

Student-Athlete Handbook

FREQUENTLY USED PHONE NUMBERS

Questions about:	**Contact**	**Location**	**Phone Number Area Code (808)**
Declaring a major, adding/dropping classes, graduation, academic support, advising	Athletic Academic Advisor, Melanie Brokaw	320 C Room 119	932-7550
Tutoring	Kilohana	Lower Level of Edwin H. Mo'okini Library	932-7287
Admissions	Admissions	Student Services Center	932-7446
Financial aid	Financial Aid	Student Services Center	932-7449
Transcript	Office of the Registrar	Student Services Center	932-7447
Housing	Student Housing Office	PB 11	932-7403
Illness, health problems	Athletic Trainer or Medical Services	Room 320 A or Campus Center 212	Athletic Trainer 932-7162 or Student Medical Services 932-7369
Grade changes, incompletes	Office of the Registrar	Student Services Center	932-7447
Counseling	Counseling Services	Student Services Center E-226	932-7465
On/off campus employment	Student Employment/Job Development	Student Services Center, E-127	932-7355
Student ID cards	Campus Center	Campus Center Room 203	932-7365
Parking Permits	Parking Office	Auxiliary Building 300 Room 101	932-7001
Security	Security Office	UCB Room 151	932-7013 974-7911 In the event of an emergency call 911

Office of Intercollegiate Athletics
Staff and Coaching Directory

Administrative Staff	Title	Office (Area Code 808)	Email (name@hawaii.edu)
Patrick Guillen	Director of Athletics	932-7170	pguillen
Kula Oda	Associate Athletic Director	932-7175	koda
Kimberly Kamei	Interim Secretary to Athletic Director	932-7168	kameikim
Paul Regrutto	Compliance Officer	932-7167	regrutto
Diane Wissing	Athletic Compliance Specialist	932-7801	dwissing
Dr. Randy Hirokawa	Faculty Athletics Representative	932-7843	randyh
Spencer Honda	Sports Information Director	932-7177	spencer.honda
Melanie Brokaw	Academic Advisor/SWA	932-7550	mbrokaw
Kensei Gibbs	Certified Head Athletic Trainer	932-7162	gibbsk
Kelsie Espiritu-Tanabe	Certified Athletic Trainer	932-7803	kelsieet

Coaching Staff	Title	Office (Area Code 808)	Email (name@hawaii.edu)
Kallen Miyataki	Head Baseball Coach	932-7603	kmiyatak
Kaniela Aiona	Men's Head Basketball Coach	932-7165	kkainoa
David Kaneshiro	Women's Head Basketball Coach	932-7164	davidlhk
Alan Ryan	Women's Head X-Country Coach	932-7163	alanr
Earl Tamiya	Men's Head Golf Coach	932-7173	tamiya
Jim DeMello	Women's Head Golf Coach	932-7172	demello
Gene Okamura	Women's Head Soccer Coach	932-7166	geneo
Garrett Estrin	Men's Soccer Head Coach	932-7878	gestrin
Aisha Sueda	Interim Head Softball Coach	932-7176	aishas
Kallen Mizuguchi	Men's & Women's Head Tennis Coach	932-7792	kallenm
Christopher Leonard	Head Volleyball Coach	932-7174	cleon8

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I. WELCOME AND ORGANIZATIONAL OVERVIEW

Introduction

Aloha and `E Komo Mai (Welcome) to the University of Hawai`i at Hilo. I would like to extend a warm aloha to our returning and new student-athletes that are just beginning their experience as a member of our Vulcans ‘ohana.

UH Hilo provides a comprehensive program of learning and development to each of our student-athletes by providing a vigorous academic schedule and opportunities to compete athletically at a high level while maintaining life in the balance. It is our goal that these opportunities are life-changing and allow for positive personal growth. Your well-being and student-athlete experience is our main priority.

With that said, we want you to be active in your pursuit of academic and athletic excellence. We also want you to practice your kuleana (responsibility) to our community on and off campus. As a student-athlete, you are considered “high profile” by the campus and surrounding community. Every time you step onto the court or field of play, you represent our University, our community and the State of Hawai`i. Your actions directly reflect all of us and we trust that you will represent UH Hilo with class and pride.

Please utilize the UH Hilo Student-Athlete Handbook as a resource tool. If you have any feedback or concerns regarding this handbook or your experiences at UH Hilo, please let us know. The entire athletics staff is here to assist in your development through training and competition,educational and leadership opportunities and by fostering an environment where character and integrity is vital.

Finally, our whole staff, including myself, operate with an open door policy, so if you want to see us just drop by our office. We are committed to helping make your experience here one of the best times of your life. We hope that you take full advantage of the opportunities offered at UH Hilo. With your academic and athletic experiences, the success you achieve and the memories you gain will play an instrumental role in your personal and professional growth.

Mahalo Nui Loa for choosing the University of Hawai`i at Hilo. We are very proud of you!

Imua Vulcans!

Patrick Guillen

Director of Athletics

University of Hawai`i at Hilo

MISSION

University of Hawai`i at Hilo Department of Intercollegiate Athletics is committed to ensuring a positive student-athlete experience that fosters a lifetime of learning, balance and success through the values that are represented by the Aloha Spirit.

Forward

This handbook has been assembled as an aid to student-athletes attending the University of Hawai`i at Hilo. The Office of Intercollegiate Athletics strongly supports the concept of student-athletes and wants you to excel both in the classroom and in your sport. Hopefully, the information contained in this handbook will help answer most of your questions, as well as orient you to the athletic program. Please read all sections thoroughly and note carefully all regulations regarding conduct. The personnel listed in this handbook are more than willing to help and can be contacted if you have questions or need additional information.

Please remember that you are held responsible for the information contained in this handbook - READ IT IN ITS ENTIRETY.





Mission Statement

University of Hawai'i at Hilo Department of Intercollegiate Athletics is committed to ensuring a positive student-athlete experience that fosters a lifetime of learning, balance and success through the values that are represented by the Aloha Spirit.

The Vision

Over the next years, the ultimate goal for the University of Hawai`i at Hilo is to become the premier residential campus in Hawai`i, while also providing an exemplary education, with aloha, to commuting students, non-traditional students, and distance learners. Already known for our success in Hawaiian language revitalization and for using the island as a learning and research laboratory, UH Hilo will become noted for:

- Academic excellence in liberal arts, professional, and agricultural programs
- A vibrant, enriched campus life
- Leadership in studies of Hawaiian, East Asian, Pacific, and indigenous cultures
- Leadership in studies of the tropical environment
- Active learning in research, internships, and community service
- Scholarship in theoretical and applied areas
- Commitment to community development from the Office of Intercollegiate Athletics

Office of Intercollegiate Athletics Vision Statement

The Office of Intercollegiate Athletics vision is to model excellence as a University program, as well as, a National Collegiate Athletic Association Division II program.

Thus, Athletics has adopted five core values to guide decisions and behaviors in fulfilling its mission and vision: 1) a confident and humble pride, 2) integrity in words and deeds, 3) sharing of our "Aloha Spirit" with ALL stakeholders, 4) loyalty built on honest and trusting relationships, and 5) investing in humanity through our student-athletes, employees, and our community.

Goals of the University of Hawaii at Hilo Office of Intercollegiate Athletics

- Recruit every eligible student-athlete from the State of Hawai'i that can play at this level or above.
- 100% graduation of student-athletes that stay in our program.
- Win the Pac West Community Engagement Award.
- Win Pac West Commissioners Cup.
- Build measurable campus & community Aloha Spirit.
- Develop and expand recognizable branding of Vulcan intercollegiate athletics and the University.
- Be fully NCAA compliant each year.
- Fund all available athletic scholarships without re-allocating funds from operations.
- Develop and maintain fiscal responsibility and accountability by all sports.
- Provide departmental funding opportunities through corporate sponsorships, booster scholarships, increased University and student funding initiatives.
- Develop and maintain athletic facilities that demonstrate our commitment of excellence to the University and the community.
- Continue to provide, and seek out, equitable opportunities for students and student-athletes.

What is a VULCAN?

A process was started in 1965 to adapt an individual identity for the University of Hawai'i at Hilo Office of Intercollegiate Athletics. Previously known as the "Little Rainbows", the committee members focused on what would best represent the Big Island of Hawai'i. Active volcanoes were immediately thought of.

One of the first considerations was "Pele", the Hawaiian Volcano Goddess. However, out of respect for the Hawaiian culture, the committee elected not to commercialize the Hawaiian deity. In 1966, the University officially adopted "Vulcan" as their nickname.

Vulcan is the Roman God of Fire and Volcanoes. He was an important member of the pantheon of the Romans. The Vulcan festival, Volcanalia, is held in Italy on August 23, each year. Vulcan is the patron god of artisans and blacksmiths. He was the son of Jupiter and Juno and his home was in the heart of Mount Etna. He fashioned Jupiter's magical thunderbolts and Cupid's arrows. His forge was thought to be the source of volcanic activity.

Vulcan's Greek counterpart is Hephaestus, the God of Destructive Terrestrial Fire and Volcanic Fire. He was the divine inventor and builder of magical things. From Vulcan, we receive the term Vulcanization. This is the treatment of rubber to give it certain qualities, such as strength, elasticity, resistance to solvents, and rendering it impervious to moderate heat and cold.

Athletic Associations and Affiliations

NCAA

The University of Hawai'i at Hilo is a Division II member of the ***National Collegiate Athletic Association*** (NCAA) and is governed by the constitution and bylaws of the association as outlined in the NCAA manual. NCAA legislation governing the conduct of intercollegiate athletics programs applies to basic athletic issues such as recruiting, admission, financial aid, eligibility, practice, and competition. If member institutions fail to fulfill this obligation, the enforcement program of the NCAA is applied. If you have any further questions regarding the NCAA, its policies and/or its structure, visit www.ncaa.org.

To contact the NCAA National Office:
The National Collegiate Athletic Association
700 W. Washington Street
P.O. Box 6222
Indianapolis, Indiana 46206-6222
Phone: (317) 917-6222
Fax: (317) 917-6888

For students and parents with eligibility questions:
NCAA Eligibility Center
Toll Free: 1-877-262-1492
Phone: 1-317-223-0700

Pacific West Conference

The University of Hawai'i at Hilo is also a member school of the ***Pacific West Conference*** and is governed by the rules and regulations of this association. The Office of Intercollegiate Athletics is committed to compliance with these policies. Departmental administrators, coaches, and employees are expected to maintain current knowledge about and comply with rules and regulations governing their area of responsibility.

Other members of the Pacific West Conference include:

Academy of Art University

Azusa Pacific University

Biola University

Chaminade University

Concordia University, Irvine

Dominican University

Fresno Pacific University

Hawai'i Pacific University

Westmont College

Point Loma Nazarene University

If you have any further questions regarding the PacWest Conference, its policies and/or its bylaws, visit thepacwest.com.

By creating departmental policies and procedures every effort has been made to adhere to the rules and regulations of these associations and to implement their required policies.

UH Hilo Office of Intercollegiate Athletics Overview

UH Hilo is a member of the National Collegiate Athletic Association (NCAA) and the PacWest Conference. The University adheres to the guidelines for fair and equitable intercollegiate athletic competition as set forth by each group.

Generally speaking, the intercollegiate program at UH Hilo is set forth to provide athletic competition for the male and female students of the University; to provide a training ground for those students who are planning a career, either professionally or administratively, in the field of athletics; to provide a wholesome recreational outlet for both the participant and spectator; and to develop the spirit of athletic achievement in a competitive situation. UH Hilo student-athletes are reminded that as a member of the NCAA and PacWest, the University subscribes to and is bound by rules of those organizations governing the conduct of intercollegiate athletics and eligibility of those student-athletes who participate therein. These rules aim to keep athletics in its useful, but subordinate, place in the educational program of the University.

The immediate responsibility for enforcing these rules is placed by the University upon the Office of Intercollegiate Athletics staff who is responsible directly to the Chancellor of the University. Conference-approved athletic programs for men at UH Hilo include baseball, basketball, golf, soccer, and tennis. Women are offered competition in basketball, cross country, golf, softball, soccer, tennis, and volleyball. UH Hilo's student-athletes belong to a proud tradition...a tradition of academic and athletic excellence. Our success on the field and in the classroom will continue because UH Hilo's student-athletes, coaches and administrators share in the commitment that the "tradition of excellence" be maintained. A vital component of the commitment to the tradition of excellence is the understanding that UH Hilo's athletes are students first. Also, UH Hilo student-athletes have a responsibility to fulfill clear expectations which include:

- Earning a baccalaureate degree.
- Meeting all academic responsibilities; **attending class regularly**, turning in assignments, interacting with faculty, meeting with college and faculty advisors, and taking advantage of University resources.
- Striving to be involved as a member of the University community and making a strong effort to make the most of the educational experience.
- Understanding and utilizing the support services available at the University; assuming the responsibility to seek assistance when needed.
- Understanding that the assumption of personal responsibility is the foundation of the education experience. All student-athletes should be aware that at all times they represent the University, the Athletic department and their team. Upperclassmen must understand that it is their responsibility to serve as exemplary role models for new student-athletes.
- Making a commitment to academic integrity.

What is the Vulcan Booster Club?

The primary goal of the Vulcan Booster Club is to raise funds in support of the University of Hawai`i at Hilo athletic program. The Club supplements the operating budgets of **all 12 team sports**. Additionally, the Vulcan Booster Club fund-raising activities will give the Athletic department the flexibility to expand and improve the academic services offered to student-athletes. This body also plays a major role in supporting the UH Hilo Life Skills program that is designed to enhance the development of the total student-athlete from orientation to graduation.

The need for a sound recruiting budget, improved facilities and the continuation of academic services to student-athletes remains as the primary focus of the Vulcan Booster Club.



II. STUDENT-ATHLETE RESPONSIBILITIES

A. GENERAL STUDENT-ATHLETE RESPONSIBILITIES

Your responsibility as a student-athlete is to abide by all the Office of Intercollegiate Athletics, team, UH Hilo and NCAA rules. This handbook provides you with some of the policies in the athletics department. It is also highly recommended that you read the Student Code of Conduct, for a full text visit the Student Affairs website at www.uhh.hawaii.edu/studentaffairs/ for policies and procedures related to academic and student life as well as review the athletics website (http://hiloathletics.com/) for compliance and sports medicine policies. **IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT YOU UNDERSTAND ALL UH HILO, THE OFFICE OF INTERCOLLEGIATE ATHLETICS, AND TEAM POLICIES.**

You are expected to meet all of your obligations as designated by your coach. If you receive athletic aid, as stated in your athletic aid agreement,

You also have the following athletic responsibilities:

- **Display good sportsmanship.** Sportsmanlike conduct includes showing respect toward all that are in attendance at an athletic event: officials, coaches, athletes, opponents, spectators, and the media. Unsportsmanlike conduct includes the following: language, gestures, or actions which demeans, intimidates, or endangers others, not only at athletic competition but during all activities that encompass travel to and from the competition. Problems in this area will be dealt with individually and could result in possible reprimand, suspension, or loss of scholarship.
- **Exhibit personal habits that enhance healthful living.** You must exercise special care to avoid the use of non-therapeutic drugs as well as the excessive consumption of intoxicating beverages. You should never take drugs that have not been prescribed for your use by a physician. If by chance you are taking a prescribed drug that appears on the banned list, inform the athletic trainer.
- **Obey team rules and policies.** Your coaches have established rules and policies that they expect to be followed by all team members.

1. PROCEDURES FOR DEALING WITH CODE OF CONDUCT VIOLATIONS

By choosing to participate on a UH-Hilo athletics team, you voluntarily agree to comply with the SA Code of Conduct as well as with all of the policies and standards of conduct explained in this SA HB. Being a SA is a privilege, not a right. This privilege can be suspended if you do not honor the spirit of your commitment to your team and to the University.

The following paragraphs summarize the UH-Hilo Athletic Director''s procedures for dealing with SA misconduct.

Disposition of Criminal Cases. When a criminal case has been disposed of through the criminal justice system the UH-Hilo Athletics Director will review your status as a SA. A SA that is arrested and/or charged with a criminal offense is required to immediately (within 24 hours) notify her/his head coach or position coach. Failure to notify the head coach or position coach could result in additional sanctions. The student-athlete's head coach must report the information to their sport administrator as soon as possible.

Minor Misconduct. If there are minor (i.e., non-criminal) violations of the Code of Conduct, for example, drinking, smoking, tobacco use, or other infractions, including violations of team rules, the Head Coach may suspend you from participation in intercollegiate athletics for a period of time that he or she deems appropriate. You will be given written notification of the suspension by the Head Coach. You may appeal this action to the Athletics Director in writing and request a meeting to discuss your situation.

Major Misconduct. Major misconduct involves violations of the laws, including (but not limited to) criminal activity, violent behavior and assault, and drug distribution or possession.

For alleged violations that involve possible criminal misdemeanors, the Head Coach will immediately refer the matter to the Athletics Director. Depending upon the seriousness of the alleged offense, he or she may immediately suspend you from participation in intercollegiate athletics. For alleged felonies, immediate suspension will be automatic, and the matter will also be referred to the Athletics Director for disposition. If you are to be suspended, written notification of the suspension will be provided by the Athletics Director within 72 hours after he or she has been notified of the offense.

While under suspension from participation in intercollegiate athletics for alleged criminal activity or major misconduct, you may not practice or compete with your team, but your financial aid will remain in place. Your name will remain on the squad list during your suspension, and you may avail yourself of the services of the weight and training rooms and of academic support services. You will not be eligible for complimentary admissions to athletic activities.

The University is in no way pre-judging the situation by suspending you from participation; rather, such action is prescribed in order to protect your team from the negative media attention which is inevitably attached to this type of situation. It is also assumed that you will have neither the time nor the mental concentration required for sports participation until the issue has been resolved.

Suspension from participation in intercollegiate athletics relates to your status as an athlete and does not impair your ability to continue as a student of UH-Hilo unless UH-Hilo takes action under the UH-Hilo Student Conduct Code (see above). Conduct that may be a violation of the UH-Hilo Student Conduct Code may be reported to the UH-Hilo Dean of Students for appropriate action.

Within 72 hours of the receipt of the notification of suspension from participation in intercollegiate athletics, you may request a meeting with the Athletics Director to discuss the suspension and to provide any pertinent facts or mitigating circumstances. All requests for a meeting must be in writing. A meeting with the Athletics Director or his or her designee will occur as soon as is reasonably possible following the written request. The Athletics Director, in his/her best judgment, may modify or lift the suspension and/or impose other sanctions relating to your status as an athlete.

If the Athletics Director decides that further investigation of the violation is appropriate, he or she may decide to resolve the matter or may promptly refer the case to a committee that he or she appoints. This committee will assist the Athletics Director in determining whether a violation of the Student-Athlete Code of Conduct occurred and what the appropriate sanction should be. The Athletics Director is responsible for conducting the investigation and for providing the committee with all the necessary information. The committee shall make recommendations to the Athletics Director, who retains responsibility for the decision.

The decision of the Athletics Director shall be in writing and be final within the UH-Hilo Athletics Director. The Athletics Director may modify the decision for good cause based on new evidence which may come to light after the final decision is rendered.

Appeal. If you disagree with the decision of the Athletics Director you may file an appeal in writing with the Dean of Students. This filing of the appeal must be done within 14 calendar days after you have been notified of the decision of the Athletics Director. A meeting with the Dean of Students or designee will occur as soon as is reasonably possible following the written notice of appeal. The Dean of Students may modify the decision of the Athletics Director. The decision of the Dean of Students is final within the University of Hawai'i.

The suspension or other sanctions imposed by the Athletics Director shall continue pending the decision of the Dean of Students. Sanctions may include warning, probation, restitution, suspension or termination from the Athletics Program.

Misdemeanor Conviction. Upon conviction of a misdemeanor charge, a student-athlete's status will be subject to a review process. The Athletics Director and Head Coach will review the charges and all of the surrounding circumstances. The Athletics Director will consult with the Head Coach and then will take the appropriate action including sanctions varying from suspension, restricted use of athletic services or facilities to dismissal from the team.

Felony Conviction. Any SA convicted of or pleading guilty or no contest to a felony charge shall be permanently dismissed from the team. The SA shall retain her/his grant-in-aid for the balance of the academic year. The Athletics Director will notify the Financial Aid Office that the grant-in-aid shall not be renewed for any successive academic years. The SA may appeal this decision pursuant to the appeals procedure stated above.

2. REPORTING KNOWLEDGE OF VIOLATIONS

The NCAA stipulates that each student-athlete is responsible for his/her own violation(s) of NCAA regulations. That condition applies to the period of recruitment as well as to participation in intercollegiate sports while in college. Each student-athlete is also required to reveal whatever knowledge he/she has about possible violations by others.

Procedures for Reporting Rules Violations:

a. Student-athletes should understand that potential rules violations should be reported **IMMEDIATELY** and that any delay could cause the situation to become more complicated and thus any potential penalties imposed on the student-athlete or team more severe.
b. In all cases of potential rules violations, student-athletes should consult with their head coaches. If this is not possible, the Compliance Officer/SWA should be contacted, who in turn will discuss it with the Director of Athletics.
c. In the event the Compliance Officer/SWA is not available, student-athletes should contact the Compliance Specialist, Director of Athletics, or Faculty Athletics Representative.
d. If the rules violation affects the **eligibility** of a student-athlete, the violation, if secondary in nature, will be reported by the Compliance Officer/SWA immediately to the NCAA and Conference office in order to commence the investigation and restorative process.

e. Typically, UH Hilo will self-impose a penalty as determined by the Compliance Officer/SWA and Director of Athletics, in consultation with the conference office.
f. Student-athletes should note the following NCAA Administrative Bylaw: *32.2.1.2 Self-Disclosure by an Institution. Self-disclosure shall be considered in establishing penalties, and, if an institution uncovers a violation prior to its being reported to the NCAA and/or its conference, such disclosure shall be considered as a mitigating factor in determining the penalty.*
g. Appeals - Student-athletes should know that they have the right to appeal decisions made by the University, Conference or NCAA. Proper procedure includes contacting the Compliance Officer/SWA or Director of Athletics. If an appeal or question cannot be satisfied, the Faculty Athletics Representative and committee of outside constituents will be contacted to review any mitigating circumstances.

B. STUDENT-ATHLETE CODE OF CONDUCT POLICIES

1. Institutional Conduct Policies

Every student at the University of Hawai`i at Hilo, by virtue of enrollment, has agreed to abide by and uphold the policies of this institution. All student-athletes are subject to all of the rules, regulations, and procedures as stated in the UH Hilo Student-Athlete Handbook and UH Hilo Student Code of Conduct. Reported infractions of the Student Code of Conduct are handled through the Director of Student Conduct and may result in penalties affecting athletic eligibility for practice, competition, and/or grants-in-aid.

2. Office of Intercollegiate Athletics Conduct Policies

The Office of Intercollegiate Athletics fully supports the mission and standards of the University and is committed to being represented by student-athletes who are in compliance with the behavior expected of all enrolled students. Administrators, coaches and staff members in the athletics department are here to assist you in your pursuit of a college education. Do not hesitate to come see any of us if you have any issues or ideas that you would like to discuss. Being a student-athlete and representing the institution in a public manner is a privilege that requires responsibility above and beyond the normal institutional standards. The Office of Intercollegiate Athletics has additional departmental and individual sport conduct and participation policies as stated in the Student-Athlete Handbook. Furthermore,

a. The head coach of each individual sport has the right to set conduct and participation standards for that team.
b. The Office of Intercollegiate Athletics will not tolerate public or private behavior that might publicly discredit the University or its athletics program and such behavior may be subject to disciplinary action based upon the circumstances surrounding the behavior.
c. Violations of the code of conduct may result in possible suspension from competition and/or loss of athletics aid.
d. The Director of Athletics will be the final arbitrator in all issues involving violations of athletics department conduct policies.



3. Sanctions/Disciplinary Procedures

Student-athletes are expected to follow the coaches' policies regarding training, practice, discipline and all team matters. The enforcement of NCAA regulations, PacWest Conference regulations, the Office of Intercollegiate Athletics policies, and team rules fall under the jurisdiction of the Director of Athletics. Student-athletes who violate any of these policies may be subject to disciplinary action. Each case will be reviewed by the Head Coach and/or Director of Athletics on an individual basis. Examples of athletic sanctions include, but are not limited to the following; verbal reprimand, verbal or written warning, suspension from practice or games, loss or reduction of athletic aid, or dismissal from the team. Student-athletes not adhering to the rules and regulations of the University (Student Conduct Code) will be subject to disciplinary action. Disciplinary actions taken by the Director of Athletics are independent of sanctions that may be imposed by other authorities (e.g., Student Conduct Committee, Director of Student Conduct, etc.)

4. NCAA Ethical Conduct Policies

Bylaw 10.01.1—**Honesty and Sportsmanship.** Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

Bylaw 10.1—**Unethical Conduct.** Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member (e.g., coach, professor, tutor, teaching assistant, student manager, student trainer) may include, but is not limited to, the following:

a. Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual institution;
b. Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;

c. Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
d. Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., runner);
e. Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medication to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state and federal law; this provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
f. Engaging in any athletics competition under an assumed name or with intent otherwise to deceive;
g. Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.

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:

a. Staff members of an institution's athletics department;
b. 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);
c. Staff members of a conference office;
d. Student-athletes.

5. PacWest Conference Code of Conduct

Sportsmanship Policy—PacWest Conference athletics competition exists in order to foster sportsmanship and personal development as well as competitive excellence. Conference coaches and athletics personnel are charged with the responsibility to teach values and sportsmanship in word and deed.

Foul, Abusive Language—Any use of foul or abusive language by a coach or by a student-athlete in any contest involving a PacWest member institution will not be tolerated and will automatically result in appropriate sport-specific penalties for unsportsmanlike conduct.

Tobacco/Alcohol Policy—All tobacco and alcohol products are banned for PacWest coaches, student-athletes and athletic staff in all contests, home and away, in which member institution teams participate. The ban applies in locker (dressing) rooms, practice sessions and playing fields and arenas. Any violation of this policy shall result in automatic disqualification (ejection) from the contest.

6. Team Rules

a. Each head coach is required to establish conduct and participation standards for their team. The standards (or team rules), must be in writing and distributed to student-athletes on an annual basis. The standards cover appearance, practice, classroom attendance, academic responsibility, punctuality, dress code, conduct on team trips and general expectations of behavior. Student-athletes are expected to comply with the team rules as outlined by the head coach.
b. Head Coaches are required to annually submit a copy of their team rules to the Director of Athletics for approval. Further, coaches are required to **clearly define** the acceptable standards of conduct to their respective student-athletes and the appropriate disciplinary action that will be taken when the standards are not observed.

7. Travel Policies

Vehicles

Driver Selection and Qualifications
Any individual transporting SAs must have a valid driver's license and be insured. New, full-time employees receive a background check. Students and volunteers that will be driving SAs are subject to a motor vehicle record check.

Safe Driving Practices (Time and Distance)
Qualified drivers may not drive more than eight hours in any 24 hour period. Trips of more than 300 miles one way or any driving after 2 a.m. or overnight requires hiring a charter company with a paid driver.

Seat Belt Policy
UH-Hilo recognizes that seat belts are effective in preventing injuries and fatalities. Therefore, all students, staff, and coaches must wear seat belts when operating a school-owned vehicle, courtesy car, or any other vehicle being used for UH-Hilo athletic department business or a team trip.

Buses and Mini-Buses
1. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.
2. Approved buses for team transport are motor coach common carriers.

Inclement Weather
Drivers are responsible for checking the forecast before departing. Head Coaches have the right to discontinue a trip at any time they believe SA safety could be compromised.

Air Travel

Scheduled Commercial Flights
Scheduled commercial flights are the most closely regulated and safest form of air travel. A group taking a commercial flight can rely on the pilots' qualifications, training, and experience, as well as the plane's airworthiness. Contractual agreements with risk transfer and insurance provisions are unnecessary, and travelers can enjoy a high degree of confidence, based on statistical experience, in arriving safely at their destination.

Hotel Rooming Assignments

For road trips, SAs shall room one SA per bed, normally 2 per room. In the case that there is an uneven number of SAs, the administrator will decide whether the extra SA will room alone or three to a room. Coaches and SAs shall not room together.

Per Diem

1. Per diem start time: 90 minutes prior to departure time for inter-island travel, 3 hours for out of state travel or documented actual time of arrival at airport (i.e. Parking receipt)
2. Per diem end time: Documented arrival time
3. Per diem amounts are $8 breakfast, $10 lunch, and $14 dinner.

Student-Athlete Travel Deviations
SAs who plan to deviate from the team travel itinerary must complete a release form and submit the form to the Director of Athletics or his designee a minimum of three days prior to departure for the trip.

8. Online Social Networking Policy

Online social networking has become a fun and popular way to develop new relationships and create online communities using websites like Facebook.com, Myspace.com, etc. Posting personal profiles and photographs on Facebook and the other online social networks is not prohibited by UH Hilo Office of Intercollegiate Athletics; however, student-athletes are responsible for the information they voluntarily post on these websites.

UH Hilo student-athletes are representatives of the University and are always in the public eye. Student-athletes should not post information, pictures and statements which would embarrass themselves, their families, their team, the UH Hilo Office of Intercollegiate Athletics and the University. Student-athletes should also consider how information posted on their personal profiles can be used without their prior consent of knowledge. What may seem like harmless college "fun" today may have serious negative consequences in the future.

Information posted on Facebook, contrary to what students believe, is not private. Access to these sites is generally available to anyone such as faculty, coaches, athletic administrators, alumni (who could be a future prospective employer) and the media. Remember that information on your personal profile can be used in a manner you had never intended.

Please keep in mind your personal safety when posting information online. Personal identifying information such as cell phone numbers, class schedules, and home addresses should not be posted.

Student-athletes must be aware that material posted on their online profile is subject to review by the coaching staff and athletic administration. In addition, any posted material that is in violation of team rules, the UH Hilo Student-Athlete Code of Conduct, the University Student Code or Hawai`i state law is subject to disciplinary procedures including suspension from athletic contests to the loss of athletics financial aid and/or dismissal from the team.

9. Student-Athlete Alcohol Policy

The Office of Intercollegiate Athletics expects each student to adhere to a set of standards that positively represents the Office of Intercollegiate Athletics and the University. The Office of Intercollegiate Athletics has established guidelines regarding unacceptable behaviors regarding alcohol use. It is the personal responsibility of student-athletes to follow all Federal, State,

University and Office of Intercollegiate Athletics guidelines pertaining to alcohol use. The Student-Athlete Alcohol Policy establishes minimum guidelines; each head coach has the option of establishing more stringent standards for their specific team. **Student-athletes are advised that the legal drinking age in the State of Hawai`i is 21 years of age.**

Unacceptable activities include but are not limited to the following:

a. Driving with ability impaired or while intoxicated (Violation of Hawai`i State Law)
b. Underage Drinking (Violation of Hawai`i State Law)
c. Providing alcohol to anyone under the age of 21 (Violation of Hawai`i State Law)
d. Possessing, using or creating false identification (Violation of Hawai`i State Law)
e. Consumption of alcohol, being under the influence of alcohol, or being in personal possession of alcohol during **any intercollegiate athletic event** (practice, conditioning, team meeting, competition, etc.), Vulcan Club events or on road trips associated with athletic events.
f. Being in a vehicle driven by someone under the influence.

Student-athletes found to be in violation of these guidelines will be subject to penalties imposed by the Head Coach and/or Director of Athletics. Penalties will be in addition to those imposed by the University and/or the Court of Law.

10. Drug Testing Policy

UH Hilo embraces the proposition that use of illegal drugs can have a negative effect on the health and performance of student-athletes. This negative effect has consequences both in the classroom and in their particular sport. It is for this reason that, in addition to those conducted per the NCAA Bylaws and attested to by student-athletes in the annual NCAA Drug Testing Consent form, random drug testing for illicit drugs at UH Hilo may be conducted for the purposes and in the manner herein identified (also refer to UH Hilo Drug Testing Policy and Procedures in the Appendices/Quick Reference section of this Handbook).

11. NCAA Tobacco Policy

The NCAA tobacco ban policy prohibits the use of tobacco products (including smokeless tobacco) by student-athletes and athletics personnel during any intercollegiate team function (Bylaw 11.1.5). Penalties include disqualification from practice and/or competition. Student-athletes found to be in violation of these guidelines will be subject to penalties imposed by the Head Coach and/or Director of Athletics.

12. Gambling

The NCAA opposes all forms of gambling and adamantly opposes all forms of sports gambling. Gambling on sports has the potential to undermine the integrity of sports contests and jeopardize the welfare of student-athletes and the intercollegiate athletics community. Gambling demeans the competition and competitors alike by sending a message that is contrary to the meaning of "sport."

We hope that you will never be approached by outside sources to involve you in a gambling situation.

Please report any activity to your coach and the Compliance Officer immediately.

NCAA Legislation Governing Gambling:

Staff members of the athletics department of member institutions, non-athletics department staff members who have responsibilities within or over the athletics department, conference office staff members and student-athletes 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 (Bylaw 10.3).

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 (Bylaw 10.02.1).

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition.

13. UH Hilo Sexual Assault, Rape, and Acquaintance Rape Policy

The University of Hawai'i at Hilo is committed to creating a community free from violence. Sexual assault is the most extreme form of sexual harassment and may include rape, acquaintance rape, domestic violence, and stalking. Sexual assault is prohibited by law and is a serious offense that violates the basic standards of behavior expected of members of the University community. Sanctions will be imposed on the members of the University community who violate this policy.

Date Rape

Rape is the occurrence of sexual intercourse against an individual's will. Sexual assault or attempted sexual assault is a felony. When a date says "no," it is the obligation of the partner to stop any sexual activity. Do not misread or misinterpret the actions of another. Poor judgment is not a defense for sexual assault and not an invitation to be sexually assaulted. Use sound judgment in situations with the opposite sex to avoid the consequences that the accusation of date rape may bring.

All reports are taken with the utmost seriousness. If you feel you have been a victim of sexual assault, rape, or date rape, you are encouraged to report the assault to the local police department (911) or Campus Security (974-7911) and seek medical treatment for injuries, STD's and possible pregnancy through the University Medical Services (Campus Center Room 212) or a local hospital. To preserve evidence, victims should not perform any personal hygiene until the medical exam is complete.

14. Hazing

Hawai`i statute defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a post-secondary institution. 'Hazing' includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced

conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student."

Whether on or off campus, planned or spontaneous, the University and the Office of Intercollegiate Athletics policies do not condone hazing. Hawai`i law considers hazing a criminal offense. Team initiations and similar orientation activities are included in the definition of hazing and will not be tolerated. Hazing activity by a student-athlete may lead to disciplinary action up to and including dismissal from their team, and possibly from the University. Additionally, if a hazing incident is found to be pervasive within a particular UH Hilo athletic team, the sport may be suspended or terminated.

15. Bullying

Harassing conduct may take many forms, including verbal acts and name-calling; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include the intent to harm, be directed at a specific target, or involve repeat incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the University. When such harassment is based on race, color, national origin, sex, or disability, it violates the civil rights laws and should be reported to the University of Hawai'i at Hilo Student Conduct Administrator.

16. Substance Abuse

Because of the fundamental importance of maintaining drug-free athletics competition, and the grave danger that substance abuse poses, substance abuse on the part of student-athletes (or any member of the University of Hawai`i at Hilo student body) will be viewed as a most serious violation of the Code.

a. Student-athletes may be required to attend a drug education seminar. Student-athletes will be tested.
b. Tests will be administered at the discretion of the coach and the Director of Athletics staff.
c. Results of tests will be known only to the specific coach who has mandated the tests, the Director of Athletics, and the affected student-athlete.
d. A positive test for substances banned by the NCAA may result in the immediate dismissal from the team involved and revocation of scholarship.

Note: Any appeal is at the discretion of the Director of Athletics.

17. Student-Athlete Disordered Eating Intervention Plan

If a member of the athletic staff has a concern, or if an individual(s) expresses concern to an athletic staff member, that a SA may be at risk because of disordered eating, the following procedural steps will be taken:

1. The staff member will meet confidentially with the concerned individual(s) and gather specific information regarding the behavior of the SA suspected of disordered eating and then refer the concerned individual(s) to one of the Certified Athletic Trainers (ATC).

2. The ATC will arrange to meet with the SA to discuss the concerns raised regarding his/her disordered eating behavior. Based on the objective information gathered by the ATC the following steps may be taken:

a. No direct intervention will be taken, however monitoring may occur.
b. Request that the SA be evaluated by a UH-Hilo team physician or University Health Services physician for further objective findings (i.e. significant weight loss, BMI, low % of body fat, blood testing, etc). The team of University Health Services physician will facilitate a counseling and nutritional referral.

3. If step 2b above is chosen, the ATC will contact the University Health Services directly to arrange for examination of the SA.

4. Based on the results of the evaluations, the university health services clinician will determine one of the following:

a. The SA is not in any immediate risk. If medical clearance is recommended for the SA the university health services clinician will notify the ATC immediately via telephone and in writing.

b. The SA may be at risk physically or emotionally. Temporary suspension from participation in intercollegiate athletics may be instituted pending further medical intervention. The UH-Hilo Physician in consultation with the ATC will make the final decision regarding athletic participation. The ATC will communicate all decisions to the SA directly. It must be made clear to all parties concerned that the University Health Services physicians and the ATC shall act in the best interest and personal safety of the SA.

5. If the SA has not been cleared or if further intervention is necessary, a mental health intervention team will be assembled as soon as possible to develop a formal healthcare plan and written compliance contract with the SA. The eating disorders intervention team may consist of the following members:

a. Student-athlete
b. Student-athlete's chosen representative
c. UH-Hilo Physician or University Health Services clinician
d. ATC
e. Nutritional support personnel
f. Counseling clinician
g. Other medical professional, if desired

18. What is Title IX?

Title IX is an Education Amendment about fairness that was passed in 1972.

Title IX states:
No person in the United States, shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or actively receiving federal financial assistance.

For more information, please contact UH Hilo Athletic Compliance Officer, Senior Woman Administrator at 932-7550.

19. Transgender Student-Athletes

UH-Hilo strives to foster a positive environment where every single SA receives an equal opportunity to excel and achieve at their optimum potential. The NCAA recently approved a policy for the inclusion of transgender SAs. A transgender person is an individual whose gender identity does not match the person's sex at birth. For example, a male to female transgender person is someone who was born with a male body, but who identifies as a girl or a woman. The inclusion of transgender SAs creates an opportunity for transgender SAs to participate in accord with their gender identity, but at the same time also upholds a balance of competitive equality within sports teams. Over the years, our university has continually embraced students of color, women, students with disabilities, and lesbian, gay and bisexual students. There is great value in appreciating and embracing the diversity that makes our university so special. As our athletics program begins to expand our outreach to transgender SAs, we must strive to make the transitional process as smooth as possible.

The following policies describe the inclusion of transgender SAs undergoing hormonal treatment for gender transition:

1. A trans male (female to male) SA who has received a medical exception for treatment with testosterone for diagnosed Gender Identity Disorder or gender dysphoria and/or Transsexualism, for purposes of NCAA competition may compete on a men's team, but is no longer eligible to compete on a women's team without changing that team's status to a mixed team.

2. A trans female (male to female) SA being treated with testosterone suppression medication for Gender Identity Disorder or gender dysphoria and/or Transsexualism, for the purposes of NCAA competition may continue to compete on a men's team but may not compete on a women's team without changing it to a mixed team status until completing one calendar year of testosterone suppression treatment.

If there is a transgender SA on your team here is a list of suggestions to encourage respectful behavior, safety and diversity:

Expectations for Student-Athletes:

1. Use respectful and preferred language and terminology when discussing transgender SA participation or interacting with a transgender teammate.

2. Become familiar with non-discrimination and harassment policies of the University and the Athletic Department.

3. Encourage others to be respectful while using preferred language and terminology.

4. If taunting or harassment from spectators or opponents occurs during competition, report it to your coach.

5. Respect the right of privacy of all SAs with respect to personal information.

20. UH Hilo Policies

Non-Discrimination Policy

The University of Hawai'i at Hilo is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national

origin, ancestry, disability, marital status, arrest and court record, sexual orientation, or status as a covered veteran. This policy covers academic considerations such as admission and access to, and participation and treatment in the University's programs, activities and services. With regard to employment, the University is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under University policy.

The University strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, the University is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans.

For information on equal employment opportunity/affirmative action policies or complaint procedures for UH Hilo contact the following persons:

Click here for the contact information for the following:

https://hilo.hawaii.edu/catalog/nondiscrimination-policy

1) Complaint against a student: Contact Dr. Christopher Holland, Associate Vice Chancellor for Student Affairs (808) 932-7472
2) To report Sex/Gender discriminiation or Sexual Misconduct against a student- Contact- Jenna Waipa, Lead Deputy Title IX Coordinator, Students (808) 932-7818
3) To report discrimination or sexual midsconduct against an employee-Contact Jennifer Stotter, Director, Title IX Coordinator (808) 932-7642
4) To report discrimination or sexual misconduct against an employee (Athletics) Contact: UH Hilo Compliance Officer and (808) 932-7161 regrutto@hawaii.edu

21. Sexual Harassment Policy

The University of Hawai'i at Hilo is committed to providing an environment in which students and employees can study and work without intimidation, hostility, or unreasonable interference. Sexual harassment is a form of sex discrimination. Sexual harassment is illegal and unwelcome behavior. It may occur between faculty members and students, employer and employee, or between students and co-workers. Both men and women can be victims and it can occur between people of the same sex or opposite sex. It can be physical, verbal, or nonverbal.

The UH policy on Sexual Harassment can be found at:

https://hilo.hawaii.edu/catalog/sexual-harassment-and-sexual-assault



22. Pregnancy Policy

What to do if you become pregnant:

We recognize that a student-athlete's pregnancy is often a stressful event. As soon as you learn that you are pregnant, we encourage you to tell someone with whom you feel safe or who can best support you during this difficult time. While you are in the best position to determine who is safe to discuss your pregnancy, we will respect your confidentiality within our institution as long as it is medically safe to do so.

At UH Hilo, we want to help you achieve your academic goals while protecting your physical and psychological health and the health of your pregnancy. You should know that many student-athletes have traversed through these same life transitions successfully, and there is usually no reason to make overly-rushed decisions.

What happens to your team membership:

Federal law provides many legal protections for your continued involvement with our athletics department. As long as you are in good academic standing with the university and you do not voluntarily withdraw from your team, federal law protects your membership on the team. This would include access to services provided to other student-athletes with injuries or temporary disabilities, such as academic tutoring, counseling service, etc.

Please speak with your physician, trainer and coach about how your workouts should be modified as your pregnancy progresses, if needed. Federal law also requires us to grant you as much leave as is medically necessary and to reinstate you to active team membership. You may have to earn back your specific playing position that you achieved before your pregnancy, but others have successfully made the transition back to their former playing shape. You can too.

What happens to your scholarship:

As long as you are in good academic standing with the university and you do not voluntarily withdraw from your team, it is against federal law for us to withdraw or reduce your financial aid in the event of your pregnancy, childbirth, conditions related to pregnancy, false pregnancy, termination of pregnancy, recovery from pregnancy, or parental or marital status during the term of the award. Federal law also requires us to grant you as much leave as is medically necessary and to renew your scholarship under certain circumstances.

Finally, you should also know that NCAA bylaws allow a female student-athlete to apply for an additional year of eligibility if her athletic career is interrupted by pregnancy and if she has eligibility remaining.

Who can help you:

We encourage you to find someone trusted within our institution that can help you navigate through the numerous decisions that confront you. Our institution has a number of resources that are equipped to help you, such as UHH Student Counseling Services, Student Medical Services, UHH Student Health and Wellness, our athletic trainer, our Title IX Office, etc.

Some specific departments on campus who can help you are:

Contact Student Medical Services
uhhsms@hawaii.edu
(808) 932-7369
(808) 932-7368
Campus Center and Bookstore (CC), Room 212
Student Medical Services Website

Contact Student Health and Wellness Programs
shwp@hawaii.edu
(808) 932-7460
(808) 932-7471
Student Services Center (SSC), Room E-224

Contact Counseling Services
uhhcouns@hawaii.edu
(808) 932-7465
(808) 932-7971
Student Services Center (SSC), Room E-203
Counseling Services Website

How to continue training and competing:

If you are pregnant and decide to remain pregnant and wish to continue in your sport, we will contact individuals or you may contact individuals who you feel comfortable with to be your support team or it could include you, your obstetrician or other maternal health care provider, your coach, athletic trainer, team physician, academic counselor, a mental health counselor or others as needed. Your decision-support team will monitor your health and academic progress, and will assist your rehabilitation and your return to competition if that is your desire.

Medically necessary absences due to pregnancy from team activities are considered excused absences.

What is covered by your medical insurance:

Our athletics department will provide the same health benefits provided to other students-athletes with athletically related injuries and/or medical conditions; which include physical examinations and rehabilitation and physical therapy of athletics injuries. Insurance and medical care for the baby are not covered by the athletics department. However, we ask that you speak to the Head Athletic Trainer, if you have any questions.

23. Whistleblower

University of Hawai'i Hilo students, faculty and staff have an important resource to confidentially report violations of laws, rules, regulations and UH policies. The whistleblower hotline launched in 2016 further advances the university's commitment to encourage and enable any member of UH or the general public to make good faith reports of misconduct. University of Hawai'i Whistleblower website updated link https://myuh.hawaii.edu/task/all/whistleblower-system UH Whistleblower Hotline: 1-855-874-2849

24. UH Hilo Confidential Advocacy

The UH Hilo Confidential Advocate provides confidential advocacy services and case management regardind sex discrimination, gender-based violence, mental health, financial difficulties, and interpersonal conflicts.
Kekai Lindsey Phone: (808) 932-7958 Email: kekaikan@hawaii.edu

C. STUDENT-ATHLETE EVALUATION OF ATHLETIC PROGRAM

1. Annual Undergraduate Student-Athlete Experience Evaluation

All undergraduate student-athletes are encouraged to fill out and return the annual departmental survey on issues pertinent to your particular sport and/or general program aspects. The survey is distributed to all undergraduate student-athletes at the end of their season. The purpose of the survey is to provide the Director of Athletics, Senior Woman Administrator and Faculty Athletics Representative with candid student-athlete perspectives as to the quality of their student-athlete experience at UH Hilo and recommendations for improvement. All surveys are confidential.

2. Student-Athlete Exit Interviews

The Athletic Academic Advisory Committee (AAAC) will conduct exit interviews each year with student-athletes who have exhausted their eligibility. The Faculty Athletics Representative will distribute to all student-athletes who will exhaust their eligibility a student-athlete exit questionnaire. Generally, two student-athletes from each team will then be selected for a student-athlete interview. The purpose of the exit interview is to provide the Director of Athletics, Senior Woman Administrator and Faculty Athletics Representative with candid student-athlete perspectives as to the quality of the student-athlete experience at UH Hilo and recommendations for improvement. All exit interviews are confidential.

D. STUDENT-ATHLETE APPEAL POLICIES AND PROCEDURES

1. Grievance Policy

Our philosophy is that complaints should follow a logical path from those most immediately responsible to those who have a more comprehensive responsibility. As necessary, senior members of the athletics department administration will become involved to try to come to a conclusion with the grievance. If a student-athlete has a complaint or concern that is significantly affecting the quality of the experience of the individual or team, it should first be brought to the attention of the coach. If not resolved with the coach, the student-athlete must bring the grievance to the attention of the Senior Woman Administrator/Compliance Officer after meeting with the coach. The SWA/Compliance Officer will review the information and conduct an investigation, if necessary, and provide written feedback within ten (10) business days of receiving the written grievance. If the grievance is not resolved at the SWA/Compliance Officer level, the student-athlete can email the SWA/Compliance Officer and request support from the Student-Athlete Resolution Committee (FAR, Director of Athletics, Compliance Specialist). Both the student-athlete and the coach will be asked to submit a summary of the conflict to the SWA/Compliance Officer in writing who will then coordinate the meeting and will forward the summaries to the committee members. The student-athlete may elect to be accompanied by an advisor to any meeting(s) or interview(s) regarding the concern. The advisor may not speak on behalf of the student-athlete; his/her role is limited to observing and consulting the student-athlete. The student-athlete and the head coach will present their concerns and possible remedies to the committee separately. After all meetings are concluded, the Student-Athlete Resolution Committee will review all details of the issue and formulate a recommended resolution submitting it to the Associate Athletic Director. The SWA/Compliance Officer will notify the student-athlete of the committee's decision. If the student-athlete is amenable to the resolution the process will conclude upon implementation of the resolution. If the student-athlete is not amenable to the resolution, the student-athlete may request a meeting with the Director of Athletics to seek additional resolution to the issue. The Director of Athletics will meet with the student-athlete within 5 business days to discuss next steps and possible resolutions. If after this there is still no resolution then the student-athlete will be referred to the Dean of Students Office where he/she can make a request for further review of the issue.

2. Reduction or Cancellation of Athletic Aid

Student-athletes whose aid has not been renewed or whose aid has been reduced have the right to appeal. Appeal procedures are sent by the Financial Aid Office with the reduction/cancellation letter.

For details please see the Financial Aid section of this manual.



III. ACADEMIC RESPONSIBILITY, SCHOLARSHIP REQUIREMENTS AND SUPPORT

A. STUDENT-ATHLETE'S RESPONSIBILITY

As a student-athlete representing the University of Hawai'i at Hilo and the UH Hilo Office of Intercollegiate Athletics, certain responsibilities apply to you as a student. As a department, we insist that the following guidelines be met:

1. A MINIMUM of 12 enrolled credit hours per semester (full-time student status) and a MINIMUM Grade Point Average (GPA) of 2.0 is required to maintain athletic eligibility and athletic scholarship renewal.
2. Communication between student-athletes and professors take place on a regular and consistent basis.
    a. Preparations are made between individual student-athletes and professor to get work done PRIOR to departure for road trips.
    b. Preparations are made for upcoming exams or quizzes to be taken prior to road trips, proctored during road trips, or after road trips.
    c. Any possible extensions or make-up assignments for in-class participation, projects, or exams are ***completely up to each individual professor.*** All extensions and/or make-up work must be determined via communication with the professor PRIOR to departure for road trips.
3. Classes are attended on a regular basis especially during your specific athletic season, as road trips will take away from in-class participation. Any absences may be reported to the Head Coach.
4. **YOU WILL NOT MISS CLASS TO ATTEND PRACTICE.**

5. Ask questions when you do not understand. Know your instructor's office hours for additional assistance outside the classroom.
6. Do your own work with high quality and do not share it with others! You do not want to be in any situation where your academic integrity is questioned.

B. ATHLETIC SCHOLARSHIP POLICY & ELIGIBILITY

TERMS, CONDITIONS, AND REQUIREMENTS:

1. An entering student-athlete must fulfill the admission requirements and be accepted for admission to the University of Hawai'i at Hilo and must meet, maintain and comply with all eligibility requirements for participation and financial aid established by the NCAA, the Pacific West Conference, and the University of Hawai'i at Hilo. This includes initial eligibility, transfer eligibility, and continuing eligibility requirements, amateurism, conduct and all other requirements.
2. A continuing student-athlete must meet, maintain and comply with all eligibility requirements for participation and financial aid established by the NCAA, the Pacific West Conference, and the University of Hawai'i at Hilo. This includes initial eligibility, transfer eligibility, and continuing eligibility requirements, amateurism, conduct and all other requirements.
3. A student-athlete must register at the University of Hawai'i at Hilo as a classified full-time student and carry a minimum course load of 12 semester hours throughout the semester of completion to be eligible. Any student-athlete who drops below 12 credit hours is declared immediately ineligible for practice and competition.
4. Financial aid is awarded and renewed annually upon the recommendation of the head coach, the Director of Athletics, and with the approval of the Director of Financial Aid. An athletic scholarship may or may not be renewed.
5. All athletic scholarships agreements shall be subject to all UH Hilo and NCAA Financial Aid policies and restrictions.
6. Athletic scholarships may be reduced or cancelled during the period of the award only under specific conditions as stipulated by the NCAA or as stated in the Athletics Grant-in-Aid Scholarship Agreement. All students must meet the eligibility standards as established by the NCAA and the Pacific West Conference.
7. Normal progress toward a degree and declaration of a major before the student-athlete's junior year (prior to the beginning of the 5th semester of enrollment) are required to retain and renew a UH Hilo athletic scholarship.
8. A returning student-athlete must have earned 9 credits the previous full-time semester, 18 credits during the regular academic year (Fall and Spring semesters) and 24 credit hours during the academic year including summer with a 2.00 cumulative GPA in order to be eligible for competition the following year or risk non-renewal of his/her athletics scholarship due to academic ineligibility. These credits earned must be degree-applicable in order to count towards NCAA eligibility.
9. The student-athlete may receive financial aid equal to tuition, books, fees and room/board. An athlete is eligible to retain the Pell Grant above the scholarship level, as legislated by NCAA bylaws.

C. CODE OF ACADEMIC INTEGRITY

Academic integrity is vital to any University community for many reasons. Student-athletes receive credit for doing some assignments. Anyone who hands in work that is not his or her own, or who cheats on a test, or plagiarized a paper is, in effect, stealing from other students. Any student-athlete who uses someone else's work or ideas without crediting his/her work, or who otherwise performs dishonesty in a course, is guilty of plagiarizing and/or cheating.

Do You Know What Cheating Is?

- Cheating on a test
- Assisting in cheating
- Fabrication of information, data, or citations in an assignment
- Plagiarism
- Using AI to complete assignments (e.g., ChatGPT)
- Multiple submissions of work
- Forging signatures
- Misrepresenting the reason for a make-up exam or special assignment
- Taking credit for a team project when the student has contributed little or nothing to the work
- Stealing or damaging the library books
- Unlawfully copying computer software

Any student-athlete found in violation is subject to the UH Hilo Student Code of Conduct and is subject to University and Office of Intercollegiate Athletics sanctions.

General Disciplinary Reasons for Complete Loss or Partial Reduction of Athletic Related Aid/Scholarship:

1. Voluntary resignation from the team
2. Missing practice, meetings, and/or competition
3. Not adhering to medical rules or instructions
4. Any proven use of illegal substance
5. Violations of University, NCAA, PacWest Conference, department, or team rules
6. Unacceptable behavior or conduct
7. Academic disqualification
8. Violation of University of Hawai'i at Hilo Student Conduct Code as written in the University catalog
9. Not meeting study hall requirements

NOTE: Loss or reduction of scholarship may not be limited to the specific issues listed above.

D. ACADEMIC SUPPORT

The Athletic Academic Advisor is located in the Athletic Complex, Student Success Lab in Room 119. Academic assistance may include, <u>but is not limited to,</u> the following:

- Class Scheduling
- Conflict with a Professor
- Academic Eligibility
- Other Academic Questions or Concerns

Entering freshman and new transfer students are required to attend athletic advising appointments prior to mid-term in fall semester and first opportunity for spring semester.

For additional information, you can contact:

Melanie Brokaw, Athletics Academic Advisor, mbrokaw@hawaii.edu

E. STUDY HALL

All entering freshmen and transfer student-athletes and continuing student-athletes who have earned a UH Hilo cumulative GPA under 3.00 are required to attend 4 hours of study hall per week. In addition, coaches may require their student-athletes to participate in additional study hall hours or may have stricter GPA requirements than the departmental policy. This may include student-athletes who are seniors.

Things to know about study hall…

- Some programs may offer their own team study hall.
- Study hall takes place Monday through Friday, 8:00 am-4:30 pm. Additional hours during the evenings may be announced. Student-athletes requiring study hall will need to be present in order to receive credit for attendance. Sign-in and sign-out is required.
- Student-athletes will not be excused from study hall to attain items for study. All items must be gathered prior to coming into the study hall.
- Outside tutoring provided by the instructor or Kilohana is case-by-case and must be approved by Melanie Brokaw. If approved, completion of the Confirmation of Tutoring for UH Hilo Student Athletes form must be completed in order to receive credit.
- Absolutely no signing in or out for other student-athletes in study hall. Students are responsible for their own times and they can contact Melanie Brokaw if they have any problems. Students will receive an additional 2 hours of study hall and their Coach will be notified should they sign in or out for other students.
- Coaches are responsible for study halls on the road, however, student-athletes are required to attend study hall on campus should they leave/return on certain days (see chart below).

Study Hall Criteria

	Fall	Spring
Freshman	All	Below 3.2 GPA
Transfer	All	All
Continuing	Below 3.0 GPA	Below 3.0 GPA
Ineligible	All	All

Required Hours

	Hours
Freshman	4 (H.S. GPA 2.6+) 6 (H.S. GPA < 2.6)
Transfer	4
Continuing	4
Ineligible	8

Hours may vary depending on Coach

Penalties

	Eligible Student-Athletes	Ineligible Student-Athletes	Non-Qualifier Student-Athletes
First Offense	Withheld from 1 practice	Withheld from 1 practice	Additional 2 hours of study hall for following week
Second Offense	Withheld from 2 practices	Withheld from 2 practices	Additional 2 hours of study hall for following week
Third Offense	Withheld from 1 competition	Withheld from 3 practices	Additional 2 hours of study hall for following week
Additional Offenses	Penalties determined by Coach & AD	Penalties determined by Coach & AD	Additional 2 hours of study hall for following week

Study Hall on the Road

If I leave for an away game...	
Monday-Wednesday	Study hall hours can be done on the road
Thursday-Friday	Study hall hours need to be done in the lab

If I return from an away game...	
Monday-Tuesday	Study hall hours need to be done in the lab
Wednesday-Friday	Study hall hours can be done on the road

F. GRADE CHECKS

Grade check evaluations will be performed midway through each semester to ensure academic requirements are being met and to ascertain how student-athletes are performing academically in each course. The frequency and timing of the grade checks will be determined by the Office of Intercollegiate Athletics. They are coordinated and compiled by the Athletic Academic Advisor; results are provided to head coaches and the academics and compliance staff.



University of Hawai`i at Hilo Office of Intercollegiate Athletics Classroom Attendance Policy

Regular and prompt attendance in classes and laboratory sessions is expected of every University of Hawai`i at Hilo student.

Attendance requirements are established by each instructor and such requirements are enforced by the University.

An absence does not excuse a student from completing work missed.

It is the student's responsibility to find out which assignments are missed during an absence.

Class Absences Related to Athletic Functions:

> Attendance at class is an integral part of the learning process. Students who are absent from class for any reason compromise their learning opportunities. Students should register only for those courses for which they have no Athletic scheduling conflicts that will interfere with their ability to complete course requirements.
>
> Students periodically may miss classes for various Office of Intercollegiate Athletics related functions, including team travel. These absences often conflict with the instruction, assignments, and tests in courses. The Office of Intercollegiate Athletics seeks to maintain reasonable guidelines that will enable students to participate in functions without harming the integrity of the curriculum in the courses they miss or undermining the responsibilities and authority of the instructors of these courses. These guidelines are intended to foster an environment that is supportive and sensitive to the roles and needs of both students and faculty.
>
> Students who must miss class because of an Office of Intercollegiate Athletics sanctioned activity, such as team travel, are responsible for ensuring that their instructors have been notified and for completing any missed assignments.

The Faculty Athletics Representative is the department's liaison to the faculty; student-athletes may contact the Athletic Academic Advisor or FAR with questions or when issues arise.

Student-athletes are required to attend all classes and labs unless otherwise excused. Excused absences are issued as a result of travel related to athletic competition, sickness, or extenuating circumstances. Excused absences related to health matters will be confirmed by the sports medicine staff. Class attendance is monitored through progress reports sent by the Athletics Academic Advisor.

****It is never permissible for student-athletes to miss class for practice, intrasquad scrimmage, practice game or athletic activities not related to competition.**

Missed Class Notification Procedure:

- Prior to the beginning of each semester, head coaches will prepare their sports' missed class time letter and provide it to their student-athletes with any applicable attachments.
- Within the 1st week of classes, every student-athlete must bring 2 copies of Missed Class Letter to his/her professors, making an appointment to discuss the potential missed class time with each professor, as well as having initial discussions as to how the missed classes, labs, assignments and exams will be made up. The student-athlete must obtain each professor's signature on 1 copy of the letter.
- Student-athletes may identify potential class conflicts between competition and class attendance prior to meeting with their professors. The student-athlete must return the signed letter to the Athletics Academic Advisor by the established deadline. (The beginning of the second week of classes.)
- Two (2) weeks prior to each trip, the student-athlete is responsible for following up with each of his/her professors to remind them of the potential of missing class days for the upcoming trip(s). It is the student-athlete's responsibility to contact their professors to work out the specific details of making up all missed classes, labs, assignments and tests in advance of the trip. Even if the final travel squad has not yet been determined by the head coach, each student-athlete should prepare for being on the trip and meeting with all of his/her professors.
- Student-athletes can meet with the Athletics Academic Advisor or SWA/Compliance Officer to discuss possible resolutions to potential conflicts. The SWA/Compliance Officer will consult with the FAR, who will work with the faculty members to resolve the conflicts.
- One (1) week prior to the trip or as soon as the final travel roster has been determined, the head coach must provide the travel dates, times and final travel roster to the Athletics Academic Advisor.
- The Athletics Academic Advisor will notify the student-athletes' professors via email a confirming list of the final travel roster. Only those student-athletes listed on the final travel roster will have excused absences for the specific trip.
- Upon return from the trip, all class work must be made up according to the specific arrangements the student-athletes made with each professor.
- Absences not approved by a coach, professor or sports medicine staff may be grounds for disciplinary action by the head coach and/or the Office of Intercollegiate Athletics.
- Changes to the travel schedule are kept to a minimum to avoid confusion among the faculty. If travel arrangements are changed, student-athletes must contact all professors regarding any additional conflicts.

The University's Missed Class Time Policy was approved by the Chancellor and University of Hawai'i at Hilo Faculty Congress on May 12, 2017 and is included below.

Missed Class Time Policy

The mission of the University of Hawai‘i at Hilo (UHH) is to promote learning and scholarship, and to further the educational development of each of its students. Some students will elect to enrich their classroom experience through their participation in a variety of extracurricular and/or co-curricular university-sponsored or–sanctioned events and activities, including intercollegiate athletics.

UHH recognizes that a student may have to miss class(es) because of participation in official University events such as university-sponsored or–sanctioned events and activities, including, but not limited to, intercollegiate athletics, mandatory religious obligations, conferences, field trips, jury duty or military service. Students should not be penalized for participating in these activities.

This policy does not include absences required by, or covered under, existing federal or state laws, or internal University policies.

Missed Class Policy

(A) Students are expected to attend all regularly scheduled classes for the courses in which they are enrolled. There are exceptions that may involve students receiving services under the Title IX Office, and/or the Disability Services Office. Each exception is provided to the relevant faculty member via formal written notice. Faculty should have discussions with the Directors of those offices, if problems or concerns arise with specific students receiving such legal protections.

(B) Individual instructors or course supervisors determine class attendance policy. This policy should be clearly stated in the class syllabus; students should read this policy carefully and should plan on complying with it. If an issue arises, UHH first uses the stated policy within the syllabus to help adjudicate a problem.

(C) When a student intends to miss a class because of participation in a University sanctioned event, it is the student's responsibility to present, at the earliest possible date, documentation of the required absence to each instructor whose class is to be missed. Documentation may include a memo from the instructor, coach, or person in authority requiring the absence.

(D) Students are responsible for material covered in class during the absence. Instructors will make an effort to work with the student to determine what adjustments can be made, and what the adjustments will be, to fulfill academic obligations and learning goals. Faculty members, and departments/programs, retain the authority and right to determine whether appropriate and responsible adjustments can be made for missed classes, activities, and examinations.

Due Process Procedures

Students who are dissatisfied with the adjustments proposed by the instructor may follow the University of Hawai'i at Hilo Student Academic Complaint Policy (Policy 4-2005). The policy can be found online at: https://hilo.hawaii.edu/policies/academic-complaint-policy.php

The steps in filing an academic complaint are as follows:

A. The student should first discuss the matter directly with the instructor.
B. If the matter cannot be resolved with the instructor, the student can choose to meet with the faculty member's supervisor – usually the chair/director of the department or program.
C. If satisfactory resolution cannot be obtained with the chair/director, the student may file a written complaint with the Dean of the faculty member's college. The student must provide, as a part of the written complaint, the facts as the student knows them, the resolution sought, and the faculty member and department chair's responses to initial consultations. Since this documentation is crucial to the decision to be rendered, it must be as accurate and complete as possible.
D. Upon receipt of a written complaint, the Dean shall consult with the Department Chair/Director. After consultation, the Dean may refer the complaint back to the Department Chair for reconsideration, or take action himself/herself to resolve it. The Dean shall report his/her decision to the student in writing.
E. Failing to achieve satisfactory resolution with the Dean, the student may file a written academic grievance with the Vice Chancellor for Academic Affairs (VCAA). The student's written grievance should contain all information previously provided to the Dean, as well as a copy of the Dean's written decision. The student may wish to utilize the assistance of his/her faculty advisor, or in the case of student-athletes, their Faculty Athletics Representative (FAR), when meeting with the VCAA.
F. Upon receipt of an academic grievance, the Vice Chancellor for Academic Affairs will follow the procedures specified in Section III of the University of Hawai'i at Hilo Student Academic Complaint Policy.

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1 Currently, clinical labs in the School of Nursing cannot be made up. The School of Nursing is considering a possible remediation plan for students who miss their clinical labs for reason beyond their control.

Approved by the University of Hawai'i at Hilo Faculty Congress, May 12, 2017.

UNIVERSITY OF HAWAI`I AT HILO
OFFICE OF INTERCOLLEGIATE ATHLETICS

Faculty Athletics Representative (FAR) Guidelines for Coaches/Student-Athletes

Here are recommendations for your student-athlete, and therefore for you, in keeping a handle on their academic obligations.

I. Relationship with professors: Student-athletes must do their best to keep in the good graces with their individual professors. Here are some recommendations:
   a. Talk to your professor before the first day of class, if possible, but certainly by the first day of class. Show your schedule, highlight the travel times, tell your practice times, and make sure your professor will be supportive of the athletic schedule. Understand that professors are really busy and some don't listen well…give them a copy of every communication from your coach!
   b. Remind your professor of scheduled absences *before* you leave! They tend to freak out if you miss class as well as class activities if you tell them after you return. It's a pain for professors to make special accommodations for you, but almost all will do it if you give them a heads-up.
   c. Do follow up with the professor after a scheduled absence. Make sure you are doing ok with your assignments and tests.
   d. Out of the schedule issues, like post-season play, injuries and doctor's appointments for injuries are potential straw-breaks-camel's-back events to some professors. Let them know early, let them know often, be very nice…

II. Academic Success…it's your job, it's more important than anything you are doing here. Take it seriously and be responsible.
   a. Go to every class when you are not officially traveling! Many professors grade on participation and you can't participate if you aren't in the seat.
   b. Sit in front…talk with the professor and be interested in the material even if it's not your favorite. Professors think that students who participate are smarter and might even grade more favorably.
   c. Hand in every assignment…even if your test scores are not top notch, you can pull good grades if you do everything required. Hand all assignments in on time.
   d. Read your syllabus! Understand the assignments. If you don't understand, ask! Follow the outline! These documents are the contract between you and your professor about assignments and class activities. If a professor breaks the written agreement, you have grounds to complain.

III. Eligibility…if you really are serious about competing in intercollegiate sports, you better get serious about eligibility.
   a. Stay in 12-15 credits, every semester. Pass all of your classes with a C grade or better.
   b. Be in the right classes! Make sure you have gotten good academic advisement by talking to more than one person. Don't drop classes you don't like and add other classes without an advisor's help. Do not follow the advice of other student-athletes.
   c. Register as soon as you possibly can so you get the classes you need!

IV. Resources for you…really, we definitely want you to get a college degree. All of the research, every bit of it, says that your best opportunities in life will come with a college degree in hand.
   a. Your coach: Consistently inform your coach of your academic status and progress. Your coach cares about you and will help when you need it.

b. Academic Advising Office: Always double check your schedule with someone else who knows, like the advisor in your chosen major.
c. Student Support Service: There are a number of elements that may make you eligible for free tutoring (first in family in college, ESL, any pre-identified learning disabilities). This service is excellent.
d. Tutoring…Take advantage of it through your coach and the Athletics Academic Advisor.
e. Writing Center. They will check papers for any student, so use them!
f. Your professors…they really do care about the students and will help.

NO EXCUSES FOR FAILURE. WORK HARD AND YOU WILL SUCCEED.



Campus Resources 2022-2023

UH Hilo Emergency Response Guidebook
go.hawaii.edu/GFm

Safety, Health, & Wellness

Emergencies and Campus Security
808-932-7013
hilo.hawaii.edu/security

Care Team (SSC W-301)
hilo.hawaii.edu/careteam
808-932-7472

Counseling Services (SSC E-203)
808-932-7465
hilo.hawaii.edu/studentaffairs/counseling

Student Medical Services (CC 212)
808-932-7369
hilo.hawaii.edu/studentaffairs/health

Campus Recreation (Student Life Center)
808-932-7607
hilo.hawaii.edu/rec

Academic Support

Kilohana, The Academic Success Center (LRC 126A)
Tutoring and Placement Assessments
(Writing, Chemistry, and Math)
hilo.hawaii.edu/kilohana
808-932-7287 or 808-932-7294

The Math Center (LRC 123)
808-932-7291

The Science Center (STB 117)
hilo.hawaii.edu/kilohana/ScienceCenter.php
808-932-7184

The Writing Center (LRC 123)
hilo.hawaii.edu/kilohana/writingcenter.php
808-932-7291

The Learning Center (Library Basement)
hawaii.hawaii.edu/tlc
808-934-2530

The Testing Center (PB 9)
hilo.hawaii.edu/testingcenter
808-932-7882

Student Rights & Responsibilities

Dean of Students (SSC W-301)
hilo.hawaii.edu/studentaffairs/conduct
808-932-7472

Vice Chancellor for Student Affairs (SSC W-301)
hilo.hawaii.edu/studentaffairs
808-932-7445

Academic Services

Office of the Registrar (SSC E-101)
Academic records, transcripts, transfer credit evaluations, enrollment, registration, change of major, graduation, FERPA
hilo.hawaii.edu/registrar
808-932-7447

Admissions Office (SSC E-101)
hilo.hawaii.edu/admissions
808-932-7446

Advising

Career and Academic Advising (SSC E-203)
hilo.hawaii.edu/advising
808-932-7776
Express Kiosk: go.hawaii.edu/Ava

Financing Your Education

Financial Aid (SSC E-101)
Federal financial aid, scholarships
hilo.hawaii.edu/financialaid
808-932-7449

Student Employment (SSC E-126)
hilo.hawaii.edu/student-employment
808-932-7355

Cashier's Office (SSC W-101)
Tuition and fee information, financial obligations, billing, taxes
hilo.hawaii.edu/uhh/bo/cashier
808-932-7025

College of Agriculture, Forestry, & Natural Resource Management (BO 121)

hilo.hawaii.edu/academics/cafnrm
808-932-7691

College of Arts and Sciences (UCB 304)

hilo.hawaii.edu/academics/cas
808-932-7095

Liberal Studies

Humanities Division (K 214)
808-932-7216
Art, Communication, English, Japanese Studies, Languages, Performing Arts, Philosophy

Social Sciences Division
808-932-7100
Administration of Justice, Anthropology, Environmental Science, Environmental Studies, Geography, Gender and Women's Studies, History, Political Science, Psychology, Sociology

School of Education (UCB 325)
808-932-7102

College of Natural and Health Sciences (CHA-1)

hilo.hawaii.edu/academics/cnhs/
808-932-7507
Astronomy, Biology, Chemistry, Computer Science, Geology, Kinesiology and Exercise Sciences, Marine Science, Mathematics, Natural Sciences, Physics, School of Nursing

College of Business and Economics (CoBE Building)

business.uhh.hawaii.edu
808-932-7272

Ka Haka 'Ula o Ke'elikōlani College of Hawaiian Language (Hale'ōlelo)

olelo.hawaii.edu/khuok
808-932-7360

Of Particular Interest

Campus Center (CC)
hilo.hawaii.edu/campuscenter
808-932-7365

First Year Experience (SSC E-241)
hilo.hawaii.edu/fye
808-932-7384
Express Kiosk: go.hawaii.edu/J38

Athletic Academic Services (Athletics Complex, 107F)
hiloathletics.com
808-932-7802

International Student Services (SSC E-204)
hilo.hawaii.edu/international
808-932-7467

Kipuka Native Hawaiian Student Center (PB 12-1)
kipuka.uhh.hawaii.edu
808-932-7418
Express Kiosk: go.hawaii.edu/J35

LGBTQ+ Center
hilo.hawaii.edu/studentaffairs/lgbtq/

Pacific Islander Student Center (CC 307)
hilo.hawaii.edu/pisc
808-932-7718

Student Support Services Program (SSC E-213)
hilo.hawaii.edu/studentaffairs/sssp
808-932-7475

University Disability Services (SSC 230)
hilo.hawaii.edu/studentaffairs/uds
808-932-7623

Women's Center
hilo.hawaii.edu/studentaffairs/womenscenter
808-932-7381

Student Exchange Programs

National Student Exchange (SSC E-209)
hilo.hawaii.edu/studentaffairs/nse
808-932-7389

Study Abroad (SSC E-205)
hilo.hawaii.edu/studyabroad
808-932-7489

IV. FINANCIAL AID

A. ATHLETIC SCHOLARSHIPS

Some student-athletes are awarded a Grant-in-Aid or more commonly called athletic scholarships. This aid may range from a small stipend to a full grant covering tuition, required institutional fees, room and board, and actual cost of required course-related books. NCAA regulations specify that student-athletes cannot accept aid beyond those costs, except as permitted by NCAA legislation. To be eligible for and to retain a scholarship, including an in-state tuition waiver or out-of-state tuition waiver, each student-athlete must meet and comply with all applicable regulations of the Office of Intercollegiate Athletics, University, PacWest Conference, and the NCAA.

Student-athlete scholarships are awarded for one full academic year per NCAA Division II regulations. They may be renewed, reduced, canceled or not renewed at the end of the period of the award on an annual basis. Notice of non-renewal, reduction, cancellation and renewal must be made in writing by the Financial Aid Office. Student-athletes must come into the Office of Intercollegiate Athletics to sign their scholarship agreement each year.

Athletics scholarships cannot be canceled or reduced during the term of the award or during an academic year unless specific conditions occur. In these cases, the scholarship may be immediately canceled or reduced during the period of the award if the student-athlete:

- Renders himself or herself ineligible for competition.
- Fraudulently misrepresent any information on an application, letter of intent or financial aid agreement.
- Engages in serious misconduct warranting substantial disciplinary penalty.
- Voluntarily withdraws from the sport for personal reasons.
- Repeatedly violates NCAA, Office of Intercollegiate Athletics, or sport's team rules, regulations and policies.
- Fails to adhere to prescribed administrative directives and/or guidelines (e.g., athletic training, strength and conditioning, rehab, athletics compliance, athletics academic support, or athletics administration requirements).
- Becomes academically disengaged (e.g., low or no class attendance, failure to complete assignments).
- Refuses to participate in the NCAA drug testing program.

Athletics scholarships cannot not be decreased or canceled during the period of its award on the basis of the student-athlete's athletics ability, performance, or contribution to his/her team's success; because of an injury, illness or physical or mental condition that prevents him/her from participating in athletics; or for any other athletic reason. However, should an injury, illness or physical or mental condition prevent the student-athlete from participating in athletics, or should the student-athlete quit the team and retain his/her athletics grant-in-aid agreement for the remaining semester(s) of this athletics scholarship agreement, the student-athlete will be expected to assist the athletics department in other operational activities, such as coaching, support staff responsibilities, and/or game management assistance. In addition, the student-athlete must continue to comply with all the terms and conditions of this agreement, including all academic and conduct obligations.

Athletics scholarships must be reduced or canceled if the student-athlete:

- Agrees to be represented by an agent or receives money or benefits from an agent.

- Receives other countable aid that causes him/her to exceed the financial aid individual or team limits established by the NCAA.
- After initial full-time collegiate enrollment, signs a professional sports contract, accepts money from a professional team, or accepts money for playing in an athletic contest.

Per NCAA rules, athletics scholarship renewal/non-renewal must be done annually. Conditions for non-renewal or reduction include, but are not limited to the following:

- Failure to meet progress-towards-degree requirements in a degree program as determined by the NCAA, Pac West Conference and UH Hilo regulations.
- Failure to maintain any academic standards required for eligibility or readmission.
- Failure to meet coaches', team and/or departmental expectations, requirements and/or directives (e.g., athletics, academic, code of conduct).
- Failure of NCAA or UH Hilo drug testing.
- Failure to participate in the sport for which this agreement was awarded the previous year.
- Failure to attend the institution the previous year.

Athletics scholarships may be increased at any time for any reason.

Athletic aid does not cover the following (partial) list:

1. Application fee
2. Parking fines
3. Parking permit fees
4. Lab supplies
5. Residence hall deposit/damage fees
6. Class supplies, other than books (paper, pens, etc.)
7. Health fees
8. I.D. replacement fees
9. Library fines
10. Photocopying costs
11. Lost keys

ALL STUDENT-ATHLETES ON ATHLETIC FINANCIAL AID ARE REQUESTED TO ANNUALLY COMPLETE AND SUBMIT A FAFSA APPLICATION.

Student-athletes whose aid is not being renewed, is being reduced or canceled have the right to appeal. Appeal procedures are sent by the Financial Aid Office with the reduction/cancellation letter. Please refer to the Appeal Process described below in Section H and the Appeal Policy detailed below in Section I.

B. INSTITUTIONAL AID (NON-ATHLETIC)

All financial assistance received by a student-athlete must be reported annually to comply with NCAA rules and regulations. It is important that a student-athlete who is receiving athletic aid notify the head coach and SWA/Compliance Officer before accepting any additional financial assistance.

C. OUTSIDE/EXTERNAL SCHOLARSHIPS

Any student-athlete receiving additional financial assistance without proper approval may forfeit all athletic aid. It is important to know that all external/outside scholarships should be administered through the UH Hilo Financial Aid Office. Checks should not be issued in the

student-athlete's name. **It is a violation of NCAA rules for a student-athlete to receive an outside scholarship directly in his or her name.**

D. BOOK SCHOLARSHIPS (Rev. 9/28/21)

Student-athletes receiving a book scholarship can only receive the amount of funds equal to the actual cost of the course related textbooks purchased. Course materials such as pens, shirts, painting supplies, etc. cannot be purchased from the bookstore using the book scholarship. Student-athletes on a book scholarship will be provided a Book Waiver Form on or before the first date of instruction of each semester. The Book Waiver Form can only be used to purchase textbooks available at our UH Hilo Bookstore, and only for the purchase of course related textbooks as regulated by the NCAA (Student-athletes must present proper identification and a class schedule.) At this time, and at the discretion of UHH Athletics administration, student-athletes will not be required to return to UH Hilo Athletics, any textbooks purchased from the UH Hilo Bookstore with book scholarship monies. A receipt for all textbook(s) purchased with your Book Waiver Form must be submitted to the UHH Athletics Compliance Officer immediately after purchase.

E. SUMMER FINANCIAL AID

Limited funds may be available for summer aid. You must contact your coach to request these funds and the coach will determine if any scholarship dollars are remaining in his/her budget to accommodate your request. If dollars are available, the coach must discuss the request for summer athletics aid with the Director of Athletics and receive approval prior to requesting that a scholarship be awarded for summer.

F. STUDENT-ATHLETE EMPLOYMENT EARNINGS

Earnings from a student-athletes on- or off-campus employment that occurs at any time is exempt and is not counted in determining a student-athlete's cost of attendance or in the institution's financial aid limits provided:

- The employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's products or services;
- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services. (Bylaw 12.4 and Bylaw 15.2.3)
- **Student-athletes who work during the academic year must complete a Student-Athlete Employment Form and submit it to the Compliance Office prior to beginning employment.**
- **All student-athletes MUST submit a Summer Employment Form PRIOR to leaving for summer vacation. Your coach can provide the form to you.**

G. FIFTH YEAR AWARDS

The NCAA Degree Completion Award Program was established to assist student-athletes who could not complete their undergraduate education during their four years of eligibility. To be eligible for this program, a student-athlete must have competed at UH Hilo, have received athletic aid, and be within 30 credits of completion of his or her degree.

This NCAA program has limited funds with which to award applicants so therefore it is competitive. Prior to our nomination, potential applicants will be reviewed by the Head Coach, Athletic Academic Advisor, and Compliance Officer/SWA. Please see Compliance Officer/SWA for further information.

H. APPEAL PROCESS FOR REDUCTION/CANCELLATION/NON-RENEWALOF ATHLETICALLY RELATED FINANCIAL AID

Athletic Scholarship Appeals Process

- A student-athlete who wishes to appeal the reduction, cancellation or non-renewal of his/her athletic aid must submit a written appeal to the Director of Financial Aid within 14 days of the date of issuance of the written notification from Financial Aid. The written appeal must include:
    - The student-athlete's name, student ID, year in school and sport;
    - A formal request to have a hearing;
    - The reason(s) the student-athlete feels that an appeal is warranted, including names of institutional staff members, such as coaches with whom the student discussed the aid;
    - Copies of relevant documents that support the student's position.
- Failure by the student-athlete to submit a written request for a hearing within 14 consecutive calendar days of the date of issuance of the written notification from Financial Aid shall be interpreted as declining the opportunity for a hearing. As a result of declining the hearing, the initial determination for non-renewal, cancellation or reduction of athletic grant-in-aid shall be made final and binding.
- Once the written appeal has been submitted and received by the Director of Financial Aid within the required time limit, the Director of Financial Aid or Financial Aid athletics liaison shall notify the Director of Athletics and Compliance Officer/SWA that an appeal has been received. The Director of Athletics and Coach must submit a written statement explaining why the athletic aid has been cancelled, reduced or not renewed. All appropriate documentation and information must be submitted to the Director of Financial Aid within five (5) business days.
- The Athletic Aid Appeals Committee, chaired by the Director of Financial Aid, and comprised of a representative from the Financial Aid Office, a representative from the Division of Student Affairs, and a representative selected by the Director of Financial Aid, shall preside over this hearing to ensure that the appropriate procedures are followed, to hear the case and to make the final determination. The Appeals Committee will adhere to the following procedure:
    - The Athletic Aid Appeals Committee will review the information submitted by both the student-athlete and the Office of Intercollegiate Athletics.
    - The Athletic Aid Appeals Committee shall conduct the hearing within 30 consecutive calendar days of receiving written notification of a student-athlete's intent to appeal, in accordance with NCAA rules. The Athletic Aid Appeals Committee will notify the student-athlete and the Office of Intercollegiate Athletics of the date, time and location of their respective hearings via email.

- The student-athlete may request a telephone conference if attending the hearing will present an undue hardship.
- The student-athlete and head coach or Director of Athletics must come to the hearing with three (3) copies of any documents that will be presented (i.e., a letter of support), one for each member of the Athletic Aid Appeals Committee. The Committee will have been provided copies of any email communications received regarding the request for the appeal and a copy of the signed Athletic Scholarship Agreement for the academic year in question.
- At this hearing, the student-athlete and the Office of Intercollegiate Athletics shall be allowed an opportunity to present their case separately regarding the non-renewal, cancellation or reduction of athletics aid. Both the Office of Intercollegiate Athletics and student-athlete will each be provided a maximum of 20 minutes to present their case.
- A student-athlete may not be accompanied during an appeal by any other person.
- The decision as to whether the student-athlete may be given an opportunity to compete for a roster spot on a UH Hilo athletic team is beyond the authority of the Athletic Aid Appeals Committee and rests with the Head Coach and/or Director of Athletics. The Athletic Aid Appeals Committee may render a decision about the non-renewal, cancellation or reduction of the athletic scholarship.
- The members of the Appeal Committee will be offered the opportunity to question the student-athlete and the representative from the Office of Intercollegiate Athletics.
- All parties will be excluded during the Appeals Committee's deliberations.
- At the conclusion of the hearing, the Athletic Aid Appeals Committee shall have up to 10 business days to render a final decision as to the status of athletics aid.

The Director of Financial Aid will notify the Director of Athletics, Compliance Officer/SWA and the student-athlete of the Athletic Aid Appeal Committee's decision in writing. The written decision will include the rationale for the decision. This decision shall be final and is not subject to appeal.

- A student-athlete who fails to appear after proper written notice will be deemed to have waived his/her right to a hearing. The hearing will proceed in absentia.
- All proceedings are confidential.

I. APPEAL POLICY FOR REDUCTION/CANCELLATION/ NON-RENEWAL OF ATHLETICALLY RELATED FINANCIAL AID

Institutional Policy

NCAA Bylaw 15.5.2.4 Hearing Opportunity. The institution's regular financial aid authority shall notify the student-athlete in writing, within 14 consecutive calendar days from the date the student-athlete has been notified of the decision to reduce or cancel athletics aid during the period of the award or the reduction or non-renewal of athletics aid for the following academic year, of the opportunity for a hearing when athletics aid is reduced or canceled during the period of the award, or not renewed. The hearing shall be conducted by an institutional entity or

committee outside of the Office of Intercollegiate Athletics (e.g., financial aid review committee, the Office of Student Affairs, Office of the Dean of Students or a committee composed of the Faculty Athletics Representative, student-athletes and non-athletics faculty/staff members). The notification of the hearing opportunity shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing.

Procedure:

Upon receipt of the "Athletics Scholarship Reduction, Cancellation or Non-Renewal Request Form" from the Office of Intercollegiate Athletics, the Director of Financial Aid (or other Financial Aid authority) will formally notify the student-athlete of the reduction, cancellation or non-renewal of his/her athletics scholarship and of the opportunity to appeal the athletics scholarship reduction, cancellation, or non-renewal and the opportunity to request a hearing.

A student-athlete who wishes to appeal any decision related to his or her athletics scholarship and request a hearing shall submit a written request to the Director of Financial Aid by the required deadline as stated in the Athletic Scholarship Reduction letter, Cancellation letter or Non-Renewal letter that accompanies this policy.

If a written request is not received by the deadline, no further action will be taken and the matter will be considered closed.

The student-athlete's written request must include the following information:

1. Student-athlete name, student-athlete Banner ID, sport in which he or she has received an athletics scholarship and the academic school year.
2. Current mailing address and telephone number.
3. Reason(s) for believing that the decision to reduce, cancel or not renew the athletics scholarship was unfair including names of institutional staff members (e.g. coach, administrator) with whom the student has discussed the aid.
4. Copies of any relevant documents (e.g. letter regarding initial award of athletics scholarship, etc.)

J. TAX LAW RELATED TO ATHLETIC SCHOLARSHIPS

SAs are responsible for paying taxes on a variety of sources of income, according to the Internal Revenue Service. Be sure to check with a tax advisor whether or not the following items must be reported in your situation:

1. The value of travel for official visits in the recruiting process (including air transportation, lodging, meals and entertainment).

2. Expenses paid for travel to receive an award.

3. The portion of an athletics scholarship including room and board. (The portion of an athletics scholarship covering tuition, books and fees is generally not taxable.)

International students receiving athletic scholarships are subject to U.S. tax law. Any amount of athletics scholarship above the cost of Tuition, Fees and Books are subject to U.S. Federal Withholding Tax. International scholarships for student-athletes that resident on-campus are also subject to U.S. Federal Withholding Tax on the Room and Board portion of their scholarships. The Room and Board portion of international scholarships is subject up to 14% IRS Tax Withholdings. International student-athletes also have a responsibility to file a tax return

each year, regardless of whether or not they were subject to tax withholdings. It is the student-athlete's responsibility to be aware of tax return deadlines and to submit the appropriate tax return documents. (01/2015)

Requests can be delivered or mailed to:

University of Hawai`i at Hilo
Director of Financial Aid
200 W. Kawili St.
Hilo, HI 96720-4091

Upon receipt of the student-athlete's written request, the Director of Financial Aid will contact the student-athlete regarding his/her request.



V. STUDENT-ATHLETE ELIGIBILITY & RULES COMPLIANCE

A. GENERAL INFORMATION ABOUT ELIGIBILITY

- Student-athletes have a total of four years of intercollegiate eligibility (this includes all community colleges and four year college competition).
- DII student-athletes must complete their four years of eligibility within 10 semesters beginning with the first semester of full-time enrollment.
- Student-athletes must maintain amateur status. An individual loses amateur status and thus will not be eligible for intercollegiate competition in a particular sport if the individual:
    1. Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
    2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics competition;
    3. Signs a contract or commitment of any kind to play professional athletics;
    4. Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization;
    5. Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received;
    6. Subsequent to initial full-time collegiate enrollment enters into a professional draft;
    7. Enters into an agreement with an agent.

This list is not all-inclusive. There are other ways for a student-athlete to lose amateurism status. Please see the Compliance Officer/SWA to address questions or issues.

B. ETHICAL CONDUCT

Student-athletes shall act with honesty and sportsmanship at all times so they shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

C. FINANCIAL AID

Student-athletes may only receive financial aid that is distributed to them by the University. They may receive aid from parents or legal guardians as well as aid that is based on something other than athletics ability (e.g., an academic scholarship). This aid must be reported to the University**.** All student-athletes who receive outside scholarships (not a UH Hilo athletic scholarship) based in any way on their athletic ability must list the scholarship on the report form distributed during the initial eligibility meeting every year and inform the Compliance Officer/SWA.

D. ACADEMIC ELIGIBILITY CERTIFICATION

Student-athletes must be in good academic standing, have a 2.00 cumulative GPA, meet all NCAA academic progress toward degree requirements and amateurism eligibility requirements and be enrolled **full-time to practice and compete** in intercollegiate athletics. The academic eligibility and amateur status of incoming freshmen student-athletes is determined by the NCAA Eligibility Center. Transfer student-athletes' academic eligibility is determined by their academic performance at their previous institution, and is certified by the Compliance Specialist and Compliance Officer/SWA based on official transcripts received by the UH Hilo Registrar and transfer tracer requests received from each previous institution. The academic eligibility of

returning student-athletes is based on their academic performance while at UH Hilo. Certification of eligibility is performed by the Compliance Officer/SWA (final, initial and continuing eligibility), Compliance Specialist (initial eligibility) and Athletics Academic Advisor (continuing eligibility) in conjunction with the University's Academic Advising Center after every semester and at the end of the academic year. All Eligibility Reports are recorded with the Pacific West Conference. Student-athletes who become ineligible will be notified by their Head Coach and the Athletics Academic Advisor. Athletic aid can be reduced or cancelled if a student renders himself/herself academically ineligible.

Specific regulations regarding academic eligibility will be covered annually in a team meeting and/or in student-athlete beginning of year compliance meetings.

In addition, a summary of NCAA academic eligibility requirements is listed below.

Questions regarding the regulations in this area should be directed to your coach or the Compliance Officer/SWA.

E. ACADEMIC STANDARDS: ALL SPORTS

1. Eligibility Requirements for Competition: General
    - To be **eligible** to **compete**, a student-athlete must:
        - Have been admitted as a regularly enrolled, degree-seeking student according to the published entrance requirements of his/her institution;
        - Be in good academic standing according to the standards of his/her institution; and
        - Be enrolled in at least a minimum full-time baccalaureate degree program (not less than 12 semester or quarter hours) and maintain progress towards that degree, be enrolled in a full-time graduate or professional degree program (as defined by the institution for all graduate students in that program) or be enrolled and seeking a second baccalaureate degree at his/her institution.
    - If a student-athlete is enrolled in less than a full-time program, he/she is **eligible** to **compete** only if he/she is enrolled in the last term of his/her degree program and is carrying credits necessary to finish the degree.
    - A student-athlete is **eligible** to **compete** during the official vacation period immediately before initial enrollment, provided he/she has been accepted by his/her institution for enrollment in a regular, full-time program of studies at the time of his/her initial participation, the student-athlete is no longer enrolled in his/her previous educational institution and he/she is eligible under all institutional and NCAA requirements.
    - A student-athlete is **eligible** to **compete** between terms if he/she is continuing enrollment, provided that the student-athlete has been registered for the required minimum full-time load at the conclusion of the term immediately preceding the date of competition, or if he/she is either continuing enrollment or beginning enrollment, provided that the student-athlete has been accepted for enrollment as a regular full-time student for the regular term immediately following the date of competition.

2. Eligibility Requirements for Practice
    - A student-athlete is eligible to practice if he/she is enrolled in a minimum full-time program of studies leading to a baccalaureate or equivalent degree as defined by the regulations of the certifying institution, which shall not be less than 12 semester or quarter hours, regardless of the institution's definition of a minimum full-time program of studies.
    - A student-athlete is eligible to practice during the official vacation period immediately preceding initial enrollment provided he/she has been accepted by his/her institution for enrollment in a regular, full-time program of studies at the time of his/her initial participation, he/she no longer is enrolled at his/her previous educational institution, and he/she is eligible under all institutional and NCAA requirements.
    - A student-athlete is also eligible to practice if he/she is enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and his/her institution certifies that he/she is carrying (for credit) the courses necessary to complete the degree requirements.
3. Continuing Eligibility: Eligibility Requirement for Competition
    - In order to be eligible for competition at the end of each academic term, a student-athlete must successfully complete nine-semester or eight-quarter hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full-time at any collegiate institution.
    - If the student-athlete has transferred to his/her current institution midyear, or he/she has completed one academic year in residence at his/her current institution or used one season of eligibility in a sport at his/her current institution, the student-athletes eligibility shall be determined by his/her academic record in existence at the beginning of the fall term or at the beginning of any other regular term of that academic year and the student-athlete must satisfy the following requirements for academic progress to **be eligible** to compete.
        - A student-athlete must have completed 18-semester or 27-quarter hours since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters. 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.
        - A student-athlete must earn 24-semester or 36-quarter hours of academic credit during any year in which he/she is enrolled full time in at least one academic term. The student-athlete may satisfy this requirement based on earning:
            - 24-semester or 36-quarter hours since the beginning of the previous fall term;
            - 24-semester or 36-quarter hours since the beginning of the certifying institution's preceding regular two semesters or three quarters; or
            - 48-semester or 72-quarter hours during the first two years of collegiate enrollment (the certifying institution's first four semesters

or six quarters following the student-athlete's initial full-time enrollment in a collegiate institution).
    - A student-athlete must achieve a minimum cumulative grade-point average of 2.000 prior to the beginning of each fall term.
    - A student-athlete must meet the minimum cumulative grade-point average at the certifying institution based on the method of calculation used by the institution for calculating cumulative grade-point averages for all students, and the calculation shall only include coursework normally counted by the institution in calculating the cumulative grade-point average for graduation.
    - A student-athlete must choose a major that leads to a specific baccalaureate degree by the beginning of his/her third year of enrollment (fifth semester or seventh quarter). (This includes transfer students who have not completed an academic year in residence yet or used one season of eligibility in a sport at their current institution.)
4. Freshman: Initial Eligibility
    - Qualifier: An entering freshman must be a qualifier in order to compete during his/her first academic year. A qualifier may practice, compete and receive athletics aid and institutional financial aid. To be considered a qualifier, a student-athlete entering his/her first academic year of enrollment at any institution must have:
        - Graduated from high school;
        - Attained a minimum cumulative high school grade-point average in a successfully completed core curriculum of at least 16 academic courses as specified by NCAA Bylaws.
        - Achieved the minimum combined score on the SAT verbal/critical reasoning and math sections or a minimum sum score on the ACT as specified by NCAA Bylaws; and met the requirements of the initial-eligibility index.
    - Partial Qualifier: A partial qualifier may not compete during his/her first academic year in residence; however he/she may practice on campus or at the institution's regular practice facility. A partial qualifier may receive athletics and institutional financial aid. A partial qualifier is defined as a high school graduate who fails to meet the criteria for a qualifier, but who meets the initial eligibility index for partial qualifiers, while successfully completing 16 required core courses per NCAA Bylaws.
    - Non Qualifier: A nonqualifier is ineligible for practice, competition, and athletics aid during the first academic year in residence. A nonqualifier may receive nonathletic institutional financial aid. A nonqualifier is one who failed to meet the criteria of both a qualifier and a partial qualifier.
    - If a student-athlete is a nonqualifier or partial qualifier, he/she will have four seasons of eligibility after his/her first academic year in residence. However, a nonqualifier who has exhausted three seasons of competition in Division I, is eligible for a fourth season of competition following a transfer to a Division II institution, provided the student-athlete has completed the Division I progress-towards-degree requirements to earn a fourth season of competition.

F. EXTRA BENEFITS

An extra benefit is any special arrangement by an institutional employee or booster that provides a student-athlete or a student-athlete's relative or friend a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible. As a student-athlete at UH Hilo, you are permitted to receive expenses that are directly related to travel and competition while representing UH Hilo as well as the expenses in your scholarship agreement. However, receipt of any monetary or tangible benefit or award from persons outside of the Office of Intercollegiate Athletics is NOT permitted.

The following is a partial list of impermissible extra benefits.

- Cash or loans
- Co-signing or arranging a loan
- Transportation
- Special discounts
- Credit on a purchase
- Holiday or birthday gifts
- Free or reduced rent or housing
- Use of and payment of telephone use
- Financial assistance
- Tickets to athletic events, institutions events, other community events
- Employment at a rate higher than others performing the same work
- Providing expenses to family or friends to visit the athlete
- Gifts or free services (cash, meals, summer storage/housing)
- Gifts or awards for athletic performances

Occasional Meals

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

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

Occasional Meals to Team Members Provided by Relatives or Legal Guardians:

Occasional meals to team members provided by the relatives or legal guardians of a student-athlete are permissible and may be provided at any location (e.g. tailgating).

An occasional meal must be reported to the sport head coach at least 3 business days prior to the meal so that the head coach can file the necessary occasional meal paperwork. All occasional meals must be approved in advance by the Compliance Officer/SWA and are tracked by the Compliance Office. There are specific restrictions that must be followed.

G. COMPLIMENTARY ADMISSION POLICY

A maximum of four (4) complimentary admissions are provided to each student-athlete (regardless of whether the student-athlete competes in the contest) whose sport charges an admission fee.

Complimentary admissions are provided only through a pass list. No hard copy tickets will be provided. Athletes who abuse the complimentary admissions policy are in violation of NCAA bylaws and may lose this privilege and/or athletic eligibility. Complimentary tickets are NOT permitted to be issued for any NCAA Championship events.

H. SEASONS OF COMPETITION/FIVE YEAR RULE

Once a student-athlete enrolls at a college or university on a full-time basis, the student-athlete has 10 semesters of enrollment in which to complete four years of competition in Division II. (**Any competition, including scrimmages and exhibitions (exceptions for certain sports, confirm with your coach or compliance prior to competition), pre-season or regular season contests, regardless of time played, is counted as a season of competition in that sport.)** This rule allows for a student-athlete to redshirt for one year within the 10 semester period. In circumstances involving season-ending injuries or illnesses, a medical hardship waiver, if specific conditions are met and the waiver is approved by the conference office or NCAA, may enable a student-athlete to regain a year of competition.

- The redshirt process involves a conscious decision not to compete during a specific year of competition in a specific sport.
- A hardship waiver allows a student-athlete the opportunity to apply for an additional year of competition (within his/her five years) should an injury, illness or personal hardship intervene in his/her ability to complete a season of competition. Specifically, if a student-athlete does not compete in more than 3 contests or 30% of the scheduled contests in his/her sport, the injury or illness occurs during the first half of the season and is season-ending as documented by contemporaneous documentation from the doctor, then the institution may apply for a hardship waiver to gain an additional year of eligibility back for the student-athlete. In rare occasions student-athletes are granted exceptions to the above. In addition, there must be contemporaneous medical documentation provided by the Head Certified Athletic Trainer and team physician. In both of the above cases, it is important that each student-athlete discuss his/her intentions and desires with his/her head coach as neither case is automatic.

I. OUTSIDE COMPETITION

During the institution's intercollegiate season (during both the championship and non-championship segments of the playing and practice season), student-athletes are **not** permitted to compete as a member of any outside team in any non-collegiate, amateur competition (e.g., tournament play, exhibition games or other activity). There are limited exceptions to this rule, but student-athletes should not compete on outside teams during the regular academic year or during the declared playing seasons without checking with the coach and the Compliance Officer/SWA. All proposed competition on outside teams must be reported to your coach and compliance. In men's and women's basketball, student-athletes are **never** permitted to play in any organized outside basketball competition except while representing the University. An Outside/Unattached Competition Approval form must be completed by the student-athlete, submitted to the Compliance Office, and approved by the Compliance Officer/SWA PRIOR to competing in any outside competition. Impermissible outside competition renders a student-athlete ineligible for further intercollegiate competition until reinstated by the NCAA. Both the violation of NCAA regulations and the reinstatement request must be filed with the NCAA prior to the NCAA determining whether or not to reinstate a student-athlete's eligibility.

J. STUDENT-ATHLETE EMPLOYMENT

Prior to employment, all student-athletes must complete a Student-Athlete Employment Form. The student-athlete must obtain the employer's information prior to submitting the form to the Compliance Officer/SWA.

Employment earnings that occur at any time are exempt and are 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:

- Only for work actually performed and
- At a rate commensurate with the going rate in that locality for similar services;
- 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 educated and required to document employment by following the procedures below:

- The Compliance Officer/SWA reviews NCAA Bylaws governing student-athlete employment, and all required employment monitoring procedures to be completed by student-athletes at the mandatory beginning of the year Compliance Meeting.
- The student-athlete must complete a New or Returning Student-Athlete Information Form at the beginning of the academic year. If employment changes or the student-athlete starts a new employment, a Student-Athlete Employment Form must be completed prior to starting the new employment.
- The Compliance Officer/SWA reviews the Student-Athlete Employment Form and signs the form indicating that all steps have been completed by the student-athlete.
- The Compliance Officer/SWA periodically monitors the employment of student-athletes.

- Prior to the end of spring semester and before summer, all student-athletes who have already secured summer employment will be required to complete a Student-Athlete Employment Form.
- The Compliance Officer/SWA reviews and keeps on file all Student-Athlete Employment Forms.
- The Compliance Officer/SWA will meet with any student-athlete if there are any concerns regarding employment to discuss potential violations or to take appropriate actions if necessary.

Private Lessons:

Fee-for-Lesson Instruction. A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his/her sport on a fee-for-lesson basis, provided:

- Institutional facilities are not used;
- Playing lessons shall not be permitted;
- The institution obtains and keeps on file documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year;
- The compensation is paid by the lesson recipient (or the recipient's family member and not another individual or entity);
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and
- The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

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 a student-athlete works/volunteers at a camp/clinic, the Compliance Officer/SWA must give prior approval.

- Student-athletes must review, complete and sign all necessary camp/clinic employment or volunteer forms.
- Compensation may be paid to a student-athlete:
    - Only for work actually performed and
    - At a rate commensurate with the going rate in that locality for similar services
    - 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
- A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his/her appearance at the camp/clinic.

Outside Camp/Clinic Employment:

Student-athletes may not be employed at any non-institutional or privately owned outside camp/clinic without prior written approval from our Compliance Officer/SWA.
Student-athletes must have the Camp Director of the non-institutional or privately owned camp/clinic complete a Student-Athlete Camp/Clinic Form and submit copies of the camp

brochure and/or promotional materials directly to our Compliance Officer/SWA for review and approval prior to working an outside camp/clinic. Please contact our Compliance Officer/SWA or Compliance Specialist for the Student-Athlete Camp/Clinic Form.

K. PLAYING AND PRACTICE TIME LIMITS

During the championship segment of the playing season, a student-athlete's participation in countable athletically related activities (e.g., practice, competition, strength and conditioning, weights, film review, meetings, etc.) is limited to a maximum of **four (4)** hours per day and **20** hours per week. **One day off per week is required.** Time spent with team travel is not considered an athletically related activity and may be counted as the required day off. These time limits do not apply during vacation periods (i.e., Christmas break, spring break) or during pre-season training prior to the start of the fall or spring semesters. During the non-championship segment of the playing season, a student-athlete's participation in countable athletically related activities (e.g., practice, competition, strength and conditioning, weights, film review, meetings, etc.) is limited to a maximum of **four (4)** hours per day and **15** hours per week in baseball, cross country, soccer, softball and volleyball. **Two days off per week are required.** In golf and tennis, during the non-championship segment of the playing season, a student-athlete's participation in countable athletically related activities (e.g., practice, competition, strength and conditioning, weights, film review, meetings, etc.) is limited to a maximum of **four (4)** hours per day and **20** hours per week. **Two days off per week are required.**

During the academic year when teams are out of season, student-athletes may be required to participate in strength and conditioning activities for a maximum of eight (8) hours per week with only four (4) of those hours being permitted on team activities/ individual skill instruction (NCAA bylaw revised effective 8/1/19).

It is **not permissible** for a student-athlete to miss class for practice activities, except when the team is traveling to an away-from-home contest and the practice is in conjunction with the contest. **Missing class for practice is a NCAA violation**.

Missed Class Time for Competition: All student-athletes participating in UH Hilo approved and scheduled athletic contests are required to submit travel letters and schedules to the professor of each class prior to leaving campus. Student-athletes are required to give these letters to their professors in person at the beginning of the season and then remind their professors two weeks prior to every trip which will require the student to miss classes. See the Academic section of this manual for more details.

L. ATHLETICALLY RELATED ACTIVITIES

1. Countable Athletically Related Activities:

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations.

2. Voluntary Athletically Related Activities:

In order for any athletically related activity to be considered "voluntary," all of the following conditions must be met:

- 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, athletic trainer, manager, etc.) 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/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/her attendance or performance in the activity.

M. ISSUES RELATED TO COUNTABLE ATHLETICALLY RELATED ACTIVITIES

- **Golf Practice-Round Exception.**
  A practice round of golf may exceed the four hours-per-day limitation, but the weekly limit of 20 hours shall remain in effect. A practice round played on the day prior to the start of a collegiate tournament at the tournament site shall count as three hours, regardless of the actual duration of the round [Bylaw 17.1.6.1.1].

- **Use of an institution's athletics facilities when such activities are supervised by or held at the direction of any member of an institution's coaching staff.**
  Facilities may be reserved for such use during the academic year. It is not permissible to reserve facilities during the summer, except in Division I, to participate in permissible individual workouts in individual sports at the request of the student-athlete(s).

- **Involvement of an institution's strength and conditioning staff with enrolled student-athletes in required conditioning programs.**
  Strength and conditioning personnel may monitor voluntary individual workouts for safety purposes. If the strength and conditioning coach also is a countable coach, such assistance may be provided only if that strength and conditioning staff member performs such duties on a department-wide basis.

N. COUNTABLE ATHLETICALLY RELATED ACTIVITIES OUTSIDE THE PLAYING SEASON

Outside of the playing season during the academic year, only a student-athlete's participation in weight training, conditioning, and or team activities/skill instruction shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per

week, of which not more than four hours per week (NCAA bylaw revised effective 8/1/19) may be spent on team activities/skill instruction. A student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period (i.e. summer, academic year).

- For spring championship sports, this period begins on September 7 or the institution's 4th day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the non-championship segment.
- For fall championship sports, this period begins from the beginning of the institution's second term of the academic year (spring semester) through the day before the institution's declared start date of the non-championship segment.
- For basketball, this period begins on September 7 or the institution's 4th day of classes for the fall term, whichever is earlier, through the day before October 15.
- All countable athletically related activities are prohibited one week prior to the beginning of the institution's final examination period through the conclusion of the institution's final examinations.
- Following the institution's final contest or date of competition in the segment that concludes with the NCAA Championship, a student-athlete is prohibited from engaging in countable athletically related activities for a 14 consecutive calendar day period. Between the end of the 14 consecutive-calendar-day break period or the end of the non-championship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning and/or team activities/skill instruction shall also be limited to 8 hours per week of which a maximum of 4 hours may be spent on team activities/skill instruction (NCAA bylaw revised effective 8/1/19).
- A student-athlete may not participate in any countable athletically related activities outside of the playing season during any institutional vacation period (e.g., summer, academic year).
- Conditioning drills that may simulate game activities are permissible, provided that no offensive or defensive alignments are set up and no equipment related to the sport is used.

SAFETY EXCEPTION ~
In the sport of swimming and diving, a coach may be present during voluntary individual workouts in the institution's regular practice facility (without the workouts being considered as countable athletically related activities) when the student-athlete is engaged in swimming and diving. A coach may provide safety or skill instruction, but cannot conduct an individual workout.

COMPETITION DAY ~
All competition and any associated athletically related activities on the day of a competition shall count as three hours, regardless of the actual duration of these activities. Practice may not be conducted following competition, except between contests, rounds or events during a multi-day or multi-event competition (double headers in baseball or softball, rounds of golf in a multi-day tournament).

DEFINITION OF WEEK ~
A week is calculated as any seven consecutive days to be determined at the institution's discretion; further, once the institution determines its week, it may not change its weeks for the remainder of the segment.

PRE-SEASON PRACTICE ~
Daily and weekly hour limitations do not apply to countable athletically related activities that occur during pre-season practice prior to the first day of classes or the first scheduled contest, whichever is earlier.

VACATION PERIODS AND BETWEEN TERMS ~
Daily and weekly hour limitations do not apply to countable athletically related activities that occur during a member institution's vacation period subsequent to the beginning of the academic year and between terms.

REQUIRED DAY OFF ~
During the championship segment of the playing season, all countable athletically related activities (per 17.02.1) shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason certified bowl games or national invitational tournaments and during participation in NCAA championships. During the non-championship segment of the playing season, all countable athletically related activities shall be prohibited during two calendar days per week.

O. OTHER COUNTABLE ATHLETICALLY RELATED ACTIVITIES POINTS OF INTEREST

- **Winter Break- All countable athletically related activities are prohibited during the NCAA's 1 week mandated winter break period in all sports.**
  Volunteer activities are also prohibited during Winter Break. In addition, an institution shall not provide transportation in conjunction with an away-from-home competition during the Winter Break, with the exception that a team may travel home on the first day of winter break after an away-from-home competition, provided that it is the earliest practical opportunity to return to campus.

- **Elimination of One-Day-Off-Per-Week Restriction During Conference and/or NCAA Championships.**
  An institution is not subject to the one-day-off-per-week restriction during the week (i.e., the seven-day period as designated by the institution) in which the conference tournament or NCAA championship begins until the institution has concluded its participation in the tournament or championship.

- **Competition cancelled Due to Weather Conditions.**
  If an institution's competition is cancelled prior to the beginning of the competition or prior to the competition being considered a completed event in accordance with the playing rules for that sport, the institution may utilize that day as a required day off, provided the institution does not engage in any further countable athletically related activities during that day. If the institution engages in additional countable athletically related activities on that day, it shall be charged with not more than three hours toward the maximum 20 - hours-per-week limitation, regardless of the actual duration of these activities.

- **Visit to the Competition Site During Required "Day Off".**
  A member institution using a travel day as its required day off (i.e. no countable athletically related activities may occur) during a particular week, may visit the site where the institution's team will compete without such visit being considered a countable athletically related activity in sports other than golf, cross country and skiing; noted that in the sport of golf, cross country and skiing a competitive advantage could result from viewing the competition site (i.e. walking the course), and thus, such a visit would

constitute a countable athletically related activity and may not occur during an institution's required day off.

P. NOTIFICATION OF TRANSFER PROCESS

Notification of Transfer Process

A UH Hilo student-athlete desiring to contact/speak to other collegiate institutions regarding the possibility of transferring must follow the procedure below. Effective August 1, 2020, NCAA Division II rules have changed to reflect a notification of transfer model similar to DI instead of the permission to contact model.

- The student-athlete must meet with his/her head coach.
- The student-athlete must meet with the Compliance Officer/SWA. If the student-athlete has not yet submitted his/her written notification of transfer, the Compliance Officer/ SWA will obtain a written notification of transfer at the time of her meeting with the student-athlete, either via a signed letter, email, or Notification of Transfer Form, which the student-athlete will complete and sign during his/her meeting with the Compliance Officer/SWA.
- The student-athlete also must complete and sign the required NCAA Transfer Portal Signature Page before his/her information can be input into the Transfer Portal.
- The Compliance Officer/Head Coach will discuss the student-athlete's notification of transfer.
- The Head Coach must also discuss the student-athlete's notification of transfer with the Director of Athletics.
- Within 7 days of receiving the written notification of transfer, the Compliance Officer/SWA or the Compliance Specialist will input the student-athlete's information into the NCAA Transfer Portal and will notify the student-athlete when this is completed.
- The current institution may not block communication between a student-athlete and another institution. A student-athlete's information must be entered into the NCAA Transfer Portal within seven-consecutive calendar days of the student-athlete's written notification, which is visible to all institutions. A student-athlete may receive athletics aid at a subsequent institution upon transfer.

Q. PACWEST CONFERENCE INTRA-CONFERENCE TRANSFERS

Operations Code 6.2.1 A student-athlete who directly transfers from one conference member school to another conference member school and wishes to participate in the same sport(s) must fulfill a residence requirement of one full academic year (enrolled two full time semesters or enrolled three full time quarters) at the certifying institution before being eligible to participate against intercollegiate outside competition. Note that a student-athlete is defined as any individual who has participated in any countable athletic related activity as defined by the NCAA manual, beyond 14 consecutive calendar days. Directly transfer is defined as an individual's full time enrollment in a conference member institution without intermediate full time attendance for a minimum of one semester at a non-conference school. However, all exceptions listed in NCAA Bylaw 14.5.5.3 may be applied except 14.5.5.3.9 (one-time transfer exception).



VI. SPORTS MEDICINE

The UH Hilo Training Room is the treatment and rehabilitation center for the Office of Intercollegiate Athletics. Treatments are administered only upon the Physician or Staff Athletic Trainer's approval. All treatments are performed until the medical or athletic training staff determines that no further treatment is required. Our sports medicine department works in conjunction with the best medical consultants in the area. If you become sick or injured, our team of full-time Athletic Trainers and Physicians are prepared to provide appropriate health care.

A. SPORTS MEDICINE/ATHLETIC TRAINING

1. General Information

- The athletic training room is located behind the gymnasium in a separate building, the first door on the right, and is the center for the Sports Medicine-Athletic Training staff operations.
- The Athletic Trainers (Kensei Gibbs, Kelsie Espiritu - Tanabe and Trek Rundle) oversee the daily operations in these facilities.
- All rehabilitation sessions are done by appointment to ensure proper treatment. Student-athletes are encouraged to phone (808-932-7162 or 808-932-7803) Athletic Training Room to schedule/reschedule therapy appointments.
- The UH Hilo Sports Medicine-Athletic Training Staff will treat the majority of **athletic** related injuries. Any injury or illness that cannot be treated by the Sports Medicine-Athletic Training Staff will be referred to the appropriate medical provider for further treatment.
- General illnesses (cold, flu, skin infections, etc.…) will be referred to the UH Hilo Medical Services as often as possible. During the evening and over the weekend we will refer to Hilo Medical Center or Hilo Urgent Care. All appointments must be reported to your athletic trainer or another staff athletic trainer. These referrals are not covered by the UH Hilo Office of Intercollegiate Athletics secondary insurance policy and are the financial responsibility of the student-athlete and/or their primary insurance. **Always report,**

either by phone or in-person, to the Athletic Training room to report that you received medical care to ensure a clear plan of care instructions that can be forwarded to your coach.

- Prior Injuries or Illness
    - If the athlete has had a prior injury before reporting to the University of Hawai`i at Hilo and in the opinion of the team physician and athletic trainer this injury will prevent the athlete from participating without doing further harm, the athlete will not be allowed to participate. If the athlete desires to have corrective surgery, he/she may do so with the understanding that the University will not be responsible for the payment of such surgery or hospitalization.
    - Injuries and/or illness occurring during active practice or competition are not the responsibility of the University, and cost of medical care is a personal expense of the student-athlete.
- Prescription Medications: The Office of Intercollegiate Athletics may be responsible for payment of medication as prescribed by the Team Physicians providing the reason is within the guidelines set forth by the NCAA. In order for the prescription to be filled, you must present the prescription note to a Staff Athletic Trainer for verification prior to being filled. We will consider any prescription medication required as a result of an injury during the academic year as a permissible expense.

2. Policies for Athletic and Non-Athletic Related Injuries/Illnesses

- Report injuries/illnesses immediately to your assigned athletic trainer. If your athletic trainer is not available, any staff athletic trainer will be happy to assist you and follow up with your athletic trainer. Accordingly, your respective coach will be notified in a timely fashion so practice and/or competition accommodations can be made.
- All injuries or illnesses that might interfere with the ability to attend classes, practice, or compete are to be reported to the staff trainer as soon as possible. If you DO NOT SEE THE ATHLETIC TRAINER, you will be considered healthy and expected to participate.
- You should see a Staff Trainer as soon as possible for any injury or illness, regardless of severity. At that time, an evaluation is made to determine the extent of your disability and your ability to practice or compete that day. If necessary, an outside medical referral is made at this time. The Office of Intercollegiate Athletics does not assume any financial responsibility for medical treatment obtained without a referral from the Athletic Trainer and/or Team Physicians.
- **REPORTING FOR TREATMENT OR REHABILITATION** if treatment and rehabilitation are ordered for you, the Athletic Training Staff will arrange a time that is most compatible with your schedule. You will be expected to keep all treatment appointments and you will be held accountable for active participation in your rehabilitation program. "No shows" will not be tolerated.
- If referral to an outside medical provider for a non-emergency injury is required, it must be reported through a staff athletic trainer and documented. Immediate referral will be to UH Hilo head team physician (Orthopedics) or to a UH Hilo consulting medical specialist. If a second opinion is desired, an appointment with another physician must be authorized by the Head Athletic Trainer or designee.
- All physician appointments, except emergencies, will be made by the UH Hilo Sports Medicine-Athletic Training Staff. Every attempt to schedule around the student-athlete's class schedule will be made so they do not miss class for appointments.
- A member of the Sports Medicine-Athletic Training Staff will accompany a student-athlete to their appointments whenever possible. When this is not possible, it is the student-athlete's responsibility to arrange for his/her transportation and to be on time for the appointment.
- Missed appointments should never happen! If an appointment is missed it is the student-athlete's responsibility to contact his/her team's athletic trainer immediately. The

team's head coach will be notified and there will be no preferential rescheduling of missed appointments.

3. Insurance

a. General
- **The UH Hilo Office of Intercollegiate Athletics requires that all student-athletes have acceptable primary insurance coverage, which will cover athletic related injuries, as a condition to participate in intercollegiate athletics.**
- This policy must have full network benefits that are payable in Hawai'i and more specifically Hilo, Hawai'i. Policies that have limited/restricted benefits are not acceptable. Examples of those policies are: out of state HMOs (with no provider network in Hawaii), ER care only, surgery only, etc…
- The UH Hilo Office of Intercollegiate Athletics provides only secondary supplemental accidental medical coverage for student-athletes for ***athletically-related*** injuries only. ***UH Hilo assumes no primary responsibility whatsoever for the payment, or authorization to pay, medical expenses resulting in injuries/illnesses that occur while participating in intercollegiate athletics at UH Hilo.***
- There is no coverage for general medical conditions (illnesses) at any time, dental care that is unrelated to an athletic injury, or injuries that are sustained away from supervised intercollegiate activity (open gyms, intramurals, extra hitting in the cages, lifting on your own, etc.)
- All domestic and international student-athletes with no insurance coverage, or found to have unacceptable insurance coverage, will automatically not be cleared for any athletic related activity until proper medical insurance is obtained.
- **Inform your parents not to cancel/drop you from your primary health insurance, as the UH Hilo Office of Intercollegiate Athletics requires that all student-athletes have primary insurance coverage as a condition to participate in intercollegiate athletics.**
- Failure to maintain acceptable primary insurance coverage will result in the student-athlete and/or their parents being financially responsible for any/all medical expenses resulting from an athletic injury.
- **Any/all charges for medical services resulting from termination/lapse/cancellation of the student-athlete's primary insurance will become the responsibility of the student-athlete.**
- The Head Athletic Trainer is responsible for the handling of all athletic insurance claims. Any questions concerning insurance should be directed to him.

b. Athletic-Related Injuries
- The UH Hilo Office of Intercollegiate Athletics secondary insurance policy provides coverage for student-athletes for incidents that occur while participating in supervised and official conditioning, practices, or contests. Travel to and from these supervised and official activities is also covered. Student-athletes are also covered while practicing and competing at an away site. This is excess coverage.
- **Neither the UH Hilo Office of Intercollegiate Athletics nor its secondary insurance policy provide coverage or accept responsibility for paying any medical claims incurred from a student-athlete being injured while participating in unsupervised activities.**

c. Non-Athletic Related Injuries and Illnesses
- All non-emergency non-athletic related injuries and illnesses will be handled by the UH Hilo Medical Services whenever possible.

- There is no charge for on-site treatment, but special tests, prescriptions, and any services provided through referral to outside medical providers will be charged to the student-athlete and it will be his/her responsibility to pay for these services.
- The student-athlete is responsible to follow UH Hilo Medical Services guidelines and regulations affecting patient care and conduct.

4. Emergency Treatment

If there is a life threatening situation after hours (e.g., difficulty with breathing or heart function, severe uncontrolled bleeding, neck or back injuries, etc.) please contact Emergency Medical Services (phone 911) immediately. A Certified Athletic Trainer should then be notified as soon as possible. For emergencies of a less serious nature, contact your Certified Athletic Trainer. If an emergency occurs at an away game, contact your Certified Athletic Trainer or your coach. You must notify the Staff Athletic Trainer within 24 hours of any emergency service provided. All prescribed procedures issued by the attending physician must be followed in order for the University to be responsible for the resulting charges.

*For emergency procedures, please refer to the medical contact list or dial 911.

5. UH Hilo Medical Privacy Policy

As a student–athlete at UH Hilo, you have the right to privacy concerning your medical plan of care. Medical record information and your relationship with your medical staff are considered private. Your diagnosis and course of treatment are available only to those directly involved with your care. Refer to the UH Hilo Medical Privacy Policy in your physical packet.

6. NCAA and UH Hilo Concussion Management Plan

Student-athletes in all sports are required to undergo baseline balance and neuropsychological testing as part of their annual pre-participation physical exam. This must be completed prior to the start of any practices. There will be an educational session conducted by the Compliance Officer and Head Athletic Trainer during the annual team compliance meeting.

The NCAA is committed to the prevention, identification, evaluation and management of concussions. The NCAA's latest step in the process to develop a consistent association-wide approach to concussion management has come from the NCAA Executive Committee. The Executive Committee adopted the following policy for institutions across all three divisions.

"Institutions shall have a concussion management plan on file such that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from practice or competition and evaluated by an athletics health care provider with experience in the evaluation and management of concussion. Student-athletes diagnosed with a concussion shall not return to activity for the remainder of that day. Medical clearance shall be determined by team physician or their designee according to the concussion management plan.

In addition, student-athletes must sign a statement in which they accept the responsibility for reporting their injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions. During the review and signing process student-athletes should be presented with educational material on concussions."

7. Sports Medicine Pregnancy Guidelines

If you are dealing with an unplanned/planned pregnancy and need help or simply someone to talk with, there are many people here for you within our department. Please feel welcome to

contact any of the offices available at UH Hilo for counseling and support. Other services are also listed on the Medical Health Information Contact List.

The following information is being provided to you for the protection of your unborn child should you become pregnant while you are a student-athlete at the University of Hawai`i at Hilo. We, the sports medicine staff cannot require you to inform us if you become pregnant. However, we trust that you will do what is in your own best interest and that of your unborn child. Please allow us to assist you in protecting your health and your baby's health by informing us if you become pregnant.

American College of Obstetricians and Gynecologists (ACOG) Guidelines for Exercise During Pregnancy**

An exercise prescription in pregnancy should be individualized and should include a health assessment. It must be emphasized that none of these recommendations has a firm basis in prospective, randomized, clinical trials.

These guidelines follow from a critical analysis of the available physiologic data regarding exercise and pregnancy and represent reasonable extrapolations from such knowledge.

Recommendations for Exercise in Pregnancy and Postpartum:

There is no data in humans to indicate that pregnant women should limit exercise intensity and lower target heart rates because of potential adverse events. For women who do not have any additional risk factors for adverse maternal or prenatal outcomes, the following recommendations may be made.

1. During pregnancy, women can continue to exercise from mild to moderate exercise routines so as to continue to gain associated health benefits. Regular exercise (at least three times a week) is preferable to intermittent activity.
2. Women should avoid exercise in the supine position after the first trimester. Such a position is associated with decreased cardiac output in most pregnant women. Prolonged periods of motionless standing should also be avoided.
3. Women should be aware of the decreased oxygen available for aerobic exercise during pregnancy. They should be encouraged to modify the intensity of their exercise according to maternal symptoms. Pregnant women should stop exercising when fatigued and not exercise to exhaustion. Weight-bearing exercises may under some circumstances be continued at intensities similar to that prior to the pregnancy and throughout pregnancy. Non-weight bearing exercises such as cycling or swimming will minimize the risk of and facilitate the continuation of exercise during pregnancy.
4. Morphologic changes in pregnancy should serve as a relative contraindication to types of exercise in which loss of balance should be detrimental to maternal or fetal well-being, especially in the third trimester. Further, any type of exercise involving the potential for even mild abdominal trauma should be avoided.
5. High potential contact sports, activities of high risk of falling should be avoided due to the high risk of trauma to the mother and fetus.

**information is from the Compendium of the American College of Obstetricians and Gynecologists 2004.

8. Lightning/Severe Weather Policy

The UH Hilo Office of Intercollegiate Athletics Lightning/Severe Weather Policy is strictly enforced for all outdoor activities to include conditioning, practices, and competitions. This policy is to be followed anytime a student-athlete uses any UH Hilo athletic facility whether the activity is supervised or unsupervised. Any facility use privileges will be revoked for failing to follow the UH Hilo lightning/severe weather policy. The policy is administered jointly by the coaching, sports medicine athletic training, facilities/operations and administrative staff. Prevention and education are the keys to lightning safety.

9. UH Hilo Office of Intercollegiate Athletics Emergency Plan

Emergency situations may occur at any time during an athletic practice or event whether on campus or at an away venue. Whether practicing or playing at home or on the road, appropriate action must be taken in order to provide the best possible care to the student-athletes of emergency or life threatening situations. The UH Hilo Office of Intercollegiate Athletics has implemented a comprehensive emergency plan for the safety and well-being of its student-athletes and staff.

10. UH Hilo Athletic Training Room Rules to Live By

1. Athletes must have a completed University of Hawai'i at Hilo physical and medical insurance on file with the Athletic Trainers prior to any sport participation.
2. Only University of Hawai'i at Hilo athletes will be treated in the athletic training room. (No club or intramural sports.)
3. Athletes must shower prior to entering the training room post-practice. (Unless emergency).
4. No athlete may administer treatment to themselves or to anyone else.
5. Supplies and/or equipment are not to be removed from the athletic training room without permission from a Staff Athletic Trainer. (i.e. tape, scissors, medications, exercise equipment, etc...)
6. Treatment will only be administered as directed by a Staff Athletic Trainer after evaluation. These treatments are to be scheduled with your assigned staff athletic trainer at times suitable for both individuals.
7. This is a co-ed facility. Proper dress is required (decent t-shirts, shorts, etc...).
8. Arrive early before practice. Treatments will not be started 15 minutes prior to practice. The athletic training room is not an excuse for late arrival to practice.
9. In-season sports will receive priority, next is pre-season sports and last will be the out of season sports. Taping and treatment will be given prior to practice on a first come first serve basis regardless of gender.
10. Please leave equipment and personal bags outside of the athletic training room.
11. It is your responsibility as an athlete to report all athletic injuries/illnesses to a Staff Athletic Trainer. Failure to do so will invalidate any insurance coverage by the University of Hawai'i at Hilo. It is also your responsibility to wear any required protective equipment such as mouth guards, shin guards, etc.
12. Report all prescription medications and over-the-counter nutritional supplements you may be using to a Staff Athletic Trainer. False information on supplements could result in a positive drug test for banned substances contained in the product. Ignorance is no excuse, and therefore could result in a positive drug test.

13. The staff is committed to providing athletes with the best possible health care. Please treat your staff in a professional, courteous, and respectful manner. **Failure to do so may lead to revoking your athletic training room privileges.**
14. **Cell phones are forbidden in the Athletic Training Room.** This is to ensure the confidentiality and privacy of all athletes who enter.
15. **No cleats/turfs, profanity, loitering or tobacco products!**
16. **Failure to comply with any of these rules may result in your removal from the Athletic Training Room!**

11. Energy Drinks

THERE IS A ZERO TOLERANCE POLICY FOR ENERGY DRINKS.

1. First offense you will pour out your energy drink and be given a warning.
2. Second offense you will miss the next scheduled activity for that day (e.g. practice or game). If there is no scheduled activity that day you will miss the next scheduled activity that immediately follows the incident.
3. Third time you will be suspended from the next GAME. The athlete, coach, and athletic trainer will all sit down and find a punishment that is appropriate.

   This does not mean drink them at home either.

12. UH Hilo Drug Testing Program

Both the NCAA and the UH Hilo Office of Intercollegiate Athletics have drug testing policies that require mandatory drug testing of all student-athletes. The NCAA drug testing program is year-round testing while the UH Hilo drug testing program only requires testing during the academic year and reasonable suspicion testing during the summer. Before competing in intercollegiate athletics each year, a student-athlete must sign both the NCAA Drug Testing Consent and UH Hilo Drug Testing Consent. Failure to complete and sign this form will result in ineligibility to participate in intercollegiate athletics at UH Hilo.

For UH Hilo Office of Intercollegiate Athletics drug testing information, penalties for positive results, and the appeals process please see the UH Hilo Drug Testing Policy.

Once a year, (during student-athlete orientation), a presentation will be conducted by the Compliance Officer and Head Athletic Trainer relative to drug/alcohol abuse. All student-athletes are required to attend. On-campus counseling is available if requested by the student-athlete pursuant to the UH Hilo Drug Testing Policy. Any such requests should be made through the Head Athletic Trainer. For medical exceptions to the policy, please see the Head Athletic Trainer.

13. Drug Testing

A web link to the current list of banned substances is provided to you annually and is also available in our Student-Athlete Corner. You may also ask any one of our Administrative Staff members or our Head Athletic Trainer to provide you with a hard copy.

See also:

https://ncaaorg.s3.amazonaws.com/ssi/substance/2021-22NCAA_BannedSubstances.pdf

Information you need to know about drug testing

- EVERY Division II sport is now subject to year round drug testing.
- For institutions not sponsoring DII football, Drug Free Sport will randomly select institutions to be tested. Institutions not sponsoring football will be selected at least once every two years. If your institution does not sponsor football, four student-athletes from one sport will be tested.
- You are subject to drug testing before, during, or after the competitive season.
- Student-athletes are drug tested through urinalysis.
- The NCAA bans the following DRUG CLASSES:
  Stimulants (e.g. cocaine, amphetamines, ephedrine and Ecstasy).
  Anabolic Agents (e.g. anabolic steroids, android, boldenone, nandrolone and THG).
  Diuretics.
  Street drugs (e.g. heroin and marijuana).
  Urine manipulators and masking agents.
  *The NCAA tests for all banned drug classes at its Division II championships.
  *NCAA Division II out-of-competition (year-round) drug testing is for anabolic agents, diuretics, and peptide hormones, urine manipulators, masking agents and ephedrine only.
- Student-athletes must consult with their athletic trainer or team physician about any medication or dietary supplements they use.
- The Resource Exchange Center (REC) is available to answer questions regarding NCAA banned substances at www.drugfreesport.com Division II institutions use password ncaa2.
- The use of supplements is at the student-athlete's own risk. Keep in mind, the NCAA DOES NOT APPROVE ANY DIETARY SUPPLEMENT. Furthermore, the use of any dietary supplement can lead to a positive NCAA drug test.
- If a student-athlete tests positive because of a prescription medication, the institution may request a medical examination for certain banned drug classes as outlined in the NCAA Drug-Testing Exceptions Procedures at https://www.ncaa.org/sport-science-institute/medical-exceptions-procedures. If you test positive for a banned substance you will be ineligible for one complete calendar year.
- If you test positive again, for ANY substance at any time during the duration of your athletic career, your eligibility will be taken away inevitably.
- An appeals process may be completed for any positive drug test through an appeals subcommittee of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sport. It should be noted that very few situations are waived by the committee.

As an athlete, you are in charge of what enters your body. Therefore, you are responsible for knowing whether or not a substance is banned by the NCAA. The Drug Appeals Committee WILL NOT ACCEPT IGNORANCE as an excuse. In other words, "I didn't know..." won't cut it.

14. Medical Health Information Contact List

ON-CAMPUS CONTACTS		**Phone Number (808)**
Police, Ambulance, Fire, Emergency		**CALL 911**
Athletic Training Room:		
Kensei Gibbs	Head Certified Athletic Trainer	932-7162
Kelsie Espiritu-Tanabe	Certified Athletic Trainer	932-7162
Medical Services:		
Heather Hirata	Nurse Practitioners (General Medical Care, Birth Control, Pregnancy Test, Emergency Contraceptives)	932-7369
Counseling Services:	Counselors (Counseling for substance abuse, depression, eating disorders, loss of a loved one, etc.)	932-7465
University Disability Services:	Director Susan Shirachi	932-7623 TTY: 932-7002
Women's Center:		932-7381

14. Medical Health Information Contact List- Continued

OFF-CAMPUS CONTACTS		**Phone Number (808)**
Planned Parenthood of HI		329-8211
American Red Cross		935-8305
Alcoholics Anonymous		961-6133
Big Island Substance Abuse		935-4927
Hale Ohana, Crisis Line and Abuse Shelter		959-8864
Hilo Medical Center		932-3000
HIV/Aids Foundation		982-8800
Crisis Hotline for Sexual Abuse		935-0677
Suicide Crisis Hotline		800-784-2433 800-273-8255
Bay Clinic		333-3600
Kauka Express Urgent Care		981-1700
Hilo Urgent Care Center		969-3051

VII. STUDENT ORGANIZATION OPPORTUNITIES

A. ATHLETIC ORGANIZATIONS

Student-Athlete Advisory Committee (SAAC)

This committee serves as an advisory committee for the Office of Intercollegiate Athletics, and will act as the bridge between the student-athletes, the administration, staff and coaches. The role of the SAAC is to help address issues posed by the student-athletes, institute new programs that will benefit and assist in student-athlete well being, participate in community service activities, and provide a diverse perspective on the many facets of student-athlete life. The SAAC serves as the voice of the student-athletes.

At least one athlete from each sport will serve on this committee. The SAAC meets monthly throughout the school year, or as needed, and will be supervised by the appointed advisor. A SAAC member may also be asked to represent the University as a member of the conference (Pacific West Conference) SAAC board or on the NCAA (National Collegiate Athletic Association) SAAC Committee.

If you are interested in becoming your team's SAAC representative please contact the SAAC advisor.

B. NON-ATHLETIC RELATED ORGANIZATIONS

Intramurals Program

The University of Hawai'i at Hilo Intramurals Program is an integral facet of Student Life and the University of Hawai'i at Hilo. The primary focus of intramural-recreational programs is presenting organized activities and open recreational play for UH Hilo students.

Vulcan athletes are eligible for Intramural Sports and Recreational activities provided they adhere to the following:

- Your Head Coach has approved your involvement
- Your involvement has been approved by the Director of Student Life Center
- Respect and follow all rules as set forth by the Intramurals Department

Outside competition, other than University intramural/recreational activities, is ***prohibited*** without the authorization of the Director of Athletics. Outside competition including practices with high schools or other recreational leagues, may jeopardize your eligibility.

For more information about the Intramurals Program, please contact Angie Andrade-Morioka, the Associate Director of Facilities at aoam@hawaii.edu.

UH Hilo Student Association (UHHSA)

UHHSA is made up of students to serve, represent, and advocate for all students at UH Hilo. UHHSA keeps in direct communication with the Board of Regents, and stays current on legislative pieces directly and indirectly affecting the students at UH Hilo. Always seeking volunteers, the UH Hilo Student Association is located in Campus Center Room 203A. For more information, contact:

UHHSA President (808) 932-7367 uhhsa@hawaii.edu

Student Activities Council (SAC)

The SAC is located in Campus Center Room 301B. This active council advocates for students, as well as setting up and initiating creative and fun activities to spice up student life. The SAC is also always searching for volunteers, for more information, contact:

Executive Chair (808) 932-7374 uhhsac@hawaii.edu

On Campus Clubs

Every year, there are many opportunities to join a variety of campus clubs. If you are interested in finding out about a club on campus, joining one, or creating one, visit Campus Center Room 210 for more information.Phone: (808) 932-7365 8:00am – 4:30 pm (campusct@hawaii.edu)



VIII. ATHLETIC EQUIPMENT AND AWARDS

Equipment Policy

Equipment issued by the Office of Intercollegiate Athletics to the student-athlete is the property of the University and issued to the student-athlete for use. Each student-athlete assumes the responsibility of maintaining all issued equipment. If equipment is lost or damaged it is the responsibility of the student-athlete to reimburse the Office of Intercollegiate Athletics for that loss or damage.

Coaches are responsible for issuing the equipment for their sport. The student-athlete is required to return all equipment at the appropriate time as the coach requests. Failure to return all the proper equipment will result in penalties such as non-renewal of student-athlete's scholarship and transcripts.



Athletic Lockers

- Athletic facility staff can assign lockers upon an athlete's request.
- Keep lockers locked at all times. Throughout the year locker rooms may not be locked and visiting teams may be using teams' locker rooms. It is your responsibility to have your locker locked at all times.
- Articles left in lockers after completion of the school year will be disposed of by athletic equipment facility staff.

If you would like a locker please contact your coach.

Athletic Gear

Vulcan Athletics Gear may be purchased through the UH Hilo Bookstore or https://vulcansgear.merchorders.com/

Awards Policy

To be considered for an athletic award, student-athletes:

- Must complete the entire season as a member of the team and the head coach must submit a list of those who have qualified in their respective sports.
- Who are transfer student-athletes may qualify.

Awards and Benefits

Athletic awards given to student-athletes must be approved by the NCAA, PacWest Conference, approved agency, and/or the Office of Intercollegiate Athletics.

As a student-athlete, you are not allowed to receive any extra benefit. An extra benefit is defined as anything extra that is made available to you as a student-athlete that is not provided to other students at UH Hilo.

All awards will be presented at the end of the year All Sports Banquet.

If you have any questions or concerns, please contact UH Hilo Compliance Officer, at 932-7167 or the Director of Athletics 932-7170.

IX. PROBLEM PROCEDURES

The University has many varied programs to assist you in case you are experiencing problems or difficulties. The Office of Intercollegiate Athletics also provides mechanisms to assist you in handling problems or concerns that may arise in connection with your experiences as a student-athlete.

GENERAL CONCERNS OR PROBLEMS WITHIN THE OFFICE OF INTERCOLLEGIATE ATHLETICS

If you are experiencing any concern or difficulty associated with your activities as a student-athlete, you should. . .

1. **Discuss your concerns with your team captain or representative on the Student-Athlete Advisory Committee (SAAC).** If you are not comfortable for any reason in talking your concern over with your team captain or representative go to step two.
2. **Take up your concern with your coach.** It would be helpful for you to put your concern in writing together with your suggested solutions to the concern. If you are not comfortable for any reason in talking your concern over with your coach, go to step three.
3. **Take your concern to the Associate Athletic Director or Senior Woman Administrator.** It would be helpful, although it is not required, for you to put your concern in writing together with your suggested solutions to the concern. Upon your request, an Administrator will make arrangements to meet with you to discuss your concern within a reasonable time. The Administrator may refer you to other sources of support available at the University. The Administrator may also make a determination that (1) your concern is valid and initiate appropriate action to redress the concern, or (2) your concern has been adequately addressed or (3) your concern is invalid. If you are not satisfied with your response, move to step four.

4. **Take up your concern with the Director of Athletics.** It would be helpful, although it is not required, for you to put your concern in writing together with your suggested solutions to the concern. Upon your request, the Director of Athletics will make arrangements to meet with you to discuss your concern within a reasonable time. The Director of Athletics may suggest that both of you meet with your coach together to discuss your concern and may make efforts to mediate your concern with you and your coach. The Director of Athletics may refer you to other sources of support available at the University. The Director of Athletics may also make a determination that (1) your concern is valid and initiate appropriate action to redress the concern, or (2) your concern has been adequately addressed or (3) your concern is invalid.
5. If you have followed these steps and are still not satisfied with the response, **take your concern to the Student-Athlete Advisory Committee.**

X. SPORTS INFORMATION

The University of Hawai'i at Hilo Sports Information Office serves as the liaison between student-athletes, coaches and staff, and the media. They distribute team results, assist media, fans and alumni in obtaining information on the UH Hilo Athletics program, and writes, edits and posts content for the Office of Intercollegiate Athletics website.

Student-Athlete Responsibilities

Student-athletes are provided a link for biographical information by your respective coach for use by the Sports Information Office.Should the completed form not be submitted a student-athlete's biographical information will not appear in UH Hilo athletic publications or website.

Information is only as accurate as what is provided.

- It is recommended that you do interviews in order to get your name out to the public. It will help you in the long run, in community service, job opportunities, etc.
- If you do not feel like talking, it is not mandatory that you do so, but remember you are representing UH Hilo.
- Types of interviews you may be requested for: telephone, face-to-face, and electronic media. The majority of the interviews you will be asked to give will be taped, but those done after a game may be live on the radio or television.
- The primary media covering UH Hilo Athletics will be the **Hawaii Tribune-Herald** sports writers Kevin Jakahi and Matt Gerhart.
- **DO NOT give out your home/dorm/cell telephone number.**

Interviews

- For scheduled interviews, **be prompt;** likewise if the media does not show up on time, then wait at least 10 minutes before leaving.
- **NO interviews** are allowed on game days (except post-game).
- Always be positive. Take your time when you speak and be sure to speak in complete sentences.
- If you are uncomfortable with a question the reporter is asking, politely move on to the next question.
- Reporters may clean up your grammar but they will not change the context of your quote. If you feel that you are misquoted contact the Sports Information Office.
- If you should be asked to respond by email to a member of the media, please forward the email to the Sports Information Office as soon as possible. Email correspondence is very casual and more often a person will dash off comments they would never make in person. Nearly 90 percent of the true message of any communication is conveyed by expressions, tone and appearance. All of that is lost in email.
- Your casual comments in an email can quickly become the basis of the next internet rumor. Remember, an email lasts forever.
- If you read any rumors about your sport or any other UH Hilo sports on the internet, please contact the Sports Information Office immediately.
- Always thank the press or media at the end of the interview.

If you have any questions regarding the media, please contact Sports Information Director Spencer Honda at **808-932-7177 (office) or spencer.honda@hawaii.edu**



XI. APPENDICES/QUICK REFERENCE

A. MEDICAL PRIVACY POLICY

This policy describes how medical information about you may be used and disclosed. Please review it carefully. If you have any questions, please do not hesitate to contact the Head Athletic Trainer.

The University of Hawai'i at Hilo Office of Intercollegiate Athletics provides health care to our student-athletes in partnership with physicians and other professionals/organizations. All sports medicine athletic training personnel will follow the Medical Privacy Policy. In addition, we are a clinically integrated care setting, and we have many doctors and other providers giving care to student-athletes. For the convenience of our student-athletes, we post this policy as part of our student-athlete handbook on the UH Hilo Office of Intercollegiate Athletics website. This policy serves as the notice to be given to student-athletes by UH Hilo and all members of our medical staff and all other health care professionals who treat you at any of our medical facilities. The health care providers covered by this "organized health care arrangement" ("OHCA") will share protected health information with each other, as necessary to carry out your treatment, payment for treatment, and health care operations relating to the OHCA. This arrangement does not mean that the persons participating in the OHCA are involved in a joint business arrangement, or that they are responsible for the acts of one another.

As a student-athlete at UH Hilo, you have the right to privacy concerning your medical plan of care. Medical record information and your relationship with your medical staff are considered private. Your diagnosis and course of treatment are available only to those directly involved with your care. Unless you tell us otherwise, we will make every effort to give your family medical updates as appropriate. We create a record of the care and services you receive to provide quality care and to comply with legal requirements. This notice applies to all of the records of your care that we maintain, whether created by our medical staff or your doctor. Your personal doctor may have different policies or notices regarding the doctor's use and disclosure of your medical information created in the doctor's office. We are required to keep medical information about you private, give you this notice of our legal duties and privacy practices with respect to medical information about you and follow the terms of the notice that is currently in effect.

We may use and disclose protected health care information about you for **treatment** (such as sending medical information about you to a specialist as part as a referral); **to obtain payment for treatment** (such as sending billing information to your insurance company); and **to support our health care operations** (such as comparing patient data to improve treatment methods). We may disclose medical information and/or **participation status to athletic coaches and strength and conditioning coaches for your health and safety**. We may disclose information to University administrators and academic counselors to **support your academic progress**. We may release information to the **sports information staff regarding your participation status**.

Regarding your protected health care information, you have the right to look at or get a copy of medical information that we use to make decisions about your care. You have the right to a personal representative to assist you in reviewing your medical information. If you believe that information in your records is incorrect or incomplete, you have the right to request that we amend the records. You have the right to a list of those instances where we have disclosed medical information about you, other than for treatment, payment, health care operations or

where you specifically authorized a disclosure. You may request, in writing, that we do not use or disclose medical information about you for specific cases or circumstances.

We reserve the right to change the terms of this Medical Privacy Policy at any time. Changes will apply to medical information we already hold, as well as new information we receive after the change occurs. If we change the Medical Privacy Policy, we will post the new policy in our athletic training facilities and email them to the student-athlete's University email account only. You can receive a copy of the current policy at any time. You will also be asked to acknowledge in writing your receipt of this notice on our Student-Athlete Medical Consent and Disclosure Form.

If you have questions regarding your privacy rights, you may contact the Head Athletic Trainer at this address:

University of Hawai`i at Hilo
Office of Intercollegiate Athletics
Attn: Athletics Head Trainer
200 W. Kawili St
Hilo, HI 96720-4091



B. UH HILO MEDICAL INSURANCE POLICY

To: University of Hawai'i at Hilo Student-Athletes and Their Parents

From: University of Hawai'i at Hilo
Athletic Training Room Staff

Subject: Insurance for the 2022-2023 Year

Please note, all the University of Hawai'i at Hilo student-athletes, must provide evidence of insurance that includes coverage for athletically-related injuries. This is a prerequisite for practice and competition. No student will be allowed to participate in any way until such evidence of current insurance coverage is on file with the University of Hawai'i at Hilo Sports Medicine Department. The Acknowledgement of Insurance Requirements form and an insurance card, or photocopy of both sides, must be on file before a student can participate.

Insurance coverage must have a limit of at least $90,000 and cover athletically-related injuries. If your insurance does not meet these requirements, the University of Hawai'i at Hilo will review the individual circumstances to determine if the insurance meets the insurance coverage requirements.

The University of Hawai'i at Hilo carries a supplemental insurance policy and will assume no primary payment, or authorization to pay, medical expenses resulting from injuries that occur while participating in intercollegiate athletics at the University of Hawai'i at Hilo.

If you have any questions in regards to the terms of your coverage, you should contact your insurer immediately. Please be sure to note if there are any exclusions in your policy regarding athletically-related injuries.

The NCAA's Catastrophic Injury Insurance Program covers student-athletes who are catastrophically injured while participating in covered intercollegiate athletic activity (subject to all policy terms and conditions). The policy has a $90,000 deductible. This coverage does not qualify as the basic coverage required for participation in athletics at the University of Hawai'i at Hilo. It is a supplemental coverage in the event of a catastrophic injury. More information on this program can be found on the NCAA's website at
http://www.ncaa.org/about/resources/insurance/ncaa-catastrophic-injury-insurance-program

If you have any questions regarding this requirement, please contact us at 808-932-7162.

C. UH HILO DRUG TESTING POLICY AND PROCEDURES

The Office of Intercollegiate Athletics at the University of Hawai`i at Hilo, is committed not only to the physical and mental health and well-being of its student-athletes, but is also concerned with the health, safety, and welfare of the student-athletes who participate in its programs and represent the University in intercollegiate athletics. The improper use of prescription drugs, use of illicit street drugs, use of diuretics, and use of performance enhancers/dietary supplements (legal or illegal) can have a negative effect on the health and performance of student-athletes. It is for this reason that random drug testing is conducted per NCAA bylaws, attested to by student-athletes in the annual NCAA Drug Testing Consent form, and is also conducted by the University of Hawai`i at Hilo Office of Intercollegiate Athletics for "banned substances" for the purposes and in the manner herein defined. The purposes of drug testing and education are as follows:

- To serve as a deterrent to the use of illicit drugs and banned substances
- To identify those who are using these illicit drugs and banned substances
- To promote education for all student-athletes
- To provide counseling and treatment services for student-athletes
- To avoid harm to the reputation of the University of Hawai`i at Hilo and all those connected with its intercollegiate athletic program.

Failure to adhere to this policy will result in the implementation of consequences (coaches may also add additional consequences at their discretion). Please refer to the topic "Positive Drug Test Results".

Compliance and Eligibility:

As a condition of eligibility, all student-athletes must sign an NCAA Drug Testing Consent form in which student-athletes consent to be tested by the NCAA for the use of "banned substances" prohibited by NCAA legislation. In addition, all student-athletes must sign the University of Hawai`i at Hilo Drug Testing Consent form to allow for testing and limited release of test results, as set forth in these procedures. Testing will be conducted for all student-athletes on the squad list, including student-athletes actively participating, student-athletes with medical limitations, student-athletes who are red-shirted, and student-athletes who are partial or non-qualifiers. Testing will also be conducted for cheerleaders, student managers, student coaches, and athletic training students. Any student-athlete, cheerleader, student manager, student coach, or athletic training student who refuses to sign the University of Hawai`i at Hilo Drug Testing Consent form will be declared ineligible for participation in intercollegiate athletics.

Banned Substance List:

The Office of Intercollegiate Athletics at the University of Hawai`i at Hilo utilizes the most current NCAA List of Banned Drug Classes ***found in the NCAA Bylaws*** hereinafter collectively referred to as "banned substances" for its drug testing policy. The list consists of substances generally believed to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete. The drug classes specifically include: Stimulants, Anabolic Agents, Alcohol and Beta Blockers, Diuretics and Other Masking Agents, Street Drugs, Synthetic Drug Substances, Peptide Hormones and Analogues, Anti-Estrogens, and Beta-2 Agonists. Any substance that is chemically related to the class of banned drugs, unless otherwise noted, is also banned. This list of banned substances, with examples, is distributed with preseason medical packets annually to every new and returning student-athlete. Student-athletes sign a form indicating that they have received this information. The list of banned substances may also be obtained through:

- University of Hawai'i at Hilo Student-Athlete Handbook
- A member of the UH Hilo Sports Medicine-Athletic Training Staff
- The Compliance Officer; or
- The NCAA Website: (NCAA Drug-Testing Program) https://www.ncaa.org/sport-science-institute/ncaa-drug-testing-program

Education Program: BI-SAC (Big Island Substance Abuse Council)

D. MEDICAL EXCEPTIONS:

Student-athletes who are taking prescription or non-prescription medications, under the direction of a licensed physician, are required to report any/all medication currently being taken to the Sports Medicine-Athletic Training staff via their medical history forms as part of their annual pre-participation physical exam at the beginning of each academic year. If after reviewing this information, further documentation is necessary, the student-athlete will be notified and will have to provide further information from their treating physician as explained in the medical exceptions packet. Failure to report medications and provide necessary medical documentation from the treating physician can result in positive drug testing results, and both NCAA and the Office of Intercollegiate Athletics sanctions.

DRUG TESTING PROCEDURE

Random and Individual Testing Selection/Frequency:

All UH Hilo student-athletes, cheerleaders, student coaches, student managers, and athletic training students (above and hereinafter referred to collectively as "student-athletes") are subject to drug testing. Selection for the drug testing will occur randomly throughout the academic year by sport roster, using a 50% draw (rounded up) of the total number of student-athletes on the roster. The policy will be followed throughout a student-athlete's eligibility with the UH Hilo Office of Intercollegiate Athletics. The Director of Athletics, and/or his/her designee will determine the date, time, and site for testing. UH Hilo will conduct random drug testing a minimum of one (1) time every four to six weeks, up to a maximum of once every twenty-four hours. **All student-athletes are eligible for each testing cycle.** Therefore, student-athletes may be tested multiple times per semester/year.

Testing with Reasonable Cause:

All student-athletes are subject to "year round" testing with reasonable cause. For purposes of this section, "cause" shall be defined as behavior, conduct, or performance by the student-athlete which leads the Director of Athletics to conclude that there is the likelihood that the student-athlete is taking or is under the influence of illegal drugs and/or banned substances. Among indications which may be used in evaluation of a student-athlete's behavior, conduct or performance are: class attendance, significant GPA changes, athletic practice attendance, increased injury rate or illness, changes in physical appearance, academic/athletic motivational level, emotional condition, mood changes, and legal involvement. Reasonable cause may be based on information received that a student-athlete is using illegal drugs.

In such cases, the determination that "cause" exists to require a student-athlete to submit to testing will be made after consultation between the Director of Athletics, Head Athletic Trainer, and Head Coach of the respective sport. The team physician will be consulted if needed. The Director of Athletics must agree that the observations, behavior, conduct, or performance of the student-athlete are such that testing for "cause" is required to protect the health of the

student-athlete, the health of others, and/or to protect the integrity of the sport program. In such cases, less than two hours notice for a drug test may be given.

Team Testing:

A team may be tested at any time without notice and without a reasonable cause.

Notification Process:

1. Upon selection for testing, student-athletes will be notified prior to testing by a member of the Sports Medicine-Athletic Training Staff.
    a. In an effort to notify the student-athlete, Sports Medicine-Athletic Training personnel will call available phone numbers; visit the student-athlete's practices; etc…
    b. Sports Medicine-Athletic Training personnel WILL NOT leave a notification message on the student-athlete's voice mail or with anyone answering the phone other than the student-athlete with proper verification.
2. Notification will take place within 24 hours of the scheduled test.
3. Upon notification, the student-athlete will be given any other special instructions pertinent to the test.
    a. The student-athlete will be instructed when to report to the test site and to bring with them a valid picture ID.
    b. The student-athlete will not be allowed to practice or otherwise participate in team activities until he/she has reported to the testing site and supplied a viable sample.
4. It is the Test Site Coordinator's responsibility to notify the Director of Athletics (or his/her designee) of those individuals who do not report for their test within the scheduled time periods. A "no show" will carry the same sanction as a positive test result, and the student-athlete will be subject to penalties and sanctions set forth in the UH Hilo Drug Testing Policy and Procedures.

Collection Procedures:

Drug testing can be done by urinalysis.

Notification of Results:

Urinalysis

1. The designated laboratory will contact the student-athlete if the result is positive.
    a. If the initial analysis of the specimen shows the presence of a banned substance and/or a masking device, the designated laboratory will immediately arrange for an analysis of the remainder of the specimen.
    b. After a positive finding of banned substances in the "A" specimen, the "B" specimen will be frozen and kept in a secure location by the testing laboratory in case a re-test is requested.
2. Upon verification of "specimen A," the designated laboratory/Medical Review Officer (MRO) will notify the Head Athletic Trainer and/or his/her designee of the test results.
3. Upon notification of a positive test result, the Director of Athletics and/or his/her designee will verbally notify the student-athlete's head coach.

4. The Head Athletic Trainer, SWA, and student-athlete will then meet.

FIRST POSITIVE TEST

1. Self reporting is determined to also be a positive test.
2. Student-Athlete must complete an online education program.
3. Student-Athlete must complete 30 hours of community service.
4. Student-Athlete will be suspended from 10% of their games. Sanctions will be carried over into the next academic or competitive year if necessary.
    a. Student-Athlete will not be allowed to travel with the team until all sanctions have been met.
    b. Once a student-athlete is cleared they may travel with the team at the coaches discretion. If necessary the student-athlete will fly out to meet a team mid-road trip.

- Student-athletes will have to complete any outside consequences before being reinstated to the team.

5. Student-Athlete will only be reinstated, once all of the above has been completed in full.

SECOND POSITIVE TEST

If a student-athlete who has tested positive for any banned substance on a previous occasion (either for the same banned substance or a different one), the penalty shall be as follows:

1. Permanent removal from the team; and
2. Permanent cancellation of the student-athletes athletics scholarship (subject to NCAA rules).

NCAA Positive Drug Test Result:

A positive NCAA drug test result will also be considered a positive test in accordance with the University of Hawai'i at Hilo Office of Intercollegiate Athletics Drug Testing Program. In addition to sanctions imposed by the NCAA, the student-athlete will also be held responsible to the sanctions as explained in this policy. The NCAA penalty for the first positive drug test is a 365 day suspension and a loss of one year of eligibility.

Immediate Termination from Team Membership:

A student-athlete will be terminated by the Director of Athletics from team membership upon conviction of trafficking/dealing of any illegal substance. It will also be the decision of the Director of Athletics to seek immediate termination and/or cancellation of any athletic scholarship awarded to the convicted student-athlete.

- Golf and Cross Country will still be able to travel and compete individually should there not be enough people to compete as a team.

Appeal of Positive Test Results:

1. In the event a student-athlete chooses to appeal a positive test and the resulting sanctions by the University, a request must be provided in writing within 3 working days of being notified of a positive test.

2. The written request shall be presented to the Drug Program Administrator (Head Athletic Trainer) and copied to the Director of Athletics and the Faculty Athletics Representative.
3. The merits of the request will be reviewed by the Office of Intercollegiate Athletics Appeals committee. The committee will be comprised of Head Athletic Trainer, Senior Woman Administrator, and an Athletic administrator of the student-athlete's choosing (not allowed to be their head coach).
4. The student-athlete will not be permitted to participate in athletics while the appeals committee is reviewing and investigating the request. The appropriate sanctions shall be enacted upon denial of the appeal. If after hearing the appeal the committee believes circumstances exist to overturn the violation, the student-athlete will be fully reinstated to athletic competition. The determination of this committee will be deemed as final.

Confidentiality:

Except as required by law or this policy, the UH Hilo Office of Intercollegiate Athletics will treat as confidential any information relating to a student-athlete's alleged or confirmed use of a banned substance. All members of the UH Hilo Office of Intercollegiate Athletics are expected to respect a student-athlete's privacy. It is essential that anything seen, heard, read, and/or otherwise obtained remain confidential by all parties involved. All UH Hilo Office of Intercollegiate Athletics personnel are expected to adhere to the Confidentiality Policy at all times. Violation of the policy may result in disciplinary action at the discretion of the Director of Athletics.

Policy Statement on the Use of Illicit ("Street") Drugs:

It is the policy of the University of Hawai`i at Hilo to provide a drug free workplace and learning environment for students and employees. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by student-athletes as well as all Office of Intercollegiate Athletics personnel is prohibited. Violations will result in disciplinary action, possible criminal prosecution, and referral to an appropriate detoxification and counseling group.

It is to be noted that the University of Hawai`i at Hilo does not condone the use of illicit "street" drugs in any form, including, but not limited to: marijuana, cocaine, "crack," barbiturates, LSD, amphetamines, PCP, heroin, hashish, mescaline, DMT, mushrooms, ecstasy, and inhalants. Research has shown that the use of illicit "street" drugs in any form is addictive, and can lead to: cardiac arrhythmias, impaired physical abilities, impaired judgment, mood alterations, hallucinations, circulatory problems, and possibly death. The University of Hawai'i at Hilo, its agents, officers, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of illicit ("street") drugs in any form.

By signing the ***Drug Testing Consent Form,*** the student-athlete:

- Acknowledges the aforementioned policies and statements with regard to the use and/or abuse of illicit ("street") drugs, and fully recognizes the detrimental and possibly permanent defects caused by the use of illicit ("street") drugs;
- Fully acknowledges that they have been made aware of the University of Hawai`i at Hilo and NCAA policies with regard to the use of illicit ("street") drugs;

- Accepts any and all liability if they have, in the past, used and/or abused, continue to use and/or abuse, or use and/or abuse at any time in the future, illicit ("street") drugs in any form; and
- Releases and holds harmless the University of Hawai`i at Hilo, its officers, employees and agents of any and all responsibility and liability to the student-athlete for damages, injuries, etc. caused by the student-athletes use of illicit drugs.

Policy Statement on the Use of Anabolic/Androgenic Steroids:

University of Hawai`i at Hilo does not accept or condone the use of anabolic/androgenic steroids. The student-athlete will be made aware of the University of Hawai`i at Hilo and the NCAA policies with regard to steroid use, as well as the detrimental and possibly permanent defects caused by the use of steroids. Furthermore, it is to be acknowledged that steroid use can cause injury as well as aggravation or delayed healing of a present injury. University of Hawai`i at Hilo, its agents, officers, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of anabolic/androgenic steroids by student-athletes.

By signing the ***Drug Testing Consent Form***, the student-athlete:

- Acknowledges the aforementioned policies and statements with regard to the use of anabolic /androgenic steroids and fully recognizes the detrimental and possibly permanent defects caused by the use of anabolic/androgenic steroids in any form;
- Fully acknowledges that they have been made aware of the University of Hawai`i at Hilo and the NCAA policies with regards to the use of anabolic/androgenic steroids;
- Accepts any and all liability if they have in the past used, continue to use, or use at any time in the future, anabolic/androgenic steroids; and
- Releases and holds harmless the University of Hawai`i at Hilo, its officers, employees and agents of any and all responsibility and liability to the student-athlete for damages, injuries, etc. caused by the student-athletes use of illicit drugs.

Policy Statement on the Use of Supplements/Ergogenic Aids:

It is to be noted that the University of Hawai`i at Hilo does not condone the use of supplements, ergogenic aids, creatine powder, amino acids, etc. Supplements and other ergogenic aids do not undergo the same quality control as do prescription and over-the-counter medications. These are considered food supplements and do not require the same strict control as medications. The product claims that are made have not been based on scientific evidence in most cases, and many of these substances have had no research performed to substantiate their claims. The potential adverse and/or harmful effects of these substances have not been studied, but serious adverse effects have been reported in some instances. These substances are sometimes mislabeled. There have been instances of substances not listed on the label being contained in the product. It is truly a *"BUYER BEWARE"* market. It is important for student-athletes to remember that **THEY WILL BE HELD RESPONSIBLE FOR EACH AND EVERY SUBSTANCE THAT ENTERS THE BODY.**

University of Hawai`i at Hilo, its agents, servants, regents, and employees disclaim liability for any detrimental and possibly permanent defects caused by past, present, and/or future use of ergogenic aids and/or nutritional supplements in any form by student-athletes.

By signing the ***Drug Testing Consent Form***, the student-athlete:

- Acknowledges that he/she understands that they are to list all supplements and ergogenic aids on the Chain of Custody Forms at the time of any drug test;
- Acknowledges the aforementioned policies and statements, and fully recognizes the detrimental and possibly permanent defects caused by the use of supplements/ergogenic aids;
- Fully acknowledges that he/she has been made aware of the University of Hawai`i at Hilo and the NCAA policies with regard to the use of supplements/ergogenic aids;
- Accepts any and all liability if they have in the past used, continue to use, or use at any time in the future, supplements/ergogenic aids in any form; and
- Releases and holds harmless the University of Hawai`i at Hilo, its officers, employees and agents of any and all responsibility and liability to the student-athlete for damages, injuries, etc. caused by the student-athletes use of illicit drugs.

Policy Statement on the Use of Diuretics:

Some student-athletes have used diuretics or "water pills" in the past to lose weight so that an assigned weight might be reached or to mask banned substance usage. The use of diuretics or "water pills" for weight loss or as a masking agent is not considered medically safe, and is not permissible under NCAA Drug-Testing Guidelines. University of Hawai`i at Hilo, its agents, officers, and employees disclaim liability and will not be held liable for any detrimental and possibly permanent defects caused by past, present, and/or future use of diuretics in any form.

By signing the ***Drug Testing Consent Form,*** the student-athlete:

- Acknowledges the aforementioned policies and statements with regard to the use and/or abuse of diuretics, and fully recognizes the detrimental and possibly permanent defects caused by the use of diuretics;
- Fully acknowledges that they have been made aware of the University of Hawai`i at Hilo and NCAA policies with regard to the use of diuretics;
- Accepts any and all liability if they have in the past used and/or abused, continue to use and/or abuse, or use and/or abuse at any time in the future, diuretics in any form; and
- Releases and holds harmless the University of Hawai`i at Hilo, its officers, employees and agents of any and all responsibility and liability to the student-athlete for damages, injuries, etc caused by the student-athletes use of illicit drugs.



Medical Exceptions

The NCAA list of banned drug classes is composed of substances that are generally reported to be performance enhancing and harmful to one's health. The NCAA bans performance enhancing drugs to protect student-athlete health and safety and ensure a level playing field. It also recognizes that some of these substances may be legitimately used as medications to treat student-athletes with learning disabilities and other medical conditions.

Accordingly, the NCAA allows exceptions to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. The benefit of a medical exception procedure is that in most cases the student-athlete's eligibility remains intact during the process.

Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents (steroids), and peptide hormones **(anabolic agents and peptide hormones must be approved by the NCAA before the athlete is allowed to participate** while taking these medications. The institution, through its Director of Athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to The National Center for Drug Free Sport (Drug Free Sport) any medical documentation it wishes to have considered.

In all cases a student-athlete, in conjunction with his or her treating physician, must document that a complete patient health history/exam was completed, proper testing was completed, and the patient was informed of the safety information regarding use of their prescribed medication. It is the responsibility of the institution to educate student-athletes about this policy, and to follow-up with any student-athlete who identifies the use of a banned medication to determine if standard non-banned medications have been pursued and documented.

In order for a student-athlete to be granted a medical exception for the use of a medication that contains a banned substance, the student-athlete must:

1. Declare the use of the substance to the Compliance Officer and Head Athletic Trainer, who is the athletics administrator responsible for keeping medical records;
2. Present a completed Student-Athlete Supplement Notification Form signed by the treating physician to the Compliance Officer and Head Athletic Trainer; and
3. Provide all necessary supporting documentation, including testing results from the treating physician, to the Compliance Officer and Head Athletic Trainer explaining the need to use a particular banned substance, the course of treatment for their diagnosis, and the dosage of any/all medication(s).

Physicians who are members of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports will review requests for medical exceptions, requested by University of Hawai`i at Hilo. Medical exceptions will be granted if the student-athlete has presented adequate documentation noted above.



E. MEDICAL CLEARANCE FOR PARTICIPATION/PHYSICAL EXAMS

All new student-athletes participating in intercollegiate athletics **MUST** complete, in all honesty, a comprehensive medical questionnaire and pass a pre-participation physical examination (PPE) provided by the UH Hilo Sports Medicine staff. All returning student-athletes must complete a medical history update and pass a pre-participation physical examination (PPE) provided by the UH Hilo Sports Medicine staff. This pre-participation physical exam (PPE) includes an electrocardiogram (ECG). If any further diagnostic tests are deemed necessary by the team physician(s) to medically clear the student-athlete, as a result of any findings during the pre-participation physical exam, any/all costs associated with obtaining those tests will be the financial responsibility of the student-athletes.

ALL student-athletes will be required to undergo baseline neuropsychological and balance testing as part of the UH Hilo Concussion Management Plan as required by the NCAA. The computer based neuropsychological test and balance test must be completed prior to the student-athlete being cleared for any physical activity. Student-athletes are required to report ALL injuries, including concussion signs/symptoms, to UH Hilo Sports Medicine-Athletic Training staff immediately.

A UH Hilo Team physician must grant approval before any athlete is permitted to participate in any athletic related physical activity. ***Outside physical exams will not be accepted.*** Student-athletes may submit medical documentation from their primary and/or treating physician for review by the UH Hilo Team Physician(s). Student-athletes who declare injuries/medical conditions on their medical history questionnaire, which occurred outside of athletic participation at UH Hilo, are required to submit necessary medical records to the UH Hilo Team physician(s) for their review. Student-athletes will not be cleared if medical records deemed necessary are not submitted. Failure to be compliant with any medical plan of care, as deemed necessary by a UH Hilo Team Physician(s) and/or member of the Sports Medicine- Athletic Training staff, can result in medical disqualification from all intercollegiate athletic activities. The UH Hilo Team Physician(s) may reexamine and change the student-athlete's medical eligibility status at any time.

F. CONCUSSION MANAGEMENT PLAN

What is a concussion?

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can also result from hitting a hard surface such as the ground, ice or floor, from players colliding with each other or being hit by a piece of equipment such as a bat, lacrosse stick or baseball.

Recognizing a possible concussion:

Signs Observed by Staff Symptoms	Reported By Student-Athlete
=>Appears dazed or stunned	=>Headache or "pressure in head"
=>Is confused about assignment or position	=>Nausea or vomiting
=>Forgets plays	=>Balance problems or dizziness
=>Unsure of game, score or opponent	=>Sensitivity to light
=>Moves clumsily	=>Sensitivity to noise
=>Answers questions slowly	=>Feeling sluggish, hazy, foggy or groggy
=>Shows behavior or personality changes	=>Concentration or memory problems
=>Can't recall events before the hit or fall	=>Confusion
=>Can't recall events after the hit or fall	=>Does not "feel right"

Educational materials regarding concussions are included at the annual athletic trainers meeting by the Compliance Officer and Head Athletic Trainer. Student-athletes have the opportunity to ask questions and at the conclusion will read and sign the "Student-Athlete Concussion Statement". These are kept on file in the UHH Athletics Compliance Office.

Concussion Assessment:

All initial concussion assessments will be performed by a certified/licensed athletic trainer. The management of any such injuries will be as follows:

- Assessment conducted according to the UH Hilo Sports Medicine-Athletic Training guidelines following the NCAA regarding management of concussion injuries, return to learn and return to athletic participation.
- Documented using the UH Hilo SCAT-3 protocol and guidelines.
- Managed according to the UH Hilo Concussion Management Algorithm

Concussion Management Plan Supervising Physicians:

UH Hilo Head Team Physician

Information about concussions is available through UH Hilo Sports Medicine-Athletic Training.

XII. SIGNATURE PAGE STUDENT-ATHLETE HANDBOOK AND CODE OF CONDUCT

I, _____, understand this Student-Athlete Handbook will be updated periodically while I am enrolled at the University of Hawai'i at Hilo as a student-athlete and that the online Student-Athlete Handbook will supersede any previous handbooks and acknowledgements.
As a student-athlete at the University of Hawai'i at Hilo, both the University and the Office of Intercollegiate Athletics have a special investment in you and you in them. It is a privilege to participate in intercollegiate athletics at UH Hilo. Student-athletes are expected to demonstrate exemplary behavior and performance as representatives of the University, to respect the rights of others and abide by all applicable laws as well as rules and regulations of the University of Hawai'i at Hilo, the Pacific West Conference, the NCAA, and the Office of Intercollegiate Athletics.

Failure to comply with said rules may result in (but are not limited to) suspension, probation or dismissal from the team; non-renewal of athletics aid; or expulsion from the University. While student-athletes are held accountable to the same policies and procedures as other University students as outlined in the Student Conduct Code, they are also held to additional standards set by the Office of Intercollegiate Athletics and their coaches. Student-athletes who make poor choices reflect negatively upon themselves, our department, teammates and the University.

By signing below, I acknowledge that I have read, understand, and will adhere to the statements, policies and procedures contained in the Student-Athlete Code of Conduct Policies, the Student-Athlete Handbook and the University's Student Code of Conduct for the entire period of time that I am a student-athlete at UH Hilo. I understand that these documents explain my obligations and responsibilities as a student-athlete at UH Hilo and that violation of these code of conduct and handbook policies may render my participation null and void.

It is my understanding that should I have any questions or concerns regarding the contents of this Student-Athlete Handbook, I should contact the Director of Athletics or Compliance Officer/SWA.

Acknowledged by:

_____ _____
Signature Print Name

_____ _____
Date Sport

(Note: Policies and procedures printed in this handbook are subject to change. For the most recent version of the Student-Athlete Handbook go to the Student-Athlete Corner at www.hiloathletics.com)