

MALONE UNIVERSITY ATHLETICS

Student-Athlete Handbook



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Welcome from the Athletic Director

Welcome to Malone! I am pleased that you have selected Malone as the place to pursue your higher education and to continue your participation in athletics. This handbook was created in order to share information about the athletic program policies and procedures. It also contains information concerning [NCAA](#) rules and regulations. You should be familiar with all of the material within this handbook. Familiarity with the department's policies, procedures and operations will assist you in having a rewarding athletic experience on the way toward the completion of your college degree.

Only a small portion of our country's population attends college. Even fewer have the ability to participate in intercollegiate athletics. I look forward to assisting you in the pursuit of your college degree and watching as you participate in your chosen sport. You're a Pioneer now, welcome to our community!

This year we will support 17 intercollegiate sports, as well as four competitive club sport teams. Over 330 student-athletes will be involved in the program. It is my hope that you get to know many of the athletes outside of your chosen sport and that you attend as many athletic events as you can. I also hope that you attend some of the many events held on campus and sponsored by organizations such as the World-View Forum, Celebration, Theatre Department, Fine Arts/Music Department and others.

I have an open door policy of leadership and management. What this means is that my office is always open for any staff, faculty, or student for any professional or personal issue affecting work here at Malone. If you want to talk to me, no matter what position you have here at Malone, I will take time to hear your concerns or suggestions. As a member of our community, you are a part of what makes Malone work, and if something is holding you up, I want to hear about it. If you communicate that the problem you face involves immediate or imminent harm to you, a co-worker, or the University, I will make time immediately. If your concern is important but not as urgent, I may ask that we schedule a time to meet later.

This policy shouldn't take the place of our desired management structure. It is always preferable that you take your concern directly to the person involved first, then to an administrator, a Vice President, and so on. If you explain your concern to me, I will hear it, but may send you back to the person directly involved. I and my supervisor, Dr. Greg Miller, are best contacted through email.

Tanya C. Hockman

Interim Director of Athletics

Department Philosophy

The Malone (MU) Intercollegiate Athletics Program exists to Glorify God and supports the University educational goals by providing students the opportunity to participate in a structured program of athletics as they work toward their undergraduate degrees.

Students participating in athletics must understand that although competition can be a rewarding and memorable aspect of the college experience, earning a degree should be the primary goal. Student athletes should be committed to regular class attendance, academic integrity, and the realization of their academic potential.

There are many values to be obtained through participation in a structured program of athletics. Athletic participation shall assist in the development of the whole individual: physically, cognitively, emotionally, socially and spiritually. The safety and welfare of student athletes is vitally important. Malone student-athletes have access to health care and mental-health services as well as academic tutoring, counseling and advising as a means of contributing to their wellbeing and development.

Malone student-athletes are encouraged to interact with individuals from all areas of campus in order to enhance their social development and quality of life. They are encouraged to participate in student-life programs such as the Fine Arts, Student Senate, intramurals, campus clubs and Residence Life activities as a means of interacting with individuals of various races, ethnicities and socioeconomic backgrounds.

The Athletic Department strives to offer equitable participation opportunities to men and women of all races and ethnicities as it fosters acceptance and discourages discrimination of any kind. The Athletic Department will strive to achieve diversity in its Administrative, Coaching and Support Staff positions.

The Athletic Department's Administration, [Coaching Staff](#), Support Staff and Athletes are committed to:

- Principles of sportsmanship and fair play
- Ethical activity in the areas of recruiting, athletic competition and academic achievement
- Amateurism in college sport
- Compliance with all NCAA Division II rules and regulations

Mission Statement

THE MISSION OF THE MALONE UNIVERSITY ATHLETICS DEPARTMENT IS TO GLORIFY GOD AND SUPPORT THE EDUCATIONAL GOALS OF THE UNIVERSITY BY PROVIDING STUDENT-ATHLETES WITH EXCELLENT TRAINING AND COMPETITIVE EXPERIENCES. LED BY CHRIST-CENTERED COACHES AND SUPPORT STAFF, WE WILL PREPARE STUDENT-ATHLETES TO REPRESENT AND SERVE CHRIST IN THE CHURCH, COMMUNITY AND WORLD.

THE DEPARTMENT SEEKS TO BE:

- CHRIST-CENTERED- UNDERSTANDING THAT ALL ACTIVITY AND ABILITY IS CREATED BY GOD, AND CAN BE USED FOR PERSONAL GROWTH AND SOCIETAL REDEMPTION.
- STUDENT-ATHLETE FOCUSED- CONCENTRATING EFFORT TO EQUIP AND ASSIST STUDENT-ATHLETES IN THE DEVELOPMENT OF STRONG LEADERSHIP ABILITY, INCLUDING THE FIVE CORE CHARACTER TRAITS IDENTIFIED BY THE NCAA'S STRATEGIC POSITIONING PLATFORM: *LEARNING, BALANCE, RESOURCEFULNESS, SPORTSMANSHIP, PASSION, AND SERVICE.*
- COACH DRIVEN- CREATING AUTHENTIC RELATIONSHIPS WITHIN AND BETWEEN TEAMS AND CAMPUS COMMUNITIES TO MODEL, MOTIVATE, MENTOR AND MULTIPLY A CHRISTIAN WORLDVIEW.

NCAA Division II

The National Collegiate Athletic Association (NCAA) is the largest intercollegiate athletic association in the United States. It has approximately 1,200 members. It has three divisions (I, II & III).

MALONE participates in Division II. There are approximately 283 NCAA Division II institutions.

NCAA DII – Facts & Figures

Division II is a dynamic and engaging group of college, institutions, and conferences of varying sizes and educational missions that have decided to be Division II members and are committed to the overall educational experience and academic success of students who participate in intercollegiate athletics

What Makes Division II Athletics Programs Unique?

- Traditional rivalries with regional institutions dominate schedules of many Division II athletics programs.
- Division II teams usually feature a number of local or in-state student-athletes.
- Many Division II student-athletes pay for school through a combination of scholarship money, grants, student loans and employment earnings.
- Many Division II athletics programs are financed in the institution's budget like other academic departments on campus.
- Division II Institutions: 283 total members – 44% private institutions, 56% public institutions
- Average Undergraduate Enrollment: Men – 43%; Women – 57%; Total – 3,306
- Average Number of Student-Athletes per Division II Institution (without football): Men – 95; Women – 80; Total – 175



NCAA DII Strategic Positioning Platform

Division II is different from Division I (it has a business emphasis) and Division III (no athletic scholarship). As a means of defining the Division II experience, the NCAA has created a strategic positioning platform which will help to differentiate it from the other two divisions.

Resourcefulness

Student-athletes in Division II rarely receive full athletic scholarships and many hold jobs. As preparation for life student-athletes must be resourceful. They must use their energy, talent, organizational skills and all resources available to them such as tutors, faculty coaches and staff to achieve their academic and athletic goals.

Balance

Student-athletes must maintain balance in their efforts to achieve academically and athletically. Each of us has a social life as well. We must serve in each of our roles effectively and balance our time and energy between them. An overemphasis upon any aspect of life can be negative to you and to those around you.

Sportsmanship

We are committed to the principles and ideals of sportsmanship. We shall win with humility and suffer our losses with dignity. We must be respectful to our opponents, officials and fans at all times. We shall do nothing in a contest that is contrary to what we would want others to do to us. Sportsmanship must be exhibited if we are to serve as role models for young children who look up to us and to create a family-friendly atmosphere

Service

We shall offer service to our institution, to our department and our community because we are privileged and have the opportunity to serve. By serving others, we make our institution, community and athletic program better. By serving we also enhance our lives.

Passion

We should care about the things in our lives. We should live life and play our chosen sport with passion. Without passion we are incapable of achieving great things. Our passion shall motivate us.

Learning

We are in an institution of higher education because it is a place of learning. We play sport to enhance our lives. Our education will provide us with knowledge, understanding and the ability to be life-long learners. Education occurs in the classroom, of course, but it also takes place on our courts and fields. We learn about ourselves and others. We learn how to deal with our emotions, how to strive and continue to strive when things do not turn out as planned. The ultimate goal of the University athletic experience is a college degree: the trophy which represents your academic achievement.

Coaching and Administrative Opportunities for Minorities and Women

Females and minorities are greatly under-represented in NCAA coaching and administrative positions.

Whether you are a minority, female or male, you should be aware that entry-level positions in athletic programs such as ours will afford you experience that may lead to full-time positions as coaches or administrators at other universities or colleges.

Malone University and other Universities offer graduate assistantships in coaching.

To qualify for a paid graduate assistantship, you must be an enrolled graduate student.

Volunteer coaches have worked in our program for many years as well.

Student Athletic Advisory Committee (SAAC)

Malone Athletes have access to a Student Athletic Advisory Council (SAAC).

The committee is composed of one or two individuals from each team.

The purpose of the committee is to provide student-athletes with an opportunity to share the feelings of athletes with the athletic director, SWA and Head Coaches.

The SAAC also serves as an organizing body for athlete-sponsored service and community engagement activities.

Members are appointed to the committee by their coaching staffs.

If you are interested in participating in the Malone SAAC, please notify your coach and/or Bill Eddins, Women's Golf Coach, or Kathryn Bzdafka, Women's Softball Coach who is also serving as a resource/mentor for this group.



Academic Performance

As a Student-Athlete your primary concern should be your academic achievement, your intellectual development and the completion of your college degree. Athletics enhances your college experience but your university degree will provide you with a substantive benefit throughout your life.

What Should I do to perform well academically?

Always go to class!!! **If you miss a class for a trip or competitive event**, be sure that you arrange for someone in the class to take notes and collect handouts for you. There is more information presented below that address what to do in the event of missed classes.

Read everything assigned for your class and do all assignments on time. Ask questions of your instructors and individuals in your class. Do not “cram” for exams (i.e. wait until the night before the exam to do anything to prepare).

Learn things well as the class progresses.

Plan to spend 2 hours of reading and studying for every hour of class... if you have 15 hours of class you should spend about 30 hours a week reading, reviewing and doing assignments. Go to supplemental instruction sessions if your class has them. Tutors can assist you with your questions and specific needs.

Attendance Policy

You should be aware that a Professor may drop you for non-attendance. If you are dropped from a class, this may affect your eligibility. Class attendance correlates well with academic achievement. As a rule, you should attend all classes unless you are out of town on an official University activity.

Below is presented the attendance policy for students engaged in University-related activities.

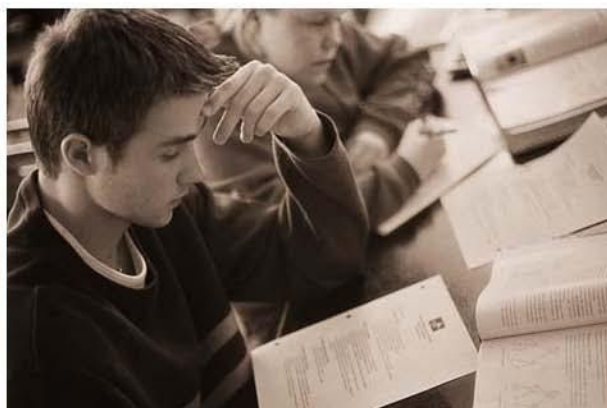
At the start of the semester, share your competitive schedule with your professors and let them know that you will be missing classes on specific dates. Your coach should hand you additional information to share with your professors, specifically departure and return times/dates. Share these with your professors as well as the schedule.

The Malone Athletics [Compliance Coordinator](#) will inform all faculty of an excused absence via an email sent to the campus immediately preceding your trip.

You should remind your professors when you will be out of town and make arrangements to turn in work or take exams EARLY or upon return from the trip. The decision concerning when work is to be completed (early or late) will be left up to the professor.

Problems concerning make-up work with specific Professors should be reported to the Athletic Director and/or Faculty Athletic Representative. Coaches shall not become involved with the affairs of the Faculty on behalf of their athletes.

NOTE: You **cannot** miss classes for practices at any time. You may be excused to participate in pre-game warm-up activities.



Attendance Policy for Students Participating in University Sponsored Activities

Participation by students in intercollegiate athletics, official intercollegiate exchanges and recognized competitions is considered an important component of student life. This type of extracurricular activity provides avenues for cultural interaction with local and/or regional communities. When these activities require travel away from campus during scheduled classes,

the participants qualify for a reasonable opportunity to make up any missed work. An absence policy is therefore needed to ensure continuity of instruction and evaluation.

Organizations Covered Under Absence Policy

Covered under this policy are members of University sponsored organizations whose activities require travel away from campus for extended periods, such as debate teams, college bowl teams, athletic teams and similar organizations. In some cases, individuals selected to attend certain competitions or activities of an academic nature would also be included. To the extent possible, such organizations and/or activities requiring extended off-campus travel shall be listed with the Student Life Office for information purposes and/or validation.

Procedures

A student engaged in University sponsored activities as noted above must complete all requirements set forth in the course syllabus for any course in which the student is enrolled. Where absence from an academic class period is due to off-campus travel required by an organization or participation in a sponsored organization or activity, the student will be allowed a reasonable opportunity to make up work missed as a result of his/her participation.

To the extent possible, scheduled dates for activities requiring off-campus participation should be made available to all faculty in a timely manner by the person in charge of the participating organization or by [Student Development personnel](#). For example, the Athletics Compliance Coordinator will inform the campus via email of all scheduled Athletic absences including a list of all student-athletes travelling that day. However, it is the responsibility of the participating student to ensure that his/her instructors have been so notified of impending absence prior to the scheduled date of the event.

Required Study Sessions/Tutoring

Tutoring is sometimes necessary for some individuals to make satisfactory progress academically.

Athletes who have athletic scholarship awards should be aware that they must achieve and maintain a cumulative Malone GPA of 2.00 in order to receive and/or retain subsequent athletic scholarship awards. Please note: Many specific major programs require higher grade point averages for acceptance.

Your coach may also require you to attend a team study session. This is your coach's prerogative.

Free Health/Professional Development and Academic

Achievement Services for Students

There are a number of services available on campus to assist you with your academic achievement, personal development, physical and mental health. A listing of the services is presented below. If you wish additional information you may contact the specific office on campus or contact the [Athletic Director](#) for assistance.

Office of Student Retention:

Supplemental Instruction is a learning enhancement program which targets difficult classes by providing:

- Tutors to lead study groups and study sessions
- Study habits
- Test taking skills
- Help for students to manage stress, time management, etc.
- Informational study sessions
- Questions answered

Resources

- Study Skill information including books and videos
- Career development Information
- Study Areas
- Services for students with disabilities

Computer Services

[Student Life](#)

The following activities and services are available through Student Development areas:

- Celebration worship nights
- Quiet Room
- Game Room
- TV/Video Game Rooms
- Free Admission to Fine Art Performances and Sporting Events
- Theater performances
- Game nights

[The Writing Center](#)

The University Writing Center is a place to receive assistance with writing, whether it is research, class assignments, group presentations, applications to graduate programs, or

something personal like your poems or story ideas. The tutors at the center can help you:

- Overcome writer's block
- Incorporate research
- Avoid plagiarism
- Develop a thesis
- Expand and develop ideas
- Correct grammar and usage
- Use style guides
- Write papers

Center For Student Success

Anna Meadows, Director

Career Services offers a wide variety of career and job placement services to students and alumni. The following services are offered:

- Job placement
- Job Searches
- Resume Writing
- Aptitude Assessments
- Discover Career Program
- Career Assessments
- Career Camps
- Job and Majors Fairs
- Help Choosing a Major
- Seminars on Careers
- Setting Career Goals



[University Counseling Center](#)

[Tim Morber, Center Coordinator](#)

The University Counseling Center can help with:

- Alcohol Problems
- Drug Problems
- Gambling Problems
- Student-driven focus groups
- Individual counseling
- Couple counseling
- Relationships
- Coping Skills
- Aptitude Tests
- ADHD Testing
- Testing for Disabilities
- Seminars
- Anger management workshops
- Assessments



Academic Integrity

Student-Athletes should understand what academic dishonesty is and avoid engaging in it. When athletes are caught in acts of plagiarism, they bring dishonor to themselves and to their team.

You should avoid engaging in academic dishonesty.

Academic dishonesty includes giving, receiving or using unauthorized aid on any academic work.

Plagiarism is a form of academic dishonesty. It includes the copying of language, structure or ideas of another and claiming it to be your own.

It is assumed that all academic work submitted for grading is your own work.

Plagiarism is the most common form of academic dishonesty.

Plagiarism includes copying the work of others word-for word. It is necessary for you to place in quotations all significant words, phrases, clauses, or passages that have been taken directly from another source. You must also give the author credit within the text or at the end of your paper.

Plagiarism includes paraphrasing the thoughts of another writer without acknowledgment.

Plagiarism includes having any other person or organization prepare the paper and then submitting it as one's own work. This includes purchasing papers on the Internet. You should be aware that most faculty will submit your work for analysis and comparison with papers available on the internet. It is a bad idea to purchase papers on the Internet.

Athletes should be aware that the penalties for plagiarism may be as severe as failing an assignment or exam, failing a course, or expulsion from the University. Your coach may add additional punishment if you are guilty of academic dishonesty.

More information concerning academic dishonesty as well as the consequences is outlined in the [Malone Student Handbook](#).

General Eligibility Information and Academic Procedures

Specific Requirements to be Aware of

- You must be **eligible** to practice (winter and spring sports) or we must anticipate that you will be eligible (fall sports).
- You must be **certified** as eligible to compete in practices, scrimmages or matches.
- **12 hour/Full Time rule:** You must be enrolled in 12 credits at all times.
- **Progress toward degree requirement:** You must [earn AT LEAST 24 credits from one season to the next](#) (no more than 6 in summer or non-terms).
- **Degree Plan on File:** If you are in the third year of college or later, you have to have a degree plan on file with the athletics department. Only classes on the degree plan can count toward the Progress Toward Degree Requirement and 9 Hour Rule.
- **9 hour rule:** You must pass at least 9 hours in the previous semester to be eligible.
- **75 – 25 rule:** You may take a [MAXIMUM of 6 hours](#) that can count toward the 24 you need [in the summer](#).
- **Good Academic Standing:** If your MALONE GPA is not 2.0 or higher, you become ineligible. Classes taken at other schools cannot increase your MALONE GPA.
- You must be registered to have your eligibility certification completed.

Eligibility in a Nutshell:

If you are **eligible** when you first attend Malone:

- Earn at least 12 credits a semester
- May take up to 6 credits each summer
- Pass all of your classes with a C or better
- Do **not** repeat classes
- Once you start your third year of school, take **ONLY** classes on your degree plan
- You are **not** advised to take classes at other institutions- unless permission is granted by the University Registrar.
- You only have 10 semesters to play your 4 seasons of each sport.
- You must choose a major that leads to a specific baccalaureate degree by the beginning of your third year of enrollment and have a degree plan on file.
- Once you have started your 3rd year of school only classes appearing on your degree plan count toward progress toward degree requirements and the 9 hour rule.

Eligibility Certification Information/Requirements/Restrictions

Athletes must have their eligibility certified **BEFORE** engaging in any practices, scrimmages or scheduled events. Certification is a tedious process and requires time. The following individuals must sign the certification forms:

- Athletic Director
- Faculty Representative
- Registrar
- Director of Compliance
- Head Coach

Given that all of these individuals must sign the forms, when athletes are added after the certification of the team's eligibility, it causes several individuals great inconvenience. They all have other responsibilities and at times, they are out of town for extended periods of time. It is the coach's responsibility to assure that ALL of his or her athletes are identified on a roster BEFORE the first eligibility check occurs. Failure to include all athletes on the roster may lead to a delay in the certification of the omitted individual.

Transcripts in Admissions Office

An athlete **MUST** have ALL OFFICIAL transcripts on file with the admissions office BEFORE they may be used to establish your eligibility.

- Transfers: Official Transcripts of all work taken during regular terms
- Transfers: Official Transcripts of all work taken during summer school

Eligibility Center Clearance Needed for Competition

- NCAA Eligibility Center Final Certification Certificates
- Amateur Certification

Coaches and athletes should understand that certification cannot be made until transcripts have been received. The athlete should bring copies of non-Malone transcripts directly to the athletic or Registrar's office. Official copies must also be given to the admissions office.

Coaches will be informed as to what transcripts are missing/needed. It will be the coaches' responsibility to assure that the athletes deliver the transcripts to the department office before certification.

Dates of Eligibility Certification

Certification for each sport will take place on dates to be determined by the Athletic Director in conjunction with the Registrar and Faculty Athletic Representative.

ANY ATHLETE NOT CERTIFIED WITH THE REST OF THE TEAM SHOULD PLAN TO WAIT TWO WEEKS OR LONGER BEFORE CERTIFICATION.

Academic Procedures

Registering for Class

- You are advised to get a formal degree plan this semester if you do not have one... If you are entering your third year of college (or later) you are required to have one. Bring a copy to the Compliance Office.
- Meet with your advisor to select your classes
- If you are in your 3rd or 4th year of study, only the classes that appear on your degree plan will count for your “progress toward degree” (24 hour requirement), “75/25,” and “six hour requirements.”
- Note: if you have any holds (Campus Safety, Library, Business Office, etc.) you cannot register until the holds have been lifted.
- Register as soon as possible and BEFORE Thanksgiving break for spring
- Register as soon as possible and BEFORE May 1st for the fall semester
- Before certification is completed a hold will be placed upon your schedule preventing any adds or drops from being made online.
- Holds will be placed on schedules for fall certification: June 1.
- Hold will be placed on schedules for spring certification: December 1.

To Drop a Class

- Complete a [Class Withdrawal Authorization Form](#) from the Director of Compliance or print one from the Compliance Forms section of the website.
- The Director of Compliance will check your schedule and academic history to assure that you remain in 12 or more countable hours.
- If you can drop the class and still remain eligible, the Class Withdrawal Authorization form will be signed. At minimum, the signature of the Director of Compliance must be obtained.
- Once all signatures have been obtained, you will go to the registrar’s office to have the class dropped.
- Don’t drop a class without counsel from your academic advisor. When in doubt about an eligibility issue, ASK SOMEONE!

To Add a Class

- Simply fill out an add form available in the registrar’s office.

12 Credit Enrollment Rule

- You must be enrolled in 12 credits in order to practice, compete or receive athletic aid.
- Repeat courses in which you earned a grade of D or higher do not count toward the 12

credit requirement (see the Director of Compliance if you must repeat a class)

- If you are in your 3rd, 4th or 5th year of college, you have to be enrolled in 12 credits that are on your degree plan.

24 Hour Rule

- You must earn AT LEAST 24 credits that count at Malone from one season to the next in order to be eligible to compete.
- No more than 6 hours can be earned in the summer to meet this requirement.
- If you are in your 3rd year of college or above, only credits appearing on the degree plan can count.
- Additional restrictions/requirements are addressed below.

75/25 Rule

- You can only earn 6 credits in the summer in order to meet your 24 Hour Rule requirement

9 Hour Rule

- You must pass at least 9 hours in the previous full semester in order to be eligible.

“D” Grades

- “D” grades in your major
- Do not count toward your 24 hour progress requirement
- Do not count toward meeting the 9 hour rule
- “D” grades from other schools do not count as accepted transfer credits in MOST cases.
- Repeating a class in which you received a “D” will not count toward your 24 hour progress requirement or toward the 9 hour requirement UNLESS it is in your major or you are required by University policy to repeat it.

Degree Plan Requirement

- Once you begin your **3rd year** of college you are required to have a degree plan on file in the athletic office, listing your academic “major” and “minor” course of study.
- This major and minor declaration will be taken into consideration for athletic eligibility.
- Any courses that shall count toward meeting the 24 hour progress rule or 9 hour rule must appear on the degree plan established by your academic advisor.

Remedial Classes

Remedial classes you might be required to take **do not** count toward meeting eligibility requirements after your first year of college.

2.0 GPA Requirement

- You need to maintain an overall Malone GPA of 2.0 in order to compete. The NCAA requires that an athlete remain in **good academic standing** to compete. If you fall below a 2.0 overall GPA, you are not considered to be in good academic standing.

- At Malone, if your GPA falls below 2.0 you are not in good academic standing; if this occurs you become ineligible to compete in athletic contests.
- Taking classes at other institutions will not affect your Malone GPA. If you need to improve your GPA, the only way you can do so is to take classes at Malone.
- Repeating classes in which you received an “F” improves your GPA dramatically.

Athletic Department Funding

The funds to operate the Malone athletics department come primarily from the University Operational Budget. Additional funds are gained through sponsorships, gate receipts and private donations made on behalf of the Athletic Department.

Financial Support for Your Team

All teams receive the same amount of money for meals and lodging on trips. All teams receive equal funds per year for the purchase of equipment and supplies. A budget is created each year and the schedule that you have in your sport is what the budget will allow. Coaches may run camps or conduct fundraisers to enhance the budget provided to his or her team. Booster contributions to specific sports may result in some sports having more funds than others.

Allocated Meal and Room Expenses

- A specific amount is budgeted for meals and rooms for all trips.
- Meals: \$15 a day. If more or less is spent for a specific meal, it is OK as long as the total amount for the trip does not exceed the budgeted amount for the trip. The coach is financially liable any time the meal budget is exceeded. The following is budgeted for meals:

\$3 breakfast

\$5 lunch

\$7 dinner

- Rooms are arranged at \$85 a night or as close to that amount as possible.
- Athletes may not charge movies, any phone calls or meals to their room bill.



Athletic Equipment, Uniforms, etc.

Athletes should be made aware that they are financially responsible for their equipment, supplies, and uniforms. At the beginning of the season you may be required to complete an equipment checkout form. On the form you will list what was issued to you and sign the form.

At the end of the season you will be expected to turn in the items that were issued to you. A hold will be placed upon your records if everything is not returned in good condition. The hold will be removed once the items are returned in good condition or have been paid for.



Malone Athletics Substance Abuse and Behavior Policy

The use of illegal drugs for recreation or performance enhancement and the use of alcohol on campus and the use of alcohol by minors are illegal acts. The use of alcohol and drugs exposes individuals to a multitude of health risks. Consequently athletes observed by University Safety or City of Canton Police to illegally possess or consume alcohol or drugs on campus and/or housing arranged by the University will receive a minor in possession (MIP) citation.

It is in the best interest of athletes to avoid gatherings where alcohol and drugs may be present. If alcohol or drugs are present at a gathering, student-athletes should leave the area immediately.

The individual coach will have the right to remove an athlete from his or her team at any time. The guidelines presented below are to be considered the minimum punishment for abuse of alcohol or controlled substances. You should also be aware that the use of any substance banned by the NCAA may result in the loss of your NCAA eligibility.

A first infraction will result in a suspension from further team activities. Suspension from 10% of the competitive season will be designated as the standard discipline for in season athletes. This discipline could be assigned to the beginning of the next competitive season if the infraction occurs out of season.

After a second infraction, the athlete will be referred to the University counseling center and will be prohibited from participating in athletics for one season.

After a period of two semesters, an athlete can be reconsidered for participation on the team.

A third infraction will lead to a ban from all athletic competition at Malone permanently. An appointment with a University counselor will be made for the athlete. All athletic scholarship awards will be revoked.

If alcohol or drugs are used on a university trip, the athlete will be immediately removed from the team and will be banned from further athletic competition. Any athletic scholarship awards will be revoked.

Students are expected to act in a responsible manner while attending Malone and representing the University in our athletic program. It is the policy of the Athletic Department to investigate the criminal arrest of an athlete. In such a case, a hearing will be held to determine if eligibility for athletic competition and/or scholarship awards will continue. The Athletic Director will convene a hearing. The AD, Director of Compliance and a Head Coach of a team other than yours will participate in the hearing. The decision of the committee following the hearing shall not be subject to appeal. Consequences may include a warning, suspension or denial of further

athletic participation.

Behavior in violation of the Malone Student Handbook is reported to the Athletic Director. Pending the results of the student disciplinary process, athletes may lose their athletic scholarship awards and/or be removed from the program. The Athletic Director will convene a hearing. The AD, Director of Compliance and the Head Coach of a team other than yours will participate in the hearing. The decision of the Committee following the hearing shall not be subject to appeal. Consequences may include a warning, suspension or denial of further athletic participation. Athletes who engage in fights during competitions will serve a minimum of a one game suspension. A hearing will be held following any fights and the suspension may range from one game to dismissal from the team.

Athletic Training, Liability and Insurance

The Malone Athletic Program contracts for the services of a full-time licensed Athletic Trainer to assist in the prevention treatment of and rehabilitation of athletic-related injuries. The University also contracts with a team physician to assist in the care and prevention of all athletic-related injuries.

Head Athletic Trainer Contact Information:

Jordan Kocher, 2600 Cleveland Avenue NW Canton, OH 44709 330-471-8297
jkocher@malone.edu

Athletic Insurance for the Academic Year

Malone requires accident medical coverage for student-athletes, student-trainers, student-coaches, student-managers, and cheerleaders for athletically-related injuries. Payment for this coverage is assessed to each student-athletes account. This coverage becomes the primary insurance for all athletic related injuries, evaluations, or treatments. However, coverage is subject to specific policy terms and conditions and includes certain restrictions and exclusions of which you should be aware. For further information about the insurance coverage provided through Malone, please contact Head Athletic Trainer, Jordan Kocher, for a complete copy of policy. Please note that Malone assumes no responsibility whatsoever for any uninsured expenses, and we strongly recommend that the student have coverage through a primary health insurer to avoid possible, significant out of-pocket expenses in the event of an injury. The insurance policy that Malone has on athletic program participants is a \$2000 deductible secondary policy. The policy goes into effect once the \$2000 deductible has been met if you do not have your own policy.

Before arrival for the start of school, all participants will be asked to supply their insurance information. Please be sure that it is available when returning to campus.

Please also note that Malone also carries a Catastrophic Injury Insurance Program that covers student-athletes who are catastrophically injured while participating in a covered intercollegiate athletic activity (subject to all policy terms and conditions).

The Athletic Training Staff Shall

- Assist athletes in achieving their physical and psychological potential
- Anticipate and prevent practices that could endanger the long-term health and well-being of participants
- Treat and rehabilitate injuries and illnesses assuring that athletes return to competition as soon as is prudent
- Detect and discourage the use of illegal, banned, or unhealthy drugs and medicines or other substances

Responsibilities of the Student-Athlete

- If you are injured or ill, it is your responsibility to report the problem to the trainer as soon as possible.
- It is also your responsibility to attend arranged treatment sessions and to follow the directions of the trainer or physician as prescribed.

Training Room Rules for Student-Athletes

Arrive in the training room on time for any care you might need prior to your practice/game. Training room hours will be posted outside and inside of the training room. ALL APPOINTMENTS are scheduled prior to arrival. See policy and procedures for scheduling an appointment on the Athletic training section of the malonepioneers.com website.

Be respectful of the Athletic Training staff (including students) and your peers while in the training room and on the field/court.

Do not help yourself to the Athletic Training supplies and equipment. Please notify the Head Athletic Trainer or an athletic training student of your needs.

No profanity or inappropriate language allowed in the training room. Also, please control the volume of your voice in the training room. First you will be asked to stop and then you will be asked to leave.

No food or drinks allowed in the training room during treatment times and no tobacco allowed in the training room at any time.

No shoes allowed in the training room.

No athletic equipment allowed in the training room (balls, pads, gloves, etc.)

Avoid wearing “street clothes” in the training room during treatment time. Please dress in practice/workout attire for treatments.

No use of cell phones in the training room during treatment times. If you need to make a call or take a call, please step out of the training room to do so.

All equipment issued to you by the Athletic Training staff must be returned when you are through using it or at the end of the season. If you do not return it, you are financially responsible for replacing it.

Any infraction of the rules will first result in a warning and reminder. Second infraction the student-athlete will be asked to leave. The third infraction of any rule will warrant a meeting with the student-athlete’s head coach.

It is the intention of MALONE and the Athletic Training staff to provide the student-athletes with a professional health care facility in which to receive their treatment and care. Please help us to maintain our facility and professional atmosphere.

Physical Examinations

Athletes are required to have physicals BEFORE they participate in any practices.

You will be responsible for obtaining a physical at your own cost.

Each athlete must have his/her physical prior to any participation as a Malone athlete. This includes taking part in any organized practice activities or physical training as a team member.

Liability Waiver

Athletes must complete the liability waiver prior to any participation as a Malone athlete. This includes working out in the weight room or taking part in any organized practice activities. If under the age of 18, the parent or guardian must sign the waiver as well.

Treatment Confidentiality

Each student-athlete signs an information release in the Medical History to permit the MALONE Athletic Department to release medical information. However, every effort will be made to make this information of a general nature and not specific.

Student Health Center

Phone Ext. #8340

The Health Center is managed by Aultman Healthcare, who provides basic medical service for all ill and injured students registered for a minimum of eight credit hours. Registered nurses are on duty to assess students on a walk-in basis with appointments to see the physician as necessary.

Health Center Staff

- Medical Director, James Johns, DO
- Rebecca Rodak, RN
- Kelly Keniray , LPN

Location & Hours of Operation

The Health Center is located on the first floor of Whittier Hall, accessible through Meyers Lounge or Fox Breezeway.

The Health Center is open:

Monday & Wednesday*	9:00am-5:00pm
Tuesday & Thursday *	9:00am-5:30pm
Friday	8:30am-3:00pm

*Closed for community worship on Wednesdays at 10:00 am

The Health Center is closed for all scheduled breaks, holidays, and over the summer months.

Services Available:

- Free nurse assessments, physician visits, and over-the-counter medication. Limited prescription medication may be provided as ordered by the physician.
- Referrals to other physicians/specialists per Health Center physician, or by personal request can be arranged but are not financed by the Student Health Center.
- Immunizations are offered at a fee (including TB testing) to meet academic, employment, and overseas travel requirements.
- Laboratory services include free limited in-house testing, with outpatient testing as ordered by the Health Center physician and paid for by student's insurance coverage.
- Allergy shots or other health programs as ordered and directed by own physicians can be maintained by the Student Health Center staff contingent upon specified protocol completion.
- Weight and blood pressure monitoring as ordered by physician or personal request.
- Sick tray orders for resident students are available at the Student Health Center and provided at the discretion of a nurse. When the Student Health Center is closed, students should contact their Resident Assistant or Resident Director for sick tray orders.
- Limited medical equipment is available for short-term use. Free health literature is available to all students.

Student health records are maintained by Aultman Staff at the Student Health Center, and are available upon request per a signed medical release. Copies of immunization records for employment or transfer are available if information was provided on the Malone Health Information Record at time of admission. Information received from other facilities is NOT re-disclosed to the student or another medical provider.

The Student Health Center does not issue excuse slips for classes missed due to illness. The student is responsible for contacting their professors for any classes missed.

Personal health coverage is the responsibility of each individual student. Students are encouraged to carry health and accident insurance.

Process for Reporting and Responding to Violations and Grievances

The process for reporting violations appears below. It appears in our Compliance Manual, Student-Athlete Handbook and Coaches' Handbook.

Investigating and reporting infractions

It is expected that all associated with the Malone Athletic Program shall act with integrity and within generally accepted standards of behavior.

If anyone engages in any illegal or immoral behavior, the behavior should be reported to the Director of Compliance as soon as possible.

Send complaints or information to:

[John Russell](#)

[Director of Compliance](#)

330-471-8389

Jcrussell@malone.edu

An example of immoral/illegal behavior that should be reported includes, but is not limited to:

- Violation of state law
- Violation of federal law
- Violation of NCAA rules and regulations
- Theft
- Drug and Alcohol use on trips or campus
- Sexual harassment
- Abuse of any kind

Follow-Up to Alleged NCAA Violations

When violations of NCAA rules or regulations are reported to Athletics Staff, the Director of Compliance will investigate the incident/report to gather facts and to determine if indeed a violation has taken place. A report including the accusation, facts gathered and NCAA rules involved will be given to the athletic director along with a statement indicating that a violation has or has not occurred. The type of infraction (major, secondary, level I or level II), if one has taken place, will be identified in the report. The sanctions guidelines for secondary violations on the NCAA website will be consulted in order to determine what the penalty for the infraction shall be.

The Athletic Director, Director of Compliance and the FAR will meet to determine the penalty using the NCAA guidelines as a minimum. Sanctions may be more severe. Self-imposed sanctions will be agreed to by the group of three.

Secondary Level II reports will be sent to the Conference compliance officer by the Malone Director of Compliance. Secondary Level I violations will be sent to the NCAA by the Malone Director of Compliance. A copy of all violation reports will be sent to the President each year and they will also be reported to the Malone Compliance Officer to be shared with the University Compliance Committee.

Serious and flagrant violations of NCAA rules may result in termination of coaches as stated in their employment agreements.

Follow-Up to Stated Grievances

When grievances are reported, the Director of Compliance will investigate the incident/report to gather facts. A report including the accusation, facts gathered and laws, regulations or Malone policies involved will be given to the Athletic Director.

The Athletic Director, Director of Compliance and FAR will meet to review the grievance report and determine if a hearing is needed. If a hearing is requested in the report, one will be set up by the Director of Compliance.

The Athletic Director, Director of Compliance and the FAR will determine any penalty or if the case will be forwarded to the University Compliance Committee for Review and final disposition.

Sexual Harassment and Sexual Misconduct

Malone University is committed to the principal that the working environment should be free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment are unprofessional behaviors and employees who engage in such conduct will be subject to disciplinary action, including termination.

Athletic Department Employees are not to have relationships of a sexual nature with athletes nor with other departmental employees with which they have a supervisory – nature. If such a relationship develops and it is consensual, it should be reported to the University Compliance office.

Any reports or complaints will be taken seriously and will be investigated fully.

Other Individuals/Entities

What is a "booster?"

A "booster" is known in NCAA terms as a "representative of the institution's athletics interests." You become a booster **if**:

You have ever been a member of any organization promoting Malone Athletics,
You have ever made any type of donation to the Pioneer Club, Malone Athletics or any other Malone booster organization,
You have ever assisted in evaluating or recruiting prospective student-athletes,
You have ever assisted in providing benefits to enrolled student-athletes or their families; You have promoted Malone Athletics in any other manner.

NCAA Bylaw 13.02.12.1 mandates that when you become a booster, you retain that identity for the rest of your life. As a representative of Malone's athletics interests, you are bound by NCAA rules. Malone is responsible for your actions.

Boosters CAN:

Provide an occasional meal to a student-athlete or an entire team. The meal must be provided at the booster's home and must be restricted to infrequent or special occasions. Only the booster who is hosting the meal may provide transportation to student-athletes. Please approve such a meal with the appropriate coach.

Provide summer jobs to enrolled student-athletes (not recruits) at a rate commensurate with the normal wage for such employment in the locality and for work actually performed. You cannot give the student-athlete anything that is not given to other employees in general.

Please also note that there are different and more restrictive rules regarding work for student-athletes during the academic year.

Continue to maintain contact with student-athletes and their families with whom the booster has a verifiable pre-existing relationship.

Inform Malone coaches of recruits by sending the coach newspaper clippings or other information regarding the recruit.

Boosters CANNOT:

Contact recruits, either in-person, by telephone, in writing or by any other methods.

Contact the recruit's coach, principal or counselor in any manner. (Please leave this to our coaches)

Provide any type of benefit (money, services, and items) to recruits or student-athletes, unless such a benefit is readily available to the public in general and such a claim can be easily demonstrated.

Limited Exceptions for Faculty and Staff

Malone faculty and staff members are permitted to have in-person contacts with recruits only on Malone's campus.

Malone faculty and staff members, at the direction of a coach, may begin to write to recruits after Sept. 1 at the start of the recruit's junior year of high school.

Agents

You may not sign an agreement with a professional sports-agent. If you do, you lose your NCAA eligibility. This does not include a recruitment service which you may have paid prior to attending college. Activity with a sports-agent of this kind includes promises of compensation or contract agreements during or after college.

Transfer to Another School

If you want to transfer to another school, you may request to be placed on the NCAA Transfer Portal. Another coach may not contact you or discuss a transfer until you are placed on the portal.

Your parent(s) cannot request permission to contact or a release.

If you transfer to another conference school, you must sit out one calendar year before being allowed to play in your sport at the new institution.

To begin the transfer process, first consult with your coach and then John Russell at: jcrussell@malone.edu



Release of Your Information to Others

You are a young adult. You are to take care of your own matters on campus. By law we are not allowed to share information about you with others including parents. Coaches and the athletic administration will not discuss any of the following with anyone without your written permission:

- Your grades
- Playing time
- Scholarships
- Behavior
- Financial Aid
- Any other information related to you. Should you wish to allow our staff to speak with someone on your behalf, you must complete the *Permission to Share Information Form*, have it notarized and placed on file with the Director of Compliance.

The form is available on the Malone Athletics website under “Current Athlete,” “Permission to Share Information Form.”

If you complete the form, have it notarized and return it to the Compliance Officer, we will be authorized to share any and ALL information concerning you.

We will be authorized to share the information ONLY with the individual or individuals listed.



Time Requirements/Limitations

As a general rule, practices and required athletic activities should not take more than three hours a day. Game days will require greater commitments of time. If you feel that you are falling behind in your class work because of unreasonable demands being placed on your time, please discuss the matter with your coach. If there is no relief, please contact the Athletic Director.

NCAA regulations limit athletic activity during your active season to 20 hours a week. If your coach requires more time, please contact the athletic director. The 20 hours a week includes practice, conditioning, meetings, film review, etc.

Off season activity is limited to 8 hours a week including a maximum of 4 hours of skill instruction a week. In the off season you should NEVER engage in more than 8 hours of athletic-related activity. All Coaches sign an athletic activity log upon which is presented the hours that you engaged in athletic-related activity. By signing the form, they are verifying that the time presented is the time you actually spent in athletic-related activity.



Non-Malone Sports Participation

Sports Other Than Basketball

You are not eligible in your sport for the rest of your season if, after enrollment in college and during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in any non-collegiate, amateur competition in the sport during the playing season.

IN SHORT: Don't play anywhere during your season.

Basketball Players

You are not eligible if, after you become a student-athlete, you participate in any organized basketball competition except while representing the institution in intercollegiate competition.

Basketball players cannot compete anywhere but Malone during the academic year. There are no restrictions on the participation of Division II student-athletes in outside basketball competition during the summer.

IN SHORT: Don't play anywhere during the academic year.

General Financial Aid Regulations

Financial aid distribution is handled through the [Malone financial aid office](#). Acceptance of financial aid through the financial aid office will not lead to any eligibility problems.

As a general rule, you should not accept money or any benefits from anyone other than your family. If you do, you will have eligibility problems.

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

- Money from anyone upon whom you are naturally or legally dependent;
- Financial aid that has been awarded to you on a basis other than athletic ability; or
- Financial aid from an entity outside your institution that meets the requirements specified in the Division II Manual. [Bylaw 15.01.3]
- On- or off-campus employment earnings, provided the compensation does not include remuneration for value that the student-athlete may have for the employer because of publicity, reputation, fame or personal following; the student-athlete is compensated only for work actually performed; and the student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

You must report to your institution any financial aid that you receive from a source other than your institution. However, you do not need to report financial aid received from anyone upon whom you are naturally or legally dependent.

Athletic Scholarship Information

Student Athletes must have a 2.00 overall Malone GPA to keep their Athletic scholarship. Students failing to achieve the stated GPA requirements will not be able to have their award renewed.

- May only be “stacked” with Academic Scholarship money
- Must meet behavioral expectations and avoid substance abuse
- Must be eligible to play (MALONE & NCAA)
- One year at a time (coach decides)
- Amount not fixed (may go up or down)
- Must live in student housing (until University requirement is met)
- If your award is revoked or reduced you may appeal the decision
- Students may receive an athletic scholarship a maximum of 10 semesters.
- Scholarships are renewable on a yearly basis
- Scholarships may be revoked at the end of the fall semester if the individual is not eligible to participate in the spring as per NCAA or Conference rules. Awards may be revoked at the end of the fall semester because of behavior that endangers the health or safety of any person on-campus of Malone University or on any property, or in any building, or facility owned or controlled by the University.

If your scholarship is revoked or not renewed, you have the right to an appeal as stated on the scholarship award agreement. If you wish to appeal, notify the Director of Financial Aid in writing:

Pam Pustay
ppustay@malone.edu

Sportsmanship

The Malone Athletic Department, NCAA and the Great Midwest Athletic Conference hold expectations for student athletes regarding sportsmanship. Following are some guidelines for sporting behavior during athletic events:

- Athletes may not strike or physically abuse any official, opposing coach, player or spectator. In cases where such attacks occur, there will be a hearing to gather the facts in the case and the athlete should anticipate serving a suspension or possible expulsion from the athletics program.
- Athletes should not provoke opponents, participants or the observing crowd.
- Athletes should avoid the use of profanity, vulgarity, or taunts.
- Athletes should avoid making obscene gestures to fans, opponents or officials.
- Athletes should not publicly criticize any game official

Acts resulting in complaints from opposing administrators, game officials, MALONE Faculty, HC

or NCAA officials may result in disciplinary action such as reprimand or suspension from competition.

Personal Websites

These are exciting times for Malone Athletics and your hard work and dedication have allowed all of our teams to achieve new levels of success.

We want to call attention to an issue that has recently generated intense discussions on college campuses and within athletic departments nationally—the posting of student-athlete profiles and photographs on Facebook.com and other similar websites. In some instances, student-athletes have posted inappropriate photographs and other content that ultimately led to disciplinary action against the student-athletes, including dismissal from the team.

Additionally, fans of opposing teams have downloaded information or images posted on Facebook.com about a student-athlete and then used it to taunt or humiliate that individual during a contest. In another case, media have become aware of information posted on these sites resulting in intense scrutiny of student-athlete behavior. With that, we want to bring this issue to your attention and ask that you exercise great care when displaying any personal information in a public forum.

Please remember that you are an ambassador of Malone and that you are always in the public eye. Do not post information or pictures on-line that would embarrass you, your team or the university. Content posted by student-athletes at other institutions or even other students on campus may not be acceptable on your personal on-line profile. We ask that each one of you keep this in mind as you continue to post information and images on these websites.

Best wishes for continued academic and athletic success throughout the year.

Donavon Martin Jr.

Sports Information Director

Electronic Social Networking Guidelines for Student-Athletes

Lack of good judgment by some can affect many. Malone University has not prohibited or restricted your use of electronic social networking websites. In an effort to curb or even revise this trend; the **Division II National Student-Athlete Advisory Committee (SAAC)** has developed the following guidelines.

1. Post only appropriate personal information to your profile.
 - a. Eliminate phone numbers and addresses
 - b. List only appropriate e-mail addresses and nicknames
 - c. Don't include a schedule, spring break plans, or any other information that will give away your whereabouts
2. Monitor your electronic photo albums.
 - a. Don't take photos that would be considered inappropriate**.

- b. If an appropriate photo is taken, ask the photographer to refrain from posting the picture on the internet or, at the very least, ask them to exclude you when tagging pictured individuals.
 - c. Frequently check tagged photos. If you find an inappropriate photo tagged with your name, then un-tag it and ask the photographer to delete the picture from their album.
 - d. Set all personal photo albums to “visible to friends only.” This will help protect you from potential stalkers and will limit the exposure of any inappropriate photos that may have unintentionally been included in the posting process.
3. Monitor postings
 - a. Delete inappropriate postings from your message board.
 - b. Do not post any message considered inappropriate
4. Allow only friends and acquaintances to join your group of friends.
5. Set parameters so that only people that you accept as friends may view your profile.
6. Monitor social network usage among your teammates.
 - a. Your team is only as successful as its weakest link. Help your team to make positive choices so that inappropriate conduct does not result in team-affecting consequences.
 - b. If you do not feel comfortable with confrontation, then discuss the issue with a coach or teammate and have him or her resolve the issue.
7. Only join appropriate groups.
 - a. After joining an appropriate group, continually monitor it to ensure that the name or focus does not alter in a negative way.
 - b. Do not create a group that is inappropriate.
8. Use social networking sites in a way that is non-malicious.
 - a. Do not use social networking sites to harm others, especially coaches or teammates.
 - b. Do not use social networking sites to disrespect opponents.
9. Stay current on new website features and make a consistent effort to ensure that these new evolutions do not compromise you or your institution.
10. Represent yourself in a professional manner while using social networking sites.
 - a. As a student-athlete, realize that you are an ambassador to your institution, and because of this great responsibility, you must conduct yourself in a proper manner in all aspects of your life.
 - b. Realize that potential future employers, graduate school program administrators, and others outside of your peer group may view your profile, and that what you post may have an effect on your future employment or professional reputation.

* Electronic presence refers to a student-athlete’s involvement in an electronic community.

** Inappropriate content is anything that is illegal, or that Malone University and/or the department of athletics may deem as inappropriate. This list may include, but is not limited to: partial or total nudity, underage consumption of alcohol, hazing activities, tobacco use, obscene gestures, derogatory statements or vulgar language.

NCAA Drug Testing Program

A student-athlete who is found to have used a substance on the list of banned drugs, as set forth in Bylaw 31.2.3.4, shall be declared ineligible for further participation in regular-season and postseason competition in all sports in accordance with the provisions in Bylaw 18.4.1.5.1. The certifying institution may appeal to the NCAA Student-Athlete Reinstatement Committee for restoration of the student-athlete's eligibility if the institution concludes that circumstances warrant restoration. (Bylaw 18.4.1.5)

A student-athlete who tests positive (in accordance with the testing methods authorized by the NCAA Executive Committee) shall be ineligible to participate in regular-season and postseason competition for one calendar year (i.e., 365 days) after the positive drug test and shall be charged with the loss of a minimum of one season of competition in all sports. The student-athlete shall remain ineligible for all regular-season and postseason competition for one calendar year after the student-athlete's positive drug test and until the student-athlete retests negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Student-Athlete Reinstatement Committee. If a student-athlete transfers to another NCAA institution while ineligible due to a positive NCAA drug test, the institution from which the student-athlete transfers must notify the transfer institution regarding the positive drug test.

If the student-athlete tests positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.2, he or she shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (e.g. marijuana, heroin), in whatever order, will result in the loss of an additional year of eligibility [Bylaw 18.4.1.5.1]. In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug.

If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall be charged with the loss of a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year. If the student-athlete transfers to another NCAA institution while ineligible, the institution from which the student-athlete transferred must notify the institution that the student-athlete is ineligible due to a positive drug test result. If the student-athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365-day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365-day period. Additionally, the student-athlete must retest negative (in accordance with the testing methods authorized by the Executive Committee) and request that eligibility be restored by the Academics/Eligibility/Compliance Cabinet. [Bylaw 18.4.1.5.1]

A student-athlete who tests positive on two occasions for anything other than street drugs will result in the loss of lifetime eligibility, while a combination of two positive tests involving street drugs (e.g., heroin, marijuana), in whatever order, will result in the loss of an additional year of eligibility. [Bylaw 18.4.1.5.1]

The Executive Committee shall adopt a list of banned drugs and shall authorize methods for drug testing of student-athletes on a year-round basis. This list of banned drugs and the procedure for informing member institutions about authorized methods for drug testing are set forth in Bylaws

31.2.3.1 and 31.2.3.3 respectively. The list is subject to change and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. The list is located on the NCAA website (www.ncaa.org) or may be obtained from the NCAA health and safety staff in education services. [Bylaw 18.4.1.5.2]

How are student-athletes tested and how long does it take?

Student-athletes are drug tested through urinalysis.

Student-athletes will be observed by a drug-testing crew member of the same gender.

The length of the collection process depends on the student-athlete's ability to provide an adequate specimen. If a student-athlete provides an adequate specimen immediately upon arriving at the drug-testing station, the entire process is usually completed in less than 20 minutes.

What if a student-athlete has trouble providing an adequate specimen? Can the student-athlete leave and come back later?

The student-athlete cannot be released from drug testing until an adequate specimen is provided, except to attend class.

What drugs does the NCAA ban?

The NCAA bans the following drug classes:

- Stimulants (e.g., cocaine, amphetamines, ephedrine and Ecstasy)
- Anabolic Agents (e.g., anabolic steroids, andro, boldenone, nandrolone and THG)
- Diuretics
- Street drugs (e.g., heroin and marijuana)
- Urine manipulators and masking agents Although the NCAA tests for all banned drug classes at its Division II championships, NCAA

Division II out-of-competition (year-round) drug testing is for anabolic agents, diuretics, peptide hormones, urine manipulators, masking agents and ephedrine only.

How can a student-athlete find out whether a medication or supplement is banned?

Student-athletes must consult with their athletic trainer or team physician about any medication or dietary supplements they use.

The Resource Exchange Center (REC) is available to answer questions regarding NCAA banned substances at www.drugfreesport.com/rec. Division II institutions use password ncaa2.

What about dietary supplements?

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student athlete's own risk.

Are over-the-counter dietary supplements approved by the NCAA?

The NCAA does not approve any dietary supplement. Furthermore, the use of any dietary supplement can lead to a positive NCAA drug test.

Does a student-athlete have to disclose the use of prescription medications to the drug-testing crew?

No. The drug-testing crews do not ask or accept any information about medications student-athletes are taking.

The team physician/athletic trainer should be aware of all prescribed medications (and supplements) a student-athlete is taking. This information should be kept on file at the institution.

If a student-athlete tests positive because of a prescription medication, the institution may request a medical exception for certain banned drug classes as outlined in the NCAA Drug-Testing Exceptions Procedures at www.ncaa.org/health-safety.

Can student-athletes beat a drug test by consuming large amounts of fluids?

No. NCAA drug-testing protocol requires the specific gravity of each student-athlete's urine sample be measured on site prior to sending the sample to the lab. (Protocol 6.2.5.1)

If the specimen is too dilute, the student-athlete will be required to remain in drug testing until an adequate specimen is collected. This could take several hours.

For more information about NCAA Drug-Testing Programs, contact [The National Center for Drug Free Sport](http://www.ncaa.org/health-safety) at 816-474-8655 x116.

NCAA Banned-Drug Classes

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or www.ncaa.org/health-safety for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical structure. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their institution’s team physician or athletic trainer for further information.

You will be given a list of banned substances at the orientation. You may also access a list of drugs on the NCAA site identified above.



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