned off before leaving the weight room.

### **Lifting Rules:**

1. Each weight and piece of equipment should be returned to its proper location after use.
2. Weights are not to be exchanged from one station to another. There is plenty of weight at each station for each participant's use.
3. Don't set plates against equipment, walls, or posts.
4. Rubber bumpers are for platform use only. Steel plates may not be used on the platforms except for plates smaller than the bumpers.
5. DO NOT drop steel weights or dumbbells.
6. Wipe down equipment after each use

### **Dress Code**

1. Footwear: Athletic shoes must be worn at all times

2. Lower Body: Athletes are required to wear shorts, sweatpants or tights.
3. Upper Body: Shirts with sleeves

## **Athletic Equipment Rules and Regulations**

Inventory of athletic equipment will be kept by the equipment manager, athletic trainer or Head Coach. All items checked out to a student-athlete will be his/her responsibility.

- All non-expendable equipment must be returned to the Department of Athletics within two weeks of the completion of the playing season. This includes uniforms, pads, helmets, ankle braces, knee braces and any other items requested by the Head Coach.
- Do not lend or exchange items without notifying the coach or athletic trainer. All clothing is issued to a particular student-athlete. If equipment is not returned, the person who was assigned the equipment is held responsible.
- All athletic garments needing to be laundered will be done so through the Department of Athletics. However, only garments used for athletic participation will be serviced.

## **Athlete Separation Policy**

Student athletes will be removed from the team roster when the Head Coach submits the roster deletion form. Student athletes who have been removed from the team will:

- Return team gear to the head coach (unreturned gear could result a placement of financial charge on the student's account.)
- Request a copy of personal film on a timely manner.
- Lose the privilege of using the Chicoine Weight room, athletics training room, Armstrong GYM and Chicoine GYM. (Athletes with prior injury will need to make an arrangement with CSC training staff.)

## Student-Athlete Employment

Prior to employment, all student-athletes must complete the *Student-Athlete Employment/Internship Form* on his/her ARMS Athletics account. The student-athlete must obtain the employer's information prior to submitting the form.

Earnings from a student-athletes on or off campus employment that occurs at any time is exempt and is not included when determining a student-athlete's full grant-in-aid or the institution's financial aid limitations.

Compensation may be paid to a student-athlete:

1. Only for work actually performed.
2. At a rate commensurate with the going rate in that locality for similar services.
3. When ensured that an employer shall not use the athletic reputation of a student- athlete employee to promote the sale of a product or service.

Student-athletes are required to document employment by following the procedures below.

### Procedures for the Academic Year

1. The Associate Athletic Director reviews NCAA Bylaws governing student-athlete employment, and all required employment monitoring procedures to be completed by student-athletes, at the first administrative team meeting in the fall of each academic year.
2. At the first-of-the-year squad meetings, student-athletes must complete a section within their student packets entitled *Student-Athlete Employment/Internship Form* for the preceding summer. The Compliance Office compares the *Student-Athlete Employment/Internship Form* with the *Student-Athlete Summer Information Form*. Where differences are noted, the Associate Athletic Director meets with the student- athletes to correct the forms and/or take actions necessary to verify employment complies/has complied with NCAA requirements. This includes employment at camps/clinics.
3. The student-athlete must complete a *Student-Athlete Employment Form* within 14 calendar days of employment. The student-athlete must affirm his/her understanding of the terms outlined in the *Student-Athlete Employment Form* and his/her intent to adhere to its provisions by signing the form.
4. If the student-athlete is serving an on-campus position, the *Student-Athlete Employment Form* will also be submitted to the Director of Human Resources for approval.
5. The Associate Athletic Director reviews the *Student-Athlete Employment Form* and signs the form indicating that all steps have been completed by the student-athlete.
6. The Associate Athletic Director notifies the Head Coach of the student-athlete's employment.
7. It is the Head Coach's responsibility to monitor his/her student-athlete's athletic, academic and work commitments as they relate to their overall well-being. The Associate Athletic Director will meet with the Director of Human Resources at the beginning of the academic year to review NCAA legislation and ensure NCAA compliance with student-employment regulations as they relate to on-campus employment.

### Procedures for End of the Spring Semester

1. Prior to the end of spring semester, all student-athletes must complete a *Student-Athlete Summer Information Form* indicating where they will be living over the summer, whether they intend to work over the summer, and whether they have already obtained jobs. If the student-

- athlete has already obtained a job, he/she must complete the *Student-Athlete Employment Form*.
2. The Associate Athletic Director reviews all *Student-Athlete Summer Information Forms* and remains on file electronically in the ARMS athletic program.
  3. If the student-athlete makes changes to summer employment, he/she must notify the Associate Athletic Director.

### **Student-Athlete Employment at Camps/Clinics**

The following procedures must be followed for all institutional sports camps/clinics regarding student-athlete employment approval and are subject to NCAA Bylaws:

- If student-athletes work at the camp/clinic, the Associate Athletic Director must give prior approval.
- The Camp/Clinic Director submits a written request for permission of named student-athletes to work summer camps to the Associate Athletic Director, along with camp responsibilities and rate of pay.
- The Associate Athletic Director will review the camp director's request to ensure these student-athletes are permitted to work the camp/clinic according to NCAA Bylaws.
- If approved, the Associate Athletic Director will forward the student-athlete's name to the Human Resources Office to go through the employment process.

# **Student Athlete Advisory Committee (SAAC)**

## **Members**

Optimal membership of SAAC is two representatives from each squad. However, any student-athlete interested in being an active member of SAAC can do so by contacting the Senior Women's Administrator.

## **Mission Statement**

The mission of the Chadron State College Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, acting as a liaison between student-athletes and administration, and fostering a positive student-athlete image.

## **Purpose**

- To generate a student-athlete voice within the institution.
- To solicit student-athlete response to proposed NCAA legislation.
- To suggest potential NCAA legislation.
- To organize community service efforts.
- To create a vehicle for student-athlete representation on campus, conference-wide and nationally.
- To plan and organize the end of the year Student Athlete Banquet

# Social and New Media

## Social and New Media Definitions

Social and New Media are defined as media designed to communicate through online social interaction using accessible public publishing forums such as, but not limited to: Facebook, , YouTube, X, LinkedIn, TikTok, Instagram, blogs, message boards and various other social platforms.

Student-athletes may not be aware that third parties, including the media, faculty, athletic staff, future employers and NCAA officials can access their profiles and view personal information. Inappropriate material found by these third parties affects the perception of the student, as well as Chadron State College and its athletic program.

## Guiding Principles

Follow the rules of good taste. Use the “Grandma Rule,” which means: would your grandmother be offended if she saw what you posted? Use good judgment. Do NOT discuss internal matters of your team or post disparaging remarks about your team and teammates, the Chadron State College athletic department, the NCAA and the Rocky Mountain Athletic Conference. Do NOT post negative remarks about the competition, minorities, sexual orientation and do not debate religion, politics or national matters. Practice common sense and be courteous.

Posting photos or videos showing the personal use of alcohol, tobacco or illegal drugs. Posting photos or videos and comments that are of a sexual nature. Using inappropriate language in any comment, photo or video. This includes threats of violence and derogatory comments against race, gender or sexual orientation.

## Tips for Social/New Media

- Set your security settings to ensure your information is private.
- Do not post personal information online through social media avenues, including your address, telephone number, etc.
- Be aware of people you don't know or trust. Student-athletes are typically targeted by people looking to take advantage of them.
- If you're ever in doubt, contact your Head Coach or the Sports Information Director.
- You always want to be portrayed positively. You represent Chadron State College and its athletic programs. Be

proud of that and be a role model. Don't embarrass yourself or lose out on future opportunities because of online mistakes.

- Remember, you lose control of your content once it is posted online.

## Useful Contact Numbers

Athletic Director,	308.432.6253
Associate Athletic Director, Ted Tewahade	308.432.6344
Sports Information Director, John Murphy	308.432.7082
Athletics Accountant, Senior Women's Administrator, Kaylee Summers	308.432.6255
Office Assistant, Angie Poitra	308.4 Assistant
Athletic Director & Head Athletic Trainer,	308.432.6340
Faculty Athletic Representative, Dr. Brittany Helmbrect	308.432.6374
Assistant Athletic Director & Head Athletic Trainer, Alison Curtis	308.432.6340
Strength and Conditioning Coach, E.J. Kreis	308.432.7008
Football Head Coach, Jay Long	308.432.6281
Basketball, Men's Head Coach, TBD	308.432.6348
Basketball, Women's Head Coach, Travis Brewster	308.432.7083
Golf, Women's Head Coach, John Ritzen	308.432.6459
Softball Head Coach, Kaley Ness	308.432.6341
Volleyball, Women's Head Coach, Jennifer Stadler	308.432.6346
Track and Field Head Coach, Jake Gruver	308.432.6425
Track and Field Assistant Coach, Michael Bailey	308.432.6425
Track and Field Assistant Coach,	308.432.6425
Wrestling, Men's Head Coach, Brett Hunter	308.432.6305
Associate Head Football Coach & Defensive Coordinator, Clint Sasse	308.432.6347
Football, Quarterbacks Coach & Events Manager, Tommy Wilson	308.432.6453
Football, Wide Receivers Coach, Micah Smith	308.432.6081
Football, Special Teams, Weston Coomes	308.432.6015
START	308.432.6060
Financial Aid	308.432.6060
Business Office	308.432.6341
Food Services	308.432.6734
Housing	308.432.6355
Nelson Physical Activity Center	308.432.6392
Residence Life	308.432.6221
Student Academic Success Services	308.432.6461
Student Advising Center	308.432.6461
Tutoring Center	308.432.6382
Safety Office	308.432.6490

## Forms/Additional Information