



# STUDENT-ATHLETE HANDBOOK

## 2025-26

Students who participate in intercollegiate athletics at St. Mary's University are responsible for knowing and complying with the rules contained in this handbook. The Department of Athletics reserves the right to amend and alter the rules and procedures in the handbook at any time. Please check the website at [www.rattlerathletics.com](http://www.rattlerathletics.com) for updates during the year. In addition to this handbook, individual teams may have additional rules and regulations that also apply to all team members.

All student-athletes at StMU are required to sign the Student-Athlete Handbook agreement form, contained in the back of this handbook.

IF YOU HAVE A QUESTION REGARDING StMU, Lone Star Conference, OR NCAA Rules & Policies, contact the Compliance Office at 210-436-3004.

If you have any information about a potential NCAA RULES VIOLATION, please contact one of the following:

Compliance Office 210-436-3004

Director of Athletics 210-436-3605

Faculty Athletic Rep 210-436-3238



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# ST. MARY'S UNIVERSITY ATHLETICS

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# ST. MARY'S UNIVERSITY ATHLETICS

## A Message from the Director of Athletics

Dear Rattler Athletics Student-Athletes,

It is an exciting time to be a Rattler! On behalf of the Department of Athletics, I would like to welcome all new and returning student-athletes to St. Mary's University for the current academic year. As members of the Rattler family, our goal is to make your experience a memorable one.

We strive for excellence in everything that we do at StMU- academically, athletically, and in the community. There is a strong sense of pride and tradition here. As a student-athlete, you are a leader and a visible member of our campus community. Therefore, it is important for you and your teammates to make sound decisions and to reflect the highest standards with your actions. Remember- it is an honor and a privilege to be a Rattler.

The current edition of this handbook was prepared as an aid and a reference in answering some of your questions and to serve as a guide to your individual responsibilities, while a student-athlete at this University. Also, we have provided you with a directory of commonly used telephone numbers of StMU staff, which is located on the inside back cover of the handbook. We are here to assist you and hope that you will take full advantage of the opportunities offered at St. Mary's University.

In conclusion, I would like to wish you much success throughout the academic year! As a Rattler, you not only represent yourselves, you also represent your team, the department of athletics, the institution, and all of the alumni that have paved the way for you. My door is always open if you have any questions or concerns.

Go Rattlers!

Robert J. Coleman  
Executive Director of Athletics  
St. Mary's University

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# ST. MARY'S UNIVERSITY ATHLETICS

## ATHLETICS STAFF DIRECTORY

### 2025-26 StMU STAFF DIRECTORY

#### ADMINISTRATION

Robert Coleman, Executive Director of Athletics	(210) 436-3605 <a href="mailto:rcoleman3@stmarytx.edu">rcoleman3@stmarytx.edu</a>
Kristina Kish, SWA/Assistant Athletics Director for Administration and Business Operations	(210) 431-5037 <a href="mailto:kkish1@stmarytx.edu">kkish1@stmarytx.edu</a>
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Jim Zeleznak, Director of Corporate Sponsors	(210) 431-5039 <a href="mailto:jzeleznak@stmarytx.edu">jzeleznak@stmarytx.edu</a>
Michael Lecoche, Ph.D, Faculty Athletics Representative	(210) 436-3238 <a href="mailto:mlecoche@stmarytx.edu">mlecoche@stmarytx.edu</a>
Jay Bassett, Bus Driver	(210) 436-3528

#### COACHES

##### Baseball

Frank Kellner, Head Coach	(210) 436-3034 <a href="mailto:fkellner@stmarytx.edu">fkellner@stmarytx.edu</a>
Lee Tunnell, Assistant Coach	(210) 436-3681

##### Men's Basketball

Bubba Meyer, Head Coach	(210) 431-8039 <a href="mailto:hmeyer1@stmarytx.edu">hmeyer1@stmarytx.edu</a>
David Lewis, Associate Head Coach	(281) 728-0873 <a href="mailto:dlewis15@stmarytx.edu">dlewis15@stmarytx.edu</a>
Jarrett Clifton, Assistant Coach	

##### Women's Basketball

Valerie Huizar, Head Coach	(210) 436-3411 <a href="mailto:vhuizar@stmarytx.edu">vhuizar@stmarytx.edu</a>
Liz Boyd, Assistant Coach	(210) 431-5033 <a href="mailto:eboyd@stmarytx.edu">eboyd@stmarytx.edu</a>
Frances King, Graduate Assistant Coach	(210) 431-5033 <a href="mailto:fking@mail.stmarytx.edu">fking@mail.stmarytx.edu</a>

##### Esports

Kaitlin Teniente, Director of Esports	<a href="mailto:kteniente@stmarytx.edu">kteniente@stmarytx.edu</a>
Sarana Tse, Assistant Coach	<a href="mailto:stse@mail.stmarytx.edu">stse@mail.stmarytx.edu</a>
Peter Alva, Assistant Coach	

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# ST. MARY'S UNIVERSITY ATHLETICS

## Men's & Women's Golf

Connor McCarthy, Director of Golf (210) 431-6720 [cmccarthy@stmarytx.edu](mailto:cmccarthy@stmarytx.edu)  
Arantza Armas, Graduate Assistant Coach [aarmasstenner@mail.stmarytx.edu](mailto:aarmasstenner@mail.stmarytx.edu)  
Juan Pablo Nava, Graduate Assistant Coach [jnava8@mail.stmarytx.edu](mailto:jnava8@mail.stmarytx.edu)

## Men's Soccer

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Deni Cresto, Assistant Coach [dcresto@stmarytx.edu](mailto:dcresto@stmarytx.edu)  
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## Women's Soccer

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## Softball

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Calynn Gicante, Assistant Coach (210) 431-4246 [cgicante@stmarytx.edu](mailto:cgicante@stmarytx.edu)  
Kelly Hirlas, Graduate Assistant Coach [khirlas@mail.stmarytx.edu](mailto:khirlas@mail.stmarytx.edu)

## STUNT

Jordan VanTimmeren, Head Coach [jwaitparker@stmarytx.edu](mailto:jwaitparker@stmarytx.edu)  
Alex Erbe, Graduate Assistant Coach [aerbe@mail.stmarytx.edu](mailto:aerbe@mail.stmarytx.edu)

## Men's & Women's Tennis

Bill Macom, Director of Tennis (210) 431-4296 [bmacom@stmarytx.edu](mailto:bmacom@stmarytx.edu)  
Terry Garza, Volunteer Assistant Coach  
Dakota Fernandez Assistant Coach [dfernandez20@stmarytx.edu](mailto:dfernandez20@stmarytx.edu)  
Klaudija Lisovska, Graduate Assistant Coach [klisovska@mail.stmarytx.edu](mailto:klisovska@mail.stmarytx.edu)  
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## Volleyball

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Cali Nims, Assistant Coach [cnims@mail.stmarytx.edu](mailto:cnims@mail.stmarytx.edu)  
Elle Truckenbrod, Graduate Assistant Coach [etruckenbrod@mail.stmarytx.edu](mailto:etruckenbrod@mail.stmarytx.edu)

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# ST. MARY'S UNIVERSITY ATHLETICS

## **SUPPORT STAFF**

### **Athletic Trainers**

Marie Ricks, Head Athletic Trainer

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Kelly Krivulka, Assistant Athletic Trainer

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Natalie Lopez, Assistant Athletic Trainer

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### **Sports Performance**

Hudson Stancliff, Director of Sports Performance

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Deni Cresto, Assistant Sports Performance Coach

[dcresto@stmarytx.edu](mailto:dcresto@stmarytx.edu)

Gianluca Fiorini, Graduate Assistant Coach

### **Athletics Communications**

Heather Kennedy, Director of Athletics Communications/SID

(970) – 978-0675 [hkennedy@stmarytx.edu](mailto:hkennedy@stmarytx.edu)

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# ST. MARY'S UNIVERSITY ATHLETICS

## MISSION STATEMENT

St. Mary's University, as a Catholic Marianist University, fosters the formation of people in faith and educates leaders for the common good through community, integrated liberal arts and professional education and academic excellence.

## ATHLETICS STATEMENT OF PHILOSOPHY

St. Mary's University Athletics recognizes athletics is an integral part of the total education experience. The Athletics Department's primary responsibility is to the student-athletes' academic success and overall health and well-being. Consistent with the mission of the institution, the intercollegiate athletics program philosophy serves to support the Marianist approach to education:

- Educate for formation in faith
- Provide an integral quality education
- Educate in the family spirit
- Educate for service, justice and peace
- Educate for adaption and change

St. Mary's University will maintain institutional control of intercollegiate athletics at all times by vesting with the President the responsibility and authority for the administration of the Athletics Department including all basic policies, personnel and budget. The intercollegiate athletics program shall be conducted with the highest ethical standards as well as standards reflecting good sportsmanship by practicing such values as respect, fairness, civility, honesty and responsibility.

Athletics policies and procedures are committed to enhancing the lives of St. Mary's students, promoting awareness of athletics, and fostering positive interactions between faculty, staff, and student-athletes, as well as promoting and enhancing support and pride among students, faculty, alumni, and friends of the intercollegiate athletics program. At the conclusion of their well-rounded academic and athletic career at St. Mary's University, student-athletes will be prepared for meaningful personal and professional lives.

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# ST. MARY'S UNIVERSITY ATHLETICS

## LONE STAR CONFERENCE

**Mission Statement:** The mission of the Lone Star Conference is to foster student participation and success among member institutions in NCAA Division II intercollegiate athletics as an integral part of each institution's total educational program. It shall pursue student-athlete development with highest regard to the principles of academic excellence, sportsmanship, ethical conduct, resourcefulness, community service, gender equity, and diversity.

### **Organizational Values:**

#### **Integrity**

The Lone Star Conference (LSC) will operate from an ethical frame of reference. We adhere to the highest standard of conduct which is consistent with the overall values of the Conference, its member institutions, the NCAA, and governing bodies for the various sports. We behave with honesty and fairness, promoting justice, admitting errors, and acting in alignment with our asserted mission and values.

#### **Tradition**

We have experienced unparalleled success in our 83-year history, including 75 NCAA national championships since becoming a Division II member in 1982. The national accolades obtained by LSC student-athletes and coaches solidify our Conference as elite. The rivalries and school spirit exhibited among our member schools are second to none. We have established a legacy of producing notable professional athletes, particularly in football. We pledge to uphold past traditions with a willingness to identify new opportunities to provide student-athletes with a unique and superior experience.

#### **Community**

We view activities on LSC campuses, Conference championships, and special events as outlets for giving back to the community. We seek to engage our student-athletes and coaches, along with key campus and Conference personnel, with area businesses, civic organizations, and community members. Each of our member institutions carries a strong presence in the local community and proudly makes a difference in its hometown and surrounding area. For these reasons, the Conference is intentional about involving its various communities in all endeavors.

#### **Academic Excellence**

The Lone Star Conference takes pride in academics and seeks to graduate student-athletes at the highest rate. As such, the LSC annually allocates funding for academic support on each member campus and provides continuing education opportunities to former student-athletes. We have established an extensive academic awards program to recognize achievement, including the prestigious Fred Jacoby Academic Athlete of the Year award, which celebrates the top female and male on an annual basis.

#### **Respect**

LSC student-athletes are competitive and passionate on the playing field, yet our member institutions take pride in shaping student-athletes to demonstrate a similar passion for admirable acts of citizenship and good sportsmanship, both inside and outside the athletic setting. We emphasize exceptional character at LSC athletic events, which positions our student-athletes to

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# ST. MARY'S UNIVERSITY ATHLETICS

be role models in university life. We maintain an environment that promotes gender equity and embraces diversity, providing fair and equitable treatment to all student-athletes and staff members. Furthermore, the LSC is committed to respecting all member institutions and making decisions in the best interest of the Conference.

## **Commitment**

The LSC is committed to developing the whole person and providing a life in the balance. We are committed to operating in a fiscally responsible manner and developing partnerships that assist in enhancing opportunities for student-athletes. We are committed to recognizing significant achievement and promoting the accomplishments of member institutions. Most importantly, all LSC members are committed to being the best in NCAA Division II.

## **NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)**

### **Mission**

The NCAA's core ideology consists of two notions: core purpose - the organization's reason for being – and core values- essential and enduring principals that guide and organization. Their purpose is to govern competition in a fair, safe, equitable and sportsmanlike manner. And to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount. The Association – through its member's institutions, conferences and the national office staff – shares a belief in and commitment to:

1. The collegiate model of athletics in which students participate as an avocation, balancing their academic, social and athletics experiences.
2. The highest levels of integrity and sportsmanship.
3. The pursuit of excellence in both academics and athletics.
4. The supporting role that intercollegiate athletics plays in higher education mission and in enhancing the sense of community and strengthening the identity of members institutions
5. An inclusive culture that fosters the equitable participation for student-athletes and career opportunities for coaches and administrators from diverse backgrounds.
6. Respect for institutional autonomy and philosophical differences.
7. Presidential leadership of intercollegiate athletics at the campus, conference and national levels.

### **Purpose**

- To initiate, stimulate and improve intercollegiate athletics programs for student-athletes and to promote and develop educational leadership, physical fitness, athletics excellence and athletics participation as a recreational pursuit;
- To uphold the principal of institutional control of, and responsibility for, all intercollegiate sports on conformity with the constitution and bylaws of this Association;
- To encourage its members to adopt eligibility rules to comply with satisfactory standards of scholarship, sportsmanship and amateurism;
- To formulate, copyright and publish rules of play governing intercollegiate athletes;
- To preserve intercollegiate athletics records;
- To supervise the conduct of, and to establish eligibility standards for, regional and national athletics events under the auspices of this Association;

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## ST. MARY'S UNIVERSITY ATHLETICS

- To cooperate with other amateur athletics organization in promoting and conduction national and international athletics events;
- To legislate, through bylaws or by resolutions of Convention, upon any subject of general concern to the members related to the administration of intercollegiate athletics; and
- To study in general all phases of competitive all phases of competitive intercollegiate athletics and establish standards whereby the colleges and universities of the United States can maintain their athletics programs on a high level.



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# ST. MARY'S UNIVERSITY ATHLETICS

## The Distinguishing Dozen 12 Characteristics that set DII Apart

1. *Graduation Rates*

Division II student-athlete graduation rate is consistently higher than that of the total student body and features a higher number of first-generation college students.

2. *Academic Emphasis*

Division II's regionalization philosophy in scheduling limits missed class time for student-athletes.

3. *Athletic Scholarships*

The partial athletics scholarship model rewards athletic ability while allowing student-athletes to earn other sources of financial aid.

4. *Balanced Bottom Line*

The median expense for DII athletics departments with football is roughly \$6 million, while that figure is about \$15 million for DI FCS programs.

5. *Favorable Admission Rates*

DII membership is split almost evenly between public and private institutions.

6. *Community Engagement*

Through student-athlete leadership, Division II has enjoyed long-term and successful partnerships with the Make-A-Wish Foundation, Team IMPACT and military groups.

7. *Positive Game Environment*

Division II members pledge to conduct athletics contests in a family-friendly environment that is civil and entertaining.

8. *Unique Geographical Footprint*

Division II is the only NCAA Division with schools in Alaska, Puerto Rico, and Canada.

9. *National Championship Opportunities*

Division II features unparalleled opportunity for student-athletes to advance to national championship competition as a result of the division's generous championship access ratios.

10. *National Championships Festivals*

Division II is the only NCAA division that conducts "National Championships Festivals."

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# ST. MARY'S UNIVERSITY ATHLETICS

## *11. Make It Yours*

**This student-athlete driven brand enhancement strengthens awareness among external audiences by clearly communicating the experience Division II schools create for student-athletes.**

## *12. Diversity and Inclusion*

**Matching grants encourage access, recruitment, selection, and the long-term success of ethnic minorities and women in administration and coaching.**

## ACADEMICS

### ACADEMIC ELIGIBILITY

As a student-athlete, you will be encouraged to work closely with the Compliance Office to assure that you are meeting the standards set forth by the University, the StMU Athletic Department, and the NCAA. Student-athletes are also encouraged to meet frequently with their faculty advisor and a representative of the Office of Academic Advising to ensure proper class registration and to ensure a clear understanding of their path to graduation. Student-athletes can also access their respective degree plans for graduation on the St. Mary's Academics page at <https://www.stmarytx.edu/academics/programs/#byDegree>.

All athletes must maintain "good" academic standing, the appropriate number of earned credit hours, and continue working toward the completion of their degree.

The following are eligibility requirements all student-athletes must fulfill in order to receive athletic financial aid and to compete in any StMU intercollegiate sport. Please be aware that the minimum GPA standards set forth by the StMU Athletic Department mirror those of the NCAA.

#### Minimum Requirements

To be eligible to represent StMU you must achieve a minimum cumulative GPA of 2.0 prior to the beginning of each fall term. Per NCAA guidelines, student-athletes must successfully complete 24-degree credits in the previous two full-time terms. However, we strongly recommend an average 15 credit hours per semester. Student-athletes eligibility will be monitored throughout the semester and evaluated at the end of each semester.

#### Term by Term Requirement

Student-athletes must earn at least nine-semester hours of academic credit toward their degree program each semester to maintain their eligibility. If the student-athlete repeats a course in which a satisfactory grade was initially received, the repeated course may not be used to satisfy the nine-hour rule.

#### Designating a Program of Study

According to NCAA regulations, all student-athletes are required to designate a program of study leading toward a specific baccalaureate degree by the beginning of the third year of enrollment (fifth full-time semester). Once a major is declared, the credits used to meet progress-toward-degree requirements must be credits toward the student-athlete's designated degree program. (Bylaw 14.4.3.6)

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# ST. MARY'S UNIVERSITY ATHLETICS

## **MISSED CLASS TIME NOTIFICATION LETTERS**

Student-athletes are expected and required to attend class on a regular and punctual basis. It is ultimately the responsibility of the student-athlete to actively communicate with faculty regarding missed class. Arrangements for taking any examination or completing homework assignments affected by team travel are the student-athlete's responsibility. Additionally, student-athletes should always strive to submit coursework to their faculty, on time or prior to departing campus.

All student-athletes are prohibited from missing class in order to attend practice sessions. Academic commitments take precedence over practice activities. If needed, work with your coach to structure a class schedule with as few conflicts as possible.

The compliance staff sends departmental notification to all professors concerning the student-athletes' absence for home or away certified competition. This notification is sent 48 hours prior to the date of absence. Coaches are expected to get travel rosters/itineraries to the compliance staff prior to the competition/travel date so that these notifications may be sent. These notifications, in no way, should or will replace the responsibility of the student-athletes to notify the professors or keep up with missed assignments.

## **PROGRESS REPORTS**

In an attempt to maintain and improve the standard of academic excellence for StMU student-athletes, the compliance office and head coaches will work together to monitor academic progress.







## **STUDY HALL**

Study hall requirements and attendance at tutoring sessions are at the sole discretion of the head coach. Study halls are an excellent tool for achieving academic success. If used effectively, this opportunity can enable a student-athlete to stay caught up on class work. Study hall also aims to help student-athletes avoid any academic deficiencies, which can cause stress, and have a negative impact on academic and athletic success. Student-athletes should take advantage of study hall or tutoring, as these tools can help achieve a low-stress environment.

# ST. MARY'S UNIVERSITY ATHLETICS

## ACADEMIC DISHONESTY

St. Mary's University is a community of learning whose effectiveness requires an environment of mutual trust and integrity at any institution. As members of this community, students, faculty, and staff members share the responsibility of maintaining this environment. Academic dishonesty violates it. Although not all forms of academic dishonesty are listed here, it can be said, in general, that submitting any work for academic credit that is not one's own is dishonest. This not only violates the mutual trust between faculty and students but also undermines the validity of the University's evaluation of students and takes unfair advantage of fellow students. If academic dishonesty is alleged, or has occurred, immediately contact the Athletics Director, Faculty Athletics Representative, Compliance Office or any other university official. Examples of academic dishonesty include, but are not limited to:

-  Unethically copying or requesting academic classwork from another student or individual. Student-athletes are prohibited from presenting, submitting, plagiarizing, editing, or otherwise utilizing the work of someone else as their own
-  Use of notes, books, calculators, electronic devices or any other tools intended to provide assistance during a "closed-book exam". Student-athletes are permitted to use these items, only when faculty has explicitly given permission for use during examinations (or any other required, academic activity)
-  Completing or assisting a teammate, fellow student-athlete or general student with coursework that is outside the realm of collaborative learning (i.e. group assignments)
-  Tampering, changing or requesting faculty alter a grade for the express reason of changing a student-athletes eligibility status
-  Use of Artificial Intelligence (A.I) to complete assignments, quizzes and or tests.
-  Colluding with a student, faculty, staff or community member to engage in academic dishonesty. Student-athletes should report any instances that an advanced, unauthorized copy of an examination, or other coursework, is offered, available or provided for unethical use

If explicit evidence alleges involvement of a student-athlete, or a thorough investigation by the university uncovers academic dishonesty has occurred, a faculty member or administrator has the responsibility to apply appropriate sanctions for this violation. The dean, department chairperson, or designee will use standards and procedures established by the university and/or department in which the course is offered to investigate alleged violations. The dean or department chairperson will impose the sanctions. Possible sanctions for a violation of academic integrity include, but are not limited to, disciplinary probation, suspension, and dismissal from the University. Student-athletes should ensure their understanding of the St. Mary's University Academic Dishonesty Policy, which describes academically unethical behavior in detail.

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

A student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. The SAAC also offers input on the rules, regulations and policies that affect student-athletes' lives on NCAA member institution campuses. NCAA legislation mandates that all member institutions have SAACs on their respective campuses.

“The mission of the National Collegiate Athletic Association Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image.”

In accordance with the NCAA policy, the StMU Athletics Department has a student-athlete advisory committee (SAAC). The StMU SAAC is comprised of two (or more) representatives from each athletic team who exemplify leadership skills on and off the field.

The purpose of this committee is to streamline and promote communication between student-athletes and athletic department administration. This committee will encourage student-athlete involvement within the campus community and additional programs that encourage academic achievement, health promotion, social responsibility, and general awareness.

The StMU-SAAC also offers input regarding regulations, and policies that affect student-athletes' lives through direct communication with the administration. The committee acquires valuable leadership skills while also experiencing organizational governance.

The StMU-SAAC welcomes all ideas and suggestions. Please contact the StMU SAAC liaisons **Marlon Furlongue at 210-436-3004 or Kristina Kish at 210-431-5037.**

## **COMPLIANCE**

In order for us to compete in NCAA Division II Athletics, our institution is required to comply with all applicable rules and regulations of the NCAA in the conduct of its intercollegiate athletics programs. We are required to monitor our programs to assure compliance of all rules of the NCAA and to identify and report to the NCAA instances in which compliance has not been achieved. In any such instance, we will cooperate fully with the NCAA and will take appropriate corrective actions. Members of StMU's athletic staff, student-athletes, and other individuals and groups representing the institutions athletics interests, must comply with the applicable NCAA rules and, as a member institution, we shall be responsible for such compliance (see NCAA Bylaw 2.8.1.). An institution found to have violated the NCAA's rules is subject to disciplinary and corrective actions which may be determined by the NCAA.

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# ST. MARY'S UNIVERSITY ATHLETICS

As a member of the NCAA, St. Mary's University is committed and obligated to operate its athletics program in a manner that is consistent with the letter and the spirit of the NCAA rules and regulations. To maintain compliance, it is St. Mary's University's intention and goal to ensure that its constituents (including University personnel, student athletes, and representatives of athletics interests/boosters) are familiar with, and abide by, NCAA rules and regulations.

## **INITIAL SQUAD MEETINGS FOR STUDENT-ATHLETES**

You may not participate in intercollegiate athletics unless you have participated in the Initial Squad Meeting, or met individually with the Compliance Office and sign the required departmental and NCAA forms through Spry.

## **SPORTS PARTICIPATION**

As a student-athlete at St.MU, participating in intercollegiate athletics, please remember that you are representing St. Mary's University and all the people who support us. Being in the public eye, your personal conduct should reflect favorably upon yourself, your team, and the University. Your personal conduct should be a positive reflection of StMU and the Department of Athletics.

## **SPORTSMANSHIP**

For intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher and to promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifested not only in athletics participation but also in the broad spectrum of activities affecting the athletics program.

Displaying good sportsmanship is important because it is the key and foundation to achieving goals and becoming successful. Through sportsmanship you can become a better team player.

One of your responsibilities as a student-athlete is to always display good sportsmanship at all athletic events. This will require effort on your part. During participation in intercollegiate athletic competition, you must demonstrate one or more of the ideals of sportsmanship including fairness, civility, honesty, unselfishness, respect, and responsibility. You must treat others with respect, including fellow student-athletes, opponents and officials.

Your coach may have more specific expectations concerning behavior, dress or sportsmanship. If so, he or she will inform you of these. Support your coach by adhering to team rules and be proud of your performance.

## **GAME ENVIRONMENT**

Sportsmanship should be regarded as a mandatory subset of game environment. That is, an institution can exhibit great sportsmanship without having a great game environment. However, it is not possible to have a great game environment without sportsmanship.

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Another way of thinking: Poor sportsmanship at athletics events can destroy the school's front door to community, which is what the Division II community-engagement effort seeks to create. As new audiences are drawn in through the athletics program, great care must be taken to make certain that the impressions are positive. The overall production of any athletics event is a reflection on the institution in general. Individuals attracted to an institution through community engagement may feel disappointed or even deceived if the experience at an athletic event is poor.

The game environment can be compromised through factors other than behavior. We should be equally concerned about whether the setting is comfortable and whether the event is lively and entertaining. Three tests come to mind: 1) Is it civil? 2) Is it comfortable? 3) Is it lively and entertaining?

## CODE OF CONDUCT

St. Mary's University Athletics Department supports the following statement on student-athlete behavior adopted by the NCAA Presidents' Commission:

Student-athletes enrolled at NCAA member institutions should reflect the high standards of honesty and integrity set by the Association for the conduct of intercollegiate athletics. As NCAA member institutions strive to fulfill their educational missions, they share a right and responsibility to preserve order and encourage ethical, responsible behavior through the formulation of standards of conduct for student-athletes and the designation of procedures by which those standards shall be enforced.

It is imperative that student-athletes recognize the significance of their behavior as visible members of the campus and local communities. This same attention, however, also should inspire the institution to assure that its student-athletes receive the same treatment as students generally in disciplinary or criminal matters. Intercollegiate athletics cannot be viewed as a refuge where student-athletes are held to a lower standard of conduct than that imposed on the student body as a whole.

Misconduct – Unacceptable behavior during practice or competition includes, but is not limited to, the following:

- Physically abusing officials, coaches, opponents, or spectators;
- Engaging in any public criticism of game officials, conference personnel, another institution, or its student-athletes or personnel;
- Throwing objects or damaging equipment;
- Inciting players or spectators to negative actions or to any behavior that insults an opponent (e.g., taunting an opponent, official or spectator).
- Using obscene or other inappropriate language or gestures;

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- Making public statements that are derogatory, controversial or unacceptable by the StMU Social Media policy or team rules;
- Engaging in areas that constitute harassment (verbal, physical, sexual, or any combination thereof);
- Participating in any action that violates recognized ethical standards of intercollegiate athletics participation.

***Student-athletes who do not conform to the stated expected behavior of this code could be subject to discipline. The discipline may range from a warning to dismissal from the team, or reduction/withdrawal of athletically related financial aid.***

## **STUDENT-ATHLETE DISCIPLINE POLICIES**

All disciplinary problems, both on and off campus, can result in sanctions against the student-athlete. These sanctions can range from reprimand, loss of scholarship or other consequences at the discretion of the Head Coach in collaboration with the respective Sport Administrator and Director of Athletics. Failure by a student-athlete to report a violation of team, departmental, institutional, conference or NCAA regulations will result in more severe consequences. All athletics department personnel are expected to notify athletics administration of any student-athlete misconduct. It is strongly encouraged to document any reports of student-athlete misconduct and sanctions or penalty imposed on the student-athlete.

The St. Mary's University Student Handbook spells out the policies and procedures for disciplinary action for misconduct on campus, at official institutional events, and in student housing. Student-athletes, are expected to remain pursuant of the institutional student code of conduct policies, as well as, policies found in the Student- Athlete Handbook.

St. Mary's University believes student-athletes should conduct themselves in a manner representative of the institution. Athletic department staff and coaches shall have the power to implement rules, regulations, and policies to define and ensure proper behavior. Such rules will be used to establish reasonable conduct.

Furthermore, coaches and their staff are responsible for communicating athletic department rules and expectations to student-athletes. When student-athlete conduct falls below those minimum standards established, then the coaches and their staff in collaboration with their respective Sport Administrator and the Director of Athletics shall have the authority to impose punishment necessary to maintain team discipline, cohesion, and safety. In consultation with the Head Coach, the Sport Administrator and Director of Athletics shall have the discretion to impose additional sanctions (when deemed necessary).

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## CRIMINAL INFRACTIONS

A St. Mary's University student-athlete is expected to adhere to all campus, city, county, state and federal laws, as well as, all conference and NCAA rules and regulations and St. Mary's University student code of conduct policies and procedures.

Upon occasion, activities of students result in violation of the law, and in such cases, university officials shall be prepared to apprise students of source(s) of legal counsel and may offer other assistance. Students are required to disclose any criminal charges or violations to their respective coaches within 48 hours of the incident, incarceration, or the levy of formal criminal charges. Coaches in turn will notify the Athletics Director as soon as there is knowledge of situation. Such disclosures will remain confidential among the coach, student, and appropriate athletics department personnel. St. Mary's University has a vital interest in the character of its students and considers any off campus behavior to be a reflection of a student's character and his/her fitness to be a member of the student body. As such, the University may choose to conduct disciplinary proceedings and impose sanctions in response to grave misconduct, which demonstrates flagrant disregard for the campus community. The University's action shall be independent of civil or criminal proceedings pending in State or Federal Court.

During proceedings of a student-athlete who has a civil or criminal charge pending in court or through the St. Mary's University student judicial process, or has been arrested for a criminal offense and the filing of charges appear imminent, will be subject to any St. Mary's University policies. Additionally, depending on the violation, the student-athlete may be withheld from participation in any team-required practice and/or compete until the charges have been resolved.

Issues with drugs, alcohol, tobacco and other substances could result in athletic department sanctions such as suspension from all team activities, drug and alcohol counseling, suspension of competition(s), revocation of athletically related financial aid, and dismissal from the team.

The use, possession, distribution, being under the influence of, or sale of illegal drugs, drug paraphernalia, or unauthorized prescription drugs is an example of a charge considered a "serious offenses" and may be grounds for suspension from the University.

Please refer to the section of this manual titled "Drug, Alcohol and other Substance Testing Program for Student Athletes" regarding additional information about disciplinary action and penalties related to Issues involving drugs, alcohol, tobacco and other substances .

## HAZING

The StMU Department of Athletics supports only those activities which are constructive, educational, and inspirational and that contribute to the intellectual and personal development of students. StMU athletics opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule.

St. Mary's University's policy on conduct states that students should not interfere with the rights, safety, or health of members of the University community nor interfere with other students' right to learn. Students are expected to abide by all University, department and program rules and

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regulations and all local, state, and federal laws. Violations of StMU's conduct standards for students include hazing which is defined by StMU as any intentional, knowing or reckless act occurring on or off campus, by one person acting alone or with others, directed against a student or group of students for the purpose of pledging, being initiated into, affiliated with, holding office in, or maintaining membership in any organization whose members are, or include, students at StMU.

Actions and activities which are prohibited include, but are not limited to, the following:

- Subject the student(s) to an unreasonable risk or harm,
- Adversely affects the mental or physical health or safety of the student(s), or
- The destruction of private or personal property, or the disruption of our community environment
- Physical brutality including, but not limited to: whipping, beating, striking, paddling, branding, shocking, placing a harmful substance on the body or other similar activities;
- Physical activities that put students at risk or in discomfort including, but not limited to: sleep or food deprivation, exposure to the elements, confinement to a small space, physical bondage or calisthenics;
- Forced consumption of substances such as food, alcoholic beverages, large quantities of non-alcoholic beverages, drugs or other substances that may affect mental or physical health;
- Taking of a student to an outlying area and leaving him/her
- Activities that intimidate or threaten a student with ostracism;
- Activities that subject the student to extreme mental stress, shame or humiliation;
- Activities that affect the mental health or dignity of the student; and
- Activities that induce, cause or require a student to perform an act in violation of the criminal code or the Student Code of Conduct.

## **SPORTS WAGERING/GAMBLING**

The Department of Athletics supports the NCAA's position on gambling activities which states as follows: "The NCAA opposes all forms of legal and illegal sports wagering. Sports wagering has the potential to undermine the integrity of sports contests and jeopardize the welfare of student-athletes and the intercollegiate athletics community. Sports wagering demeans the competition and competitors alike by a sending message that is contrary to the purposes and meaning of "sport." Sports competition should be appreciated for the inherent benefits related to participation of student-athletes, coaches and institutions in fair contests, not the amount of money wagered on the outcome of the competition."

According to NCAA Summary of Regulations for DII:

"... student-athletes shall not knowingly:

- a) Provide information to individuals involved in organized gambling activities concerning intercollegiate competition
- b) Solicit a bet on any intercollegiate team

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- c) Accept a bet on any team representing the institution
- d) Solicit or accept a bet on any intercollegiate competition for any item (cash, dinner, shirt) that has tangible value; or
- e) Participate on any gambling activity that involves intercollegiate athletics or professional athletics, through a bookmarker, a parlay card or any other method of employed or organized gambling. This includes fantasy sports and pools (i.e. NCAA Tournament brackets) in which an entry fee is required and there is an opportunity to win a prize.

Any student-athlete found to have engaged in gambling activities may also be subject to disciplinary action pursuant to Bylaw 10.4

## **TOBACCO USE**

All game personnel (e.g., coaches, trainers, managers and game officials) in every sport are prohibited from the use of Tobacco products during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of the practice or competition and may result in team suspension or dismissal. The use of tobacco products by coaches and game officials is also prohibited during a practice or competition. At NCAA championships, tobacco use by any individual on the field of play, as well as during other championship activities, such as banquets, autograph sessions, press conferences and post- game interviews is prohibited. The appropriate sports committee in accordance with the misconduct provisions of NCAA Bylaw 31.1.8 shall deal with violations of this policy. Further, in the sport of baseball, dugouts are considered to be on the “field of play.”

## **ALCOHOL ABUSE**

As an athletics participant, you are often perceived as a “role model” due to your high visibility on campus. As an ambassador for the Department of Athletics and the University, you are expected to constantly present a wholesome public image. State law sets a minimum age for the purchase and consumption of alcoholic beverages at 21 years of age. As a student-athlete, even after reaching 21 years of age, you are prohibited from drinking alcoholic beverages when traveling with, or representing our teams, and at any team or University-related activity.

Alcoholic beverages should not be consumed while attending our athletic or athletically sponsored events. Reported violations will be investigated by the Director of Athletics and appropriate actions will be taken.

Please be aware that excessive consumption of intoxicating beverages can be detrimental, not only to your health, but also to your intellectual and athletic abilities.

If you feel you have an alcohol abuse problem, please talk to one of our athletic staff members, the StMU Counseling office, or a member of the Sports Medicine Team.

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## **ALCOHOL AND TOBACCO VIOLATIONS**

Alcohol and Tobacco violations will be subject to the regulations governing these substances, pursuant of St. Mary's University Code of Student Conduct, conference bylaws and NCAA regulations. A student-athlete found in violation of the Alcohol and/or Tobacco policy, will be subject to consequences outlined in the Code of Student Conduct and local law. If a student-athlete violates these policies, the Athletics Director, in consultation with the Committee, has the discretion to impose additional sanctions for this violation.

## **TEAM TRAVEL**

Student-athletes will be under the direction of the head coach while away from campus on all recognized, scheduled events. During this time, all student-athletes and staff represent StMU.

Under no circumstances will any member of the official travel party consume alcoholic beverages, tobacco products, or participate in any form of gambling (violation of NCAA policy could render one ineligible); violate curfew, or University policy. Violation of this policy could result in loss of participation and possible early return to campus at the cost of the student- athlete.

Student-athletes under suspension are not allowed to travel with the team to the site of competition. It is the discretion of the Department of Athletics as to whether injured players or those being "redshirted" will travel with the team.

All travel party members will dress in a manner that positively represents StMU. The head coach will develop a dress code policy for his or her team and will have the final determination as to the dress of the student-athletes. Your head coach will review the standards for team conduct which you should observe when you travel with your team. Specific requirements for dress, conduct, curfews and free-time activities will be discussed.

All student-athletes will travel to and from all events as a team via University-sanctioned transportation, unless they have received prior approval by Department of Athletics and submitted a signed *Student-Athlete Travel Release Form*.

Prior to leaving campus for any team activity including fundraising and community service, a completed Travel Roster Form must be submitted to the Department of Athletics and on file with Public Safety.

Student-athletes traveling as part of a St. Mary's University team will receive either cash allowances or catered food for meals based on departure time and the trip length. Upon receiving a cash allowance, each student-athlete will be required to sign a meal money receipt.

### **Van Usage**

For safety purposes, all occupants of University vans are expected to wear seatbelts. The vans are used by all Varsity teams so it is essential that each team/club ensure that team/club members remove trash, equipment and all personal belongings at the end of each trip. The Department of Athletics is aware of the huge responsibility to ensure your safety and as a result have required

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all coaches to participate in a defensive driving course. It is your responsibility to act appropriately as a passenger so as not to distract the driver. If you feel that your safety is of concern while a passenger, please do not hesitate to contact the Department of Athletics. At no time are student-athletes to operate a department van.

## **Bus Usage**

The Department of Athletics utilizes professional bus companies for long distance travel. Student-athletes are expected to act appropriately while traveling as representatives of St. Mary's University.

## **STUDENT GRIEVANCE POLICY**

St. Mary's University is committed to a policy of treating all members of the University Community fairly in regard to their personal and professional concerns.

The primary objective of a student grievance procedure is to insure that concerns are promptly dealt with and resolutions reached in a fair and just manner. It is essential that each student be given adequate opportunity to bring complaints and problems to the attention of university administration with the assurance that each will be given fair treatment. As such, any student at St. Mary's University may file a grievance through this student grievance procedure.

### **Definitions**

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act, or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems; mistreatment by any university employee; wrongful assessment of fees; records and registration errors; student employment; and discrimination because of race, national origin, sex, marital status, religion, age, or disability. **Complaints covered by policies already in place (i.e. sexual harassment, grade issues, financial aid, etc.) are excluded from this policy.**

The term "student" includes all persons taking courses at St. Mary's University, both full-time and part-time, pursuing undergraduate, graduate, law or professional studies and those who attend post-secondary institutions other than St. Mary's University and/or who reside in St. Mary's University residence halls. Persons who are not officially enrolled for a particular term but who have a continuing relationship with St. Mary's University are considered students.

### **Grievance Procedure**

Prior to invoking the procedures described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student either orally or in writing. However, any St. Mary's University student who believes that

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he/she has not been treated fairly may make use of the student grievance procedure within ten (10) working days of the incident. Student grievances which are filed after more than ten (10) working days from the initial incident will not be accepted and are deemed to be waived.

## **Level One: Initial Review**

If a student decides not to present his or her grievance to the person(s) alleged to have caused the grievance, or if the student is not satisfied with the response, he or she may present the grievance in writing to the next level supervisor within ten (10) working days of the incident.

The grievant must file a written request for a hearing, along with a complete written statement of the alleged grievance. The statement should include the name of the University official to whom the grievance is directed, and the remedy sought. If a student needs assistance regarding the initiation or presentation of a grievance, they may contact the following St. Mary's University officers for assistance: Director of Human Resources or the Dean of Students.

The next level supervisor will conduct an informal investigation as warranted to resolve any factual disputes. The supervisor may appoint a fact-finding panel of no more than three persons from the University community to conduct a formal investigation. The supervisor must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel shall be limited to determining and presenting facts to the supervisor.

The supervisor's disposition of the grievance shall be based on a hearing. The supervisor will act as the chair of the grievance hearing, unless the grievant objects on the basis that the supervisor is not an impartial decision-maker. In such case, the Vice President for the respective division will appoint another chair for the hearing.

The following procedures will be observed in the hearing:

1. The hearing will be conducted in private. Indications of irresponsible discussion of the grievance outside of the formal hearing may become the basis for allegations that due process has been violated. All parties to the hearing are cautioned against irresponsible discussion. The parties will make no public statements about the case during the course of the hearing.
2. During the proceedings, all parties will be permitted to have an advisor present. All parties to the grievance will have the right to obtain witnesses and present evidence. The University will cooperate with all parties in securing witnesses and making available documentary and other evidence requested to the extent permitted by law.
3. All parties have the right to question witnesses, **however, the accused and the accuser may not question each other.** When a witness has made a written statement and cannot or will not appear, but the chair determines that the interests of justice require admission of that statement, the Chair will identify the witness, disclose the statement, and if possible, provide for interrogatories. The Chair will also grant appropriate continuances to enable either party to investigate evidence, or for any other appropriate reason.

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4. In all cases, the burden of proof shall be on the grievant. However, the Chair will not be bound by strict rules of legal evidence. The decision will take the form of findings of fact, conclusions, and recommended disposition of the grievance. The findings of fact, conclusions, and recommended disposition must be based solely on the hearing's record, pertinent University procedures set forth in this statement, and the laws of the State of Texas and the United States of America.

The supervisor's disposition of the grievance shall be reported to the student in writing and shall inform the student of the right to seek review by the appropriate Vice President upon written appeal by the student. The supervisor's response should be transmitted to the student within ten (10) working days from the date the written grievance was received by the supervisor. If the disposition extends beyond the ten (10) working days the supervisor should inform the student of the delay and the expected response date.

**Regardless of the disposition of the grievance, no member of the University community may harass or retaliate against a student who has filed a grievance under the University grievance procedure. Such actions of harassment or retaliation are explicitly proscribed by the University.**

## **Level Two: Grievance Appeal Procedure**

The Vice President's action will be limited to a review of the basis for the supervisor's disposition and will not involve a de novo factual investigation. Notwithstanding the above, the Vice President may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. The Vice President's action shall constitute final agency action. The Vice President's decision should be transmitted to the student within ten (10) working days from the date the written appeal was received. If the disposition extends beyond the ten (10) working days the Vice President should inform the student of the delay and the expected response date.

In the event that a grievance is filed against a Vice President, the supervisor is the President of the University, and the appeal review will be conducted by the Chair of the Board of Trustees, whose decision shall constitute final agency action. In the event that a grievance is filed against the President, the supervisor is the Chair of the Board of Trustees, whose decision shall constitute final agency action.

**Note:** Due to the complexity of the student-athlete/coach relationship, each grievance procedure will be handled on an individual and situational basis.

## **EXTRA BENEFITS (NCAA Manual Bylaw 16)**

Per the NCAA, receipt by a student-athlete of non-permissible awards, extra benefits, or excessive or improper expenses not authorized by NCAA legislation violates the Association's amateurism principle and renders the student-athlete ineligible for athletics participation. Receipt of a benefit (including otherwise prohibited extra benefits per Bylaw 16.11.2) by student-athletes, their relatives or friends is not a violation of NCAA rules if it is demonstrated that the same benefit is generally available to the institution's students and their relatives and friends.

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Below are examples of non-permissible extra benefits:

- **Discounts and Credits.** A student-athlete may not receive a special discount, payment arrangement or credit on a purchase (e.g. airline ticket, clothing) or service (e.g. laundry, dry cleaning) from an institutional employee or a representative of its athletics interests. (Bylaw 16.11.2.2)
- **Free or Reduced-Cost Services.** An athletics representative may not provide a student-athlete with professional services (for which a fee would normally be charged) without charge or at a reduced cost except as permitted elsewhere in this bylaw. Professional services provided at less than the normal rate or at no expense to a student-athlete are considered an extra benefit, unless they are available on the same basis to the general student body. (Bylaw 16.11.2.2.1)
- **Credit Cards.** It is not permissible to allow a student-athlete to use a member's credit card for personal reasons without charge or at a reduced cost. (Bylaw 16.11.2.2.2)
- **Entertainment Services.** A student-athlete may not receive services (ex. movie tickets, dinners, use of car) from commercial agencies (e.g. movie theatres, restaurants, car dealers) without charge or at reduced rates, or free of reduced-cost admission to professional athletics contests from professional sports organizations, unless such services are also available to the student body in general. (Bylaw 16.11.2.2.3)
- An institutional employee or representative of the institution's athletics interests may not provide a student-athlete with extra benefits or services, including, but not limited to:
  - a) A loan of money
  - b) An automobile or the use of an automobile
  - c) Transportation that is not generally available to the institution's students and their friends and relatives
  - d) Signing or cosigning a note with an outside agency to arrange a loan  
(Bylaw 16.11.2.3)
- **Camp Concession.** It is not permissible for a member institution or member of its athletics department staff conducting a sports camp to permit student-athlete (enrolled in the institution) to operate, at the student-athlete's own expense, a concession selling items related to, or associated with, the camp to campers or others in attendance. (Bylaw 16.11.2.4)
- **Athletics Equipment.** A student-athlete may not accept athletics equipment, supplies or clothing (e.g. tennis rackets, golf clubs, balls, shirts) from a manufacturer or commercial enterprise. Such items may be provided to the student-athlete's institution, to be used by the institution's team in accordance with accepted practices for issuance and retrieval of athletics equipment. (Bylaw 16.11.2.5)
- **Sponsor Families.** A member institution shall not permit individuals outside the institution to serve as "sponsors" or "families" for student-athletes who are enrolled in the institution, unless such a sponsorship program exists to provide the same benefits and support services to all students at the institution. (Bylaw 16.11.2.6)
- **Assistance in Payment of Bills.** A member institution is not permitted to administer a fund for a student-athlete (even if funds are provided by the student-athlete) in order to assist the student-athlete in making payments for various personal expenses (e.g. utility bills, rent, fees, and entertainment expenses), unless the institution provides such a service to all student and formal accounting procedures are used. (Bylaw 16.11.2.8)

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## POST ENROLLMENT AMATEURISM (NCAA Bylaw 12)

Note: The following summary information is subject to change. The StMU Compliance staff should be consulted regarding the application of NCAA legislation. Below is a condensed version of the NCAA Bylaw. The most current information can be found at [www.ncaa.org/student-athletes/future/amateurism](http://www.ncaa.org/student-athletes/future/amateurism)

### A. Definition of a professional athletics team (Bylaw 12.02.6): - any organized team that:

1. Provides any of its players more than actual and necessary expenses for participation on the team, except as otherwise permitted by NCAA legislation. Actual and necessary expenses are limited to the following, provided the value of these items is commensurate with the fair market value in the locality of the player(s) and is not excessive in nature:
  - i. Meals directly tied to competition and practice held in preparation for such competition;
  - ii. Lodging directly tied to competition and practice held in preparation for such competition;
  - iii. Apparel, equipment and supplies;
  - iv. Coaching and instruction;
  - v. Health/medical insurance;
  - vi. Transportation (i.e. expenses to and from practice and competition, cost of transportation from home to training/practice site at the beginning of the season and from training/practice site to home at the end of the season);
  - vii. Medical treatment and physical therapy;
  - viii. Facility usage;
  - ix. Entry fees; and
  - x. Other reasonable expenses; or
2. Declares itself to be professional.

### B. Competition with professionals. Following initial full-time collegiate enrollment, an individual shall not be eligible for intercollegiate athletics in a sport, if the individual competed on a professional athletics team (per Bylaw 12.02.6) in that sport.(Bylaw 12.2.3.2)

### C. Draft and Inquiry.

1. **Inquiry.** An individual may inquire of a professional sports organization about eligibility for a professional-league player draft or request information about the individual's market value without affecting his or her amateur status. (Bylaw 12.2.4.1)
2. **Draft List.** An enrolled student-athlete may enter a professional league's draft an unlimited number of times during his or her collegiate career and be drafted by any team in the league without jeopardizing eligibility in that sport, provided the student-athlete does not ever agree (orally or in writing) to be represented by an agent for the purposes of marketing his or her athletics ability or reputation in that sport, sign a professional sport contract or otherwise jeopardize his or her amateur status. (Bylaw 12.2.4.2)
3. **Negotiations.** An individual may request information about professional market value without affecting his or her amateur status. Further, the individual, his or her relatives or legal guardians, the institution's professional sports counseling

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panel or head coach may enter into negotiations with a professional sports organization without the loss of the individual's amateur status. An individual who retains an agent shall lose amateur status. (Bylaw 12.2.4.3)

**D. Agent.** An individual shall be ineligible for participation in an intercollegiate sport, if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport. (Bylaw 12.3.1)

**E. Salary/Pay/Benefits.** An individual also loses his or her amateur status and shall not be eligible for intercollegiate competition in a particular sport if the individual:

1. Uses athletics skills for pay in any form in that sport. (Bylaw 12.1.4(a))
2. Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation. (Bylaw 12.1.4(b))
3. Accepts any direct or indirect salary, gratuity, or comparable compensation for his/her participation in athletics. (Bylaw 12.1.4(c))
4. Receives any division or split of surplus (e.g., bonuses, game receipts). (Bylaw 12.1.4(d))
5. Receives, directly or indirectly, any salary, reimbursement of expenses, or any other form of financial assistance from a professional sports organization based on athletics skill or participation (except as permitted by NCAA rules and regulations). (Bylaw 12.1.4(f))
6. Enters into an agreement with or receives benefits from an agent. (Bylaw 12.1.4(h))
7. Receives cash, or the equivalent thereof, as an award for participation in competition at any time, even if such award is permitted under the rules governing an amateur, noncollegiate event in which the individual is participating. (Bylaw 12.1.4(j))
8. Receives expenses incurred or awards that are prohibited by the rules governing an amateur, noncollegiate event in which the individual participates. (Bylaw 12.1.4(k))
9. Receives any expenses, including actual and necessary expenses or any other form of compensation, to participate in athletics competition (while not representing an educational institution) from a sponsor other than an individual on whom the athlete is naturally or legally dependent or the nonprofessional organization that is sponsoring the competition. (Bylaw 12.1.4(m))
10. Receives payment for unspecified or unitemized expenses beyond the actual and necessary travel, room and board expenses for practices and competition. (Bylaw 12.1.4(n))
11. Receives any payment, including actual and necessary expenses, conditioned on the individual's or team's place, finish or performance or given on an incentive basis, or receives expenses in excess of the same reasonable amount for permissible expenses given to all individuals or team members involved in the competition. (Bylaw 12.1.4(o))

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# ST. MARY'S UNIVERSITY ATHLETICS

12. Receives a prize for participation (involving the use of athletics ability) in a member institution's promotional activity that is inconsistent with the provisions of Bylaw 12.5. (Bylaw 12.1.4(p))
  13. Participates for pay in competition that involves the use of overall athletics skill (e.g., "superstars" competition). (Bylaw 12.1.4(q))
  14. Receives preferential treatment, benefits or services because of the individual's athletics reputation, skill or pay-back potential as a professional athlete, unless such treatment, benefits or services are specifically permitted under NCAA legislation. (Bylaw 12.1.4(r))
- F. Contract.** An individual also loses his or her amateur status and shall not be eligible for intercollegiate competition in a particular sport if the individual signs a contract with a professional team regardless of its legal enforceability or any consideration received. (Bylaw 12.1.4(e))
- G. Educational Expenses.** An individual loses his or her amateur status and shall not be eligible for intercollegiate competition in a particular sport if the individual accepts educational expenses subsequent to collegiate enrollment by an outside sports team or organization that are based in any degree on the recipient's athletics ability, even if the funds are given to the institution to administer to the recipient. (Bylaw 12.1.4(i))

## NAME, IMAGE AND LIKENESS (NIL)

### 1. PHILOSOPHY AND EDUCATIONAL RESOURCES

St. Mary's University has always been committed to providing world-class educational opportunities, through both traditional and nontraditional delivery modalities, in addition to championship level athletic opportunities for all students participating in intercollegiate athletics. StMU Athletics' educational programming and support is designed to help student-athletes reach their highest academic potential and earn a St. Mary's University degree.

With the NCAA providing guidance to allow student-athletes to be compensated for their name, image, and likeness ("NIL"), StMU Athletics is committed to providing educational opportunities in this area to its student-athletes to empower and prepare them to maximize their opportunity with respect to NIL, while also protecting their NCAA eligibility. StMU Athletics supports student-athletes receiving compensation for the use of their name, image and likeness from sources outside the University in accordance with the guidelines outlined in this policy.

However, StMU Athletics will not create or facilitate NIL compensation opportunities for prospective student-athletes as a recruiting inducement. Nor will StMU Athletics contract with or otherwise knowingly allow any institutional partner or contractor to engage in activity that is impermissible for the institution.

Nothing within this policy shall impact the right of StMU to use the name, image, or likeness of student-athletes in accordance with NCAA Bylaws. Student-athletes will continue to participate in institutional promotional activities such as appearances, autograph signings, digital content creation, photo shoots, and similar activities in accordance with existing NCAA rules, but may not be paid by StMU to participate in any such activity.

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# ST. MARY'S UNIVERSITY ATHLETICS

StMU Athletics is committed to equity in the provision of all permissible institutional services under this policy. Student-athletes are entitled to compensation for NIL activities only from non-institutional entities. StMU Athletics is not responsible for monitoring, overseeing or enforcing equity compliance in opportunities, compensation or other consideration provided by non-institutional entities for NIL activities.

*This is a working policy in a rapidly evolving area and as such will be subject to ongoing review and revision as circumstances, laws and regulations change.*

## **2. NCAA GUIDANCE**

The NCAA has adopted guidance governing student-athletes' NIL activities (the "NCAA Rules"). The NCAA rules provide that a student-athlete is prohibited from (1) receiving pay-for-play and (2) receiving an improper recruiting inducement.

StMU Athletics and our student-athletes must follow the NCAA Rules and this StMU Athletics policy; student-athletes, StMU Athletics staff, or other third parties should consult with the StMU Athletics Compliance Office regarding the NCAA Rules and this policy prior to engaging in NIL activities that involve StMU student-athletes.

## **3. NAME, IMAGE, AND LIKENESS ACTIVITIES**

Subject to the NCAA rules and this StMU Athletics policy, StMU student-athletes may use their NIL in a variety of ways that may include, but is not limited to, promoting their own business, promoting or endorsing a corporate entity (e.g., a brand ambassador or social media influencer); conducting camps, lessons or clinics; making appearances; or signing autographs. StMU student-athletes may receive compensation, either in-kind or monetarily, for engaging in NIL activities, subject to the NCAA rules and this StMU Athletics policy. StMU student-athletes may engage in NIL activities and receive corresponding compensation from university donors and sponsors so long as the compensation is for the NIL activity and is not a recruiting inducement or an inducement to remain enrolled at StMU. Compensation that does not meet this requirement is prohibited by this policy and may lead to a determination of ineligibility to participate in college athletics. Pay for play compensation is prohibited by this policy and may lead to a determination of ineligibility to participate in college athletics.

Student-athletes may enter endorsements or NIL activities with entities that compete with sponsors of StMU. However, such agreement, or any portion thereof, may not conflict with the provisions of any agreement to which StMU is a party. In the event that a potential conflict is identified, StMU shall disclose to the student-athlete or the student-athlete's attorney or sports agent the provisions of the StMU agreement that are in conflict.

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# ST. MARY'S UNIVERSITY ATHLETICS

## **4. USE OF AGENTS OR PROFESSIONAL SERVICES**

StMU student-athletes can obtain professional advice to assist them with NIL activities such as marketing agents, tax advisors, legal advisors, etc. Student-athletes must pay the normal costs and fees associated with such services. The use of an agent, as defined by NCAA bylaws, may only be used for NIL activities. Any agent must be registered to do business in the state of Texas and register with the StMU Athletics Compliance Office. StMU Athletics encourages its student-athletes to thoroughly vet any such agents or advisors prior to working with them, as StMU Athletics will not be responsible for any agreement or contractual obligation, whether with an agent or other third party.

## **5. USE OF UNIVERSITY INTELLECTUAL PROPERTY**

Student-athletes may state that they play “[insert name of sport] at (StMU)” or that they are “a member of the [insert name of sport] at (StMU)” to identify themselves in connection with NIL Activity. However, Student-athletes are not permitted to use StMU’s intellectual property, including its trademarks, logos, or symbols, to either implicitly or expressly endorse a third party or product without the prior written approval of StMU’s Athletics Department. Per NCAA rules, student-athletes may not sell products provided by StMU Athletics or awards received for intercollegiate athletic participation while they are a student-athlete.

## **6. TEAM ACTIVITIES AND ACADEMIC OBLIGATIONS**

Student-athletes cannot engage in NIL activities during the course of team activities, which include competitions, practices, and team gatherings and meetings. Student-athletes also must not allow NIL activities to interfere with their academic obligations.

## **7. FACILITY USE**

Student-athletes may, subject to availability, to the terms of a facility use agreement, the St. Mary’s University Athletics Camps, Clinics and Lessons policy along with paying a nominal fee, use StMU Athletics’ facilities to conduct camps, clinics, or lessons. Consistent with Section 5 above, student-athletes may not use StMU facilities in such a manner that creates the impression – either express or implied - that StMU expressly or indirectly endorses a third party or product, unless prior written approval is obtained from StMU’s Athletics Department.

## **8. RESTRICTED CATEGORIES**

Student-athletes must not use their NIL to endorse alcohol, tobacco products, e-cigarettes or any other type of nicotine delivery device, anabolic steroids, sports betting, casino gambling, a firearm the student-athlete cannot legally purchase, or a sexually oriented business.

# ST. MARY'S UNIVERSITY ATHLETICS

## 9. DISCLOSURE OF NIL ACTIVITIES

In the course of their education and participation at StMU, student-athletes must disclose any NIL activities to the StMU Athletics Compliance through Opendorse at least seven (7) days prior to entering into an agreement for the proposed activity. This is to ensure the activity does not jeopardize the student-athlete's eligibility.

## 10. FINANCIAL IMPLICATIONS

Student-athletes should be aware that receiving compensation for NIL activities could have an impact on their financial aid, especially for those receiving need-based aid. Student-athletes are encouraged to consult with the StMU Office of Financial Assistance to fully understand these potential impacts.

Student-athletes are responsible for all tax, withholding, reporting, licenses, permissions, permits, expenses, fees and any other obligations, liabilities or costs associated with NIL Activity.

## 11. INTERNATIONAL STUDENT-ATHLETES

International student-athletes should discuss how receiving compensation may impact their VISA status with the StMU Center for International Programs prior to engaging in NIL activities.

## **PRACTICE /COUNTABLE ATHLETICALLY-RELATED ACTIVITY (CARA)**

Countable athletically-related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, any members or members of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and limitations under Bylaw 17. **As a student-athlete at StMU, you may be asked to verify the *Play/Practice Log* sheet for your sport. You may also be requested to meet with the FAR and/or the Associate AD in order to discuss countable athletically related activity per your assigned log sheet.** Therefore, it is important that all student-athletes familiarize themselves with NCAA rules pertaining to countable athletically-related activity. Here are some tips to help:

### **WHAT COUNTS**

- Practices (Bylaw 17.02.1)
- Athletic meetings initiated by, or required by, a coach (ex. Team meetings about athletic matters, end of season individual meetings). (Bylaw 17.02.1)
- Competition (and associated activities, regardless of their length, count as 3 hours). (Bylaw 17.02.2, 17.1.6.3.2) Note: No countable athletically-related activities may occur after the competition. (Bylaw 17.1.6.3.2.2)
- Field, floor, or on-court activities (Bylaw 17.02.1)
- On court or on field activities called by any member of the team and confined primarily to members of that team at the direction or coordination of a coaching staff member. (Bylaw 17.02.1)

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# ST. MARY'S UNIVERSITY ATHLETICS

- Required weight training and conditioning activities. (Bylaw 17.02.1)
- Visiting the competition site in the sports of cross-country and golf. (Bylaw 17.02.1)
- Discussion or review of game films. (Bylaw 17.02.1)

## WHAT DOESN'T

- Compliance Meetings. (Bylaw 17.02.1)
- Meetings with coach initiated by a S-A (as long as no countable activities occur). (Bylaw 17.02.1)
- Team meetings that serve administrative purposes. (Bylaw 17.02.1)
- Drug/Alcohol educational meetings, SAAC or Student-Athlete Affairs Meetings. (Bylaw 17.02.1)
- Study Hall, tutoring or academic meetings. (Bylaw 17.02.1)
- Travel to/from the site of competition (as long as NO countable activities occur). (Bylaw 17.02.1)
- Training room activities (treatment, taping, etc.), rehab activities and medical examinations. (Bylaw 17.02.1)
- Recruiting activities (e.g. student host). (Bylaw 17.02.1)

## MANDATORY MEDICAL EXAM

Prior to participation in any practice, competition, or out-of-season conditioning activities, student-athletes who are beginning their initial season of eligibility and student-athletes who are trying out for a team shall be required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation must be administered within 6 months prior to participation in any practice, competition or out-of-season conditioning activities. In following years, an updated history of the student-athlete's medical condition shall be administered by an institutional medical staff member (e.g., sports medicine staff, team physician) to determine if additional examinations (e.g., physical, cardiovascular, neurological) are required. The updated history must be administered within 6 months prior to the student-athlete's participation in any practice, competition or out-of-season conditioning activities for the applicable academic year. (Bylaw 17.1.5)

The examination of student-athletes who are beginning their initial season of eligibility at StMU and students who are trying out for a team shall include a sickle cell solubility test (SST), unless documented results of a prior taste are provided to the institution or the student-athlete declines the test and signs a written release, as required by NCAA Bylaws. (Bylaw 17.1.5.1)

## DECLARED PLAYING SEASON

For all sports **other than basketball** each member institution may divide the playing season into not more than two segments: **Championship and Non-Championship.**

# ST. MARY'S UNIVERSITY ATHLETICS

**During PRE-SEASON practice** prior to the first day of classes or the first scheduled contest, whichever is earlier, and during an institution's official vacation period, and during the period between semesters when classes not in session.

- Daily and weekly hour limitations do not apply to countable athletically related activities.

**During CHAMPIONSHIP / IN SEASON:**

- Countable athletically related activities (CARA) may occur not more than 20 hours per week with, a maximum of 4 hours/day.
- All CARA are prohibited during one calendar day/ week (i.e., you must receive 1 day off).

**During NON-Championship Segment / Out-of-Season**

- All CARA are **prohibited during two calendar days** per week (must receive 2 days off) during out-of-season activities
- **Weekly Hour Limitations—Outside of Playing Season.**
  - Outside of the playing season during the academic year, only a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be permitted, as follows:
    - (a) In **winter championship sports**, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a **maximum of 8 hours/week, of which not more than 4 hours/week hours per week** may be spent on team activities, as follows:
      - (1) In **basketball**, from September 7 or the institution's 4<sup>th</sup> day of classes for the fall term, whichever is earlier, through the day before October 15.
      - (2) In **swimming and diving and track and field**, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the institution's declared start date of practice.
    - (b) In **spring championship sports**, from September 7 or the institution's fourth day of classes for the fall term, whichever is earlier, through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of 8 hours/week, of which not more than 4 hours/ week may be spent on team activities;
    - (c) In **fall championship sports**, from the beginning of the institution's second term of the academic year (e.g., winter quarter, spring semester) through the day before the institution's declared start date of the non-championship segment, a student-athlete's participation in weight training, conditioning, team activities and/or skill instruction shall be limited to a maximum of 8 hours/week, of which not more than 4 hours/ week may be spent on team activities;
    - (d) In National Collegiate Championships sports, from the beginning of the institution's academic year through the day before the institution's declared start date of practice, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of 8 hours/week, of which not more than 4 hours may be spent on team activities; and

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(e) Following the institution's final contest or date of competition in the segment that concludes with the NCAA Championship, a student-athlete is prohibited from engaging in CARA for a 14-consecutive-calendar-day period. Between the end of the 14-consecutive-calendar-day break period or the end of the non-championship segment, and 1 week prior to the beginning of the final exam period, a student-athlete's participation in weight training, conditioning and/or team activities shall be limited to a max of 8 hours/week, of which not more than 4 hours per week may be spent on team activities.

## **Institutional Final Exam Period**

All countable athletically related activities outside the playing season are **prohibited one week prior to the beginning of the institution's final examination period through the conclusion of the institution's final examinations**. Participation in voluntary individual workouts monitored by strength and conditioning personnel for safety purposes shall not count against the weekly hour limitation.

## **During WINTER BREAK**

A student-athlete shall not participate in any athletically related activity in StMU Athletic facilities from December 21st through 27th.

## **Institutional Vacation Period**

A student-athlete may not participate in any countable athletically-related activities outside the playing season during any institutional vacation period (e.g., summer, academic year).

## **HOSTING A PROSPECTIVE STUDENT-ATHLETE ("PSA") OFFICIAL VISIT**

- A maximum of \$30 for each day of the visit to cover all actual costs of entertaining the prospective student-athlete (and the PSA's relative or legal guardians), excluding the cost of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-Shirts or other institutional mementos.
- It is permissible to provide the student host with an additional \$15 per day for each additional PSA the host entertains;
- A complimentary meal, provided the student host is accompanying the PSA during the PSA's official visit;
- A complimentary admission to a campus athletics event provided the ticket is used to accompany a PSA to that event during the PSA's official visit.
- No cash may be given to the visiting prospect or to anyone accompanying the prospect.

**Multiple Hosts.** If several students host a perspective student-athlete, the \$30 per day entertainment money may be used to cover the actual and necessary expenses incurred by the

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# ST. MARY'S UNIVERSITY ATHLETICS

prospective student athlete and all hosts. Only one student host per prospective student-athlete may be provided a free meal if restaurant facilities are used.

**Non-qualifier Prohibition.** A non-qualifier may **not** serve as a student host during his/her first academic year in residence.

**Use of Automobile.** You may **not** use vehicles provided or arranged for by any coach, institutional staff member or booster of the university. Never allow the prospect to use or drive your car.




**Student Support Group Assisting in Recruiting.** An institution may not provide a free meal or entertainment to a member of an institutional student support group that assists in the recruitment of a prospective student-athlete during an official visit, unless the student is designated as the one student host for that prospective student-athlete.

## EQUIPMENT POLICIES

The St. Mary's University Department of Athletics has entered into an agreement with Nike and Eastbay for the supply of all footwear, apparel, accessories, and equipment. All members of the St. Mary's University Department of Athletics (including coaches, trainers, student-athletes and staff) are prohibited from using any other brand for practice and competition unless otherwise approved by the Director of Athletics. The Director of Athletics or Associate Director of Athletics of External Operations must approve any use of the athletics logo, the St. Mary's University seal or any logo of St. Mary's University.


Uniforms and equipment issued by the St. Mary's University Department of Athletics are property of the Department of Athletics. Failure to return any items requested by the Department of Athletics and its staff will result in a hold placed on your account. This hold will directly affect your ability to register and / or apply for graduation. Misuse or mistreatment of issued equipment and uniforms is the sole responsibility of the student-athlete.


On receipt of issued St. Mary's University Department of Athletics uniforms and equipment, the following policies are in effect:

-  **STUDENT-ATHLETES** are responsible for the game uniform condition throughout the season, as well as returning it after each game to be laundered
  
-  **STUDENT-ATHLETES** are responsible for all game equipment and practice gear throughout the season. **LOSS or DAMAGE will RESULT in a MONETARY FINE.**
  
-  **STUDENT-ATHLETES** are responsible for the immediate return of the equipment, in the event that they quit the team; are dismissed from the team; leave the team for personal reasons (i.e. academics or family)

# ST. MARY'S UNIVERSITY ATHLETICS

or the Director of Athletics determines loss of eligibility.

 **STUDENT-ATHLETES** are responsible to return all issued equipment, within five academic calendar days of the end of their respective seasons.

 **FAILURE** to return the issued athletic equipment on the date designated by the department will result in the following penalties:

- A **“HOLD”** will be placed on your bursar account.
- Your athletic locker will be cleared out, your personal items will be confiscated and lock changed.
- Potential loss of certain athletic privileges.

 **STUDENT-ATHLETES** are responsible to vacate locker by dates to be determined by the head coach.

 I agree to pay for **ALL LOST and/or STOLEN** items that are missing

## STUDENT-ATHLETE SURVEYS

Upon the completion of each Championship season, every student-athlete will have the opportunity to complete a Student-Athlete Experience Survey. The Questionnaire will cover all aspects of the student-athletes experience while at StMU, sport specific and in general to include: coaching evaluation, academics, athletic training, and overall experience. For more information on Student-Athlete Experience Surveys, please contact the Associate AD for Internal Operations at (210) 436-3004

## ATHLETIC FINANCIAL AID

NCAA Bylaw, Article 15, *Financial Aid* governs St. Mary's University's ability provide athletically related financial aid to a student based in any degree on athletics ability. An institution shall not award financial aid to a student-athlete that exceeds the cost of attendance that normally is incurred by students enrolled in a comparable program at that institution. A student-athlete shall not be eligible to participate in intercollegiate athletics, if he or she receives athletics aid that exceeds the value of a full grant-in-aid.

You may have been awarded financial aid in the form of an athletic scholarship, which is based on your athletic ability. You must meet University admission requirements, be fully admitted, and successfully complete the required credit hours per academic year in order for this award to be valid.

A student-athlete may receive athletics aid and educational expenses awarded up to the value of a full grant-in-aid, plus any other institutional financial aid up to the cost of attendance. The

# ST. MARY'S UNIVERSITY ATHLETICS

regulations in Article 15 permits St. Mary's University to provide athletically related aid under the following condition:

- Award athletics aid to cover for room, board, tuition, fees, and required course-related books.

This award is made in accordance with institutional regulations and is subject to conditions stated below:

1. Period of institutional financial aid. Athletic financial aid is awarded for a period of **one academic year only**. The Department of Athletics may recommend to the financial aid authority that financial aid be renewed each year. However you are hereby informed that the **renewal will not be automatic** and will remain at the discretion of the Department of Athletics.
2. Reduction or Cancellation permitted. The Department of Athletics reserves the right to reduce or cancel institutional financial aid during the period of the award, pursuant to NCAA Bylaw 15.6.4.1., for reasons of (1) ineligibility; (2) fraudulent misrepresentation of any information on an application, letter of intent or financial aid agreement; (3) engaging in serious misconduct warranting substantial disciplinary penalty; or (4) voluntary withdrawal from a sport at any time by the SA.
3. The student-athlete shall be subject to all academic rules and requirements for eligibility regarding registering credits and attained credits. Academic failure resulting in ineligibility shall be cause for cancellation of this award.
4. The student athlete is encouraged to COMPLETE the Free Application for Federal Student Aid (FASFA) and all forms of financial aid, and complete the financial aid process. If the student-athlete receives any other financial assistance, this award is subject to revision based on the need factor established by the Office of Financial Assistance and the maximum allowance of aid as set forth by the NCAA.
5. The student-athlete shall abide by all team rules and regulations as set forth by the coach and adhere to athletic policies/procedures as set for the by the Director of Athletics.
6. The student-athlete shall represent St. Mary's University in a respectable manner at all times. Failure to act accordingly can result in dismissal from the team and loss of athletic financial aid.

\*\* All athletic financial aid is issued for **one** academic year only and is subject to renewal \*\*

*Note: All permissible sources of financial aid provided by the institution, or approved outside sources, will be monitored and tracked by the compliance office and Office of Financial Assistance.*

## Renewals

The renewal of institutional financial aid, based in any degree on athletics ability for those who have eligibility remaining, shall be made in writing to you on or before **July 1** of the academic

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# ST. MARY'S UNIVERSITY ATHLETICS

year in which it is said to be effective, the coach discussing your renewal and award letter with the Office of Financial Assistance providing official notice. The Office of Financial Assistance will process awards in a timely fashion and they will show in your account at that time.

## **Voluntary leaving / withdrawal from the University**

If a student-athlete decides to leave a varsity team on his or her own accord, he/she **might** be subject to the **forfeiture** of any or all athletic financial aid **as of the date of departure from that team**. This will be determined by the coach and athletic administration.

## **Dismissal or Departure from the Athletic Team**

If a student-athlete is dismissed from a varsity team because of inappropriate conduct, on or off the field, which violates policies of the team or university, all athletic financial aid shall be forfeited at the completion of the season **or** at the time of the incident, and at the discretion of the administration or coach. (Bylaw 15.6.4.1.3)

## **Athletic Grant-In-Aid Policy**

1. The Head Coach of each sport recommends the amount of the award to the Compliance Office. The compliance office, in consultation with the Athletics Director will discuss all aid renewals, reductions and cancellations.
2. Upon the recommendation of the Head Coach, the Athletic Grant-in-Aid may be renewed each year for up to four years if the student-athlete is eligible to receive athletically related aid. Similarly, a student-athletes athletics aid may be reduced or cancelled during the period of award, or for the ensuing academic year. Athletics aid agreements shall not offer athletics aid beyond one (1) academic year.
3. Once the compliance office and the Athletics Director approve the amount, the compliance office will draft an Athletics Aid Agreement and recommend financial assistance provide the document and amount to the student for signature.
4. Once the student-athlete receives the Athletics Aid Agreement, he/she may accept the amount and terms on the agreement and return as instructed. If the student-athlete disagrees with the amount or terms on the agreement, the student-athlete should not sign the agreement and follow the instructions for an "Athletics Aid Appeal" hearing. The student-athlete should notify Financial Assistance and the compliance office if an appeal is being requested. Similarly, if the studentathlete does not intend to participate in athletics the period of award shown on the Athletics Aid Agreement, the student-athlete should notify the Head Coach, the compliance office and/or the Athletics Director prior to the end of the academic year. Voluntary withdrawal from a sport program can result in the termination of the Athletics Aid Agreement, and any athletics aid offered for the upcoming term/academic year.

## **Student-Athletes are strongly encouraged to remember the following:**

- The Head Coach can recommend athletically related aid be renewed, increase, cancelled or reduced during the period of award and prior to the beginning of an academic year
- During the period of award, the Head Coach can recommend an increase at any time for any reason

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# ST. MARY'S UNIVERSITY ATHLETICS

- During the period of award, the Head Coach can recommend a decrease or cancellation of athletically related aid for reasons described in by 15.5.4.1 and 15.5.4.1.1 During the period of award, a Head Coach is prohibited from decreasing or cancelling athletically related aid if the decision is based on athletics ability or because of an injury, illness or physical or mental medical condition
- Following May commencement, a Head Coach is permitted to cancel or reduce athletically related aid based on athletics ability
- Any requests made by a Head Coach for a reduction or cancellation request be reviewed by the Athletics Director, in consultation with the compliance office and head coach. The request will only be approved if the reduction or cancellation has proper cause and adequate written documentation is submitted to the compliance office and the Athletics Director.

## **Athletics Aid Appeal Policy**

The following procedures have been established to help guide the student-athlete through the appeal process for non-renewal or termination of a Financial Athletic Award:

1. The Financial Aid Office shall send written notification of the reduction/cancellation to the student- athlete and also notify the student-athlete about the opportunity for an appeal hearing. The student- athlete shall have 14 business days upon the date of issuance of this letter to respond, in writing, to the Financial Aid Office and formally request a hearing.
2. A late notification from the student-athlete, or failure to submit a written request for a hearing, shall be interpreted as a refusal of the opportunity for a hearing. As a result, the initial determination to cancel or reduce the athletic grant-in-aid shall be made final and binding.
3. Upon receiving a written request for the hearing from the student-athlete, the Financial Aid Office will email the student-athlete with detailed appeal procedure instructions. The Financial Aid Appeals Committee shall conduct the hearing within 30 consecutive calendar days of the written request. The student-athlete and the Athletics Department shall receive written notification as to the time, date, and location of the hearing. The Financial Aid Appeals Committee, comprised of five members of the Executive Board and the Financial Aid Office, shall preside over this hearing and make the final determination.
4. At this hearing, the student-athlete and the Athletics Department shall be allowed an opportunity to present their case regarding the reduction or cancellation of athletics aid. Either party is permitted to present witnesses and/or documents to the committee that may support their position.
5. At the conclusion of the hearing, the Financial Aid Appeals Committee shall have 24 hours to render a final decision as to the status of athletics aid. Both the Athletics Department and the student-athlete shall be informed of this decision in writing. This decision shall be final and not subject to appeal.

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# ST. MARY'S UNIVERSITY ATHLETICS

## DEGREE COMPLETION AWARD

St. Mary's University strives for excellence in academics as well as in athletics. In continuing with its commitment to student-athletes, St. Mary's University offers an opportunity to student-athletes who have completed their athletic eligibility and who are within a maximum of 48 hours of graduating to apply for a degree completion scholarship.

Applicants receiving a degree completion scholarship will be responsible for all other costs associated with attending St. Mary's University.

To be considered as an applicant for a degree completion tuition scholarship, the student must meet the following criteria:

- Must have exhausted all playing eligibility
- Must be in good academic standing, per the institutional Good Academic Standing policy
- Must have a grade point average of a 2.00 or above
- Must be within 48 degree credits of graduation
- Must be in good standing with the athletic department (no outstanding debt with the athletic department, not currently serving disciplinary withholding, etc.)
- Must have a signed Degree Progress Report on file with Office of Academic Advising
- Must show a list of remaining classes required to graduate
- Must have completed two semesters at St. Mary's University
- Must have previously received athletically related aid or show why additional aid is needed
- Must have completed application for graduation, degree audit and FAFSA application at time of application for degree completion aid

## ATHLETIC COMMUNICATIONS

*“Fans judge you as a player according to how you perform on the playing field. They judge you as a person according to how you perform with the media. IF fans develop a good impression of you through the media especially when things are not going well on the field, the benefits to you can be significant.” - NFL Media Relations Playbook*

One important way for Rattler fans to find out about a student-athlete is to communicate through media. Newspapers, magazines, online services, radio and television stations tell the stories of the Rattler teams, student-athletes and coaches. As a Rattler student-athlete, one of your responsibilities is to cooperate with the media – similar to your commitment of giving 100 percent on the playing field and in the classroom. These are all aspects of being a Rattler student-athlete. You should view your obligation to cooperate with the media as an opportunity to promote yourself as well as your team and St. Mary's University. Media attention means that your conduct on and off the competition surface will be under scrutiny because of your position as a Rattler student-athlete. Your conduct should reflect the mission and values of the University and the Athletics Department.

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# ST. MARY'S UNIVERSITY ATHLETICS

## **Media & Promotional Activities**

While attending StMU as a student-athlete, you may be called upon to give interviews with various members of the media, to pose for photos for media, or to give background information or quotes for feature stories, press releases, or the Internet. All such interviews and information and any media request must be coordinated at the direction of the Sports Information Department, whether conducted in person, over the phone, or via the Internet. If a student-athlete is approached by a media source, this request should be directed to the head coach or someone in the Communications office.

If a student-athlete is asked to participate in a media or promotional activity, we encourage our student-athletes to be on time and dressed appropriately. Remember that when you are conducting an interview, you are not only representing yourself, but also Rattler Athletics, your teammates and your family. Do not schedule an interview or other media activity without the explicit consent of the head coach, compliance office and the communications office.

The Athletics Communications Department assists student-athletes in all phases of dealing with the media and other promotional activities. It is the goal of the Athletics Department to help student-athletes develop communication skills that can be helpful not only during the intercollegiate experience, but during future professional and business endeavors.

## **Best Practices: Interview and Media Activities**

### **Interview “Do’s”**

- Relax and think positively
- Keep direct eye contact and stay focused
- Look the interviewer in the eye. Avoid looking at the ground, sky or teammates
- Be available for interviews after a good game or bad performance. How a coach or athlete behaves after a loss often makes a bigger impression than after a win
- Think ahead. Have a game plan - identify the two or three main points that you want to get across
- Praise your teammates, credit your coaches and be gracious to your opponents-- Keep your cool
- Answer questions in concise, complete sentences
- Think before you speak - silence is sometimes the best answer
- Look nice - your appearance counts
- You are not obligated to answer any question with which you are not comfortable
- Always end the interview with a simple thank you

***REMEMBER:*** If you are asked a question that you are not comfortable answering--- you do not have to answer it. It is okay to say, “I’d prefer not to discuss the subject” or “I feel that’s a better question for coach.” Please avoid “*No comment.*” This response has a negative connotation and can sometimes imply guilt or cause suspicion. Never make “off-the-record” comments. Saying something is off-the- record does not imply that something will not end up in print. As a rule, do not say anything you would not like anyone to read or hear.

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# ST. MARY'S UNIVERSITY ATHLETICS

## **Interview “Dont’s”**

- Avoid thinking of the media as the enemy
- Avoid looking down and not establishing eye contact with interviewer or camera
- Be conscious of the speed you are talking
- It is acceptable to respond, “I don’t know.” If you are unsure of an answer, do not fabricate a response
- Avoid revealing strategy or team related information
- Avoid using slang or profanity
- Don’t rock back and forth when you speak. Hold still – it can make the viewer dizzy if you are moving too much
- Avoid a reporter putting words in your mouth; correct misstatements before you answer the question
- Avoid speaking on behalf of others. Respectfully decline to speculate or talk about anything outside your area of expertise or known facts. Defer to your head coach
- Avoid criticism of the officials, game staff, judges, other participants or coaches
- Under no circumstances should a student-athlete discuss an injury of a teammate with the media. Federal privacy laws do not allow our office or coaching staff to discuss the nature of injuries of student-athletes

## **Social Media and Crowdfunding**

### **Social Networking**

As a student-athlete at St. Mary’s University, you have a responsibility to represent the University mission in all that you do. Your behavior, words and actions are a reflection of Rattler Athletics, your team and your family. This includes your participation in the world of social networking. Rattler Athletics recognizes a student-athletes access to participating in online social networking and does not intent to impede on these activities. However, a student-athlete should be reminded that as a member of a Varsity team, you are in the public eye. Please keep the following guidelines in mind as you participate on social networking web sites:

- Be mindful that online content is not private and there could be long-term ramifications
- Avoid posting or sharing your personal information (cell phone number, address, class schedule) for safety reasons
- Be mindful that online communication puts one at greater risk for stalking
- Consider that your coach, teammates, family and future employer may review the site. Avoid participation in or posting inappropriate photographs or other content
- Refrain from affiliating yourself with topics that are potentially offensive or degrading. Avoid sharing or commenting on subjects that involve teams or other student-athletes, coaches, administration or faculty from StMU or other organizations

Before participating in any online community, understand that anything posted online is available to anyone, anywhere, at any time. Any text or photo placed online is completely out of your control the moment it is placed online, even if you limit access to your site. For your safety, do not post home addresses, local addresses, phone numbers, birth date or other personal

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# ST. MARY'S UNIVERSITY ATHLETICS

information. Also, be aware of any items (including photos) that could embarrass you, your teammates or the university. This includes information, photos and items that may be posted by others on your page. Exercise caution as to what information you post on your profile regarding your whereabouts or plans.

Student-athletes can face disciplinary sanctions, including dismissal from a team or loss of athletically related aid, for violating this social media policy. You should also be aware that potential employers and internship supervisors use these sites to screen candidates. Many graduate programs and scholarship committees look at online profiles to separate applicants. Student-athletes are encouraged to use common sense when using social networking sites and be aware of your responsibilities to honor the mission of the university and respect your role as a student-athlete.

## **Crowdfunding**

There are many different NCAA rules that govern crowdfunding. **Please ask** before you set up a site. A student-athlete may not use your 'athletics ability' to crowdfund. You may not use a picture of yourself playing your sport, use a photo showing a student using StMU uniforms or equipment, to raise money. You may crowdfund for a charity as long as your athletics ability is not used.

## **ATHLETIC TRAINING / SPORTS MEDICINE**

The Sports Medicine Department and Athletic Training Rooms are the medical facilities for the Athletic Department, which provides diagnosis, treatment, and rehabilitation for St. Mary's University student-athletes. Full time Certified Athletic Trainers, Graduate Assistant Athletic Trainers, and Student Athletic Training Assistants work collaboratively with Team Physicians and follow established Standing Orders which are reviewed annually. This group of qualified individuals coordinates all efforts to determine the best possible care of the Rattler student-athletes.

The following are some of the objectives of the Sports Medicine Staff:

1. To insure that first year student-athletes are physically prepared to participate at the intercollegiate level through a pre-participation physical examination.
2. To anticipate and prevent injuries or illnesses that could endanger participation in practice, competition or the pursuit of a healthy lifestyle when athletic participation concludes.
3. To rehabilitate injuries and manage illnesses in a manner that promotes a healthy return to practice and competition.

\*\*All Sports Medicine forms, Fact Sheets, and NCAA approved Concussion Protocols can be accessed on Gateway.

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# ST. MARY'S UNIVERSITY ATHLETICS

## **Responsibilities of the Student-Athlete**

Report any injury or illness to the Sports Medicine Staff member(s) assigned to your sport or the Team Physician as soon as possible. Inform the Sports Medicine Staff member(s) of any potential issues that may affect the physical wellness of teammates.

## **Graduate Assistant and Student Athletic Trainers**

The graduate assistant and student athletic trainers work under the direct supervision of the staff Athletic Trainers. Education of the graduate assistants and student athletic trainers includes in-service training sessions throughout the academic year conducted by the full-time staff members, as well as other qualified personnel.

## **Athletic Training Room Rules**

1. If you are not actively treating an injury, you are asked not to come into the Training Rooms so that the Athletic Trainers can concentrate on student-athletes who are actively treating. Keep in mind, that space is limited and we do not have room for student-athletes in the Training Room who are not working.
2. No food or drinks in the Athletic Training Rooms,
3. No tobacco products of any kind,
4. No cleated shoes of any kind,
5. No shoes of any kind are to be worn on tables while treating,
6. Do not bring any bags (travel, laundry, or book) or any other extra articles into Athletic Training Room.,
7. Horseplay or abusive language will not be tolerated,
8. Absolutely no equipment or supplies should be taken from the Athletic Training Room by Athletes or Coaches without the permission of an Athletic Trainer,
9. Athletes should never be late for a practice or event because he/she was in the Athletic Training Room,
10. It is the responsibility of the Athlete to allow adequate time for treatment and taping so that they are not late for a scheduled practice or event.

## **Hours of Operation**

### **AACC Athletic Training Room Hours - (210-436-3342)**

The AACC Athletic Training Room will be open for treatments from 8:00 am – 2:30 pm Monday-Friday and an Athletic Trainer or Student Athletic Training Assistant will be on-site one hour prior to and one hour after any scheduled practice or game. Contact your assigned Athletic Trainer if you need an earlier or later treatment time but, note that the Athletic Trainers must be on-site with their respectively assigned teams in the afternoons/evenings so every effort should be made by the Athlete to come in for treatments prior to that.

### **Satellite Athletic Training Rooms at Baseball and Softball/Soccer Complex**

• Due to limited space, ALL athletes needing morning treatment should report to the AACC Athletic Training Room during scheduled treatment times. An Athletic Trainer or Student Athletic Training Assistant will be on-site at the Baseball or Softball/Soccer Complex Athletic Training Room one hour prior to and one hour after any scheduled practice or game be done.

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# ST. MARY'S UNIVERSITY ATHLETICS

## Team Physician Hours

Sports Clinics will be held with Dr. Hugo Salazar in the AACC Athletic Training Room from 12:15 pm – 2:30 pm every Tuesday and Thursday. Athletes MUST sign up for a specific time to be seen by Dr. Salazar through their assigned Athletic Trainer. Athletes with illnesses should make every effort to be seen at the Student Health Center between the hours of 9:00 am – 4:00 pm Monday – Friday rather than being seen during Tuesday/Thursday Sports Clinics.

If a medical emergency arises before or after Athletic Training Room hours, call **911** and University Police (**210-431-1911**). Athletes or Coaches should also **CALL** their assigned Athletic Trainer in the event of an emergency. **DO NOT TEXT ATHLETIC TRAINERS REGARDING EMERGENCIES. YOU MUST CALL.**

## Physical Examinations

Every first-year student-athlete (including transfers) will receive a physical examination by the team physician. In accordance with NCAA regulations, each student athlete must have passed a physical examination prior to any athletic participation including workouts in the strength and conditioning facility, and have proof of sickle cell screening on file with St. Mary's Sports Medicine Dept. **BE AWARE** that the Athletic Department does not allow any activities or participation until the Sports Medicine department has cleared you. There are no exceptions. All returning athletes will have a physical update and will be referred to the team physician as needed.

## Treatment Confidentiality

Each student-athlete signs an information release in the medical history to permit the Athletic Department to release medical information. Every effort will be made to make this information of a general nature and not specific. Procedures for Athletic Injuries and Illnesses Injuries should be reported to and treated by the athletic trainer(s) assigned to the student- athlete's sport. If the assigned athletic trainer is not available, another athletic trainer should be consulted. Treatments should not be missed because a specific athletic trainer is not available. Athletic trainers are under the direct supervision of the team physician and will carry out any medical treatment prescribed by the team physician.

## Chaperone Policy

When evaluating or treating a student-athlete, all reasonable accommodations will be made to ensure a safe environment for everyone. At their discretion, anyone performing or receiving treatment, evaluation, or other medical care has the right to request a chaperone. The chaperone can be a working staff member or parent/guardian, and be reminded of medical privacy laws to ensure anything overheard during the encounter remains confidential. Doors shall remain unlocked and unblocked during any and all interaction behind closed doors with a student- athlete.

## Procedures for Athletic Injuries and Illnesses

Injuries should be reported to and treated by the athletic trainer(s) assigned to the student- athlete's sport. If the assigned athletic trainer is not available, another athletic trainer should be consulted. Treatments should not be missed because a specific athletic trainer is not available.

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# ST. MARY'S UNIVERSITY ATHLETICS

Athletic trainers are under the direct supervision of the team physician and will carry out any medical treatment prescribed by the team physician.

## **Treatment Guidelines**

- Dress in shorts and t-shirts for treatments;
- Shower and change into clean shorts and t-shirts for treatment after practice;
- An Athletic Trainer should be consulted prior to any treatment or rehabilitation as treatment records will be maintained by the individual sport's Athletic Trainer;
- The team physician will see illnesses during the regular hours of operations at the Student Health Center. ONLY the team physician or staff Athletic Trainers can excuse the student athlete from class and this excuse must be obtained PRIOR TO the missed class. Excuses will not be issued after the fact.
  - If an athlete needs treatment, surgery, or testing, he/she is to coordinate the appointment through the sports medicine staff. Every effort will be made to schedule this appointment around classes. It is the responsibility of the student athlete to inform their professor of a class absence due to a medically related appointment.

## **Medications**

The Athletic Department will NOT pay for any medication necessary to help recover from injuries. It is the responsibility of the student-athlete to fill his/her prescriptions and file any charges for medication to their primary insurance. The Athletic Departments Secondary/Excess Insurance Policy will not pay for any prescribed medications.

## **Insurance & Medical Billing**

Student-athletes should read and understand the Athletic Departments Medical Insurance policy. This policy is updated annually and found on Gateway. This information should also be shared by the student-athlete with his/her parent/guardian.

# **DRUG & ALCOHOL EDUCATION/TESTING POLICY**

## **I. PHILOSOPHY and OBJECTIVES**

St. Mary's University is committed to the pursuit of excellence in intercollegiate athletics within the framework of an academic community dedicated to the University's educational and religious objectives. The University demands the unquestioned integrity of its athletics programs. As a Catholic institution of higher education, the University challenges studentathletes to develop in mind, body, and spirit, while calling them to personal integrity and responsibility.

Drug, Alcohol and Other Substance abuse, including the use of illegal or performance enhancing drugs and the abuse of prescription drugs, constitutes a threat to the physical and mental well-being of student-athletes and to the integrity of the University and intercollegiate athletics. The University's Drug, Alcohol and Other Substance Testing Program for Student-Athletes ("Program") is designed to supplement University and Department of Athletics efforts to educate student-athletes about the effects of Drug, Alcohol and Other Substance abuse on health and

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# ST. MARY'S UNIVERSITY ATHLETICS

well-being. The Program seeks to deter and detect Drug, Alcohol and Other Substance abuse so as to:

- reflect the University's high expectations for student-athletes as representatives and ambassadors of the University;
- protect the health and safety of the University's student-athletes and their teammates and competitors;
- ensure that the University's athletic programs adhere to basic principles of fair play and sportsmanship; and 18
- provide appropriate assistance, treatment, and support to student-athletes found to have engaged in substance abuse.

## ***Drug, Alcohol and Other Substance Testing Program Education and Counseling Program***

Student-athletes who are educated about substance use in sport are more likely to make informed and intelligent decisions about usage. St. Mary's University conducts a Drug, Alcohol and Other Substance Testing Program Education Program for student-athletes on an annual basis in partnership with the Student Health and Counseling offices. These educational programs are designed to review athletic department, institutional, conference and national governing body policies related to alcohol, tobacco, street and performance-enhancement drugs, and dietary supplements. All student-athletes and athletics coaching staff members are required to attend this educational session. Makeup sessions are available for participants who must miss a scheduled educational session for an approved reason. In addition to educating student-athletes and athletics staff about the various policies, a review of the St. Mary's University Drug, Alcohol and Other Substance Testing Program (the "Program") is conducted. In addition, special educational programs may be arranged to provide participants opportunities to learn more about the dangers of specific substances.

St. Mary's University offers counseling support services at no cost to students in the Student Counseling Center. The department's mission is to support the intellectual, emotional, social and cultural development of students by offering a wide range of services, including personal and group counseling, consultation and educational services.

## **II. SCOPE OF PROGRAM**

*A. Relationship to NCAA Testing.* The National Collegiate Athletics Association ("NCAA") administers its own drug testing program under a separate protocol. As a member of the NCAA, the University participates in the NCAA drug testing program. Testing under the University's Program is independent of NCAA testing, but a positive NCAA drug test triggers concurrent sanctions under this Program.

*B. "Student-Athlete" Defined.* For purposes of the Program, a "student-athlete" is any student who is listed on the eligibility list form of any team sponsored on the varsity level at St. Mary's University.

*C. Eligibility Exhausted.* A student-athlete who has exhausted his or her eligibility for intercollegiate competition is not subject to testing under the Program.

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*D. Relationship to University Conduct of Student Conduct.* The St. Mary's University Code of Student Conduct prohibits, among other things, the possession or use of illegal drugs, the unauthorized possession or misuse of prescription drugs, and the possession of drug paraphernalia. Like all other students at the University, student-athletes remain subject to these prohibitions and related sanctions. To avoid inequitable treatment of student-athletes in relation to other students, however, a positive drug test under NCAA testing or this Program shall not provide the basis for or be considered in connection with disciplinary procedures for violations of the University Code of Student Conduct.

## III. Administration of Program

### A. Methodology

#### a. Drugs and Dietary Supplements

Each academic year, 30% of the student-athlete population (15% each academic term) will be tested pursuant to this policy. This will include, no less than four (4) members of each varsity sport sponsored at St. Mary's University to be tested annually.

i. Student-athletes will be subject to four (4) testing windows, annually; two (2) testing windows will occur each fall and spring semester. During each testing window, the Program requires a min. one (1) student-athlete from each varsity team be selected for testing, in addition to, a randomized selection of four (4) individual student-athletes to participate in this testing window. Student-athletes are expected to participate if chosen to participate in multiple testing windows.

#### b. Alcohol and Tobacco

Refer to the University's "Alcohol and Other Drugs" policy for regulations and sanctions pertaining to alcohol and tobacco policy offenses. If a student-athlete is found guilty of violating this University policy, the student-athlete will be subject to the sanctions imposed by the Student Code of Conduct. On a case by case basis, the Athletics Director has the discretion to impose additional sanctions, in addition to those imposed by the Code of Student Conduct, if a student-athlete is found in violation of the University's "Alcohol and Other Drugs Policy".

### B. Drug, Alcohol and Other Substance Testing Program Testing Oversight Committee

(1) *Structure.* The Drug, Alcohol and Other Substance Testing Oversight Committee ("Committee") reports to the President and consists of five members.

(a) *Appointments.* The Director of Athletics, as the current chair, shall appoint the members of the committee. The Director of Athletics will be responsible for communicating information related to the "Program" to the President and the Vice Provost for Student Development. This committee shall be comprised of the Director of Athletics (serves as the Chair), Senior Woman Administrator, and Senior Compliance Administrator, Head Athletics Trainer and Director of Student

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# ST. MARY'S UNIVERSITY ATHLETICS

Welfare and Integrity. In the event a committee member is the Head Coach of a student-athlete, this member will recuse themselves from the specific matter.

(b) *Terms.* Members shall be appointed for staggered three-year terms and may be reappointed for one or more terms. If a member no longer holds the position that qualified the member for appointment, the appointing authority shall appoint a 20 successor. Likewise, the appointing authority shall designate an interim member to replace a member who is temporarily unable to serve.

(c) *Chair.* The President shall designate the Chair of the Committee, typically the Director of Athletics, on an annual basis. The Chair has authority to act on behalf of the Committee at his or her discretion. The Chair also has the authority to extend any deadline set forth in this Program (except for those deadlines set forth in part VII of this Program regarding Appeals) based on extraordinary circumstances.

(d) *Drug Testing Coordinator.* The Drug Testing Coordinator, typically the Head Athletic Trainer, shall support and coordinate administration of the Program under the protocol developed by the Committee.

(2) *Duties.* The Committee shall meet on an as needed basis.

(a) *Development of Drug Testing Protocol.* The Committee of this policy, informed by the best available information, on drug testing methods and practices and on drug use in intercollegiate athletics, shall: (i) determine the appropriate methods of drug testing to use; (ii) establish the frequency of random testing and the number of student-athletes to be tested; and (iii) designate teams whose student-athletes, or a random selection thereof, shall be subject to pre-participation or team testing.

(b) *Implementation of Drug Testing Protocol.* The Committee shall select a non-member University physician or athletic trainer to serve as the Drug Testing Coordinator. In consultation with the Drug Testing Coordinator, the Committee shall identify an outside agency to perform laboratory testing services on samples collected under this Program, and may recommend to the President that the University contract with an outside agency to assist in the administration of the Program.

(c) *Evaluation of Educational Initiatives.* On an annual basis, the Committee shall gather and evaluate information on University and Department of Athletics initiatives that educate students on the following issues: the dangers of substance abuse; the availability of substance abuse assistance and treatment; and the requirements and procedures of the NCAA drug testing program and this Program.

# ST. MARY'S UNIVERSITY ATHLETICS

(d) *Annual Report.* The Committee shall provide an annual report to the President and the Board of Trustees concerning implementation of this Program. Such report shall include the number of student-athletes tested during the past year under the NCAA drug testing program and this Program and aggregate test results. Such report shall also include information collected on the educational initiatives and any recommendations for modification of this Program.

(e) *Drug Testing Appeals Board.* The Drug Testing Appeals Board ("Appeals Board") shall consist of the Faculty Athletics Representative (serves as Chair), the Vice Provost for Student Development (or his or her designee), and a member of the campus faculty/staff community. The Director of Athletics shall designate the Chair of the Appeals Board on an annual basis.

## IV. Prohibition on Use of Banned Drugs and Dietary Supplements

A. *Prohibition on Use of Banned Drugs.* All student-athletes at St. Mary's University are prohibited from using any drug belonging to any of the classes of drugs banned by the NCAA, unless a medical exception is granted pursuant to this policy for such use. The classes of banned drugs include stimulants, anabolic agents, diuretics and other masking agents, street drugs, peptide hormones and analogues, anti-estrogens, and beta-2 agonists, and any drugs chemically related to these classes.

B. *Medical Exceptions.* The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for treatment with a banned medication. Exceptions may be granted for substances included in the following classes of banned drugs: anabolic agents\*, stimulants, beta blockers, diuretics, anti-estrogens\*, beta-2 agonists and peptide hormone\*. No medical exception review is available for substances in the class of illicit drugs.

1. Alternative non-banned medications for the treatment of various conditions may exist and should be considered before an exception is pursued.
2. In the event that the student-athlete and the physician (in coordination with sports-medicine staff at the student-athlete's institution) agree that no appropriate alternative medication to the use of the banned substance is available, the decision may be made to use a medication that falls under an NCAA class of banned drugs.

**NOTE the use of an \*anabolic agent, anti-estrogen or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications.** The institution, through its director of athletics, may request an exception for use of an anabolic agent, anti-estrogen or peptide hormone by submitting to the NCAA medical documentation from the prescribing physician supporting the diagnosis and treatment.

3. The institution should maintain documentation that supports the use of medication in the student-athlete's medical record on campus. The documentation can be a letter or copies of medical notes from the prescribing physician that documents how the diagnosis was reached, and that the studentathlete has a medical history demonstrating the need for treatment with the banned medication. The letter should contain information as to the

# ST. MARY'S UNIVERSITY ATHLETICS

diagnosis (including appropriate verification of the diagnosis), medical history and dosage information.

**ADHD Medication:** for a medical exception request for a positive test involving stimulant medication to treat **ADHD**, the NCAA requires the documentation be accompanied by the required form “**NCAA Medical Exception Documentation Reporting Form to Support the Diagnosis of Attention Deficit Hyperactivity Disorder (ADHD) and Treatment with Banned Stimulant Medication,**” located at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)

4. Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete's medical records or physicians' letters should not be sent to the NCAA unless requested by the NCAA. Also, students are not expected to report the use of any substance(s) to the drug-testing staff at the time of an NCAA mandated drug test.
5. In the event that a student-athlete is tested by the NCAA and tests positive for a substance for which the institution desires an exception, normal procedures for reporting positive test results will be followed (See Section 8.0 of the NCAA Drug-Testing Program Protocol). The institution may request an exception at the time of notification of the positive drug test (“A” sample) by submitting documentation to Drug Free Sport. If the institution fails to provide medical documentation to Drug Free Sport before the “B” sample is reported as positive to the institution, the student-athlete will be withheld from competition until such time the documentation is received, reviewed and the medical exception granted.
6. Requests for medical exceptions will be reviewed by the medical panel of the NCAA Committee on Competitive Safeguards and Medical Aspects of Sports.
7. The NCAA will inform the director of athletics regarding the outcome of the exception request. In the event that the exception is not granted, the institution may appeal this action according to Section 8.0 of the NCAA Drug-Testing Program Protocol.

*C. Drug Classifications.* Under this Program, the University distinguishes between other Substances, Street Drug: Marijuana and Street Drugs Other than Marijuana. Drugs included in, or chemically related to, all classes on the NCAA banned drugs list other than street drugs will be treated as performance-enhancing drugs.

*D. Dietary Supplements:* St. Mary's University Department of Athletics personnel will not distribute or encourage the use of any dietary supplements or ergogenic aids. Many dietary supplements or ergogenic aids contain banned substances. Oftentimes the labeling of dietary supplements is not accurate and is misleading. Terms such as “healthy” or “all natural” do not mean dietary supplements do not contain a banned substance or are safe to take. Using dietary supplements may cause positive drug tests. Student-athletes who are currently taking dietary supplements or intend to take any are required to review the product with the Head Athletic Trainer and/or their assigned staff Athletic Trainer. Student-athletes are solely responsible for any substance that they ingest. All student-athletes are encouraged to use the Drug Free Sport Resource Exchange Center (REC) to obtain current and accurate information on dietary supplements or ergogenic aids. All inquiries to the REC are confidential. The Resource Exchange Center may be accessed at [www.drugfreesport.com/REC/](http://www.drugfreesport.com/REC/).

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# ST. MARY'S UNIVERSITY ATHLETICS

Student-athletes must understand that even though any dietary supplement has been cleared by the athletic training staff or Drug Free Sport, the athletic training staff does not condone the use of dietary supplements and is not responsible for any supplements the student-athlete intakes. Student-athletes should also understand that they are responsible for any dietary supplements they ingest.

The NCAA does allow an institution to provide permissible substances (bars, recovery drinks, etc.) to its athletes. However, it is still the athlete's responsibility to make sure those permissible substances are acceptable and if ingested is the sole responsibility of the athlete.

## *E. Safe Harbor*

(1) *Safe Harbor*. On one occasion during the student-athlete's eligibility for intercollegiate athletics at St. Mary's University, a student-athlete who has used the street drug Marijuana may seek safe harbor under this Program by disclosing his or her use of the street drug Marijuana to the Head Athletic trainer or Assistant Athletic Trainer. If a student-athlete discloses to an Athletics Department Staff member, under this program, this staff member (including coaches) must notify the Head Athletic Trainer within 24 hours of this student's disclosure. The safe harbor does not apply to the NCAA drug testing program.

(2) *Eligibility*. To be eligible for the Safe Harbor, the student-athlete must not have previously tested positive for any street drug under the NCAA drug testing program or this Program. A disclosure made after the student-athlete receives notification of a random test or after a non-random test under this Program shall not create Safe Harbor with regard to such test.

## (3) *Consequences of Safe Harbor Request*

(a) The Athletics Department employee shall promptly notify the Drug Testing Coordinator of the safe harbor disclosure. The Drug Testing Coordinator shall arrange to have the student-athlete tested to establish a baseline for re-testing purposes. If the baseline test results in a positive test for the street drug disclosed by the student-athlete, the result shall not be treated as a positive finding. If the baseline test results in a negative test, the one-time safe harbor option is not returned to the student-athlete.

(b) A student-athlete's request for safe harbor shall not result in sanctions affecting the student-athlete's participation in team conditioning, practice, and/or competition, except that the Director of Athletics may suspend the student-athlete from conditioning, practice, and/or competition until the Director of Athletics is satisfied that the student-athlete is physically and mentally fit to resume such activities.

## **V. Program Testing for Use of Banned Drugs**

A. *Consent Form*. The Athletic Training Staff shall provide each student-athlete with information on this Program and the NCAA drug testing program, including forms stating that the student-athlete consents to testing under this Program and the NCAA drug testing program.

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# ST. MARY'S UNIVERSITY ATHLETICS

Each student-athlete must sign the consent forms before he or she can participate in any countable athletically-related activity.

B. *Testing Methods.* The University may conduct drug testing using any medically recognized and scientifically reliable method of testing, including but not limited to urine testing and hair testing.

C. *Methods of Selection.* All student-athletes are subject to year-round testing, for the use of any banned drug, under a protocol established by the Committee within the following parameters:

(1) *Random Testing.* All student-athletes are subject to random testing. On an annual basis, the Committee shall designate the number of random testing windows and the number of student-athletes to be tested during each window, but there shall be no fewer than four (4) such windows during the year with testing of at least 8% of the student-athlete population during each window.

(2) *Pre-Participation Testing.* The Director of Athletics, in consultation with the "Committee" shall have the authority to designate teams subject to drug testing as part of a pre-participation physical required of all incoming student-athletes, including whether to test all incoming student-athletes on the designated team or a random sample thereof.

(3) *Team Testing.* The Director of Athletics, in consultation with the "Committee" shall have the authority to designate teams subject to drug testing at any time during the course of the year, including whether to test all student-athletes on the designated team or a random sample thereof.

(4) *For-Cause Testing.* If the Director of Athletics has a reasonable suspicion to believe that a student-athlete is using a banned drug, he or she may notify the Drug Testing Coordinator, who shall arrange to have the student-athlete tested. ( See Appendix B: Best Practices for reporting Reasonable Suspicion)

(5) *Probationary Testing.* Following a positive finding or a safe harbor disclosure, a student-athlete shall be subject to periodic announced and unannounced testing for the duration at the discretion of the Director of Athletics, in consultation with the Drug, Alcohol and Other Substance Testing Committee.

D. *Implementation of Drug Testing Protocol*

(1) *Notification.* A student-athlete selected for testing shall be provided, in written or electronic form, the following information:

(a) a statement of the method by which the student-athlete was selected for testing (random, pre-participation, team, for-cause, or probationary testing);

(b) a description of the type of test to be conducted (urine, hair, and/or other);

(c) information on the designated test site to which the student-athlete must report for testing; and

(d) information on the appointed time at which, or window within which, the student-athlete must report to the designated test site.

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## ST. MARY'S UNIVERSITY ATHLETICS

(2) *Conflict, Illness, or Injury.* The Drug Testing Coordinator shall excuse a student-athlete from a drug test conducted, pursuant to this policy, and shall arrange alternative testing of the student-athlete in each of the following circumstances:

(a) the student-athlete notifies the Drug Testing Coordinator of an academic obligation or athletic competition that conflicts with the scheduled test and the Drug Testing Coordinator verifies the conflict; and

(b) the Drug Testing Coordinator, in his or her discretion, determines that the student-athlete has presented a compelling justification for rescheduling the test. In addition, the Drug Testing Coordinator or his or her designee may excuse a sick or injured student-athlete from the designated test site even if the student-athlete has not completed the test. In such a case, the Drug Testing Coordinator or his or her designee, before releasing the student-athlete from the site, must document appropriate arrangements for alternative testing of the student-athlete.

(3) *Positive Identification.* Upon arriving at the designated test site, a student-athlete shall provide valid photographic identification enabling the collection agent to positively identify him or her.

(4) *Provision of Specimen.* The student-athlete shall provide a specimen in accordance with the collection agent's directions. In the case of urine testing, the collection agent shall monitor the furnishing of the specimen by direct observation to ensure the integrity of the specimen. If the specimen is incomplete, the student-athlete must remain under direct observation until the student-athlete produces an adequate specimen. The student-athlete shall have the right to witness the sealing of the specimen container in accordance with collection procedures.

(5) *Failure to Appear; Refusal to Submit; Failure to Cooperate; Manipulation or Tampering.* Failing to appear for or refusing to submit to a scheduled drug test, failing to cooperate with the test, failing to provide an adequate specimen, manipulating or tampering with a test sample, or otherwise attempting to sabotage the collection process or to materially affect the results shall trigger a positive finding.

(6) *Laboratory.* All testing shall be performed by a laboratory designated by the Committee. Information on the laboratory's testing methodology shall be provided to the student-athlete at his or her request.

(7) *Positive Results.* The testing laboratory shall notify the Drug Testing Coordinator of any positive test. The Drug Testing Coordinator shall determine whether any medical exception is warranted under the NCAA's Medical Exception protocol. If the Drug Testing Coordinator finds that no medical exception is warranted, the Drug Testing Coordinator shall document confirmation of the positive test.

# ST. MARY'S UNIVERSITY ATHLETICS

## VI. Positive Finding Sanctions

### A. Positive Findings

(1) *“Positive Finding” Defined.* A positive finding results from:

(a) a test conducted and confirmed under this Program or the NCAA testing program demonstrating evidence of the use of a banned drug, where no medical exception is granted for such use (“positive test”);

(b) a failure to appear for, refusal to submit to, failure to cooperate with, or failure to provide an adequate specimen in a drug test under this Program or the NCAA testing program; or

(c) manipulation of or tampering with a test sample or otherwise attempting to sabotage the collection process or to materially affect the results in a drug test under this Program or the NCAA testing program.

(2) *Positive Finding During Probation.* During a period of probation, a positive test for the drug for which the student-athlete previously tested positive will be treated as a positive finding if the level of the drug present in the student-athlete’s system demonstrates continued use of the banned drug.

### B. Consequences of Positive Findings

(1) *Notification.* Within 24 hours of confirming a positive finding, the Drug Testing Coordinator shall notify the Director of Athletics.

(a) *Written Confirmation; Notice of Appeal.* The Drug Testing Coordinator and the Director of Athletics (or his or her designee) shall meet in person, telephonically, or by other appropriate method with the student-athlete and Head Coach, as soon as practicable, but within five business days of the Drug Testing Coordinator’s initial notification to the Director of Athletics, to discuss the positive finding and the sanctions (including any period of probation, participation sanctions, or loss of athletics eligibility) to be imposed. At this meeting or within three business days thereof, the Director of Athletics shall provide the student-athlete with written confirmation of the sanctions and notice of the student-athletes’ right to appeal under the *Appeals* section of this policy.

(b) *Request for Mitigating Circumstances Review.* If a student-athlete can demonstrate that

(i) a positive finding in testing under this Program resulted from use of a banned drug prior to the student-athlete’s initial enrollment at St. Mary’s University; or

(ii) a first positive finding in testing under this Program for a performance-enhancing drug resulted from unintentional use of the drug, the student-athlete should present credible evidence to such effect to the Drug Testing Coordinator to seek relief. Within three business days of receiving the evidence, the Drug Testing Coordinator shall review the evidence and determine whether the evidence is credible. Upon receipt of this request, the Drug Testing Coordinator notifies the Director of Athletics. A request to review such evidence shall stay the obligation of the Department of

# ST. MARY'S UNIVERSITY ATHLETICS

Athletics representative to issue the written confirmation and notice of appeal until the Drug Testing Coordinator and/or the Committee resolves the request.

(c) *Discretionary Notification.* To further the well-being of the student-athlete, the Director of Athletics, in consultation with the Vice President for Student Development/Dean of Students, may notify the student-athlete's parents (or legal guardian(s)) and team personnel (such as the head coach, sport administrator, team physician, or athletic trainer) of the positive finding and sanctions. Likewise, the Director of Athletics may provide other appropriate University officials with any information necessary to further the well-being of the student-athlete or the safety of the University community.

(d) *Stay of Sanctions.* Any sanctions imposed under this Program shall begin to run when the timeframe for requesting an appeal under part VII expires or, if such appeal is timely requested, when the Appeals Board notifies the student-athlete of its decision. Notwithstanding this provision, the Director of Athletics may suspend the student-athlete from conditioning, practice, and/or competition during the timeframe for requesting an appeal or pending resolution of a timely requested appeal until the Director of Athletics is satisfied that the student is physically and mentally fit to resume such activities.

(2) *Referral for Drug Counseling Assessment.* Following a Safe Harbor disclosure or a positive drug test finding, the Drug, Alcohol and Other Substance Testing Oversight Committee shall refer the student-athlete to the Student Counseling Center for substance abuse assessment. The Director of the Student Counseling Center (or designee) shall determine the intervention that would best meet the student-athletes' needs and shall provide his or her recommendation to the student-athlete, the Drug Testing Coordinator, and, upon request, the athletic trainer or physician assigned to the student-athlete's team.

## (3) *Probation*

(a) *Duration of Probation.* Following a safe harbor disclosure or a positive finding, the student-athlete shall be placed on probation for the period of time specified in **Consequences for a Positive Finding**.

(b) *Conditions of Probation.* During the period of probation, the student-athlete shall be subject to periodic announced and unannounced testing, as determined by the Athletics Director, in consultation with Drug, Alcohol and Other Substance Testing Oversight Committee, for any banned drug. A positive test will constitute a positive finding, except that a positive test for the drug for which the student-athlete previously tested positive (or, in the case of a safe harbor disclosure, provided a baseline) will be treated as a positive finding only if the level of the drug present in the student-athlete's system demonstrates continued use of the banned drug.

## (4) *Other Substances*

(a) *General.* Upon the first positive finding for use of an Other Substances (i.e., Performance-Enhancing Drugs or Dietary Supplements), the student-athlete shall be subject to the sanctions specified in the **Consequences for a Positive Finding**

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# ST. MARY'S UNIVERSITY ATHLETICS

(b) *Failed NCAA Test.* If the student-athlete's positive finding is the result of a confirmed positive test in the NCAA drug testing program, participation sanctions imposed under this Program shall run concurrently with NCAA participation sanctions.

(5) *Street Drugs Other than Marijuana*

(a) *General.* Upon the first positive finding for use of a street drug, the student-athlete shall be subject to the sanctions specified in the **Consequences for a Positive Finding.**

(b) *Failed NCAA Test.* If the student-athlete's positive finding is the result of a confirmed positive test in the NCAA drug testing program, participation sanctions imposed under this Program shall run concurrently with NCAA participation sanctions.

(6) *Street Drug: Marijuana*

(a) *General.* Upon the first positive finding for use of the street drug Marijuana, the student-athlete shall be subject to the sanctions specified in the **Consequences for a Positive Finding.**

(b) *Failed NCAA Test.* If the student-athlete's positive finding is the result of a confirmed positive test in the NCAA drug testing program, participation sanctions imposed under this Program shall run concurrently with NCAA participation sanctions.

(7) *Aggravating Circumstances*

(a) *Risk to Self or Others.* If, upon notification by the Drug Testing Coordinator of a positive finding, the Director of Athletics determines that the student-athlete's positive finding resulted from circumstances posing a grave risk to self or others (such as use of cocaine, heroin, or hallucinogens), the Director of Athletics may impose sanctions beyond those set forth in the schedule of sanctions, in addition to notifying appropriate University officials.

(b) *Category of Subsequent Positive.* Where a positive finding for use of a performance-enhancing drug precedes or follows a positive finding for use of a street drug, the Committee may impose sanctions beyond those set forth in the schedule of sanctions.

(c) *Timing of Increase.* The Director of Athletics, in consultation with the Director of Student Integrity and Welfare, shall make any decision to increase sanctions within five business days of the Drug Testing Coordinator's notification of the positive finding.

(8) *Mitigating Circumstances*

(a) *Use Prior to Enrollment.* If the Drug Testing Coordinator has credible evidence that a positive finding resulted from the student-athlete's use of a banned drug prior to the student-athlete's initial enrollment at St. Mary's University, the Drug Testing Coordinator shall so notify the Committee. Unless the Committee determines by a preponderance of the evidence that the positive finding resulted from use of the banned drug prior to the student-athlete's initial enrollment at St.

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# ST. MARY'S UNIVERSITY ATHLETICS

Mary's, the Department of Athletics representative shall issue the written confirmation and notice of appeal. If the Committee does make such a determination, it may, within its discretion, void the positive finding or reduce the sanction. Whether or not the Committee voids the positive finding, the Committee shall refer the student-athlete for drug counseling assessment and treatment. Additionally, the committee may place the student-athlete on probation for the length of time determined at the discretion of the Athletics Director, in consultation with the Committee.

(b) *Unintentional Use of Performance-Enhancing Drug.* In the case of a first positive finding in testing under this Program for a performance-enhancing drug, if the Drug Testing Coordinator has credible evidence that the positive finding resulted from the student-athlete's unintentional use of the banned drug, such as through use of a supplement containing a banned ingredient without knowledge of the contents, the Drug Testing Coordinator shall so notify the Committee. Unless the Committee determines by a preponderance of the evidence that the positive finding resulted from the student-athlete's unintentional use of the banned drug, the Department of Athletics representative shall issue the written confirmation and notice of appeal described. If the Committee does make such a determination, it shall suspend the one-year ban on intercollegiate competition. In the event that the Committee suspends the one-year ban on intercollegiate competition, the student-athlete may engage in practice and conditioning, but shall not compete until a negative re-test confirms that the banned drug has left the student-athlete's system. A subsequent positive finding for a performance-enhancing drug shall be treated as a second positive.

(9) *Failure to Appear; Refusal to Submit; Failure to Cooperate; Failure to Provide Adequate Specimen; Manipulation or Tampering.* For purposes of the schedule of sanctions, a failure to appear for or refusal to submit to a required drug test, a failure to cooperate with the test, a failure to provide an adequate specimen, the manipulation of or tampering with a test sample, or an attempt to sabotage the collection process or to materially affect the results will be deemed a positive finding for performance-enhancing drugs.

(10) *Application for Fifth Year of Athletics Eligibility.* A student-athlete who is banned from intercollegiate competition for a whole or part of any season as part of a sanction under this Program shall not be permitted to assert inability to compete during the ban as a basis for seeking a fifth year of athletics eligibility at St. Mary's University.

(11) *Permanent Loss of Athletics Eligibility; Termination of Grant-in-Aid.* When a student-athlete incurs a permanent loss of athletics eligibility at St. Mary's University under this Program, the student-athlete is banned from conditioning, practicing, competing, and engaging in any other participation on any intercollegiate team at St. Mary's. In addition, the University will terminate his or her grant-in-aid at the earliest point consistent with NCAA, conference, and University rules.

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# ST. MARY'S UNIVERSITY ATHLETICS

## VII. Appeals

A. *Grounds for Appeal.* Within five business days of receiving the written confirmation pursuant to paragraph VI.B.1.a, the student-athlete, through a written submission to the Faculty Athletics Representative (Chair of the Appeals Board), may appeal a positive finding or sanction under this Program on one of the following grounds:

- (1) a procedural irregularity or defect materially affected the outcome of the test on which the positive finding was based;
- (2) a positive finding was otherwise in error, as demonstrated by compelling evidence;
- (3) an exercise of discretionary authority expressly conferred under this Program was arbitrary and capricious; or
- (4) a determination concerning use prior to a student-athlete's initial enrollment or unintentional use of a performance-enhancing drug was in error, as demonstrated by compelling evidence.

B. *Consideration of Appeal.* The Appeals Board shall have the authority to establish the procedures, rules, and limitations under which the student-athlete may present evidence and the authority to establish other procedural elements of the appeal. The Appeals Board may require a student-athlete to undergo a drug test before making its decision. Except in cases in which the Appeals Board is awaiting the results of an additional drug test, the Appeals Board shall notify the student-athlete in writing of the disposition of the appeal within five business days of receiving the review request. In cases in which the Appeals Board is awaiting the results of an additional drug test, the Appeals Board shall notify the student-athlete in writing of the disposition of the appeal within five business days of receiving the results of the test.

C. *Remedies.* If the Appeals Board concludes that a procedural irregularity or defect materially affected the outcome of the test on which the positive finding was based or that the positive finding was otherwise in error, the Appeals Board shall set aside the positive finding. If the Appeals Board concludes that an exercise of discretionary authority expressly conferred under this Program was arbitrary and capricious, the Appeals Board shall set aside the positive finding or reduce or set aside the sanction, as appropriate. If the Appeals Board concludes that a determination upon use of a banned drug prior to the student-athlete's initial enrollment at St. Mary's University was in error, the Appeals Board shall at a minimum refer the student-athlete for drug counseling assessment and treatment, and it may in addition void the positive finding, reduce the sanction, and/or place the student-athlete on probation for the length of time 31 corresponding to probation for a first positive for the drug in question. If the Appeals Board concludes that a determination on unintentional use of a performance-enhancing drug was in error, the Appeals Board shall suspend the one-year ban on competition.

D. *Finality.* Decisions of the Appeals Board are final.

# ST. MARY'S UNIVERSITY ATHLETICS

## Consequences for Positive Findings

Use	First Positive	Second Positive	Third Positive	Fourth Positive
Use of Street Drugs Other than Marijuana and Other Substances	No participation in, or being present for, athletically-related activities for a consecutive 30-day period; 20 hours of community service; self-arranged retest showing substance has left student-athlete's system; must attend Substance Abuse Counseling (as prescribed by University's counseling center)	One-year ban or permanent loss of athletics eligibility and athletically-related aid at St. Mary's University; 40 hours of community service; self-arranged re-test showing substance has left student-athlete's system; approved reinstatement request from Drug Test Oversight Committee	Permanent loss of athletics eligibility and athletically-related aid at St. Mary's University	Not Applicable
Use of Street Drug: Marijuana	20 hours of community service; self-arranges re-test showing substance has left student-athlete's system	40 hours of community service; self-arranged re-test showing substance has left student-athlete's system;	One-year ban or permanent loss of athletics eligibility and/or athletics aid at St. Mary's University	Permanent loss of athletics eligibility and athletically-related aid at St. Mary's University

*Note: Re-tests are the student-athlete's responsibility to pay at a rate of \$200 per re-test.*

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# ST. MARY'S UNIVERSITY ATHLETICS

## **SPORTS PERFORMANCE**

The St. Mary's University strength facilities are designed to provide the athlete with the best possible equipment, instruction, and training in the country. A Sports Performance coach and one graduate assistant is available to teach proper lifting techniques, design sport-specific programs and motivate each athlete to excel in his or her particular sport.

The strength staff will handle all scheduling for the weight room and other training facilities.

Teams or athletes should always report to the weight room promptly at their assigned time. The graduate assistant will be assigned weight room duties and supervision as directed by the Sports Performance coach. The graduate assistant will monitor varsity sports throughout the course of the year. This includes program design, implementation, instruction, and testing.

### **Weight Control / Supplements**

Do not take supplements without the approval of the Sports Medicine staff. A student-athlete is ultimately responsible for any substance they put in their body.

Product assessment includes careful review of product labeling and ingredients in order to determine if any NCAA banned substances are included. Consultation with an aforementioned staff member is always recommended. Student-athletes assume the risk that supplement products may be mislabeled or contaminated with an undisclosed banned substance.

### **Weight Room Rules**

Weight room hours will be consistent with the hours of operations listed by the Alumni Athletics & Convocation Center staff. If a student-athlete needs access to the weight room facilities, outside of the listed hours, this student is encouraged to contact their Head Coach or the Sports Performance staff. Take pride in your strength facility by carefully following the policy guidelines listed below:

1. Apparel worn by student-athletes must be consistent with team policy. Student-athletes are expected to follow the apparel rules established by the Head Coach.
2. Student-athletes conducting workouts individually, or outside of a designated team session, should notify the sports performance coach of the workout activities. Student-athletes are encouraged to consult the sports performance staff to ensure safety and understanding of workout.
3. Student-athletes are expected to follow and record workout information in the TEAMBUILD application.
4. Replace all weights, dumbbells, bars and other equipment when the workout has concluded.
5. Only sports drinks and water are allowed in the weight room. No food, non-sport related beverages or tobacco are permitted in the weight room.
6. Student-athlete should not use headphones during team workout sessions. Any headphones or speakers used in the weight room is at the discretion of the sports performance coach.
7. The strength staff is not responsible for holding personal items.
8. Follow all instructions given by sports performance staff. Failure to follow any of

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# ST. MARY'S UNIVERSITY ATHLETICS

the policies will result in loss of weight room privilege.

## **TeamBuildr Account**

1. Provide Sports Performance staff with your St. Mary's email and cell phone number.
2. Once you receive the email from TeamBuildr (it may go to your "Other" mailbox), click on the link to create a password for your account.
3. Download the TeamBuildr app on your phone and sign in using the password you created.
4. If you have any issues or questions refer them to Sports Performance staff.

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# ST. MARY'S UNIVERSITY ATHLETICS

## 2025-26

### Student-Athlete Agreement Form

*I have read and understand all rules, regulations, and policies contained within this handbook. I understand I must follow all contents of this handbook in order to participate in any and all St. Mary's University Intercollegiate Athletics Programs. I also understand that the Director of Athletics can amend this handbook with or without prior notice. It is my responsibility to review and understand the contents of the StMu Student-Athlete Handbook as they pertain to me throughout my entire time as a StMU student-athlete.*

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Full Name (PRINT)

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