Lander University Student-Athlete Handbook

2022-23 Student-Athlete Handbook

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August 2022

Dear Student-Athlete:

My wife, Jessie, and I attend the majority of Lander's home athletic events because of a great sense of satisfaction and pride we experience when watching our student-athletes perform. Satisfaction and pride are two benefits you will also receive as a Lander student-athlete. Those benefits, along with the honor, dignity and prestige of being a Lander student-athlete do not come easily. We expect a lot from you. You are held to a higher standard than other students, and this standard must be met at all times, both in competition and in your everyday life. You not only represent yourself and your team, you represent Lander University.

As a student-athlete, you also have remarkable advantages that are not available to all other Lander students. Yours is the opportunity to develop, in a special bond, outstanding friends with whom you will forge close relationships lasting for the rest of your life. Yours is the opportunity to influence the lives of literally thousands who will observe and admire you, who will learn from you, and who will model their lives after yours. You also have the opportunity to be surrounded by professionals whose principle concern is to assist you in achieving your goal and the main reason you are at Lander – to obtain an excellent education and to graduate.

We expect much from you. You are a Lander University Student-Athlete. I will see you on our playing fields and on our courts!!!

Cordially,

Rich Cosentino
President

August 2022

Dear Bearcat:

On behalf of the entire athletic department coaches and staff, I would like to welcome you to Lander University and the Intercollegiate Athletics programs for the 2020-21 academic year. You are an important member of our Athletics team and the broader University joining an environment that values excellence in teaching and learning, performance, and leadership principles.

The Department of Athletics is designed to be a support system for you, both as a student and as an athlete. Use our facilities and our staff as a springboard to reach your greatest potential.

Lander University Athletics will provide a first class experience for student-athletes and promote an environment that fosters success in the classroom, in competition, and in the Lander/Greenwood community, while maintaining a focus that is consistent with University objectives for excellence in all areas.

This handbook is designed to help you as you progress through your academic and athletic career at Lander. Be sure to ask for assistance if a problem arises. We have great professional staff members that are HERE FOR YOU. We care about you as a person, as a student, and as an athlete.

Best wishes for an outstanding year and let's get to work and have fun.

GO BEARCATS!

Brian P. Reese
Executive Director of Athletics
Lander University

I. Lander University Department of Athletics

A. History of the University

Lander University was founded by Methodist clergyman Samuel Lander in 1872 as Williamston Female College in Williamston, South Carolina. In 1898, the College gained the support of the South Carolina Conference of the Methodist Episcopal Church, South. In 1904, the College was relocated to Greenwood, S.C. and was renamed Lander College in honor of its founder.

In 1951, the county of Greenwood obtained the College name and property from the Methodist Conference. The South Carolina General Assembly created the Greenwood County Education Commission, known as the Lander Foundation, to serve as the board of control for the College. Lander thus became the only four-year liberal arts college in the United States to be controlled and financed by a county government.

In 1973, Lander College came under the control of the Board of Trustees of the State Colleges of South Carolina, making Lander a state-supported college. Effective July 1, 1988, governance of Lander was vested in the Lander College Board of Trustees.

On July 1, 1992, by action of the Board of Trustees, the institution became Lander University.

B. Athletics Department Mission Statement

The dual purposes of the intercollegiate athletics program at Lander University are to promote the role of the athletics program as it supports the stated mission of the University and to promote the academic achievement and whole development of each student-athlete who represents the University.

C. Athletics Governing Associations

1. National Collegiate Athletics Association (NCAA)

Lander University is one of approximately 1000 member institutions in the NCAA.

The NCAA has three competitive divisions - Divisions I, II and III. Lander competes in Division II in all sports.

There are two primary purposes of the NCAA:

a. To sponsor national championship competition and
b. To promulgate and enforce rules and regulations governing the academic and athletic eligibility of student-athletes and the conduct of athletics programs.

2. Peach Belt Conference (PBC)

The Peach Belt Conference is an all-sport conference. In 1991, the conference held championships in men and women's basketball and then expanded to the current level of 13 championships in 2000-01.

The idea for formation of a NCAA Division II conference was discussed in November 1988, in Greenville, S.C. with 11 schools represented at the meeting. Five of the colleges at that first meeting, along with two other schools, formed the new conference when USC-Aiken hosted another meeting on December 3, 1989. The seven charter members were Armstrong State University, Columbus State University, Francis Marion University, Georgia College & State University, Lander University, USC-Aiken and USC-Spartanburg. The name Peach Belt Athletic Conference was adopted in January 1990.

Augusta State University applied and was accepted in November 1990. Now the Peach Belt Conference had four members each in Georgia and South Carolina. On July 1, 1992, Pembroke State University officially became a member. Kennesaw State University became the tenth member on July 1, 1994. Clayton State University was admitted on July 1, 1995, and University of North Florida was admitted to the Conference officially on July 1, 1997.

As of July 1, 2021, members in the PBC are Augusta University, Clayton State University, Columbus State University, Flagler College, Georgia College, Georgia Southwestern State University, Lander University, North Georgia University, University of South Carolina Aiken and Young Harris College.

The PBC conducts championships in 15 sports, seven for men and eight for women. Men's championships will be declared in baseball, basketball, cross country, golf, soccer, track and field, lacrosse and tennis. Women's champions will include those in basketball, cross country, softball, tennis, golf, volleyball, track and field, and soccer.

Beginning in fall 2020 Wrestling will compete in the South Atlantic/Conference Carolinas, Women's Lacrosse in the Gulf South Conference, Acro and Tumbling in the Conference Carolinas and Rugby as members of USA Rugby Association.

D. Advisory Councils

1. Lander University Athletics Committee - purpose is to provide a liaison between the students, faculty, and administration concerning the athletics program of the University. The committee consists of four faculty members, including the Faculty Athletics Representative, Chair; two students; two alumni; the Executive Director of Athletics; the Senior Woman Administrator; and the head coaches of all Lander University intercollegiate teams.

2. Lander University NCAA Compliance Committee - purpose is to ensure the Institution's compliance with all rules, regulations, and guidelines of the National Collegiate Athletic Association. The committee consists of the Lander University Director of Compliance,

Chair; the Director of Admissions; the Director of Financial Aid; the Registrar and the Faculty Athletics Representative; the Senior Woman Administrator and the Executive Director of Athletics.

3. Lander University Student-Athlete Advisory Committee - purpose is to improve the intercollegiate experience of our student-athletes and to assist with the success of the total sports program. The committee consists of one member from each intercollegiate team, cheerleading squad, the dance squad, the athletic training staff and the Senior Woman Administrator.

E. The Bearcat Club

The purpose of the Bearcat Club is to promote intercollegiate athletics, sponsor the annual athletics banquet and the Athletics Hall of Fame, support scholarship fund-raising and sponsor activities for each sport. Membership is $100 per person.

F. Lander University Policies and Procedures

Student-athletes are subject to the same academic and financial and non-academic rules and regulations as members of the regular student body. Student-athletes are encouraged to refer to the Lander University Student Handbook at www.lander.edu/student_affairs/sa-home.html for specific rights, policies, and procedures and the Student-Athlete handbook online at www.landerbearcats.com.

1. Confidentiality of Student Records

Lander University complies with the Family Educational Rights and Privacy Act of 1974, which is designed to protect students' rights with regard to education records maintained by the University. Basically, this means that:

Non-directory information will be shared only with the faculty and staff who have a legitimate need to know. Parent(s) or guardians of students under 18 have access to their University's official records.

Directory Information can be released without a student-athlete's prior written consent (see Lander Student handbook for exceptions):

Name of student
Address
Telephone number
Parents' names
Date of birth
Major
Class schedule
Height and weight of student-athletes
Previous degrees awarded
Previous educational agency or institution

At the time a student registers for courses, he/she may notify the Vice President for Student Affairs in writing that his/her directory information may not be released. Such notification is effective only for that one semester for which the student is enrolling, therefore the student-athlete needs to notify the Vice President for Student Affairs each semester.

2. Change of Address

Student-athletes are expected to notify the following of any change of home (permanent) and local mailing addresses and phone numbers within 24 hours.

a. Office of Athletics
b. Team Coach
c. Lander University registrar
d. Athletic Trainers (change in medical information)

Consequences resulting from misdirected or unreceived official university communications is the responsibility of the student-athlete.

Identification Cards

Students are expected to have their Lander ID card with them at all times. Students are to produce their ID upon request.

The Lander ID card is nontransferable. Any student transferring or tampering with his/her ID card is subject to disciplinary actions, which could include suspension from Lander University. Tampering with an ID card includes changing any information on the card as well as tampering with the validation sticker.

Upon entering Lander University, each student is issued free of charge an identification card which is to be used throughout his/her University career at Lander. A $15.00 fee is charged for each replacement ID.

The Lander ID card serves to identify the student for library privileges, athletic events, social events, student health services, and other University functions or services. In addition, the ID card serves as the student's ticket for meal services.

All students are required to have ID's validated each semester and each summer session.

II. Athletics Department Policies and Procedures

A. Bearcat Student-Athlete Code of Conduct

As a valued member of the Lander University Athletics Department, I will use all my ability to obtain a quality education and earn a degree. Although time commitments are demanding during

my athletic season and in the off-season, I will remain academically eligible, attend class, inform professors of unexpected absences due to official athletics events, maintain academic honesty, and make utmost use of education tools such as tutoring labs and resource centers.

As a member of Lander's Athletics Family, I will represent values and traditions of Lander University with the utmost integrity. I will support and respect all fellow students and student-athletes alike. The Bearcat represents pride, sportsmanship and hard work, so I will display these values while following NCAA and Peach Belt conference guidelines, obeying team rules and policies, and always giving 100 percent effort to represent Lander University in a positive manner during practices and competitions, as well as in the classroom and in my daily life.

Submitted by: Lander University Student-Athlete Advisory Committee
February, 2006.

RESPONSIBILITIES OF THE STUDENT-ATHLETE

As a representative of Lander Athletics Department, each student-athlete will be expected to assume the following responsibilities:

1) To pursue the completion of a degree by developing and maintaining appropriate study habits,
2) To know and understand the provisions of the university Student Handbook and Student-Athlete Handbook and abide by these regulations,
3) To be enrolled in a minimum of 12 hours,
4) **To attend all class meetings, labs and required discussion sessions (the only acceptable reasons for missing course obligations are serious illness, family emergencies or official travel to university-sponsored activities),**
5) To seek academic advice from the appropriate advisor at regular prescribed times and to pre-register each semester during the official early registration period, and
6) To understand the policies and procedures of Lander's academic support program.

If a student-athlete has any concern about the services or benefits provided to student-athletes, he or she should feel free to talk with one of the following people: his or her academic advisor, the Faculty Athletics Representative, the Senior Woman Administrator, the Compliance Coordinator, or the Executive Director of Athletics.

SPORTSMANSHIP

Unsportsmanlike conduct by anyone associated with Lander University will not be tolerated and will subject the individual to disciplinary action.

Acts violating player decorum rules shall include, but are not limited to the following and may subject violators to reprimand or suspension from additional contests as the athletics director deems appropriate.

1) Striking or physically abusing an official, opposing coach, player, or spectator;

2) Using profanity, vulgarity, or taunting, ridiculing, or making obscene gestures;
3) Publicly criticizing any game official or institutional personnel;
4) Engaging in negative recruiting by making derogatory statements of another institution or its personnel to a prospective student-athlete, parent, high school coach or other persons interested in the prospective student-athlete;
5) Entering the competing arena for an unsportsmanlike purpose; or
6) Exhibiting any other act of unsportsmanlike conduct not specifically described.

Student-athletes are subject to student regulations and penalties as stated in the university Student Handbook. Additionally, due to the high visibility and increasing public scrutiny of all athletics programs, student-athletes are expected to meet higher standards of personal conduct and appearance than those stated in the university regulations; therefore, in addition to the sanctions that may be imposed for misconduct as stated in the Student Handbook, student-athletes may also face additional disciplinary measures imposed by the appropriate athletics department official.

- **Sanctions imposed may range from referral to appropriate counseling service, to suspension from the athletics program, depending upon the severity of the misconduct and the surrounding circumstances.**

- **The cancellation or non-renewal of an athlete's grant-in-aid for any act of misconduct will be done in accordance with NCAA and university rules.**

- **In addition to any discipline that may be imposed under this policy, the unauthorized possession of any steroids, possession of any illegal drugs and the illegal possession of alcohol, beer or wine including public intoxication or driving under the influence of alcohol by a student-athlete will be treated as though the student-athlete had a positive test result under the university athletics department drug education program.**

The following are considered misconduct actions by a student-athlete, either on campus or away from campus:
- Violations of NCAA rules
- Arrest for any crime other that a minor traffic offense
- Possession of any illegal drug
- Illegal possession or consumption of alcohol, beer or wine
- Fighting with, threatening the safety of, or harassing any individual
- Stealing money or property from the lawful owner
- Destruction of university property
- Unauthorized entry into any university building
- Acts of moral misconduct
- Any interference with the normal operations of the university or any disruption or conduct that interferes with the rights and opportunities of those who attend the university
- Any conduct that reflects unfavorably upon Lander University or the Lander University athletics department

Rules for student-athletes may also be established by each individual sport's head coach and his or her staff within the perimeters established by the athletics director, the NCAA, and the University. The head coach informs the team member of such team and training rules at the beginning of the academic year.

B. Peach Belt Conference Code of Conduct

Each Peach Belt institution is responsible for creating an atmosphere that promotes good sportsmanship and a hospitable environment for visiting teams and spectators. Facility design, student body makeup, and many other factors influence the ambience on any given campus. Consequently, each institution should design the specifics of its own Code of Conduct incorporating the principles and guidelines of the Peach Belt Code of Conduct.

All hosts and guests of Peach Belt athletic events are expected to adhere to the following general principles:

- Respect the rights and dignity of all persons.
- Strive to insure the personal safety and well being of all persons.
- Refrain from conduct that adversely affects others.
- Act responsibly at all times.

In addition to the principles referred to above, athletics personnel, officials, fans, student-athletes, and student peer groups (i.e. bands, cheerleaders, mascots, etc.) are expected to observe the following guidelines:

ADMINISTRATORS: PBC administrators are expected to develop and promote the attitude that the treatment of visiting teams and fans will be in the manner that they would wish their teams and fans to be accorded. The host game manager should welcome the visiting coach and team and extend courtesies that they would expect to receive. The host athletic director should brief everyone from coaches and team members to concessionaires, pep band members, ushers, and cheerleaders that their roles should reflect a courteous demeanor at all times.

COACHES: Coaches are very visible and influential representatives of the institution. As ambassadors for their institutions, coaches are expected to set a standard for others to follow in the areas of appropriate language and treatment of officials, players, and fans. Coaches have the greatest influence over their team members both on the bench and on the field of play. A team reflects the attitude of the coach. PBC coaches should exert ongoing control over the conduct of their team members at all times. In the extreme, coaches should be prepared to remove team members who show disrespect for their opponents, even at the risk of losing a contest.

STUDENT-ATHLETES: PBC student-athletes must realize that they are very visible representatives of their institutions. As such, it is extremely important that they act in a responsible and respectable manner at all times when representing their institution. Profanity, inappropriate

gestures, and negative statements or actions between opposing players, officials or fans, especially taunting and baiting, will not be tolerated.

OFFICIALS: Officials who are assigned to PBC athletic events must enforce the rules concerning sportsmanship and deal decisively with abuse of those rules. The only warning concerning abuse of sportsmanship rules should come immediately before the contest. During the contest any abuses should be dealt with through the administration of penalties, not further warnings. Each official will be provided with the following written statement; "The Peach Belt Conference requires officials to enforce all rules regarding unsportsmanlike conduct by coaches and players. Profanity, inappropriate gestures and negative statements or actions between opposing players, especially taunting and baiting, will not be tolerated. If such comments are heard or gestures seen, a penalty will be assessed immediately. If any coach protests the unsportsmanlike conduct penalties, he/she will be ejected from the contest immediately. There will be no warnings. All players and coaches have been advised of this."

PBC COMMISSIONER: The commissioner will enforce the unsportsmanlike conduct rules of the game and of the Conference. The commissioner will assess penalties for inappropriate behavior that is not detected or acted on by the officials. The commissioner may also impose penalties in addition to those imposed by the officials. These penalties may include but are not limited to:

- Private Reprimand
- Public Reprimand
- Game/Games Suspension

FANS: It is understood that occasionally fans might make negative comments about officials and opponents. However, individuals who use profanity or vulgar gestures or words, who display a blatant disrespect or who orally abuse officials, opponents or other fans will be ejected from the athletics event. Individuals who repeatedly exhibit a pattern of such conduct will be refused admission to athletics contests by the athletics director. Fans are also prohibited by NCAA rules from using artificial noisemakers and air horns at athletics contests.

SPIRIT GROUPS: Like student-athletes, these groups are visible representatives of the institution. As such, high expectations are placed upon them for exemplary behavior. The role of any spirit group is to encourage and support their team, not to deride their guests. Consequently, members of spirit groups may not make negative comments about visiting players or fans during the course of the athletics contest. Specific standards of conduct for various spirit groups are listed in the following paragraphs.

> **Cheerleaders**: The cheerleaders should project a positive influence upon the spectators and participants in the contest. The positive influence can be manifested in the content of the cheers, the timing of the cheers, and the positioning of the squad during the game. In general, the content of the cheers should not contain language or gestures that are of questionable taste. The squad may not position themselves behind the goal in an attempt to affect play, including free throw shooting. Further, they should position themselves in front of their own crowd before the game, during time-outs, and at half time. Megaphones may only be used for voice amplification and not in any other manner.

Pep Bands: The pep band may only play during time outs and intermissions. Any attempt to drown out opposing spirit groups, or jeers from the band members will be an act of unsportsmanlike conduct. The athletics administration will ensure that positioning of the pep band will be a reasonable distance from the visiting team and spectators' seating by placing the band in either a neutral area or an area contiguous to the home team spectators' seating. In no instance will the pep band be allowed to sit behind the visiting team's bench.

Student Pep Groups: In general, student pep groups should follow the spirit of the guidelines set forth for cheerleaders and pep bands. The group should sit in their team's spectator seating. In no instance will they be permitted to sit in the opposing team's spectator seating or behind the opposing team's bench. The content of their cheering should not be confrontational, profane, or otherwise in poor taste and judgment.

Mascots: The role of the mascot is to help foster fan support for the institution's teams. Any gesturing or positioning should occur to serve that end. It should not, however, impair the progress of the game or confront the opposing players or spectators in any negative manner. At no time should the mascot antagonize or enter the vicinity of the opposing team's bench. Any good-natured humor involving officials should be limited to times when they are idle and there is no game action taking place. All gesturing and actions must be in good taste and suitable for family living.

CONCLUDING STATEMENT: The PBC believes that an effort on the part of all conference members to create an atmosphere of sportsmanship will result in a healthier, more positive environment in which the student-athletes can compete.

C. NCAA Rules and Regulations

Each year prior to participation in intercollegiate competition, a student-athlete will receive a "Summary of NCAA Regulations" electronically from the NCAA.

Student-athletes will be required to do the following:

1. Submit information relating to eligibility;

2. Give written consent to disclose education records to an authorized representative; and

3. Give permission to be tested for drugs--both NCAA and Lander testing.

Failure to complete and sign the statement annually will result in ineligibility for participation in all intercollegiate competition.

D. NCAA Academic Requirements

If a student-athlete does not meet the following requirements, he or she will not be eligible to play. Therefore, these instructions are critical to your continued athletics participation. If you have any questions about them, please ask your coach or contact Susan Going, Carnell Learning Center, room 106H. Phone number is 864-388-8042 or Kent Atkins, JMC 109, 388-8818.

1. Freshman Student-Athlete Requirements

    a. It is imperative to do well in all classes. Having to repeat a class means taking a class twice that will count only once. It can affect NCAA satisfactory progress requirements as well as the student-athlete's GPA.

    b. Student-athletes undecided about a major should take classes that would be required in the core curriculum for any of the majors. All majors have general education requirements. However, mathematics is often specific to a major. Wait to take mathematics till a major is chosen.

    c. Normally, a student-athlete should enroll in 15 hours.

    d. **NEVER withdraw from a class without consulting an instructor, a coach and the NCAA Compliance Coordinator. If student-athletes drop a course and are considered part-time by the NCAA, they are immediately ineligible and may not compete. A student-athlete should never add or drop a course without seeing Susan Going or Kent Atkins. <u>If you make a "D" or "F" in any class, do not leave campus at the end of any semester without talking to Susan Going or Kent Atkins about your eligibility</u>. Additionally, any class schedule changes for the possible semester need to be discussed with these individuals.**

2. Returning/Transfer Student-Athlete Requirements

    a. Student-athletes must earn at least 24 hours toward their major from fall to fall in order to compete the following year. Of these 24 hours, at least 18 must be earned during the fall and spring semesters (75%) and only 6 of these 24 hours can be counted from courses taken during summer (25%). A student-athlete may take more than 6 hours in the summer and grades on all hours taken at Lander can raise or lower the GPA. Also, a student-athlete must pass 9 hours in order to be eligible the following semester.

    b. If entering the third year of enrollment or entering the 5th semester, a major which leads to a baccalaureate degree must be officially declared. The hours taken must be in courses required for that major. Student-athletes deciding to change their major must officially make the change with the respective major department. Unless the major is officially changed, any new courses taken towards this major will not count.

    c. Some majors have few electives. Be sure the courses taken are those that are required. Majors with very few electives include Business Administration,

Accounting, Teacher Education, and Dual Engineering majors. Always consult with your advisor prior to registration.

d. Request a copy of the Program Requirements page and the major guides from faculty advisor and follow them.

e. Transferred student-athletes should make certain that they are not retaking a course in which they have already earned credit.

f. Student-athletes intending to enroll at another institution during the summer on a transient basis must receive advance permission to do so. There is a form in the office of the Registrar.

g. **Never withdraw from a class without consulting an instructor, an academic advisor, your coach and Susan Going or Kent Atkins. If a withdrawal results in less than full-time enrollment (12 hours), the student-athlete is ineligible. Normally a repeat of a "D or better" will not count towards the 12 hour eligibility. Consult Susan Going or Kent Atkins if in doubt. Transfers must have a Lander GPA of 2.0 at the end of their first academic year.**

h. You must have a 2.0 in order to stay eligible to compete, no matter how many hours you have accumulated.

Type of Course	**Examples**	**Will Count towards Graduation Credit**	**Will count towards athletic eligibility**	**Comments**
PEES Activity	Various	Yes, if required	Yes, if required	Maximum of 5 hours; PEES 176 max 2 hrs
Free Electives (not all majors have)	Various	Yes	Yes, only up to maximum in the program	Extra free will not count
All major and minor courses	Various	Yes	Yes	Must declare major by 5th semester
Grade of an "I"	Various	No	No	"I" must be completed to earn hours
Repeated course work with "F" original grade	Various	Repeat will count if passed	Repeat will count if passed	Institutional GPA should go up

Repeated course work with initial passing grade	Various	No	No	Retaking the course may improve GPA

E. Athletic Grants-In-Aid

Athletics Grant-in-aid awards are given in one or more of the following categories:

1. Out-of-state tuition

2. In-state tuition - full or partial amount
4. Room and Board

5. Meals

6. Books (optional)

If a student-athlete believes the decision to terminate the athletics grants-in-aid is unjustified, he or she may request a hearing before the institution's Financial Aid Appeals Committee. If the student-athlete requests a hearing, the Financial Aid Director will make the necessary arrangements with the appeals committee. The decision of the committee will be final.

F. Early Registration for academic classes

The registrar's office will allow student representatives (student-athletes included) to register early for their classes. Early registration usually takes place 2-3 months before the next semester is to start. Student-athletes will be informed of the early registration dates by the team coach. Most coaches will require early registration because it allows the student-athlete to better organize their time as it relates to work schedule, practice, etc. If you cannot registrar for class early due to a hold on your account, please contact Susan Going before giving up. Some holds can be taken care of easily.

G. Class Attendance Regulations

Students are expected to attend class as regularly scheduled and are responsible for consulting instructors' syllabi regarding attendance requirements. Instructors with specific requirements can hold students accountable for absences from the class. Consequences for violating attendance requirements will vary from instructor to instructor and may include failure of the course. Students who anticipate missing class must seek relief from attendance requirements **at least one week prior to the date of absence.** Students missing class are expected to consult with their instructor(s) to request permission to make up missed course work.

University Student Representatives (approved by the President) who must attend University-sponsored events will be given relief from an instructor's attendance requirements if they notify the instructor(s) at least on week prior to the event. University Student Representatives must meet the attendance requirements stated in the previous paragraph for all other absences.

Students may request attendance accommodations for documented disabilities by contacting The Office of Student Disability Service prior to the beginning of classes.

H. Team Rules

Student-athletes have a responsibility to adhere to team rules as provided by the head coach and the Department of Athletics. These rules are important and can affect the status of a student-athlete, i.e., suspension or dismissal from team.

All decisions directly related to team performance, i.e., playing time, position, traveling squad, training, curfew, appearance, and conduct are the responsibility of the head coach. The head coach will either give out written rules or go over them with the team at the start of the season.

I. Academic Advising Programs

The Academic Success Center (ASC), located in Genesis Hall, (388-8308), provides free tutorial services in most freshman and sophomore level courses and many upper level courses as well. Preparation for the PRAXIS core tests for students pursuing certification to teach is available too. Highly qualified tutors are recommended by the faculty and are required to attend tutor training throughout the year. Free peer tutoring is available Monday through Friday 8:00 am to 5:00 pm with additional evening hours upon request. Appointments can be made online – go to the following link: http://www.lander.edu/Academics/Academic-Success-Center/Tutoring-Services.aspx. Students can also drop by the ASC and the student workers will help with their initial registration process and sign up for tutoring services. The tutor sign up is also available on students' MyLander accounts under the "Academic Services" tab.

The Academic Success Center also provides advising services for students in the following categories: new transfers, any student considering changing majors, Bridge students, and students with questions during the summer if the assigned advisor is not available. Students may call 864-388-8308 to schedule an appointment with an advisor.

Accommodations for students with disabilities who need extra time and/or a quiet place to test are administered in the Academic Success Center. Please check in with the Wellness Center in Genesis Hall before requesting accommodations. Current documentation is required.

The Writing Center is located in LC 347 (388-8250). Students may refer themselves to these services or may be referred by a counselor, advisor, or professor. Help is available for students wanting or needing to improve writing skills; to correct basic writing problems or improve writing at any level, to organize reports or research papers; or to write essay test answers. EEE pretesting is provided. Services are available by appointment and on a drop in basis.

J. Lander University Department of Athletics Substance Abuse Policy

Recognizing that drug and alcohol abuse in college athletics is of national concern and could endanger the health, development, and well-being of some of the university's student-athletes, the Lander University Department of Athletics has developed this policy of drug education, testing and counseling. This policy is subject to change and/or amendment at any time under the discretion of the Assistant Executive Director of Athletics for Sports Medicine and/or the Executive Director of Athletics and is a separate and distinct policy from that of the NCAA and its Drug Testing Program. For the purposes of this document, a student-athlete will be defined as any student who is currently on the official NCAA roster, regardless of status of injury or academic eligibility. *Please note that this policy is not to be construed as a contract between the institution and the student-athletes at Lander University. However, signed consent and notification forms shall be considered affirmation of the student-athlete's agreement to the terms and conditions contained in this policy.*

The purposes of the Lander University Department of Athletics Substance Abuse Policy are as follows:

a. To provide appropriate substance abuse education for all facets of the Lander University athletic community.

b. To identify those athletes who are involved in substance abuse so that they may receive the professional help and support which they need.

c. To deter athletes from involvement in substance abuse.

d. To give athletes another reason to say "NO" to substance abuse.

e. To convey the message that Lander University believes that the process of chemically-enhanced athletic performance is unethical, and will not tolerate such behavior.

f. To enhance the safety and well-being of Lander University athletes and their opponents.

SUBSTANCE ABUSE EDUCATION

The Athletic Department discourages any use of tobacco, illegal drugs, or alcohol abuse. The use of alcohol, tobacco, and other drugs at Lander University athletic events and activities associated with them is prohibited by the Athletic Department. The Executive Director of Athletics must approve any or all exceptions in writing.

The Athletic Department will conduct an Alcohol, Tobacco, and other Drug educational session two times yearly for all student athletes. Topics to be covered will be a review of the various drug and alcohol policies and include the most current NCAA Banned Drug Classes. The initial session will, at a minimum, contain a review of the Athletic Department and University policy including

resources and referral information. Additional educational sessions will be provided on related topics.

The Athletic Department will incorporate for staff a yearly review of department and University policy on Alcohol, Tobacco, and other Drugs in a meeting prior to the beginning of the fall semester. Additional information provided will include resources and referral services to enable the athletic department staff to engage in informed, responsible decision making regarding the use and abuse of alcohol, tobacco, and other drugs by their student athletes.

The Athletic Department will conduct random drug screening of student athletes in order to identify those who use or abuse any banned substances. The Executive Director of Athletics may add any student athlete who is identified for reasonable cause to the random screening list.

Alcohol

Lander University will not tolerate or illegal or otherwise irresponsible use of alcohol. This included drinking while under the legal age and purchasing alcohol for use by a minor. Alcoholism is a progressive disorder with serious consequences.

A student-athlete who consumes alcohol will be held accountable for any alcohol related incident in which he/she is involved. In such cases, the student is subject to university, athletic department or team disciplinary action whether or not there are legal implications.

If a student-athlete is involved in an alcohol related incident, no matter if there are legal or non-legal consequences, the student-athlete will be subjected to the following consequences. Please note these consequences are cumulative in nature.

The following alcohol-related instances will be considered a positive test by the Lander University Athletic Department.

1. Conviction or guilty plea for Driving Under the Influence
2. Conviction or guilty plea for drunken and/or disorderly conduct
3. Conviction or guilty plea for public intoxication
4. Conviction or guilty plea for open container (illegal in South Carolina)
5. Conviction or guilty plea for under-age drinking (Legal age is 21 years old)

First Offense

Student-athlete meets with Executive Director of Athletics, Head Coach and Asst. AD for Sports Medicine to explain the situation. The student-athlete is referred to the on campus counseling center for evaluation and any follow up meetings. The length of these sessions will be determined by the on campus counseling center. Student-athlete is informed of next consequences if there is any other alcohol violation.

Second Offense

Student-athlete meets with Executive Director of Athletics, Head Coach and Asst. AD for Sports Medicine to explain the situation. The student-athlete is again referred to the on campus counseling

center for evaluation and any follow up meetings. The length of these sessions will be determined by the on campus counseling center. Student is immediately suspended for 2 "in-season" contests. These will be next regular season contests that are to be played in that particular sport. Student-athlete is informed of next consequence if there is any other alcohol violation.

Third offense

Student-athlete meets with Executive Director of Athletics, Head Coach and Asst. AD for Sports Medicine to explain the situation. Student-athlete is permanently dismissed from his/her athletic program and loses any athletic aid.

Student is also subjected to any discipline action as outlined in the Lander University Student handbook for any level of offense.

Tobacco

Tobacco use often results in physical dependency in the form of nicotine addiction. The negative effects of tobacco abuse are well documented in the high incidence of oral, lung, and other forms of cancer.

NCAA legislation prohibits the use of tobacco products by all athletes, coaches, athletic trainers, managers, and officials, in all sports during practice and competition. In addition, Lander University prohibits tobacco use by student-athletes, staff, and spectators on and in close proximity to the grounds of all athletic facilities at all times. Any staff member or student-athlete representing the athletic department in an official capacity at any time is prohibited from the use of tobacco products. Violations of this policy are subject to disciplinary sanctions by the head coach, Executive Director of Athletics, and the Assistant AD for Sports Medicine.

Dietary Supplement Policy

It is to be noted that the Lander University Department of Intercollegiate Athletics does not condone the use of dietary supplements. The NCAA stance on dietary supplements is that student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplement products and rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse.

Student-athletes should always bring all supplement products to the designated athletics staff before using, and then checking all supplements through Drug Free Sport Axis, staffed by the National Center for Drug Free Sport, the NCAA third party drug testing administrator. DFS Axis is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain NCAA banned substances. To access DFS Axis, call toll free 1-877-202-0769 or go to http://www.dfsaxis.com. Once there, select "NCAA Division II" as the organization and "ncaa2" as the password. Right on the home page you can select, "Ask about Dietary Supplements" or go to the "Prescription/Over-the-Counter Drug Search".

By signing the Policy Consent Form, the student-athlete:

1. Acknowledges that he/she understands that they are to disclose all dietary supplements used to the head athletic trainer;
2. Acknowledges the aforementioned policies and statements, and fully accepts the detrimental and possibly permanent defects caused by the use of dietary supplements;

3. Fully accepts that they have been made aware of the Lander University and the NCAA policies with regard to the use of dietary supplements:
4. Accepts any and all liability if they have in the past used, continued to use, and/or use at anytime in the future, dietary supplements in any form; and releases the Lander University, its agents, and all personnel of any and all responsibility related to such use.

Substance Abuse Program Description

Drug Free Sport will be contracted to aid in the implementation and oversight of the program. They will provide on-site training to the members of the athletic training staff for proper collection technique. They will also review and make recommendations as to the specifics of the program. They will also provide all testing materials. Urinalysis will be used to detect possible prohibited drug use through a screening program. However, other types of tests may be utilized to determine the presence of alcohol, tobacco, and other drugs. All student-athletes selected for testing will be tested with the SMART 7 Sports Panel. This panel tests for the following and may include but are not limited to:

- Amphetamine/Methamphetamine
- Cocaine
- Marijuana
- Ecstasy
- Opiates
- PCP
- Barbiturates
- Benzodiazepines

All thresholds for the substances being tested will be at the NCAA recommended thresholds for drug testing. All student athletes (and a parent or guardian if student is under 18) will sign a consent form prior to becoming an active member of any team roster. This form will explain the alcohol, tobacco, and other drug policy and drug-screening program outlined in this document. **Consent to this policy is a prerequisite of participation in the athletic program at Lander University.**

The testing based on urinalysis will be implemented as follows:

- Random Selection: All student athletes listed on official team rosters will be eligible to be screened. A respective student-athlete might be tested several times during the course of their career as a result of the random selection. 75% of all student-athletes will be tested throughout the course of the year.

- Individualized Reasonable Suspicion Screening: Any student-athlete may be added to the random sample for drug screening when in the judgment of the Executive Director of Athletics and/or Assistant AD for Sports Medicine there is reasonable cause to suspect the student athlete is engaged in the use of any prohibited substance. Reasonable suspicion may be based on information from any source deemed reliable by the Executive Director of Athletics, including, but not limited to: 1. Observed possession or use of substances that

appear to be prohibited, 2. Arrest or conviction for a criminal offense related to possession, use or trafficking of prohibited substances, 3. Observed abnormal appearance, conduct, or behavior, reasonably interpretable as being caused by the use of prohibited substances.

The person who is requesting the inclusion of the student-athlete in the drug test, must complete the "Drug Testing Reasonable Suspicion Reporting Form" that is at the end of this document. If reasonable suspicion is found to exist, the Executive Director of Athletics and/or the Assistant AD for Sports Medicine will add the student athlete to the next random list for screening and they will be notified in the same manner as other student-athletes.

- Positive Test Follow-up Screening: Any student athlete who tests positive will automatically be added to the random list for screening and will be notified in the same manner as the rest of the group. The student athlete will be tested at each test session for the remainder of their eligibility at Lander University.

- Post-Season/Championship Screening: Any participant or team likely to advance to post-season championship competition may be subject to additional testing. Testing may be required of all team members or individual student-athletes at any time within thirty (30) days prior to the post-season competition. If a student-athlete tests positive, he or she will not allowed to compete at the post-season event and will be subject to the sanctions herein this document.

- Re-Entry Testing: A student-athlete who has had his or her eligibility to participate in intercollegiate sports suspended as a result of a drug and alcohol violation may be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Assistant Executive Director of Athletics for Sports Medicine and/or the Executive Director of Athletics shall arrange for re-entry testing after the counselor or specialist involved in the student-athlete's case indicates that re-entry into the intercollegiate sports program is appropriate.

- Pre-Season Screening: Student-athletes are subject to pre-season drug testing and may be notified of such by the Assistant Executive Director of Athletics for Sports Medicine and/or the Executive Director of Athletics at any time prior to their first competition.

Substance Abuse Testing Protocol

- The Assistant AD for Sports Medicine will decide the dates for the testing to occur.
- A computer generated random draw will be performed by Drug Free Sport.
- The student athletes to be tested will be notified where and when to appear for the test. They will be given as little notification time as necessary. There will be two primary ways that a student-athlete will be notified that they have been selected for a drug test.
    1. They will be notified **no more than 24 hours** prior to the test either in person by a member of the athletic training staff or via text message the night before the test. If they are notified via text message, the student-athlete must reply with verification of notification. However, even if the student-athlete does not reply, they are still

required to report for testing at the designated time and location that is provided in the text message. As a result, it is important to note that it is the responsibility of the student-athlete to provide a valid number.
    2. In some instances, they will be asked to provide a sample for testing upon arrival at practice or following practice.
- It is **ALWAYS** the responsibility of the student-athlete to be present for testing. If an athlete fails to report to the test, it will be considered a positive test and they will be subject to the consequences as outlined below that occurs as a result of a positive drug test.
- Testing will be conducted using the procedures recommended by Drug Free Sport and are outlined following:
    1. Only those persons authorized by the institution will be allowed in the collection room.
    2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
    3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
    4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the CCF onto the beaker.
    5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
    6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
    7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
    8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is complete. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
    9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
    10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
    11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
    12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
    13. If the urine has a specific gravity below 1.005, not value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.

14. Once the specimen process has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete's sample is inadequate for analysis, at the client's discretion, another sample may be collected.
16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.
17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 ml in A vial; 15 ml in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 ml in A vial; 60 ml in B vial).
19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the black pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the "drugs of abuse" laboratory and one sample is placed in the shipping container for shipment to the "anabolic steroids" laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

Actions Resulting from a Positive Test

The Medical Review Officer of the outside agency will make initial notification of positive tests. The Assistant AD for Sports Medicine and the Assistant AD for NCAA Compliance will be notified via secured fax or mail. The Assistant AD for Sports Medicine then notifies the Athletic Director verbally. The Athletic Director will then notify the respective Head Coach. The Assistant AD for Sports Medicine will notify the student athlete.

The following are the minimum penalties to be enforced by the Athletic Department. Additional penalties may be developed and imposed at the discretion of the individual team coaches. These additional penalties must be approved by the Athletic Director before being implemented and specific team policies must be in writing and must be distributed to all team members prior to that sport's first practice. *Please note, that a positive test that results from a NCAA test will constitute a positive test for Lander University.*

- *First Confirmed Positive Test*

  -Required meeting with Athletic Director, Head Coach, and Assistant AD for Sports Medicine.

  -Parental notification by phone.

  -Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended.

  -Student-athlete is not allowed to participate in athletic activities until appointment is made.

  -If the student-athlete misses the appointment, he/she is suspended until they reschedule and go to the appointment.

  -Suspension from all team activities for 2 contests. The student-athlete can continue to practice during this time. **The suspension must be an in-season suspension.** This means that if an "off season" student-athlete fails a drug test, the suspension will be applied to the first 2 contests of the next season

  -Reduction of athletic aid up to 10% at the discretion of the Athletic Director. Depending on the time of the test, this reduction may not go into effect until the following academic year.

  -Subject to unannounced drug and alcohol screening at any time for the remainder of their eligibility

  -Coaches can impose additional penalties but they must be approved at the **beginning of the year** by the Athletic Director.

- *Second Confirmed Positive Test*

  -Required meeting with Athletic Director, Head Coach, and Assistant AD for Sports Medicine.

  -Parental notification by phone

  -Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended.

  -Student-athlete is not allowed to participate in athletic activities until appointment is made.

  -If the student-athlete misses the appointment, he/she is suspended until they reschedule and go to the appointment.

-Reduction of athletic aid up to 10% at the discretion of the Athletic Director. Depending on the time of the test, this reduction may not go into effect until the following academic year.

- If the student-athlete is not on athletic aid, they will be suspended until we have evidence of declining levels in subsequent drug tests.

- *Third Confirmed Positive Test*

-Required meeting with Athletic Director, Head Coach, and Assistant AD for Sports Medicine.

-Parental notification by phone

-Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended.

-Student-athlete is not allowed to participate in athletic activities until appointment is made.

-If the student-athlete misses the appointment, he/she is suspended until they reschedule and go to the appointment.

-Suspension

-Student-athlete is suspended for one week and that must include one game.

-Student-athlete can still practice during this period.

- *Fourth Confirmed Positive Test*

-Student-athlete is immediately and permanently removed from the athletic department.

- Notes

-Student-athlete who tests positive are subject to more frequent testing.

-If a student-athlete tests positive during follow-up testing during the same academic year, levels will be compared and as long as levels are decreasing, it will be considered a negative test. If levels are the same, it will be considered a new positive test.

-Confirmed positive tests are cumulative through the eligibility of the student-athlete regardless of how much time is between positive tests.

-The THC threshold if 10ng for a positive test.

If the individual student athlete does not fulfill the requisite sanctions, he/she forfeits the right to participate in the Lander University Intercollegiate Athletic Program.

APPEALS PROCESS

Student-athletes who test positive for a banned substance by the laboratory retained by the institution may, within 72 hours following receipt of notice of the laboratory finding, contest the

finding. Upon the student-athlete's request for additional testing of the sample, the Assistant Athletics Director for Sports Medicine will formally request the laboratory retained by Lander University to perform testing on specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative.

Student-athletes who test positive under the terms of this policy will be entitled to a hearing with the Assistant Athletics Director for Sports Medicine and/or the Executive Director of Athletics prior to the imposition of the sanction(s). Requests for such a hearing must be made within forty-eight (48) hours of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be made in writing by the Assistant Athletics Director for Sports Medicine and/or the Executive Director of Athletics.

The student-athlete may have an advocate or other representative present if the student so desires. However, the student-athlete must present his or her own case. The meeting should take place no more than seventy-two (72) hours after the written request is received. Either the student-athlete or the other parties involved may request an extension of time to the Assistant Athletics Director for Sports Medicine, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. The decision by the Assistant Athletics Director for Sports Medicine and/or the Executive Director of Athletics regarding the sanction to be imposed shall be final.

SAFE HARBOR PROGRAM

A student-athlete eligible for the Safe Harbor Program may refer him/herself for voluntary evaluation, testing and treatment for alcohol or drug problems. A student-athlete is not eligible to enter the Safe Harbor Program:

1. More than one (1) time;
2. After he/she has been informed of an impending drug test;
3. After documentation of a positive drug test; or
4. Thirty (30) days prior to NCAA or Conference post-season competition.

Lander University will work with the student to prepare a Safe harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanctions except those listed in this section (i.e. the team physician may suspend the student from play or practice if medical indicated). A student-athlete will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan.

If a student-athlete is determined to have new banned substances use and/or alcohol use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe harbor Program treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate disciplinary actions as detailed in the Lander University Department of Athletics Drug testing Policy and Procedures. Entering the Safe Harbor Program will be treated as one of the disciplinary action phases and any positive test indicating new banned

substance use and/or alcohol use after the initial Safe Harbor Program test will be treated as the next subsequent positive.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by Lander University. Students in the Safe Harbor Program may be selected for drug testing by the NCAA.

The Executive Director of Athletics, Team Physician, Assistant Athletics Director for Sports Medicine, and the student-athlete's Head Coach may be informed of the student-athlete's participation in the Safe Harbor Program. The athletic trainer assigned to the student-athlete's sport may also be notified if medically appropriate. The assistant coaching staff may also be informed at the discretion of the Head Coach. Other university employees may be informed only to the extent necessary for implementation of this policy.

The University and the staff of the Athletic Department encourage any student-athlete to voluntarily seek assistance from a staff member whenever he or she feels they have a problem with alcohol or other drugs.

The following procedure will be followed if a student-athlete voluntarily discloses a problem:

-Referral to Assistant AD for Sports Medicine

-Head Coach and Executive Director of Athletics are notified if not already

-Referral for counseling evaluation at the Campus Counseling Center and required follow-up as recommended

-Automatically placed on the screening list the following school semester

NOTE: A self-disclosure referral does not count as a first positive drug test. However, a second self-disclosure will result in penalties equal to that of a first positive drug test. A third self-disclosure will result in penalties equal to that of a second positive drug test.

FALSIFICATION OF TEST RESULTS

Any attempt to falsify test results by providing false information, altering a urine sample, manipulating test results, or any other conscientious effort to circumvent the process will result in an automatic suspension from participation in the athletic program for a period of not less than one (1) year.

SELECTION OF A LAB

Drug Free Sport will select conduct the testing of all samples at their certified laboratories.

APPENDICES

Appendix A – Drug Testing Program Informed Consent Statement

Appendix B – Student-Athlete Dietary Supplement Disclosure and Review Form

Appendix C – Drug Testing Reasonable Suspicion Reporting Form

Appendix D – NCAA Banned Drugs

Appendix A

Lander University Department of Athletics
Drug Testing Program Informed Consent Statement

I HEREBY ACKNOWLEDGE that I have received a copy of the Lander University Department of Athletics Substance Abuse Policy, that it has been thoroughly explained to me, and that I have been given the opportunity to ask any questions regarding this policy.

I UNDERSTAND that the aforementioned policy, and my responsibilities thereto.

I HEREBY CONSENT to have a sample of my urine collected and tested for the presence of drugs in accordance with the Lander University Department of Athletics drug testing program.

I UNDERSTAND that this testing will occur at any time or times as deemed appropriate by the Assistant AD for Sports Medicine.

I UNDERSTAND that any urine sample will be sent only to a licensed medical laboratory for actual testing, and that the samples will be coded to provide confidentiality.

I AUTHORIZE the release of my urine testing results to those individuals identified in the Lander University Department of Athletics Substance Abuse Policy, and I UNDERSTAND that all results will be made available to me.

I UNDERSTAND that I am free to withdraw this consent for urinalysis testing. However, I UNDERSTAND that should I refuse to testing at any time requested, I will not be permitted to participate in the Lander University athletic department program until such time as the Department of Athletics and Lander University shall deem appropriate.

I UNDERSTAND that I am free to refuse to sign this statement, but should I refuse to sign this statement, I will not be permitted to participate in the Lander University athletic program.

I HEREBY RELEASE Lander University, its Trustees, officers, employees, and agents from legal responsibility or liability for the release of such information and records as authorized by this form.

_____ _____

Signature Date

_____ _____

Signature of Parent/Guardian (if minor) Witness

Appendix B

Lander University Department of Athletics
Student-Athlete Dietary Supplement Disclosure & Review Form

I,_____ am taking or intend to take the following dietary supplements. I acknowledge the risk of losing my eligibility to participate in intercollegiate athletics if I test positive for an NCAA or Lander University banned substance that may be found in any substance that I take, regardless of the reason or purpose for taking such supplements.

I acknowledge and understand that the labeling on these products can be misleading and inaccurate, and that sales personnel are neither motivated nor qualified to accurately certify that these products contact no banned substances. "Healthy" or "naturally occurring" are terms often used to market sales of dietary supplements, but do not necessarily mean they are safe.

Before taking or using any dietary supplement, I am responsible for ensuring the product does not contain any banned substance. By making this disclosure, I am requesting that these products and their ingredients be reviewed by Lander University's athletic training staff for the purposes of determining whether they are medically safe to use and do not contain banned substances. I understand that I should not take or use these products until Lander University's athletic training staff have reviewed their usage.

Brand Name:	**Listed Ingredients:** (Athletic trainer to review, circle banned substances and notify student-athlete.)
1. _____	_____
	_____
	_____
	_____
2. _____	_____
	_____
	_____
	_____
3. _____	_____
	_____
	_____
	_____

_____ _____

Student-Athlete Signature Date Athletic Trainer Signature Date

Appendix C

Lander University Department of Athletics
Drug Testing Reasonable Suspicion Reporting Form

I, _____, under the reasonable suspicion clause that is outlined
Staff Name
in the Lander University Drug Education and Drug Testing Policy, report the following objective sign(s), symptom(s) or behavior(s) that I reasonable believe warrant _____
_____
Student-Athlete
be referred to the Assistant Athletics Director for Sports Medicine for possible drug testing. The following sign(s), symptom(s) or behavior(s) were observed by me over the past _hours and/or _____days.

Please check all that apply:
The student-athlete has shown:

_____	Irritablity	_____	Physical outburst
_____	Loss of temper	_____	Emotional outburst
_____	Poor motivation	_____	Weight gain
_____	Failure to follow directions	_____	Weight loss
_____	Verbal outburst	_____	Sloppy hygiene and/or appearance

The student-athlete has been:

_____	Late for practice	_____	Staying up too late
_____	Late for class	_____	Missing appointments
_____	Not attending class	_____	Missing/skipping meals
_____	Receiving poor grades		

The student-athlete has demonstrated the following:

_____	Dilated pupils	_____	Over stimulated or ”hyper”
_____	Constricted pupils	_____	Excessive talking
_____	Red eyes	_____	Withdrawn or less communicative
_____	Smell of alcohol on breath	_____	Periods of memory loss
_____	Smell of marijuana	_____	Slurred speech
_____	Staggering or difficulty walking	_____	Recurrent MV accidents/violations
_____	Constantly running and/or red nose	_____	Recurrent violations of LU policies
_____	Recurrent bouts with a cold or flu		

Other specific objective findings include:

_____
_____
_____
_____
_____
_____

Signatures:

_____
Name of Staff

_____ _____
Signature of Staff Date

Reviewed By:

_____ _____
Assistant Athletics Director for Sports Medicine Date

☐ Reasonable Suspicion Upheld

☐ Reasonable Suspicion Denied

K. Medical Policies and Procedures

I. Physical Examinations

All student-athletes must be examined and approved for participation by a physician designated by the university and/or Team Physician before being permitted to practice or compete with an intercollegiate team. While the examination is effective for one year, the Team Physician and/or University physician designee may re-evaluate the athlete's fitness for participation at any time.

All incoming freshman and transfer student-athletes must complete Lander University's Pre-Participation Physical form before a physical examination is given. The physical examination will include an EKG that will be administered and interpreted by one of Lander University's team physicians. Upon satisfactorily completing the physical exam, the student-athlete will be allowed to participate. In the event the physician requires further examination and/or tests to determine clearance for play, it will be the financial responsibility of the student-athlete to pay for such examination and/or tests. Returning student-athletes will complete a health history review and then receive a physical examination only if their health history review warrants.

II. Limits of University Responsibility

The university's responsibility for medical treatment resulting from injuries sustained by the student-athlete is limited to:

a) Those injuries that occur while participating as a member of an athletics team at Lander University in a regularly approved practice session or game and under the **SUPERVISION** of proper coaches.

b) Those injuries while traveling directly to or from such regularly scheduled and approved practice sessions or games with other members of the team as a group, provided such group is under the supervision of the proper coach at the time.

Responsibility for medical expenses resulting from injuries sustained as listed above is limited to:

a) Those expenses resulting from medical services which have been authorized.

b) Payment of authorized expenses not covered by the athlete's or athlete's parent's personal insurance.

The University's policy and/or the University may deny claims for an injury that has resulted from a pre-existing condition (i.e., any injury that was incurred prior to enrollment as a student-athlete at Lander University).

If a student-athlete does not follow the procedures of reporting an injury to the athletic training staff, but decides to go to an outside physician without prior approval from the athletic training staff or Team Physician, the university insurance coverage is null and void. In order for a student-athlete to be covered for expenses of any athletic

injury or illness, he/she must go through the athletic training staff or Team Physician by reporting the injury and the athletic training staff will make necessary arrangements with an outside physician.

III. Insurance

All student-athletes will be required to fill out an insurance form prior to the beginning of their season to show proof of accident/illness insurance. This must be done before they are allowed to practice or play. If a student athlete does not have primary insurance or whose primary insurance is Tricare Prime, Medicaid, or a Medishare program, they will be required to purchase a short-term health insurance plan. For more information about this, please contact Adam Weyer, Assistant AD for Sports Medicine. The university's athletic insurance requires that the athlete's or parents' insurance be utilized for primary coverage of medical and surgical expenses. The university's policy will pay no bills until all claims have been first submitted to the athlete's or parent's policy. The university's policy will pay claims that are denied or paid in part, but only after a copy of the "Explanation of Benefits" form showing payment record and any outstanding bills are submitted by either the parents or providers of service.

Authorized medical bills are to be handled in the following manner:

a) Submit all bills for medical services to the athletes or athlete's parent's insurance policy.

b) If the student has no insurance or the athlete's policy does not pay the entire claim, the bills and the "Explanation of Benefits" form should be sent to the Head Athletic Trainer for processing.

IV. Injury and Illness Procedure

The student-athlete must report all athletic injuries or illnesses to a representative of the athletic training staff as soon as possible, so an early and thorough evaluation can be accomplished. The staff athletic trainer will make the necessary medical referral as indicated. In the case of illness, if the student-athlete desires to see the school nurse, they must first come through the athletic training staff. Any costs that are incurred due to illness will not be covered by the secondary insurance policy.

In the event of an emergency or medical problem, outside of training room hours, contact a member of the athletic training staff for the necessary advice or assistance, regardless of the time of day. If unable to contact a member of the athletic training staff and you live on campus, go directly to Lander Police for assistance. Off campus residents should go the emergency room at Self Regional Hospital. In the case of a major medical emergency, proceed as quickly as possible to Self Regional Hospital and contact a member of the athletic training staff as soon as possible.

In any case, the athlete should report the emergency incident to the athletic training staff as soon as possible. **The athlete is not permitted to seek medical attention without the prior authorization from the athletic training staff and/or Team Physician, except in cases of emergencies.**

V. Training Room Rules and Regulations for Athletes

There are two Athletics training rooms to serve the medical needs of the student-athletes. They are located in the basement of Finis Horne Arena and in the fieldhouse of the Jeff May Complex. During the student-athlete's particular season, it is a busy facility, therefore, unless you are receiving treatment, being taped, or evaluated, please stay out so that the personnel can help those who need attention.

a) The athletic training room is coed, so shorts must be worn at all times.

b) There will be no loitering. Athletes will be examined, receive treatment, be taped and leave immediately.

c) No shoes will be permitted on the treatment tables. Please remove them before getting on a table.

d) Cleats and spikes are to be taken off before entering, unless an emergency.

e) NO phones permitted in the athletic training room.

f) NO profanity or horseplay permitted in the training room.

g) NO food, drinks, tobacco or smoking of any kind in the training room.

h) No athlete will be allowed to treat themselves.

VI. Treatments

Injured athletes must report for treatment according to the schedule identified by the athletic training staff. Failure of the athlete to keep treatment appointments will be turned in to the sports' appropriate coaches.

VII. Injury Evaluations

The evaluation of injured athletes is the sole responsibility of the athletic training staff and Team Physician/university physician. When an injury occurs, the coaches should not get involved in any way in the evaluation, treatment or disposition of the athlete. Furthermore, coaches shall not screen injuries before they are seen by the athletic training staff.

VIII. Referrals to Medical Specialists

If, in the opinion of the athletic trainer and Team Physician, an athlete should be referred to a medical specialist for consultation due to an athletic injury, the following procedure will be followed:

a) The athletic training staff and/or Team Physician will make the appointment with the consultant.

b) Any expenses occurred (travel, mileage, etc.) will be the responsibility of the student-athlete.

IX. Participation Following Injuries

Decisions regarding the return of an injured athlete to practice and competition will be the sole responsibility of the athletic training staff, Team Physician and/or university physicians.

X. Medication Policy

Over the counter medications (OTC's) will not be available for dispensing by the athletic training staff. Prescription medications will only be paid for by the athletic training department for only injuries that are sustained during the traditional and non-traditional season of competition for that particular student-athlete.

XI. Emergency Procedures

In the event of an injury that requires immediate transportation to a medical facility, the following procedure should be used:

a) Begin immediate first aid

b) Call Lander Police and inform them of your need for an ambulance. Give your name, location, and the status of the emergency. They will call for the ambulance.

c) When the ambulance arrives, someone (athletic trainer) should accompany the athlete to the hospital.

d) The Asst. AD for Sports Medicine shall be notified as soon as possible after the injury occurs.

e) The Executive Director of Athletics will be notified by the Asst. AD for Sports Medicine at the earliest possible time.

Emergency phone numbers are located on all training room phones.

XII. End of the year questionnaire

At the end of the school year, each student-athlete will be required to fill out an end of the year questionnaire. This questionnaire will address any medical problems that the student-athlete may still be experiencing after their season has been completed. Failure to completely disclose any continuing injury will make the student-athlete financially responsible for any medical treatment that might occur as a result of the injury.

XIII. Non-emergency Transportation

Transportation for non-emergency medical situations will be arranged through the athletic training staff. Should the athletic training staff not be available, it should be arranged through Lander Police.

XIV. Off-Season Athletic Training Coverage

Due to staffing reasons, off-season coverage of practices will not be covered for athletic training purposes. If outside competition is played, then it is the responsibility of the coach to notify the athletic training staff at least 1 week in advance so this could be given adequate athletic training coverage.

XV. Procedures regarding handling, cleaning and treatment of facilities and athletes exposed to blood and other potentially infectious materials.

The following recommendations are designed to further minimize risk of blood-borne pathogen transmission in the context of athletic events and to provide treatment guidelines for care givers. These are referred to as "universal precautions," but some additions and modifications have been made as relevant to the athletics arena.

a) Pre-event preparation includes proper care for existing wounds, abrasions, cuts or weeping wounds that may serve as a source of bleeding or as a port of entry for blood-borne pathogens. These wounds should be covered before competition takes place.

b) The necessary equipment and/or supplies important to compliance with universal precautions should be available to health care givers. These supplies include appropriate gloves, disinfectant bleach, antiseptics, bio-hazard containers, sharp containers, bandages and/or dressings.

c) When a student-athlete is bleeding, the bleeding must be stopped and the open wound covered with a dressing sturdy enough to withstand the demands of the particular sport. Participants should be removed from the event as soon as practical. Return to play is determined by appropriate medical personnel. Any participant whose uniform is saturated with blood, regardless of the source, must have that uniform evaluated by medical personnel for potential infectivity and changed if necessary before return to competition.

d) During an event, early recognition of uncontrolled bleeding is the responsibility of coaches, officials, student-athletes and medical personnel. In particular, student-athletes should be aware of their responsibility to report a bleeding wound to the proper medical personnel.

e) Personnel managing an acute blood exposure must follow guidelines for universal precautions. Latex gloves should be worn for the direct contact with blood or body fluids containing blood. Hands should be washed after glove removal.

f) Any surface contaminated with blood should be cleaned in accordance with the following procedure: With gloves on, the spill should be contained in as small an area as possible. After the blood is removed, the surface area of concern should be cleaned with an appropriate decontaminant.

g) Proper disposal procedures should be practiced to prevent injuries caused by needles, scalpels and other sharp instruments.

h) Any equipment or uniforms soiled with blood should be handled and laundered in accordance with hygienic methods normally used for treatment of any soiled equipment or clothing. This includes provisions for bagging the soiled items in a manner to prevent secondary contamination of other items or personnel.

XVI. Heat and Severe Weather Policy

Heat illnesses are significant injuries that are often overlooked. The best way to treat heat illness is prevention. Due to the fact that we play and practice in a hot, humid environment, is critical for us to monitor the weather conditions, especially during the month of August. Our athletic training staff will consistently monitor the wet bulb globe temperature (WBGT) and heat index (HI) and make appropriate recommendations in regards to practice length and the timing and duration of water breaks. The readings that are retrieved will determine practice length.

WBGT measurements will be used to determine the length of the total time that the student-athlete can be outdoors. This includes both warm-up and cool-down portions of practice. These measurements will be recorded via the Weather Sentry app. The chart below is adapted from the *National Athletic Training Association Consensus Position Statement on Exertional heat Illnesses.*

Readings on WBGT	Activity Restrictions
<87 degrees	None
87 – 89.9 degrees	Max practice length is 2 hours
90 – 91.9 degrees	Max practice length is 1 hour

Heat Index Wet Bulb Temperature Guidelines for Athletics						
Level	**Heat Index WBT Fahrenheit**	**Heat Index WBT Celsius**	**Precautions and Practice Lengths**	**Breaks (work:rest ratio)**	**Fluids**	**Heat Index Fahrenheit**
1 White	< 64^0	< 17^0	Low Risk; Practice sessions reasonable	As Needed or 6 : 1	As Desired	**If the heat index is 80-89:** Athletes should be watched closely for any heat distress, and frequent water breaks should be taken.
2 Green	65^0 – 72^0	18^0 – 22^0	Moderate Risk; Use Caution for practice sessions and monitor on basis of risk factors	(4-6:1)	Cold Water	**If the index is 90-94**: Optional water breaks every 30 minutes for 10 minutes in duration. Icedown towels for cooling. Watch/monitor athletes carefully for any heat distress.
3 Yellow	73^0 – 82^0	23^0 – 28^0	High Risk; Use increased caution for practice sessions and consider practice lengths and intensity level	(2-3:1)	Cold Water	**If the heat index is 95-99**: Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index. Mandatory water breaks every 30 minutes for 10 minutes in duration. Along iced down towels, other means for cooling athletes should be available: water sprinklers, fans shade etc. Watch/monitor athletes carefully for necessary action. Contact sports and activities with helmets and other possible equipment should be removed while not involved in contact. Athletic activities should be modified such that football players should practice in shorts, shoulder pads and helmets only.
4 Red	82^0 – 90^0	28^0 – 32^0	Very High Risk; Consider rescheduling or delaying the event until safer conditions prevail; if the event must take place, be on high alert. Take steps to reduce risk factors (e.g., more and longer rest breaks, reduced practice time, reduced exercise intensity, access to shade, minimal clothing and equipment, cold tubs at practice site, etc.).	(1-2 :1)	Cold Water	**If the heat index is 100-104**: Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index. Mandatory water breaks every 20 minutes for 10 minutes in duration. Along with ice down towels, other means for cooling athletes should be available: water sprinklers, fans, shade etc.... Alter uniform by removing items if possible or other modifications should be made, such as football practice in shorts, t-shirts and helmets only. Helmets and other possible equipment removed if not involved in contact or necessary for safety. Watch/monitor athletes carefully for necessary action. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. If necessary for safety, suspend activity. If the heat index is 100-104: Re-check temperature and humidity every 30 minutes to monitor for increased Heat Index. Mandatory water breaks every 20 minutes for 10 minutes in duration. Along with ice down towels, other means for cooling athletes should be available: water sprinklers, fans, shade etc.... Alter uniform by removing items if possible or other modifications should be made, such as football practice in shorts, t-shirts and helmets only. Helmets and other possible equipment removed if not involved in contact or necessary for safety. Watch/monitor athletes carefully for necessary action. Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. If necessary for safety, suspend activity.
>92 degrees						No outside activities

5 Black	> 90^0	> 32^0	Extreme Risk; No Practice	No Practice	No Practice	**If the heat index is in excess of 104 degrees**: Activity will be suspended, postponed until later in the evening, or held indoors at the coach's discretion. Stop all indoor activity unless air conditioning is available. Activity could also be rescheduled or postponed, when the heat index has reached an acceptable level. No activity may begin until conditions are acceptable, meaning the heat index is below 104. All appropriate guidelines should be followed based on the reading at the time.

*Guidelines adopted from the National Federation of State High School Association recommendations for Heat Stress and Athletic Participation, United States Marine Corps Heat Index, and from the National Athletic Training Association Consensus Position Statement on Exertional Heat Illnesses

Heat Index temperatures will make the determination on the frequency and duration of water breaks during the course of practice. When at all possible, water breaks need to occur in the shade. These measurements will be recorded via the Weather Sentry app. If at any time, the heat index measure is greater than 104 degrees Fahrenheit, all practices will stop immediately until the measurement is less than 104 degrees Fahrenheit. The chart below is adapted from the *National Athletic Training Association Consensus Position Statement on Exertional heat Illnesses.*

Heat Index Measurement	**Water Break Frequency/Duration**
80-89 degrees	Frequent water breaks
90-94 degrees	Optional water breaks every 30 minutes for 10 minutes
95-99 degrees	Mandatory water breaks every 30 minutes for 10 minutes in duration
100-104 degrees	Mandatory water breaks every 20 minutes for 10 minutes
>104 degrees	No outside activities

The chart below is adapted from the *National Athletic Training Association Consensus Position Statement on Exertional heat Illnesses* and combines both the WBGT and HI.

Despite our preventative measure, there are going to be heat illnesses that occur throughout the course of the season. The primary method of treatment is immediate lowering of the body temperature via the cold whirlpool located in the athletic training room or in the Polar Pods that will be accessible on the sidelines during the pre-season period in August.

When we suspect a heat illness, we will measure body temperature via a rectal thermometer. We re-measure body temperature as they are receiving treatment to make sure that the temperature is dropping. If temperature does not return to normal within 5-7 minutes, the EMS will be notified and the athlete will be transported to the hospital for fluids. If at any time, the temperature is

greater than **104 degrees**, the athlete will be transported to the hospital once their core temperature reaches **102 degrees.**

Return to activity will be based on doctor recommendations during the recovery process from the heat illness incident.

XVII. Automated External Defibrillator (AED) Policy

Due to recent events where athletes have died as a result of sudden cardiac death, Lander University Athletic Training now has three automated external defibrillators (AED). The brand of AED we have is the Phillips Onsite. Technical support is thru Southeastern Emergency Equipment from whom the device was purchased. The AED is very user friendly and can be used by any staff athletic trainer, athletic training student, coach or athletic department administrator certified in AED usage by either the American Red Cross or American Heart Association. EMT or higher certification also meets the criteria for usage. Following are guidelines for usage by an AED certified staff member. Of note, remember the highest risk group we will deal with is probably the fan in the bleachers. Be prepared for a spectator to go into cardiac arrest and do not hesitate to use our AED on a spectator.

- When AED is not in use at an athletic event or practice, the AED's will be stored in a cabinet located outside the Cheezem/Wimmer Athletic Training room in Horne Arena and inside a cabinet located outside the athletic training room at the Jeff May Complex Fieldhouse.
- Have the AED on site at each athletic facility or practice venue. Since we have three units, the Athletic Trainers will determine the designation of the AED's. When selecting the site of the AED's, the following must be taken into consideration:
    - Whether the sport is High Risk or Low Risk as denoted by the NCAA (high risk sports should have precedent over low risk sports).
    - All home contests will supersede practices, unless EMS is onsite. If EMS is onsite and activity is going on at another site, our AED's should be at the non-EMS covered site.
    - Remember Title IX; women have an equal right to all athletic medical equipment. When deciding on location, do not locate the AED at the male site always. Use the above criteria for decision-making, not gender.
- When it is determined by following the primary survey of standard first aid (ABC's) that a cardiac emergency is taking place, the AED should be used only after calling Lander Police at 388-8911 and having them enact the EMS system. Another athletic training staff member, coach, athlete or bystander can perform this action.
- After EMS is enacted, position supine, open the airway, begin rescue breathing and apply chest compressions in the correct sequence until the AED is in place.
- Apply the pads to the bare chest of the athlete in a fashion described on the pads or on the cover of the AED.
- Turn on the AED by pressing the on button

- Clear everyone from touching the victim to allow the AED to monitor the heart rhythm. Make sure the victim is not lying in water.
- After rhythm analysis is completed follow instructions of AED to deliver shock, begin CPR or monitor vitals until EMS arrives (again make sure no one is touching the victim when shock is delivered).

Remember the AED is a fragile device. Care should be used when handling the AED. It should not be dropped, shaken or stored where it could get wet or exposed to extreme heat. There is also a battery check on the exterior that should be checked periodically. As long as there is a green flashing light in the window, the batteries are charged.
Priority AED usage will be based on the following conditions:

- Competitions/Scrimmages have priority over practices.
- Home games have priority over away games.

Parameters used to determine priority include:

- Sudden cardiac death (SCD) occurs in male athletes more than female athletes.
- SCD occurs in black athletes more than any other race of athletes.
- Men's basketball has the highest reports of SCD.
- Blunt injuries to the chest may also cause SCD.

XVIII. Lightning Policy

The keys to lightning safety are education and prevention. Education begins with background information on lightning and an understanding of the basic physics of lightning. Prevention should begin long before any athletic event. The first preventive measure to mitigate the lightning hazard is for the coaching/athletic training staff to check the weather report each day before a practice or event. In this way, the staff will be aware of the possibility of a storms forming or moving in to the area during the day.

Second, the coaching/athletic training staff should be aware of the signs of nearby thunderstorm development. Lightning and thunder activity in the local area are the alarms for the coaching/athletic training staff to begin monitoring thunderstorm activity, such as direction of movement and distance to the lightning flashes. It is imperative to understand that thunderstorms can become threatening in as little as half an hour. Furthermore, coaching/athletic training staff should know the location of the safe shelter closest to the athletic site and how long it takes to reach that shelter. Safe shelter is defined as (1) any sturdy building that has metal plumbing or wiring, or both, to electrically ground the structure, i.e., not a shed or shack, and (2) in the absence of a sturdy building as described above, any vehicle with a hard metal roof (i.e., not a convertible or golf cart) with the windows rolled up.

Third, each member of the AT staff has the ability on their phone to monitor the radar and the approaching inclement weather. Each Peach Belt Conference member institution has subscribed to a weather monitoring system called DTN (Telvent). DTN notifies, via text message, the weather conditions to each member of my AT staff. Lander University has adopted the policy that once we receive notification that lightning has been recorded within 8 miles of the location of the athletic event or practice, the fields will be cleared immediately. Please note that situations may arise when we instruct coaches and student-athletes to leave the field while the sky looks blue. However, 30%

of all lightning strikes occur from a blue sky since lightning can strike from as far away as 10 miles. Once the decision is made that it is too dangerous to continue activity, coaches are expected to comply.

Fourth, is the use of the "flash-to-bang" method. The "flash-to-bang" method is the most common way to estimate how far away lightning activity is occurring. Simply stated, count the seconds between seeing the lightning "flash" and hearing the clap of thunder ("bang"). Divide this number by five to determine how far away (in miles) lightning is occurring.

Once fields are cleared, there must be **no sight of lightning or sound of thunder** for **30** consecutive minutes from the time of vacating the fields. If during the 30-minute window, there is either a sight of lightning or sound of thunder, the 30-minute clock restarts. Neither coaches nor student-athletes are allowed back on to any athletic fields until personally notified by a member of the Lander University Athletic Training staff.

Coaches that do not have an athletic trainer present on site should use the following process in determining how close lightening is:

1. If the "flash-to-bang" interval is decreasing rapidly, **and** the storm is approaching your location, or if the "flash-to-bang" count approaches thirty (30) seconds, all outdoor intercollegiate activities must cease. All persons must immediately leave the athletic site and seek safe shelter. The locker room shower and plumbing facilities **do not** provide safe shelter and should not be used at this time.

2. Stay away from tall or individual trees, lone objects (e.g. light or flag poles) metal objects (metal fences, or bleachers), standing pools of water, and open fields. Avoid being the tallest object in a field. **Do not** take shelter under a single tree.

3. If there is no safe shelter within a reasonable distance, crouch in a thick grove of small trees surrounded by taller trees, or in a dry ditch. Crouching with only your feet touching the ground and keeping your feet close together, wrap your arms around your knees and lower your head to minimize your body's surface area. **Do not lie flat!**

4. If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch (as in No. 3) to minimize your body surface area.

5. Allow 30 minutes to pass after the **last** sound of thunder or flash of lightning before resuming any intercollegiate athletic activity.

6. Do not use telephone unless there is an emergency. People have been struck by lightning and killed while using a land-line telephone.

7. Lightning strike victims **do not carry** an electrical charge. CPR is safe for the responder and has been shown to be effective in reviving lightning strike victims.

8. Pay more attention to the lightning threat than to the rain. It need not be raining for lightning to strike; lightning can strike far from the rain shaft.

The onus of removing a team or individuals from an athletic site in the event of dangerous and imminent lightning activity is on the coach supervising the activity. The safety of any team or student-athlete ultimately rests with that coach. Whenever possible, the full-time certified athletic training staff will advise the coach supervising the activity as to the danger and proximity of the lightning threat. However, the responsibility still remains with supervising coaches to remove their teams or individuals from a field or event site.

With the information and background on lightning presented in this policy, the coach or athletic trainer, or both, can make an intelligent and safe decision regarding the removal of a team or individuals from an athletic site or the stopping of play during dangerous thunderstorm activity. In addition, any individuals who feel they are in danger of any lightning activity have the right to leave a field or event site to seek safe shelter.

XIX. Concussion Management Plan

Introduction

Lander University is committed to ensuring the health and safety of its student-athletes. To this end, and in accordance with NCAA legislation [Division I Constitution 3.2.4.18; Division II Constitution 3.3.4.16; Division III Constitution 3.2.4.16], Lander University has adopted the following Concussion Safety Protocol for all student-athletes. This protocol establishes and/or identifies: (1) a sport-related concussion definition; (2) concussion safety protocol personnel; (3) independent medical care; (4) preseason education; (5) pre-participation assessment; (6) recognition and diagnosis of concussion; (7) concussion management; (8) return to activity, including both return-to-learn and return-to-play; (9) reducing exposure to head trauma; and (10) written certificate of compliance signed by the athletics health care administrator.

1. Concussion Definition

The 5th international conference on concussion in sport defines concussion as follows:

Sport-related concussion (SRC) is a traumatic brain injury induced by biomechanical forces. Several common features that may be utilized to clinically define the nature of a concussion head injury include:

- SRC may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an impulsive force transmitted to the head.
- SRC typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, signs and symptoms evolve over a number of minutes to hours.
- SRC may result in neuropathological changes, but the acute clinical signs and symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
- SRC results in a range of clinical signs and symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive features typically follows a sequential course. However, in some cases symptoms may be prolonged.
- The clinical signs and symptoms cannot be explained by drug, alcohol or medication use, other injuries (such as cervical injuries, peripheral vestibular dysfunction, etc.) or other comorbidities (e.g., psychological factors or coexisting medical conditions).

2. Independent Medical Care

As required by NCAA Independent Medical Care legislation, team physicians and athletic trainers shall have unchallengeable autonomous authority to determine concussion management and return-to-activity decisions for all student-athletes. Further, the athletics health care administrator shall ensure that the concussion safety protocol is available for, and rehearsed by, all athletics personnel.

3. Preseason Education

All student-athletes will be provided the NCAA Concussion Fact Sheet (or similar applicable material) during the beginning of the year student-athlete meetings. During this meeting, the management protocol will be discussed and any new procedures will be explained. All student-athletes will be required to sign an acknowledgement on an annual basis as part of their paperwork requirement for participation in intercollegiate athletics. They will be provided this information, have read it and signed an acknowledgement stating that they understood the concussion education material. This signed acknowledgement will be filed in the student-athlete's medical record.

All coaches, team physicians, athletic trainers and directors of athletics will be provided the NCAA Concussion Fact Sheet (or similar applicable material) during the beginning of the year Department staff meeting in August and be required to sign an acknowledgement, on an annual basis, that they have been provided, read and understood the concussion education material. This signed acknowledgement will be filed in a secure location.

4. Pre-Participation Assessment

All student-athletes will undergo at least one pre-participation baseline concussion assessment. This pre-participation assessment will, at a minimum, include assessment for the following:

- Brain injury and concussion history – done during PPE exams before their first year of participation at Lander University
- Symptom evaluation via the one provided in the SCAT5.
- Cognitive assessment via ImPact – done during the summer before their first year of competition at Lander University
- Balance evaluation via the Sway mobile app – administered by a staff athletic trainer during PPE exams before their first year of participation at Lander University

The team physician determines pre-participation clearance and any need for additional consultation or testing. Special consideration will be given for new baseline concussion assessment six months or beyond for student-athletes who have suffered a concussion or who have a complicated concussion history.

5. Recognition and Diagnosis of Concussion

A member of the Lander University medical team with training in the diagnosis, treatment and initial management of acute concussion will be present at all NCAA competitions in the following contact/collision sports: basketball, lacrosse, soccer, and wrestling.

NOTE: To be present means to be on site at the campus or arena of the competition. Lander University will ensure that such personnel will be from Lander University, from the opposing team or will be contracted independently for the event.

A member of the Lander University medical team with training in the diagnosis, treatment and initial management of acute concussion will be available at all NCAA practices in the following contact/collision sports: basketball, lacrosse, soccer, and wrestling.

NOTE: To be available means that, at a minimum, medical personnel can be contacted at any time during the practice via telephone, messaging, email, beeper or other immediate communication means. Further, the case can be discussed through such communication, and immediate arrangements can be made for the athlete to be evaluated.

Symptoms of concussion include, but are not limited to: (1) physical symptoms of headache, nausea, balance problems, dizziness, visual difficulty, fatigue, sensitivity to light, sensitivity to noise, headache, feeling "out of it" or "foggy," vision changes, feeling dazed or stunned; (2) cognitive symptoms of feeling mentally foggy or slowed down, difficulty concentrating, difficulty remembering, forgetfulness, confusion, feeling slow; (3) emotional symptoms of irritability, sadness, nervousness, feeling more emotional; (4) sleep symptoms of drowsiness, sleeping more or less than usual, difficulty falling asleep.

Visible signs of concussion include but are not limited to: lying motionless; unconsciousness; vomiting; vacant look; slow to get up; balance difficulty or incoordination; clutching the head.

If an athlete, teammate, coach, official or member of medical staff identifies signs, symptoms or behaviors consistent with concussion, the following will take place immediately:

- The athlete must be removed from practice or competition.
- The athlete must be evaluated by a member of the medical team with concussion experience.
- The athlete must be removed from practice/play for that calendar day if concussion is confirmed or suspected.

The initial concussion evaluation will include:

- Symptom assessment via the SCAT 5.
- Physical and neurological exam via the SCAT 5.
- Cognitive assessment via the SCAT 5.
- Balance exam via the SCAT 5.

Because a force sufficient to cause concussion can also cause cervical spine or other head trauma, the initial concussion evaluation will also include assessment for cervical spine trauma, skull fracture and intracranial bleed.

Management Procedures

Once the student-athlete sustains a concussion, the following procedure will occur:

1. If the student-athlete is *unconscious*, he/she will be transported via ambulance to Self Regional Hospital in Greenwood, SC and Dr. Jacob Ringenberg, MD, Lander University's team physician, will be notified immediately.

2. If the student-athlete is *conscious*, he/she will be evaluated with the "On-Field Assessment" portion of the SCAT5 and will be removed from athletic activity for the remainder of the day.

3. At the first available time, he/she will be taken to the athletic training room to undergo the "Off-Field Assessment" portion of the SCAT5. (see appendix B).

4. The student-athlete will be sent home with a take home sheet with care information and phone numbers of their respective athletic trainer. (See appendix C)

5. Dr. Susan Going, Faculty Athletics Representative and Ms. Amanda Truewell, RN, Director of Health Services will be notified of the injury. Dr. Going's e-mail address is sgoing@lander.edu and her office phone number is 864-388-8042. Ms. Truewell's e-mail is atruewell@laner.edu and her office phone number is 864-388-8885.

5. An e-mail will be sent to the student-athlete's professors informing them of the injury and asking for assistance as the student-athlete recovers from the concussion incident. (See appendix D)

6. The student-athlete will report to the athletic training room every day for follow-up. Included in this follow-up will be:

-Daily self-report of symptoms done interview style (See appendix E)

7. Follow-up with Dr. Jacob Ringenberg, MD at the next available opportunity

8. Once the student-athlete reports no symptoms of concussion, he/she will undergo both ImPact and balance assessment. The student-athlete will not be allowed to participate in any athletic activities until he/she has no symptoms of concussion and equaled their baseline ImPACT and Sway scores, and passed exertional tests (See appendix F).

9. The student-athlete has to be cleared by a member of the athletic training or medical staff under the guidance and supervision of the team physician before being allowed to return to sport. This return to sport will be a gradual return to sport. The student-athlete and coach must realize that this might take a couple of weeks depending on the severity of the concussion.

6. Post-concussion Management

An emergency action plan will be in place for any suspected or diagnosed concussion. This plan includes rehearsed arrangements for emergency medical transportation. The emergency action plan will be activated for any of the following:

- Glasgow Coma Scale < 13.
- Prolonged loss of consciousness.
- Focal neurological deficit suggesting intracranial trauma.
- Repetitive emesis.
- Persistently diminished/worsening mental status or other neurological signs/symptoms.
- Spine injury.

Because concussion may evolve or manifest over time, for all suspected or diagnosed concussions, there will be in place a mechanism for serial evaluation of the athlete.

For all cases of diagnosed concussion, the athlete and another responsible adult will be provided oral and/or written care regarding concussion management. Such instructions must be documented.

As most athletes with concussion have resolution of symptoms in 7-10 days, all athletes who have prolonged recovery more than two weeks will be re-evaluated by a physician. Such re-evaluation will be performed to confirm the concussion diagnosis, or to consider co-morbid or post-concussion diagnoses such as: sleep dysfunction; migraine or other headache disorders; mood disorders such as anxiety and depression; ocular or vestibular dysfunction; cervicalgia/neck pain; other post-concussion diagnoses.

If symptoms do not resolve within 7 days of the injury, the athlete may be instructed by the medical staff to undergo the **Buffalo Concussion Treadmill Test (BCTT).** The purpose of the BCTT is:

- To investigate exercise tolerance in patients with post-concussive symptoms (PCS) lasting more than one week
- To help establish appropriate levels of exercise to aid in Return to Play for concussed athletes and assist in treatment protocols
- To aid in differentiating between possible diagnoses for concussive symptoms (Cerviogenic injury, PCS, etc.) and etiology for the concussion
- To identify physiological variables associated with exacerbation of symptoms, and the patient's level of recovery

The BCTT will be performed in the following manner:

1. Inform the participant about testing procedures and what to expect during the BCTT.
2. Explain and demonstrate RPE and Likert scales and obtain resting scores. Remind participant that he/she will be asked to rate exertion and symptom severity at each minute during exercise.

   The RPE scale is a measure of perceived physical activity, and can be explained to participants as a measure of "how hard you feel like your body is working". The scale's numbers (6-20) and descriptors should be pointed out.

   The Likert symptom scale is a measure of symptom severity ("how good/bad your symptoms are making you feel right now"), and should be distinguished as being distinct from RPE. The scale's numbers (1-10) and pictures (expressions of physical pain) should be pointed out.
3. Patient should begin by standing on the ends of the treadmill while the treadmill is turned on. The experiment should set treadmill at a speed of **3.6mph** for patients 5'5", and **3.2mph** for those 5'5" and under. Starting incline is **0 degrees**. Speed can be adjusted depending on athletic status or overall comfort of treadmill speed – patients should be moving at a brisk walking pace.
4. After one minute at this pace, treadmill incline is increased to 1 degree. Participant is asked to rate RPE and symptom severity. Subjective scores and heart rate (bpm) are recorded. This procedure is repeated each minute, with ratings and heart rate being recorded, and treadmill increasing in incline at a rate of 1 degree/minute.

   Changes to Likert rating should be specifically clarified/noted (for example, if the rating moves from 2 to 3, it should be clarified if this reflects the addition of a new symptom,

increased severity of an existing symptom, etc.) Experimenter should also record general observations as the test progresses.

5. Once treadmill reaches maximum incline (15 degrees or 12 degrees in modified test), speed is increased by **0.4mph** each minute in lieu of increased incline.
6. Once test is terminate (see below), speed is reduced to **2,5mph** and incline reduced safely back to 0 for a w minute cool-down (if participant is safe to continue). During this time, Liker ratings should continue to be reported each minute.
7. The test continues until:
    a. Maximum exertion (RPE score of 19.5) is reported **or**
    b. Test is terminated by experimenter due to a symptom exacerbation that causes significant increase in pain or symptom severity (an increase of more than 3 points on the Likert scale from resting score, addition of several new symptoms, or marked increase in severity of symptoms resulting in difficulty continuing test), **or**
    c. Experimenter notes a rapid progression of complaints (ex. headache to searing focal pain) between symptom reports, patient appears faint or unsteady, or determines that continuing the test constitutes significant health risk for the participant, **or**
    d. Patient reports an inability to continue the test safely

7. Return to Activity

Student-athletes require a graduated program of care following concussion, both for return-to-learn and return-to-play. Both will be considered carefully.

Return-to-Learn

Returning to academic activities after a concussion is a parallel concept to returning to play after concussion. After concussion, brain energy may not be available to perform normal cognitive exertion and function. The return-to-learn concept should follow an individualized and step-wise process overseen by a point person within the athletics department, who will work in conjunction with a multidisciplinary team.

The Lander University multidisciplinary team may vary student-to-student, depending on the difficulty in returning to a normal school schedule. Such team will include, but not necessarily be limited to:

- Team physician.
- Athletic trainer.
- Psychologist/counselor through student wellness.
- Faculty athletics representative.
- Academic counselor.
- Course instructor(s).
- College administrators.
- Office of disability services representative.

Student-athletes who have suffered a concussion will not return to classroom on the same day. Following the first day of rest, the athlete will undergo an individualized plan that will include the following:

- The plan will be compliant with ADAAA.
- The athlete will remain at home or in the dorm if he/she cannot tolerate light

cognitive activity. Otherwise, return to the classroom and studying will be as tolerated and on a gradual basis.

The academic schedule will normally not need to be adjusted for more than two weeks. If the student-athlete continues to require accommodations after two weeks, the following will occur:

- The athlete will be re-evaluated by a physician, which will confirm the diagnosis or consider other post-concussion diagnoses.
- Other members of the multi-disciplinary team will become engaged as needed.
- For more prolonged return-to-learn cases, consideration will be given to working with other campus resources, all of which will be consistent with ADAAA. Such resources will include any of the following:
  - Learning specialists.
  - Office of disability services.
  - ADAAA office.

Return-to-Play

It is important to recognize each return-to-play plan will be individualized and supervised by a Lander University health care provider with expertise in concussion management. Final determination of return-to-play will be made by the Lander University physician or his/her qualified designee.

The initial treatment for all athletes following concussion is at least 1-2 days of relative physical and cognitive rest. Relative rest should continue until the athlete has returned to his/her pre-concussion baseline status. Discretion can be used by the health care provider to introduce mild aerobic activity during the transition period of returning to pre-concussion baseline status, so long as such activity does not exacerbate post-concussion symptoms or signs.

Once the athlete has returned to his/her baseline status, a stepwise progression return-to-play protocol will take place. Progression from one step in the protocol to the next can take place when the stepwise activity does not lead to worsening or new symptoms. The stepwise progression includes:

1. Light aerobic exercise such as walking, swimming or riding a stationary bike for at least 15 minutes. No resistance training is permitted. **If** asymptomatic with light aerobic
   exercise, then;
2. Sport-specific activity (mode, duration and intensity specific) exercise with no head impact. **If** asymptomatic with sport-specific activity, then;
3. Non-contact sport drills and resumption of progressive resistance training. **If** asymptomatic with non-contact drills and resistance training, then;
4. Full-contact practice and unrestricted training. If asymptomatic with full-contact practice, then;
5. Return-to-competition is allowed.

NOTE: If at any point the student-athlete becomes symptomatic (more symptomatic than baseline), the team physician or physician designee will be notified, and adjustments will be made to the return-to-play progression. It is commonplace for progression of each step to take at least 24 hours.

The RTP guidelines differ for those who underwent the **Buffalo Concussion Treadmill Test** (BCTT). They are as follows:

- On completion of the BCTT, concussion patients may be given an exercise prescription based on 80% of the maximum heart rate reached **without** symptom exacerbation. Patients are instructed to exercise at this level for 20 minutes daily without exceeding the time, or heart rate constraints.

  Patients may increase heart rate by swimming, walking, or stationary cycling – the athlete should not attempt resistance training.

  If any post-concussion symptoms return along the progression, the athlete must return to the previous asymptomatic stage/maximum heart rate.
- If the patient can exercise to voluntary exhaustion on the BCTT without eliciting symptoms, you may begin the process of returning him/her to play by following the five-step return to play program of the Zurich Consensus Statement.
- Other prescriptions and recommendations will be based on the patient's particular complaints. A patient may be recommended for cervical physical therapy, vestibular physical therapy, infusion therapy, or treatment for temporomandibular joint disorders.

8. Reducing Exposure to Head Trauma

Lander University is committed to student-athlete health and safety. To that end, Lander University will be proactive in efforts to minimize exposure to head trauma. The following procedures are in place:

- Concussion Fact Sheets, plus education regarding safe play and proper technique, are made available to student-athletes at the time of the pre-season annual health examination.
- Concussion Fact Sheets, plus education regarding safe play and proper technique, are made available to coaches, sport administrators, team physicians, athletic trainers and strength and conditioning coaches on an annual basis.
- Adherence to 'Interassociation Consensus: Year-Round Football Practice Contact Recommendations.'
- Reducing gratuitous contact during practice.
- Taking the head out of contact.
- Teams will take a "safety-first" approach to sport.



Lander University
Student-Athlete Concussion Statement

☐ I understand that it is my responsibility to report all injuries and illnesses to my athletic trainer and/or team physician.

☐ I have read and understand the *NCAA Concussion Fact Sheet.*

After reading the NCAA Concussion fact sheet, I am aware of the following information:

_____ A concussion is a brain injury, which I am responsible for reporting to my
Initial team physician or athletic trainer.

_____ A concussion can affect my ability to perform everyday activities, and affect
Initial reaction time, balance, sleep, and classroom performance.

_____You cannot see a concussion, but you might notice some of the symptoms
Initial right away. Other symptoms can show up hours or days after the injury.

_____ If I suspect a teammate has a concussion, I am responsible for reporting the
Initial injury to my team physician or athletic trainer.

_____ I will not return to play in a game or practice if I have received a blow to
Initial the head or body that results in concussion-related symptoms.

_____Following concussion the brain needs time to heal. You are much more likely to have a
Initial repeat concussion if you return to play before your symptoms resolve.

_____In rare cases, repeat concussions can cause permanent brain damage, and
Initial even death.

_____ _____
Signature of Student-Athlete Date

_____
Printed name

Concussion Take Home Sheet

Name: _____ Date: _____

You have sustained a head injury or concussion and need to be monitored for the next 24-48 hours.

You can:	**There is no need to:**	**DO NOT:**
Use Tylenol (acetaminophen)	Wake up every hour	**Drink Alcohol**
Use an ice pack for head/neck	Stay in bed	**Drive a car**
Eat a light meal		**Take Aleve, Advil, or ibuprofen**
Go to sleep		**Take Aspirin**

WATCH FOR ANY OF THE FOLLOWING SYMPTOMS

WORSENING HEADACHE
VOMITING
DECREASED LEVEL OF CONSCIOUSNESS
DILATED PUPILS
INCREASED CONFUSION
STUMBLING/LOSS OF BALANCE
WEAKNESS IN ONE ARM/LEG
BLURRED VISION
INCREASED IRRITABILITY

If any of these problems occur go to Self-Regional Hospital and call your athletic trainer **IMMEDIATELY!**

Athletic Trainer _____ Phone _____

You need to be evaluated **TOMORROW** in the Athletic Training Room at _____ AM/PM.

By signing this you understand the instructions as indicated above:

Injured Student-Athlete _____
Individual agreeing to monitor student-athlete _____
Providing Athletic Trainer _____

Academic Concussion Awareness Letter

The Lander University Athletic Training Staff would like to inform you that _____ sustained a concussion during _____on __/__/__. He/she was evaluated by_____, MD, team physician or _____, ATC and will be entered into the Lander University Concussion Safety Protocol. A concussion or mild traumatic brain injury can cause a variety of physical, cognitive, and emotional symptoms. Concussions range in significance from minor to major, but they all share one common factor — they temporarily interfere with the way your brain works. We would like to inform you that during the next few weeks this athlete may experience one or more of these signs and symptoms.

Headache Nausea
Balance Problems Dizziness
Diplopia - Double Vision Confusion
Photophobia – Light Sensitivity Difficulty Sleeping
Misophonia – Noise Sensitivity Blurred Vision
Feeling Sluggish or Groggy Memory Problems
Difficulty Concentrating

As a department, we wanted to make you aware of this injury and the related symptoms that the student athlete may experience. Although the student is attending class, please be aware that the side effects of the concussion may adversely impact his/her academic performance. Any consideration you may provide academically during this time would be greatly appreciated. We will continue to monitor the progress of this athlete and anticipate a full recovery. Should you have any questions or require further information, please do not hesitate to contact us.

Adam Weyer, M.Ed., ATC
Assistant Athletic Director for Sports Medicine
864.388.8626
aweyer@lander.edu
Thank you in advance for your time and understanding with this circumstance.

Exertional Testing Protocol Worksheet Following Concussion

Name of Student-Athlete: _____ Sport:_____

Date of Test: _____ Date of Injury: _____

Symptom checklist and IMPACT testing WNL

↓

Exertional Testing Protocol

1. 10 min on stationary bike; exercise intensity <70% maximum predicted heart rate
2. 10 min continuous jogging on treadmill; exercise intensity <70% maximum predicted heart rate
3. Strength training: (i.e. push-ups, sit-ups, squats thrusts)
4. Advanced cardiovascular training: sprint activities
5. Advanced strength training: weight lifting exercises
6. Sport specific agility drills (no risk of contact)

****If no change or increase in symptoms, move to next step.****

↓

Non-contact practice following completion of exertional protocol

****If no change or increase in symptoms, move to next step.****

↓

Limited to full contact practice

****If no change or increase in symptoms, final return to play decision made by medical staff.****

Return to Play Protocol

1. Date Symptom checklist WNL - _____
2. Date ImPact WNL - _____
3. Date BESS WNL - _____
4. Exertional Testing Procedure
    a. Date completed 10 min on bike - _____
        i. Sx score pre-bike - _____ Sx score post-bike - _____
    b. Date completed 10 min on treadmill - _____
        i. Sx score pre-run - _____ Sx score post-run - _____
    c. Date completed strength training - _____
        i. Sx score pre-strength - _____ Sx score post-strength - _____
    d. Date completed advanced cardio/sprint - _____
        i. Sx score pre-workout - _____ Sx score post-workout - _____
    e. Date completed advanced strength - _____
        i. Sx score pre-strength - _____ Sx score post-strength - _____
    f. Date completed sport specific agility drills - _____
        i. Sx score pre-drills - _____ Sx score post-drills - _____

The above named student-athlete has completed the exertional testing procedure and is cleared to begin practice. I have discussed the practice progression with the student-athlete and his/her respective coach. There is an understanding that if symptoms should return during the practice progression, the student-athlete will be removed from practice and re-attempt that step once symptom free.

_____ _____
Signature of Student-Athlete Signature of Head Coach

_____ _____
Signature of Athletic Trainer Date of Meeting

XX. Sickle Cell Trait Testing

Sickle cell disease is an inherited blood disorder that affects red blood cells that carry oxygen through our bodies. Persons with sickle cell disease produce sickle-shaped blood cells and this is caused sickling. Sickling prevents blood and oxygen from flowing to all parts of the body and can cause series medical problems or even death. Sickling can occur within the first 2-3 minutes of exercise and such conditions as infection, overexertion, dehydration, stress, heat, asthma and high altitude can make sickling worse.

Definition of Sickle Cell Trait: Carrying the sickle cell trait means that you carry enough genetic material to pass on the trait to your children. If you have children with someone else that has the sickle cell trait, the child could develop sickle cell disease. People with the sickle cell trait usually do not get the disease, but under extreme conditions, especially dehydration and high altitudes, some sickling can occur.

NCAA legislation has been adopted that requires institutions, as part of the medical examination required before athletic participation to include documented results of a sickle cell solubility test. In order to participant in athletics at Lander University, you **must show documented results of a sickle cell solubility test**. In the event you have a positive test for the trait or disease, you will be provided additional information on how to minimize the risks associated with participation in athletics.

You should be able to receive your test results from your family physician as most newborns are screened at birth. For those that weren't, you can ask your family physician about this test

XXI. Emergency Action Plans

Introduction

Even with the best pre-season preparation, utilization of the most up-to-date coaching methods and the most effective protective equipment available, athletic injuries and illnesses may still occur. These emergency care procedures have been developed to outline a plan of action to be followed by the Lander University Athletic Training Staff and athletic personnel in the event of injury or illness.

It is expected that all certified athletic trainers, athletic training students, athletic administrators, and coaches be familiar with these procedures and be able to implement them in the event of an emergency.

Scope of Coverage

The Lander University Athletic Training Staff's primary responsibility during athletic events is to the athletes participating in that event. In the event of injury to officials, support staff, fans, etc., the Athletic Training Staff will assist in providing first aid care and in referring the individual for emergency care.

Chain of Command

The Lander University Sports Medicine Staff is composed of the following individuals, listed in order of descending authority: The team physician, the Assistant Athletic Director for Sports

Medicine, the Assistant Athletic Trainers and the team's coach(es). In the event of an athletic emergency, the member of the Athletic Training Staff with the most authority present will be responsible for implementing emergency procedures with the assistance of the other members and/or athletes on that team.

In the event that a physician who is not associated with Lander University is present and offers assistance, the physician must validate that he or she is a licensed professional and state his/her name, location of practice, and area of specialty before he or she is allowed to assist with the emergency.

Once an ambulance is called and Emergency Medical Technicians arrive, the EMT's assume all authority for the appropriate care of the emergency with the assistance of the Lander University Athletic Training Staff.

Procedures

Emergency care procedures have been designed for all Lander University athletic fields, courts, auxiliary gym and weight-room. The procedures for each location include the location of phones to be used in an emergency and directions to each site and/or how to enter the facility. Emergency phone numbers, information to be given over the phone, and directions to all fields and courts are also posted by each emergency phone. For sports that practice off-campus, such as cross-country and golf, the coach should know the location of the nearest telephone and the address he or she is calling from in the event of an emergency. These plans and associated map directing where the ambulance enters the field will be posted at each field/venue.

These procedures have been designed with the assumption that a certified athletic trainer will be present when an emergency occurs. If the certified athletic trainer is not present, the first step should be to determine the seriousness of the emergency. If the athlete is not breathing and/or has no pulse, the first step would be to call the Lander University Police Department. Their on-campus number is 8-911 and their off-campus number is (864) 388-8222. LUPD will then contact EMS. After calling LUPD, you then begin CPR. If the injury/illness is in no way life threatening, and it occurs during normal athletic training center hours, the certified athletic trainer may be reached via cell phone. In the absence of the certified athletic trainer, the person most qualified in emergency care present should assist the injured athlete. This means that coaches and athletes are substituted during implementation of the plan.

When a team travels to another school for a competition, it is the responsibility of the athletic trainer or the coach in the absence of the athletic trainer to become familiar with the host's emergency care procedures so that injuries can also be handled appropriately away from home.

Important Phone Numbers

<u>Lander University Police Department</u>

On-Campus number – 8-911

Off-Campus number – (864) 388-8222

M. Athletic Awards

As acknowledgment and recognition for outstanding performance, when a team wins the regular season Peach Belt Conference championship, Peach Belt Conference tournament championship, regional championship or national championship in its sport, each team member will receive a university award. The amount of $100 will be provided by the athletics department per student-athlete, per award, and additional amounts will be supplemented by budget or foundation funds.

The student-athlete must have participated in the regular season or tournament competition in order to receive the award. Team associates' awards will be determined by the head coach and the athletics director.

Student-athletes that complete their eligibility at Lander will be presented with an athletic stoll upon graduation. Athletics Director will have discrepancy on who or who may not received stolls.

No more than one award from the university will be given out for any one year. The cost of the awards must be approved by the Executive Director of Athletics, the Vice President for Business Administration, and the President.

N. Athletics Equipment

Athletic equipment will be issued by the respective coaches at the start of the playing season. At the end of the playing season, the student-athlete will be required to return that equipment that was issued to him/her or purchase the equipment at normal street value.

O. Chandler Center Regulations (PEES)

All eligible users of the PEES facility must have and present their validated student ID for access. ID's must be shown each time a user enters the building after 5:00 pm. In order to checkout equipment students also must have their Lander ID. Users must wear appropriate exercise clothing and footwear to participate in activities in the following areas: dance studio, auxiliary gym, running track, fitness center, racquetball courts and multipurpose room. No clothes with belts, zippers, or other metal pieces will be allowed in the fitness center. Locker assignments and locker use is on a first come basis. For class or for use of the facility, one may use an available locker. The user must provide a lock and all locker contents must be removed at the conclusion of the workout. Non-issued locks on lockers that have not been rented will be removed and contents removed on a periodic basis. Anyone desiring to rent a locker should see Matt Gilstrap office 243, phone 388-8313.

Anyone deliberately damaging property, equipment, or furnishings of the PEES complex will be held financially liable for the cost of replacement or repairs and building use privileges will be revoked.

P. Complimentary Tickets

Lander University may provide up to four (4) tickets per contest to a student-athlete, but only in the sport in which the individual participates. These tickets may be either for "home" or "away" games.

Away games will be dependent upon availability. The student-athletes will need to see their respective head coach to sign up individuals to whom the tickets will be issued. The recipients of the tickets will then need to sign for these tickets at the gate. These tickets can not be sold to anyone. Any sale of complimentary tickets is a serious violation of NCAA rules. Prospective student-athletes can receive up to 5 complimentary tickets and must be placed on the pass list and listed as a recruit. Not hard tickets will be given to student-athletes or prospective student-athletes.

Note: A partial or non-qualifier in the first academic year of residence may receive admission to all of the institution's regular season home intercollegiate contests. All ticket lists will be reviewed by the NCAA Compliance Coordinator.

Q. Hosting a Prospective Student-Athlete

Should a coach ask a student-athlete to host a prospective student-athlete, all must be aware that:

1. the student host must be enrolled in the member institution being visited by the prospect.

2. the student host must be a "qualifier" out of high school. Partial qualifiers or non-qualifiers may not serve as a student host during the first academic year in residence.

3. the student host may be provided complimentary meals but must be accompanying the prospective student-athlete during the meal (s).

4. the student host may receive complimentary admission to a campus athletic event, it can only be used when accompanying the prospective student-athlete to the event.

5. the student host will be issued thirty dollars ($30) to entertain the prospect. This money may not be given to the prospective student-athlete nor may any part of this money be used to purchase souvenirs such as T-shirts or other institutional mementos for the prospective student-athlete or the student host.

6. the student host may not travel with the prospective student-athlete outside of a 30 mile radius of the institution's main campus.

R. Gambling/Bribery

NCAA rules expressly prohibit any of the following activities:

Student-athletes may **NOT**

1. provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;

2. solicit a bet on **ANY** intercollegiate team;

3. accept a bet on any team representing the institution; or

4. participate in **ANY** gambling activity that involves intercollegiate athletics or professional athletics, through a bookmaker, a parlay card or any other method employed by organized gambling.

S. Financial Aid

By the 1st of July each year, the student-athletes will receive a letter from the Financial Aid Office stating the status of their scholarship, i.e., renewal, non-renewal, or revision to the original grant in aid. If a student-athlete's scholarship has been reduced or canceled, the student-athlete would have received a letter from the Director of Financial Aid before July 1. A hearing may be requested as provided by NCAA regulations. The student-athlete must submit in writing to the Office of Financial Aid a request for the hearing. A meeting will be set with the student-athlete and the Financial Aid Committee. The Financial Aid Committee will then have final say as to whether the appeal is upheld.

Questions or concerns regarding a student-athlete's financial aid should be directed to the Director of Financial Aid.

T. Employment

Lander University must include earnings from the student-athlete's employment during semester or term time in determining whether full grant-in-aid has been reached.

1. Earnings from a student-athlete's legitimate off-campus employment, in excess of a full grant-in-aid, shall be exempt provided neither athletics department staff members nor representatives of the institution's athletics interests are involved in arranging the employment. Earnings from such employment by a representative of the university's athletics interests are involved in arranging the employment. Earnings from such employment by a representative of Lander athletics interests may be exempted, provided the student-athlete secures the employment in the same manner as other members of the general public.

2. No Institutional Aid Received - A student-athlete who is not receiving institutional financial aid may earn legitimate income in excess of a full grant-in-aid, provided neither members of the athletics department nor representatives of Lander's athletics interests are involved in arranging the employment.

3. Christmas Vacation Employment - A student-athlete receiving financial aid under this section may obtain a job within seven days prior to the beginning of Lander's Christmas vacation period, provided it is a prerequisite to securing the employment. The income, so derived from the additional week's employment, need not be computed in determining the student's maximum allowable financial aid. However, any earnings for work performed after the first day of classes shall be countable.

4. A student-athlete may receive legitimate summer earnings without any restrictions on the amount of compensation received. However, the compensation **must be** at a rate comparable to what a non-student-athlete would receive with similar qualifications.

U. Financial Aid from Outside Sources

Any type of outside grant or scholarship received MUST be:

1. Reported to the respective head coach. It is imperative! Failure to do so could jeopardize the team's eligibility as well as the student-athlete's eligibility. Probably 99.9% of the time you will be able to accept such aid (i.e., church scholarships, etc.).
2. Reported to the Director of Financial Aid at Lander University.

NOTE: A student-athlete may receive financial aid from anyone upon whom the student-athlete is naturally or legally dependent, i.e., parents and/or legal guardians.

V. Representatives of Athletics Interest/Extra Benefits

Student-athletes of Lander University are not to receive any extra benefits from coaches, alumni, boosters, etc. These individuals are known as "representatives of athletic interest."

Lander University Department of Athletics is responsible for the control and conduct of the intercollegiate athletics program, and this responsibility includes accountability for the acts of "representatives of athletic interests". Once an individual has been identified as an "representative of athletic interests," that identity is retained forever and is governed by the same NCAA and Lander University rules and regulations as our athletics staff members.

Questions concerning benefits, gifts, and services that have been offered the student-athlete should be reported to the head coach, the department's compliance officer, or the Executive Director of Athletics immediately.

Representatives of athletic interests or institutional staff members **are not permitted** to provide student-athletes with an extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletic interest to provide student-athletes or their relatives with a benefit not expressly authorized by NCAA legislation.

Please note this is the biggest problem area in intercollegiate athletics today. All student-athletes must be made aware of the term "extra benefits." THE STUDENT-ATHLETES ELIGIBILITY, THE TEAM'S ELIGIBILITY, AS WELL AS THE ENTIRE LANDER UNIVERSITY ATHLETICS DEPARTMENT'S ELIGIBILITY, could be severely affected if an student-athlete receives ANY TYPE OF EXTRA BENEFIT.

A student-athlete must ask the following question: "Will the item, coupon, special treatment, special rates, etc., be offered to the ENTIRE regular student body at Lander University?" If the answer to that question is "no," then one can presume that the item, or medical treatment, or whatever, would constitute an extra benefit and would thus be expressly **prohibited** by NCAA rules. The following are examples of extra benefits **not permitted** by the NCAA rules.

Examples of Extra Benefits:

- loans for ANY purpose (automobile, etc.);
- offer to purchase lunch or dinner;
- offer the use of telephone to make long distance charges;

- cut-rate deals or discounts of ANY kind;
- accepting ANYTHING of value;
- the use of an automobile;
- credit on a purchase, i.e., airline tickets, clothing, etc;
- services of any kind, i.e., dry cleaning, laundry, etc;
- purchases of meals at restaurants;
- transportation to or from a summer job;
- any furnishings for a place of residence, i.e., apartment;
- any use of personal properties, i.e., stereos, boats, etc;
- a professional service without charge or at a reduced cost (e.g., typing of papers for student-athletes);
- free or reduced-cost admission to professional athletic contests from professional sports organizations; or
- signing or co-signing a note with an outside agency to arrange a loan;

Check the NCAA manual for other additional restrictions. Remember, whenever in doubt about a gift, benefit, or service; check it out first with your coach or the athletics director! Any violation could result in loss of eligibility.

W. Outside Competition

1. All-star games and summer league games - Due to complexities of these rules, each student-athlete must contact the coach and the compliance coordinator of Lander athletics. Note: Most of these types of games are prohibited. Therefore, ineligibility could result by participating in any of these types of contests unless it has been pre-approved by the compliance coordinator of Lander athletics.

2. Student-athletes will lose eligibility if participating on any outside team during the academic year. Penalties can range in severity, and ineligibility may be for an entire year or entire educational career.

X. Promotional Activities, Commercial Advertising, and Fund-Raising Activities

Student-athletes are prohibited from participating in promotional activities, commercial advertisements, and fund-raising activities. Before becoming involved in ANY of them, discuss the situation with the Lander athletics compliance coordinator. Even for such seemingly harmless functions such as pictures for charity events, it is always best to check with the compliance coordinator FIRST.

Under NO circumstances can a student-athlete promote the sale of a commercial product even if this occurs in conjunction with the fund-raising activity.

Y. Five Year/10-Semester Rule

A student-athlete shall complete four (4) seasons of participation during the first 10 semesters in which the student is enrolled in a full-time program of studies.

Z. 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, any member or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations set by the NCAA. Administrative duties such as academic meetings, compliance meetings, etc. are not considered as countable athletically related activities.

In your season, you are allowed to practice only 20 hours a week at a maximum of four hours a day. Competitions count within your practice limits, but each competition is counted as three hours no matter how long the competition actually occurs. You are required to have a day off, which can be a travel day as long as no countable athletically related activities occur. Outside your playing season during the academic year (non championship segment), you are limited to eight hours of countable activities per week and are required to have two days off. Most sports are allowed 15 hours per week and 2 days off during a 45 consecutive day window in the non-championship segment. Golf and tennis can have 20 hours/week during this 45 day window. Outside of this 45 day window, only 8 hours of countable activity can be done with only two being skill/team instruction. 2 days off during this period as well.

If you have any questions about practice limitations and what is considered to be countable athletic related activities, please see the NCAA Compliance Coordinator. Countable athletic related activity logs will be reviewed periodically by the student-athletes to verify the information is correct.

AA. Personal Relationship Policy

We trust all members of our teams to be honest, responsible and mature. We desire what is best for the team as a whole, what is fair and workable for all individuals on the team and is based on broad principles of fairness. These expectations are for all members of our teams who must work together for the good of the team. Student athletes have responsibilities to the team and a commitment to being a team member who is focused on contributing to achieving team goals. Relationship issues can distract a team from its competitive goals. For this reason, Lander University Athletics has the following expectations for all team members regardless of the type of relationship.
The following is a list of possible relationships that may be addressed with these expectations (other types of relationships not listed may also apply):

- Close friends excluding or ignoring others, or having a falling out
- Two people dating the same person
- A person dating someone whom another person had a past relationship with
- Dating on the same or different teams (regardless of whether the dating couple is an opposite-sex couple or a same-sex couple)
- Conflicts between student-athletes based on race, sexual orientation, sexual identity, personal belief systems or religion

When with the team, the team comes first. Conduct yourselves as teammates. Being a member of a team requires responsible behavior and professional conduct. This includes at practice, during competition, on the team bus, in hotel rooms, in the training room, in the weight room, at team meetings, in the locker room and anywhere else when you are on "team time".

Focus on the team and your role as a team member. You don't have to hide your relationships but when on "team time" the following behaviors are expected:

- Respect team space: Avoid drama on team time. Leave relationship conflict at the locker room door.
- Resolve relationship issues on your own time, not the team's time.
- No PDA (Public Displays of Affection), this includes hand holding, kissing, hugging, etc.
- Get to know others on your team. Sit with various teammates on the bus, eat with various teammates, share hotel rooms with various teammates and sit with various teammates in team meetings.
- If you need help resolving relationship issues, please contact Wellness Center Counseling Services

Possible consequences for failing to meet these expectations:

- Meeting with Coach, review expectations and consequences of not abiding by them
- Requested to meet with a counselor

BB. Title IX Policy

It is the policy of Lander University to prohibit discrimination on the basis of age, color, disability, gender, national origin, race, pregnancy, religion, sex, veteran's status, and genetic information in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities and programs including obligations of Title IX.

"

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 education program or activity receiving Federal financial assistance."

Title IX of the Education Amendments of 1972 Implementing Regulations
20 U.S.C. § 1681 & 34 CFR 106
http://www2.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html

To ensure compliance with Title IX, the President of the University has designated the following as the Title IX Team for Lander University:

Tracy Clifton has been designated **Title IX Coordinator.** The Coordinator has the primary oversight responsibilities for developing, adopting and/or assuring the dissemination of the University's nondiscrimination policy and for making the policy available to the Faculty, Staff, Students, and Public.
Jalysa Green has been designated as the Title **IX Deputy Coordinator for Students**. She is located within the Office of Student Affairs and will disseminate the policy to students as required.

Jamie Wilson has been designated as the **Title IX Deputy Coordinator for Athletic Programs and Activities.** Erin is also Associate Athletic Director for Student Athlete Success/ SWA and will make the policy available to student athletes and athletic staff as required and ensure full compliance with the NCAA.

Everyone shares in the individual responsibility and obligation to ensure and protect our campus community is free from any form of illegal discrimination. This includes all students, employees and

any other individual on our campus. All individuals are expected and required to report any concerns immediately.

Download the Title IX Complaint Form or email to TitleIX@lander.edu

How to contact the Title IX Staff:

Tracy Clifton
Title IX Coordinator
Office of Student Affairs
Grier Student Center
864.388.8055
tclifton@lander.edu

Jalysa Green
Title IX Deputy Coordinator for Students
Grier Student Center
864.388.8905
joconnor@lander.edu

Jamie Wilson
Title IX Deputy Coord for Athletic Programs
Horne Arena
864.388.8554
jwilson1@lander.edu

Below are additional associated resources and links:

- Lander University Gender Misconduct Policy and Reporting Requirements
- Statement of Rights of the Alleged Victim
- Statement of Rights of the Accused
- Lander Student Handbook
- Code of Student Conduct
- Lander Athletic Handbook
- Lander Staff Handbook
- Lander Faculty Handbook
- Individuals with inquiries concerning the application of Title IX may also contact the Office of Office for Civil Rights U.S. Department of Health and Human Services, Region IV (Ala., Fla., Ga., Ky., Miss., N.C., S.C., Tenn.)Atlanta Federal Center, Suit3B70, 61 Forsyth Street, S.W. Atlanta, GA 30303-8909 404-562-7886 OCR.Mail@hhs.gov (for non-privacy related inquiries)

Gender Based Misconduct Policy

Policy Statement

It is the policy of Lander University to prohibit discrimination on the basis of age, color, disability, **gender,** national origin, race, pregnancy, religion, sex, veteran's status, and genetic information in regard to the administration of all campus programs, services and activities including intercollegiate athletics, and the admission of students, employment actions, or other sponsored activities and programs including obligations of Title IX.

Lander University is committed to creating a safe, respectful, and non-threatening environment for members of the university community and guests.

It is expected that all individuals on campus and associated with the Lander community treat each other with respect and professionalism and to conduct ourselves in a manner that does not infringe upon the rights of others. **The university will not tolerate gender based misconduct.**

Everyone shares in the individual personal responsibility and legal obligation to protect our campus community from any form of illegal discrimination.

This policy has been developed to reaffirm those principles and to provide recourse for those affected individuals whose rights have been violated.

All individuals are expected and required to report any concerns immediately to a Title IX Coordinator. When an allegation of misconduct is brought to an appropriate administrator's attention, and an individual is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated, remedy its effects, and to enforce discipline when needed.

Be advised that sexual harassment, including sexual violence, is a form of discrimination; and is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

Policy Applicability and Dissemination

All students, faculty, staff, contractors, board members, guests, and any other individual(s) are subject to this policy.

- Students - The Vice President of Student Affairs shall ensure this policy is distributed to all new students and is responsible for conducting ongoing training as needed to all students.
- Employees – The Director of Human Resources shall ensure this policy is distributed to all new employees and is responsible for conducting ongoing training as needed to all employees.
- Athletic Staff and Students - The Director of Athletics shall ensure this policy is distributed to all athletic staff and students and is responsible for conducting training as needed .
- Annual Training – The Title IX Coordinator or its designee shall provide this policy on its website, provide dissemination, and responsible for general oversight of Title IX Compliance.

Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with policy guidelines. Other, lesser sanctions may be imposed, depending on the circumstances.

Prompt Attention.

Complaints of discrimination or sexual harassment are taken seriously and will be dealt with promptly, thoroughly, impartially, and equitably.

Where discrimination is found to have occurred, the institution or unit where it occurred will act to stop the discrimination or sexual harassment, to prevent its recurrence, to remedy its effects, if any, and to discipline those responsible.

Confidentiality and Reporting

Lander University understands that confidentiality is important. However, confidentiality cannot be guaranteed. **The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of discrimination or sexual and will maintain confidentiality to the extent reasonably possible.**

Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where Lander University is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way. Depending on individual's role at the university, there are differing reporting responsibilities and abilities to maintain confidentiality based upon laws and policy.

Reporting Responsibilities – 2 Groups

1) Individuals with COMPLETE confidentiality

***Certain positions that possess legal privilege granted by the state and are not required to tell anyone else your private, personally identifiable information* unless there is cause for fear for your safety, or the safety of others.**

These individuals include the following professional positions: and can be accessed through the Lander University Wellness Center:

1. On-campus licensed mental health counselors
2. On campus health service providers or Registered Nurses
3. Off-campus rape crisis resources

This privilege exists only within the context of counseling and health services sessions.

These resources will provide anyone impacted by a sexual assault and/or harassment with a safe and confidential environment to discuss concerns and to become aware of possible procedures or outcomes for recourse. Individuals to seek assistance from these confidential resources shall be advised that their discussions in these settings are not considered reports of sexual assault or harassment.

Campus counselors are available to help you free of charge, and can be seen on an emergency basis. In addition, you may speak on and off-campus with members of the clergy and chaplains, who will also keep reports made

to them confidential. A victim may seek assistance from these university officials without starting a formal process that is beyond the victim's control, or violates her/his privacy.

2) Individuals with FULL legal reporting requirements

The university considers ALL OTHER EMPLOYEES (this includes RA's and all other employees)to be deemed "responsible employees" which holds a legal obligation to FULLY and IMMEDIATELY report any allegations, observations, or violations in entirety including names. Notice to you is the official notice to the institution.

You have the right and can expect to have incidents of sexual misconduct to be taken seriously by the institution when formally reported, and to have those incidents investigated and properly resolved through administrative procedures.

Formal reporting means that only people who need to know will be told and information will be shared only as necessary with investigators, witnesses, and the accused individual.

Failure to take the above action to properly report, prevent the occurrence, or stop known discrimination or harassment may be grounds for disciplinary action up to and including termination or expulsion.

Supervisors' Managers and Administrator's' Responsibilities

Every supervisor and manager has the responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:

1. Monitoring the work and school environment for signs that discrimination or harassment may be occurring;

2. Refraining from participation in, or encouragement of actions that could be perceived as discrimination or harassment (verbal or otherwise);

3. Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and

4. Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.

If any employee receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the employee is required to immediately and fully report the situation to a Title IX Coordinator.

Failure to take the above action to properly report, prevent the occurrence, or stop known discrimination or harassment may be grounds for disciplinary action up to and including termination or expulsion.

Relationship to Freedom of Expression

Lander University is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom. It compromises the integrity of our institution, the tradition of intellectual freedom and the trust placed in our institution by the campus community.

Complaint and Investigation Procedure

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment, including sexual violence (except that complaints against students may be referred to student disciplinary processes).

The President has designated the following administrators as Title IX Coordinators and to receive complaints.

Download the Title IX Complaint Form or email to TitleIX@lander.edu

Lander University's Title IX Staff:

Tracy Clifton
Title IX Coordinator
Office of Student Affairs
Grier Student Center
864.388.8055
tclifton@lander.edu

Jalyssa Green
Title IX Deputy Coordinator
for Students
Grier Student Center
864.388.8905
joconnor@lander.edu

Jamie Wilson
Title IX Deputy Coord.
for Athletic Programs
Horne Arena
864.388.8554
jwilson1@lander.edu

The President has designated the Title IX Coordinator as the primary investigating officer for general oversight. All Title IX complaints received by Deputy Coordinators are required to be communicated promptly to the Title IX Coordinator.

Filing a Complaint Download the Title IX Complaint Form

1. **Employees**
    a. An employee who believes that he/she has been subjected to discrimination or sexual harassment by anyone may choose and is encouraged to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may be confrontational.. An employee is not required to do this before filing a complaint. You reserve the right to file a complaint. Any person who receives such a request to stop any inappropriate and unwelcomed behavior or conduct must immediately comply with it and must not retaliate against the employee.

b. The employee may file a discrimination or sexual harassment complaint with one of the Coordinators. A supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.

2. **Students**
    a. A student who believes that he/she has been subjected to discrimination or sexual harassment by anyone may choose and is encouraged to promptly tell the person that the conduct is unwelcome and ask them to stop. However, this is not a requirement if you believe it may be confrontational. You reserve the right to file a complaint. A student is not required to do this before filing a complaint. Any person who receives such a request to stop any inappropriate and unwelcomed behavior or conduct must immediately comply with it and must not retaliate against the employee.
    b. The student may file a discrimination or sexual harassment complaint with one of the Coordinators. A supervisor/manager has a responsibility to report any misconduct observed or reported, even if the individuals involved do not report directly to you, the supervisor.
    c. If the student feels uncomfortable about discussing the incident with this individual, the student should feel free to contact any Title IX Coordinator directly.

Investigation and Resolution

1. Upon receipt of a complaint, Lander University will conduct the investigation based on established guidelines in a prompt, thorough, impartial, and equitable manner.
2. The person subject to the complaint with information shall be provided information as to the nature of the complaint.
3. While not required, both the victim and the accused shall have the equal opportunity to choose an independent advisor present for assistance, support, and advice the independent advisor may be brought into the process at any time at the request of the alleged victim or perpetrator.
4. In connection with any such disciplinary hearings/actions, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if any appeal is provided, to appeal the decision. Students may appeal; grievances as stated and outlined in the guidelines of the handbook.
5. In most cases, a prompt, thorough, impartial, and equitable investigation should be completed within 45 calendar days of receipt of the complaint.
6. The standard for evaluating complaints shall be a preponderance of the evidence.
7. At the completion of the investigation, appropriate determinations will be made regarding the resolution of the matter, and depending on the circumstances, both parties may be informed concurrently of the resolution. If warranted, disciplinary action up to and including involuntary termination or

expulsion will be taken. Any such disciplinary action shall be taken, as applicable, in accordance with the Gender Misconduct Policy and other applicable policies as defined , but not limited to the Faculty, Staff, Athletic or Student Handbook.

8. In the event actions are taken against an individual, such matters generally remain confidential under those sections, except that final decisions following hearings or appeals of professional employees are subject to public records. Student matters generally remain confidential under FERPA.
9. When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA permits the institution to disclose to the alleged victim the final results (limited to the name of the alleged perpetrator, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the alleged perpetrator, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Celery Act requires that the accuser and the accused must be informed of the outcome.
10. In the event a student is found to have engaged in sexual harassment of another student, the institution shall disclose to the student who was harassed, information about the sanction imposed on the student who was found to have engaged in harassment when the sanction directly relates to the harassed student.

Student Sanction Statement click here for student sanctions information

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from disciplinary **probation to expulsion**, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of **suspension or expulsion**.*

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from disciplinary probation **warning to expulsion,** depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Retaliation Download the Title IX Complaint Form

Retaliation against an individual who in good faith complains of alleged discrimination or sexual harassment or provides information during an investigation is against the law, will not be tolerated, and may be grounds for discipline up to and including termination or expulsion. Intentionally providing false information is also grounds for discipline up to and including possible termination or expulsion.

"Retaliation" may include, but is not limited to, conduct as the denial of adequate personnel to perform duties; frequent replacement of members of the staff; frequent and undesirable changes in the location of an office; the refusal to assign meaningful work; unwarranted disciplinary action; unfair work performance evaluations; or a reduction in pay.

An employee who believes that he or she has been subjected to retaliation may file a retaliation complaint with one of the Title IX Coordinators.

A student who believes that he or she has been subjected to retaliation may file a retaliation complaint with one of the Title IX Coordinators.

Complaints of retaliation under Title IX are required to be promptly communicated to the Primary Title IX Coordinator.

Non-Employees and Non-Students Download the Title IX Complaint Form

Individuals who are neither Lander employees nor Lander students and who believe they have been subjected to discrimination or sexual harassment by a Lander employee during the employee's work hours or by a Lander student on campus or at a Lander-sponsored event may utilize any of the complaint processes set forth above in this section.

False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or "proof" should not discourage individuals from reporting discrimination or sexual harassment under this policy.

However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action under the applicable disciplinary procedures, up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.

Federal Statistical Reporting Obligations

Certain campus officials have a duty to report sexual misconduct for federal statistical reporting purposes (Celery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual **Campus Security Report.**

This report helps to provide the community with a clear picture of the extent and nature of campus crime. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student/campus activities. Information shared includes the date, the location of the incident (using Celery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Federal Timely Warning Reporting Obligations

Victims of sexual misconduct should also be aware that Lander University is required to issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

PHYSICAL SEXUAL MISCONDUCT

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to

reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no."

CONSENSUAL RELATIONSHIPS
Sexual harassment and/or the assignment or suggestion of rewards and punishments on the basis of sex or sexuality have no place in the work of the University and are prohibited.

For the protection of our university community, no employee shall enter into a sexual or romantic relationship (consensual or otherwise) with a student, staff member, or faculty member when the work of one is directly evaluated or supervised by the other. In cases where there is a pre-existing sexual or romantic relationship, effective steps – including initial disclosure by the direct evaluators or supervisors to their unit heads – must be taken to ensure unbiased evaluation or supervision of the student, staff member, or other faculty member.

If complaints occur and are substantiated, employees will be subject to disciplinary action, up to and including termination or nonrenewal. All complaints will be adjudicated with due process for all parties in accordance with university policies, federal, state, and local laws.
Complainants are protected from retaliatory acts and are not to be discouraged from reporting in good faith any concerns regarding sexual harassment or favoritism. However, malicious or frivolous claims of harassment or favoritism are prohibited, and, if substantiated, will result in disciplinary action against the complainant. Disciplinary actions may include termination, nonrenewal, probation, suspension, expulsion, or other appropriate action.

Students serving as teaching assistants and resident assistants are also professionally responsible for students, and therefore fall under this policy. Students found in violation of this policy will be subject to sanctions as outlined herein, and if appropriate, sanctions within the Student Conduct Policy.

SEXUAL VIOLENCE –RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below are suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor "NO" clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may

make you vulnerable to someone who views a drunk or high person as a sexual opportunity.

6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. The following are suggestions which may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON'T MAKE ASSUMPTIONS about consent; about someone's sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size
7. Understand that consent to some form of sexual behavior does not automatically imply consent to any other forms of sexual behavior.
8. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like "guilt, "innocence" and "burdens of proof" are not applicable, but the university never assumes a student is in violation of university policy. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The university reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and the university reserves the right to impose different sanctions, ranging from verbal warning to expulsion, depending on the severity of the offense. The university will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

SEXUAL HARASSMENT

- Is unwelcome, gender-based verbal or physical conduct that is,
- Is sufficiently severe, persistent or pervasive that it,
- Does unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- Is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include:

A. An attempt to coerce an unwilling person into a sexual relationship
B. To repeatedly subject a person to egregious, unwelcome sexual attention
C. To punish a refusal to comply with a sexual based request
D. To condition a benefit on submitting to sexual advances
E. Sexual violence
F. Intimate partner violence
G. Stalking
H. Gender-based bullying

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman that is without consent and/or by force.

Sexual Contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is any sexual intercourse however slight, with any object by a man or woman upon a man or a woman that is without consent and/or by force.

Intercourse includes vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

SEXUAL EXPLOITATION

Sexual exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy;
2. Prostituting another student;
3. Non-consensual video or audio-taping of sexual activity;
4. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in voyeurism;
6. Knowingly transmitting an STI or HIV to another student;
7. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals.
8. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

OTHER MISCONDUCT OFFENSES (WILL FALL UNDER TITLE IX WHEN GENDER-BASED)

1. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
4. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy);
5. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).
6. Violence between those in an intimate relationship to each other;
7. Stalking, defined as repetitive and/or menacing pursuit, following**,** harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

ADDITIONAL APPLICABLE DEFINITIONS:

Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me; I'll do what you want.").

1. **Coercion** is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
2. **NOTE:** There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
3. In order to give effective consent, one must be of legal age.
    a. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).
    b. This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs.

Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/Use of alcohol or other drugs will never function as a defense to a violation of this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.
For reference to the pertinent state statutes on sex offenses, please see [insert reference here].

FREQUENTLY ASKED QUESTIONS AND ANSWERS

Here are some of the most commonly asked questions regarding University's sexual misconduct policy and procedures.

1. Does information about a complaint remain private?

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct.

Where privacy it not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused student may lead to conduct action by the university.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of student privacy. If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified.[1] This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

2. Will my parents be told?

No, not unless you tell them unless you are under age in which we are legally required to share this information with your parents. Whether you are the complainant or the accused student, the University's primary relationship is to the student and not to the parent. However, in the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. University officials will directly inform parents when requested to do so by a student, in a life-threatening situation, [or if an accused student has signed the permission form at registration which allows such communication].

3. Will the accused know my identity?

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused has the right to know the identity of the complainant/alleged victim. If there is a hearing, the university does provide options for questioning without confrontation, including closed-circuit testimony, Skype, using a room divider or using separate hearing rooms.

4. Do I have to name the perpetrator?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal

[1] If this is your policy. Felony reporting is required in some locales. This practice of automatic reporting without victim consent is to be avoided if possible, and likely would violate FERPA. Many campuses are negotiating Memoranda of Understanding (MOUSs) with local law enforcement agencies to clarify reporting expectations. Often, anonymous reports will be enough to satisfy local law enforcement.

complaint (but you should consult the complete confidentiality policy above to better understand the university's legal obligations depending on what information you share with different university officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

5. What do I do if I am accused of sexual misconduct?

DO NOT contact the alleged victim. You may immediately want to contact someone in the campus community who can act as your advisor. Students may contact the Student Conduct Office and employee may contact the Office of Human Resources, which can explain the university's procedures for addressing sexual misconduct complaints. You may also want to talk to a confidential counselor at the counseling center or seek other community assistance. See below regarding legal representation.[2]

6. Will I (as a victim) have to pay for counseling/or medical care?

Not typically, if the institution provides these services already. If a victim is accessing community and non-institutional services, payment for these will be subject to state/local laws, insurance requirements, etc. [In this state, victims may be ineligible for state-based assistance if they were engaged in any illegal activity during the assault or if they fail to cooperate with criminal prosecution].

7. What about legal advice?

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's [Prosecutor's] office. You may want to retain an attorney if you are the accused student or are considering filing a civil action. The accused student may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding.

8. What about changing residence hall rooms?

As a student, if you want to move, you may request a room change. Room changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency room changes, the student is moved to the first available suitable room. If you want the accused student to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and room changes for the accused student can usually be arranged quickly. Other accommodations available to you might include:

a. Assistance from university support staff in completing the relocation;
b. Arranging to dissolve a housing contract and pro-rating a refund;
c. Assistance with or rescheduling an academic assignment (paper, exams, etc.);

[2] Note here if your institution provides advocates for accused students. If you provide victim advocates, remember the mandate to provide gender equity for the accused student under Title IX.

Taking an incomplete in a class;
- Assistance with transferring class sections;

d. Temporary withdrawal;
- Assistance with alternative course completion options;

e. Other accommodations for safety as necessary.

9. What should I do about preserving evidence of a sexual assault?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Hospital Emergency Room, before washing yourself or your clothing.[3] The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A victim advocate from the institution can also accompany you to Hospital and law enforcement or Security can provide transportation. If a victim goes to the hospital, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate
Him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: The hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

10. Will a victim be sanctioned when reporting a sexual misconduct policy violation if he/she has illegally used drugs or alcohol?

No. The severity of the infraction will determine the nature of the university's response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the

[3] Specify here the nearest local hospital with an appropriate SANE program.

circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

11. ***Will the use of drugs or alcohol affect the outcome of a student's sexual misconduct conduct complaint?***
The use of alcohol and/or drugs by either party will not diminish the accused student's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused student.

12. Will either party's prior use of drugs and/or alcohol be a factor when reporting sexual misconduct?
Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

13. What should I do if I am uncertain about what happened?
If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of the institution's sexual misconduct policy, you should contact the institution's student conduct office or victim advocate's office. The institution provides advisors who can help you to define and clarify the event(s), and advise you of your options.

CC. Mental Health Best Practices

In November of 2013, the NCAA convened a multidisciplinary task force to address the myriad of mental health issued facing today's student-athletes. Out of that task force came the book, "Mind, Body and Sport: Understanding and Supporting Student-Athlete Mental Wellness". Based on that book and the findings of the task force, the "Interassociation Consensus Document: Best Practices for Understanding and Supporting Student-Athlete Mental Wellness" was created. These practices are designed to provide athletic departments with recommendations for supporting and promoting student-athlete mental health.

"Student-athlete mental well-being is best served through a collaborative process of engaging the full complement of available campus and community resources, which may include athletics, campus health, counseling services, disability services, and community agencies. Identifying the resources that are available and integrating strong professional working relationships across these areas are critical to ensure that professionals are informed and respond quickly and effectively. Such

integration links professionals in a collaborative model of care than can enhance the ability of the individual service providers and maximize support of student-athlete wellness."

The "Best Practices" address the following key components for understanding and supporting student-athlete mental wellness on the college campus:

1. Clinical Licensure of Practitioners Providing Mental Health Care
2. Procedures for Identification and Referral of Student-Athletes to Qualified Practitioners
3. Pre-Participation Mental Health Screening
4. Health-Promoting Environments that Support Mental Well-Being and Resilience

The following document outlines how the Lander University Department of Intercollegiate Athletics is going to implement the "Best Practices" that are recommended by the task force.

Component 1: Clinical Licensure of Practitioners Providing Mental Health Care

"Evaluation and treatment of student-athletes with possible mental health concerns should be coordinated through the primary athletics health care providers (athletic trainers and team physicians). The athletic trainer is often the first point of contact in managing mental health concerns in student-athletes. Coordinating and managing mental health care should be distinguished from more formal evaluation and treatment of student-athletes with mental health disorders or mental illness. Formal evaluation and treatment should be conducted by a licensed practitioner who is qualified to provide mental health services and is easily accessible to student-athletes, which includes being accessible through establishment of a self-referral process."

Things that need to be considered:

- Establishing an *interdisciplinary team* that supports student-athlete mental wellness. Members of this team can include:
    - Primary athletics health care providers
    - Licensed psychologists
    - Director of student wellness
    - Team Physician
    - Faculty Athletic Representative
    - Other necessary campus representatives

Methods of Compliance

1. Justin Brewer, Director of Counseling Services, talks to and provides his contact information to every coach and student-athlete during the beginning of the year meetings. He also discusses the ways that a student can request an appointment with the Office of Counseling Services. Those ways are:
    a. *Online referral form? (in the works)*
    b. Call the office at 864-388-8885 and set up an appointment.
    c. Call the After Hours number at 864-388-8222

    In addition to this, any member of the Sports Medicine department is able to call or e-mail and set up an appointment for a member of their respective athletic team.
2. Justin Brewer or another member of the counseling staff is available to come talk to individual teams by request by the head coach. These talks are educational in nature and also allows the counselor to identify him or herself with the members of that team.
3. All qualified mental health practitioners who provide mental health care to student-athletes have autonomous authority, consistent with their professional licensure and ethical standards, to make mental health management decisions for student-athletes.
4. All members of the Office of Counseling Services staff are qualified to practice in the state of South Carolina and have had training to assist in providing services to student-athletes of diverse racial, ethnic, gender identified, and other unique cultural experiences.
5. Lander University has a behavior intervention team established on campus called the CARE team. The CARE team is a group of campus officials that meet weekly to discuss individuals of concern. The team works collectively to determine how they can best support individuals that may be struggling emotionally, socially, or otherwise. The purpose of the team is to be proactive rather than reactive. Ultimately, CARE desires to connect individuals in need with the appropriate resources to help them along their journey.
    a. Members of the Lander University CARE team include:
        i. Assistant Athletic Director of Sports Medicine/Athletics Healthcare Administrator
        ii. Vice President of Student-Affairs
        iii. Executive Director of Wellness and Holistic Support
        iv. Lander University Police Chief
        v. Director of CARE and Advocacy

vi. Director of Student Conduct and Community Standards

vii. Director of Housing and Residence Life

viii. Director of Human Resources

Component 2: Procedures for Identification and Referral of Student-Athletes to Qualified Practitioners

"Athletics departments, working in conjunction with sports medicine personnel, the licensed practitioners who are qualified to provide mental health services, and other stakeholders across the broader campus community who are involved in supporting student-athlete well-being, should have written institutional procedures for: (1) management of emergency mental health situations; and (2) routine mental health referral. For both emergency and non-emergency mental health situations, these procedures should specify both the steps that will be taken to support a given student-athlete who is facing a mental health challenge, and the role-specific training about mental health signs and symptoms and institutional referral processes that will be provided to stakeholders within athletics to help appropriately support this identification and referral process."

The Mental Health Emergency Action and Management Plan (MHEAMP) should address the following mental health-related situations:

- Managing suicidal and/or homicidal ideation
- Managing victims of sexual assault, with clarification regarding exemption from mandated reporting in this context
- Managing highly agitated or threatening behavior, acute psychosis (often involving hallucinations and/or delusions) or paranoia
- Managing acute delirium/confusional state
- Managing acute intoxication or drug overdose

Included in the MHEAMP should be written procedures that address the following emergency mental health situations:

- Identify situations in which the individual responding to the crisis situation should immediately contact emergency medical services.
- Identify situations in which the individual responding to the crisis situation should conduct a trained on-call counselor, including the campus crisis center designated to address sexual assault.

- Identify trained on-call counselors who will be able to provide direct and consultative crisis intervention to the student-athlete in need to help stabilize the situation and recommend next steps for action. Working with on-campus health and counseling resources will facilitate identifying such trainer personnel.
- Designate the management expectations of each stakeholder within athletics during a crisi situation (e.g., coach, sports medicine personnel).
- Specify steps to be taken by each stakeholder after an emergency situation has resolved to provide appropriate resources and follow-up care to the student-athlete who experienced the mental health emergency.
- Specify a procedure for reviewing preventive and emergency procedures after the resolution of the emergency situation.

Methods of Compliance

1. Below is the Lander University Office of Counseling Services *Mental Health Crisis Protocol* that outlines the procedure for referral for student-athletes as it relates to mental health related situations that arise.
2. This protocol will be discussed during the beginning of the year meetings with athletic administrators, coaches, and student-athletes.

Mental Health Crisis Protocol

The following protocols assume that the student in question has agreed to be transported to the hospital voluntarily. Protocol for a student who does not wish to be evaluated at the hospital but who, through either their actions, spoken or written word (to include email, text messages, and posts to social media), or intimations have, in the clinical judgement of the counselor, brought into question their ability to keep themselves safe and free from harm can be found in section IV of this document.

I. Crisis During Business Hours

- Student presents to Counseling Services for a scheduled counseling session, as a walk-in, or following a welfare check.
- Student is assessed by Counseling Service and is in need of a higher level of care.
- Primary Counselor (or other Wellness Center staff on their behalf) contacts LUPD to request transport to the Emergency Room (ER) for a counselor and student for the purpose of a mental health evaluation
    - LUPD should be provided with:

        - the name of the individual making the phone call and their position at the Wellness Center (also provide the name of the counselor if they are not the one placing the call).
        - the name of the student being transported.
        - the current location of the student (which office specifically).
        - the disposition of the student (calm, irritable, cooperative, etc) to the best knowledge of the individual making the call.
    - LUPD should be notified as soon as possible if any of the above information changes between the time of the initial call and arrival (changes in location, disposition, etc).
- Officers/Personal of LUPD will be responsible for notifying the Chief of Police (or their designee).
- Primary Counselor will notify the Director of Counseling Services (DCS) who will notify the Executive Director of Wellness and Holistic Support (ED) who will notify the Vice President for Student Affairs (VPSA).
- Primary Counselor (or DCS, ED, or other counseling staff should the situation necessitate it) will contact the student's designated emergency contact as listed on their Counseling Intake or Health Services Form. If, in the judgement of the Primary Counselor, contacting the designated emergency contact could potentially cause harm to the student or escalate the situation another responsible and supportive party may be contacted instead.
- Primary Counselor will notify DCS of decision and, in the case of discharge, contact LUPD to arrange transportation back to campus.
- DCS will notify ED with updates regarding admission/discharge who will in-turn notify VPSA.

II. <u>Crisis Outside of Business Hours (5:00PM – 8:00AM and weekends)</u>

- Student presents to LUPD (self-referral, walk-in, welfare check, etc).
- Interviewing Officer will determine if student presents an immediate threat to themselves and requires immediate transportation to the hospital. Officer may, at their discretion, contact counselor on-call prior to transport.
- If no immediate threat is present, Interviewing Officer will contact the counselor on-call.
- Primary Counselor will speak with and assess student needs.
- If Primary Counselor finds no clinical need for higher level of care a follow-up session will be scheduled for the next business day, student will be apprised of resources and support services, and student will be encouraged to make contact again should their needs change prior to scheduled follow-up session. Primary Counselor will apprise Interviewing Officer of relevant clinical impression and plan of care.
- If Primary Counselor finds need for higher level of care/further evaluation and student agrees to voluntarily go to the hospital counselor will explain the process to the student and then speak with Interviewing Officer to request transportation to the ER.
- Primary Counselor will meet student and Interviewing Officer at ER.
- Primary Counselor will notify the DCS who will notify ED who will notify VPSA.
- Primary Counselor (or DCS, ED, or other counseling staff should the situation necessitate it) will contact the student's designated emergency contact as listed on their Counseling Intake or Health

Services Form. If, in the judgement of the Primary Counselor, contacting the designated emergency contact could potentially cause harm to the student or escalate the situation another responsible and supportive party may be contacted instead.

- Primary Counselor will remain at ER with the student until a decision is made regarding admission or discharge.
- Primary Counselor will notify DCS of decision and, in the case of discharge, contact LUPD to arrange transportation back to campus.
- DCS will notify ED with updates regarding admission/discharge who will in-turn notify VPSA.

III. Crisis Involving an Attempted Suicide (before or after business hours)

- Upon learning a student has made a suicide attempt Wellness Center Staff will immediately contact LUPD dispatch and request that they contact EMS. Any pertinent information (types, amounts, and dosages of medications taken, injuries or wounds inflicted, amount of time that has passed since injury or ingestion, etc) should be written down and relayed at this time.
- Student will be transported to ER by EMS.
- LUPD will transport Primary Counselor to ER and assist them with entering ER via rear entrance for emergency responders.
- Primary Counselor will notify the DCS who will notify ED who will notify VPSA.
- Primary Counselor (or DCS, ED, or other counseling staff should the situation necessitate it) will contact the student's designated emergency contact as listed on their Counseling Intake or Health Services Form. If, in the judgement of the Primary Counselor, contacting the designated emergency contact could potentially cause harm to the student or escalate the situation another responsible and supportive party may be contacted instead.
- Primary Counselor will remain at ER with the student until a decision is made regarding admission or discharge.
- Primary Counselor will notify DCS of decision and, in the case of discharge, contact LUPD to arrange transportation back to campus.
- DCS will notify ED with updates regarding admission/discharge who will in-turn notify VPSA.

IV. At-Risk Student

- For the purpose of this document an "at-risk student" will be defined as any student who does not wish to be evaluated at the hospital but who through either their actions, spoken or written word (to include email, text messages, and posts to social media), or intimations have, in the clinical judgement of the counselor, brought into question their ability to keep themselves safe and free from harm.
- In the event an at-risk student terminates a session either by walking out or hanging up Primary Counselor will initiate a welfare check through LUPD, providing students name, last known location, contact information, disposition, and their clinical concerns.

- If during the course of a counseling session or assessment an at-risk student becomes belligerent, or threatening, Primary Counselor will contact LUPD either through use of their assigned panic button or phone call.
- If during the course of a counseling session or assessment an at-risk student becomes unresponsive following a discussion of evaluation at the ER the Primary Counselor my contact the DCS and/or LUPD and enlist the aid of the responding individual in communicating their concerns for the student's well-being and importance of accessing a higher level of care.

Component 3: Pre-Participation Mental Health Screening

"It is recommended that mental health screening questionnaires be considered part of the pre-participation examination. In accordance with the recommendation of the US Preventive Services Task Force, it is also recommended that a procedure be established specifying when and to whom symptomatic or at-risk student-athletes identified through this screening process will be referred. The decision about what screening questionnaire approach will be used should be made in consultation with the primary athletics health care providers and the licensed practitioners who are qualified to provide mental health services to student-athletes."

Methods of Compliance

1. The Office of Counseling Services began to utilize an online mental health database called TAO. Through this database, student-athletes will be sent log-in information for them to go and complete the Patient Health Questionnaire (PHQ-9), Generalized Anxiety Disorder (GAD), and Eating Disorder Examination Questionnaire (EDS-Q) questionnaires in August before the beginning of school and/or athletic competition. The results of these questionnaires will be reviewed by the Athletics Healthcare Administrator and in conjunction with the Office of Counseling Services, thresholds will be set for these assessment tools with appropriate care steps that will be taken by the student-athlete. These questionnaires will be repeated again in January when the student-athletes return back to campus from Christmas break.

Component 4: Health-Promoting Environments that Support Mental Well-Being and Resilience

"The athletics environment can help support positive psychological well-being among all student-athletes by normalizing care seeking and fostering experiences and interactions that promote personal growth, self-acceptance, autonomy, and positive relationships with others. **The way we communicate about mental health can demonstrate our commitment to inclusion and wellness,**

and our support of all student-athletes, including those with a history of mental health concerns or those experiencing mental health concerns for the first time in college.

It is recommended that the primary health care providers and the licensed practitioners who are qualified to provide mental health services to student-athletes meet on an annual basis. This meeting serves as an overview of the institution's mental health care protocols."

Methods of Compliance

1. Justin Brewer, Director of Counseling Services, meets yearly with all student-athletes. During this meeting he explains what his office does, how to initiate a referral, signs and symptoms of common mental health conditions that affect student-athletes, and answers questions.
2. The athletic department will utilize the TAO database to disseminate information to the student-athletes about common mental health conditions. Information will be available in the athletic training rooms as well as hanging up outside of the facilities. These documents will have QR codes that will direct the student-athletes to the TAO database with the requested information.
3. Either Justin Brewer, Director of Counseling Services or Adam Weyer, Assistant AD for Sports Medicine will discuss the importance of mental health and what role they can play in assisting their teammate who might be in the midst of a mental health struggle during the beginning of the year student-athlete meetings. In addition, he will review the Student-Athlete Mental Health flowchart during this meeting.

Lander University Department of Athletics

Student-Athlete Mental Health

What to do if you or a teammate needs help….

Contact Athletic Trainer 1st
If unable, contact head coach

Athletic Trainer or coach will assess situation and decide….

Is there imminent danger to the student-athlete or others? Is there a life-threatening situation where behavioral status is highly concerning?	Is this a situation where a student-athlete is experiencing a mental health challenge such as depression, sadness, anxiety, homesickness, etc.?
Contact LUPD at 864-388-8911 or call 911. If instructed to do so, transport to Self Regional ER (1325 Spring Street)	Contact Adam Weyer (Asst AD – Sports Medicine) at 864-378-8456 or respective team athletic trainer
Contact Adam Weyer (Asst AD – Sports Medicine) at 864-378-9456 after student-athlete is cared for and stable	Encourage the student-athlete to go to the Counseling Center or call 864-388-8885 to make an appointment.
Schedule follow-up visit with Lander University Office of Counseling Services or whomever the student-athlete is referred to by hospital	Ensure follow-through and follow-up with Lander University Office of Counseling Services and Assistant AD for Sports Medicine

TIPS

- **DO NOT** be alone or leave your teammate alone if you or they need help
- Watch for different or strange behaviors
- Listen attentively to what your teammate is saying

I, the undersigned Lander University Student-Athlete, have been informed that the 2022-23 Student-Athlete Handbook is located on the Lander University athletic website at www.landerbearcats.com. I understand it is my responsibility to read this document in its entirety and if I have any questions, I can bring them to the attention of my coach or athletic administrator.

By signing this form, I understand and agree to abide by the rules and regulations set forth in the student-athlete handbook.

_____

Student-Athlete's Name (please print)

_____

Student-Athlete Signature

_____

Sport

_____

Date