



# USCB Athletics

## Student-Athlete Handbook

USCB plans to submit an application for NCAA Division II membership March, 2022. USCB has been accepted into membership of the Peach Belt Conference, contingent upon being accepted into and progressing through the Division II Membership Process. Accordingly, this Handbook includes information on NCAA and NCAA Division II, and references NCAA Division II rules and regulations as well as information





**\* ACKNOWLEDGEMENT FORMS TO BE SIGNED IN ARMS**

I have both received and read the 2022-2023 Student-Athlete Handbook. I understand that I am responsible to uphold and follow all the policies and procedures discussed in this manual.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Sport: \_\_\_\_\_ Date: \_\_\_\_\_

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**Academic and Student-Athlete Conduct Information Release**

I, \_\_\_\_\_, grant permission to my Athletic Academic Advisor, Office of Judicial Affairs and USCB Department of Public Safety to release my academic and/or conduct information (grades, attendance, professor comments, conduct charges and outcomes) to necessary staff members of the University of South Carolina Beaufort Athletic Department. This group shall include my coach(es) and Athletics Administration.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

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**Media Release**

I, \_\_\_\_\_, hereby give my consent to all photographs, audio recordings, and/or video recordings taken of me by the University of South Carolina Beaufort staff or their designee. I understand that any such photographs, audio recordings, and/or video recordings become the property of USCB and may be used by the school or others with their consent, for educational, instructional, or promotional purposes determined by USCB in broadcast and electronic media formats now existing or in the future created.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## WELCOME

Welcome to the University of South Carolina Beaufort (USCB) and Sand Shark Athletics. We are excited to have you as a member of our team, as a student and as an athlete. It is our hope that your time at USCB will be a time of great success personally, academically and athletically.

USCB is a liberal arts university and is the fastest-growing four-year school in the USC system. With three campuses – Historic Beaufort, Bluffton and Hilton Head Island – the university serves over 2,000 students. The university offers 15 baccalaureate programs and 16 minors. Our students are offered opportunities to study with and learn from highly regarded faculty from around the world. Our student-to-faculty ratio is 17:1 and gives students the benefits of small classes and substantial faculty interaction.

USCB plans to submit an application for NCAA Division II membership March 2022. USCB has been accepted into membership of the Peach Belt Conference, contingent upon being accepted into and progressing through the Division II Membership Process. Accordingly, this Handbook includes information on NCAA and NCAA Division II, and references NCAA Division II rules and regulations as well as information and policies of the Peach Belt Conference. USCB currently offers the following sports: baseball, men's and women's cross country, men's and women's golf, women's soccer, softball, and men's and women's indoor and outdoor track and field. Beginning 2023-2024 USCB will begin offering men's and women's basketball.

## INTRODUCTION

This handbook is intended to provide student-athletes with specific information that will assist them in their academic and athletic pursuits while at USCB. It is not meant to replace any other documents pertaining to their enrollment at the university. In all matters, student-athletes should consult their student handbook and university bulletin for appropriate responses to questions regarding the academic and developmental programs of the college.

Student-athletes are expected to adhere to all university policies and to abide by all federal, state, and local laws at all times. While competing, traveling, or attending class, student-athletes should consider themselves ambassadors of the university and the department of athletics and conduct themselves appropriately. Failure to meet these expectations may result in disciplinary action leading up to dismissal from the team and from the university, including revocation of scholarship.

## MISSION AND PHILOSOPHY STATEMENTS

### University of South Carolina Beaufort Mission Statement

The University of South Carolina Beaufort responds to regional needs, draws upon regional strengths, and prepares graduates to contribute locally, nationally, and internationally with its mission of teaching, research, and service. USCB is a senior baccalaureate campus (1,400 to 3,000 students) of the state's largest public university. It offers degree programs in the arts, humanities, professions, and social and natural sciences delivered through on-site instruction and distance education, along with an active program of co-curricular activities and athletics. It serves a racially and culturally diverse student body, including military personnel, veterans and their dependents, and draws students from the South Carolina Lowcountry, from around the country, and from around the world. USCB enriches the quality of life for area residents of all ages through its academic programs, continuing education, artistic and cultural offerings, community outreach, collaborations with regional initiatives, and life-long learning opportunities.

### USCB Department of Athletics Mission Statement

We exist to develop champions and leaders who inspire Sand Shark pride on our campus, in our communities and among our Alumni.

### Division II Philosophy Statement

#### [NCAA Division II - Philosophy Statement](#)

*In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution I, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern.*

*Higher education has lasting importance on an individual's future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate.*

*Division II members abide by the following principles that help define and distinguish the division:*

- *Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution's educational mission and assumes presidential involvement and oversight.*
- *Division II members fund their athletics programs in a manner that aligns with the institution's budget and educational mission. This method of funding features a "partial scholarship" model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well;*
- *Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This "Life in the Balance" emphasis facilitates learning through:*
- *Division II members support the utmost in sportsmanship by committing to a "game environment" initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and*

- *Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division's governance structure.*
1. *Academics. Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;*
  2. *Athletics. Division II supports athletics achievement through highly competitive programs that strive to participate in the division's 25 national championships, which offer the best access ratio among the NCAA's three divisions. Division II also supports a regionalization model in scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission;*
  3. *Community engagement. Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and*
  4. *Post-graduation success. Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation;*

## **NCAA Division II Positioning Statement: Life in the Balance**

### **NCAA Division II Strategic Positioning Platform**

Division II supports the educational mission of college athletics by fostering a balanced and inclusive approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. The Division II experience not only provides student-athletes the opportunity to earn scholarships based on their academic, athletic and leadership abilities, but it also offers the best championships-participant ratio among the NCAA's three divisions, and it prioritizes preparation for life beyond graduation. Division II gives student-athletes the unique opportunity to compete in the classroom, on the field, in their career, for their causes, and on their terms.

## **NCAA Student-Athlete Advisory Committee Mission Statement**

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.

## **USCB Student-Athlete Advisory Committee (SAAC) Mission Statement**

USCB Student-Athlete Advisory Committee exists to enhance the full student-athlete experience by fostering open communication between student-athletes and administration, providing leadership opportunities within athletics and throughout the university community, and improving the performance and day-to-day life of student-athletes in and out of competition. Furthermore, the SAAC will be a voice for the athletics department, promote school spirit and engage the campus community, while promoting a positive student-athlete image.

**The Peach Belt Conference Mission Statement**

The Peach Belt Conference is committed to providing through its dependent collegiate members, a forum for student-athlete participation in athletic, academic and co-curricular events under the auspices of the National Collegiate Athletic Association, Division II.

We will exemplify the characteristics of a premier intercollegiate conference that prides itself on the inclusion of students of all demographic groups who wish to participate in a well-rounded sports program. Our institutions, our academic goals, our athletic aspirations reflect a commonality of purpose and a commitment to excellence in the classroom and on the playing field.

**USCB Sports Medicine Mission Statement**

The Sand Shark Sports Medicine Department places a premium on providing an individualized health care experience. Of utmost importance is developing a foundational and unwavering trust as we enlist the most current evidenced-based, and scientifically-supported medical concepts.

We seek to ensure and facilitate the highest caliber of decision-making that can be provided in the care of an injured/ill Sand Shark student-athlete. Medical care will encompass all facets of Mind, Body and Spirit in our quest toward providing reasonable, timely, and efficient human movement optimization.

**RISE Mission Statement**

The RISE program exists to **Ready** Sand Shark student-athletes to face the challenges of college, foster a positive **Impact** in their communities, and provide them opportunities to **Succeed** and **Excel** in life after graduation.

## ATHLETICS DEPARTMENT STAFF DIRECTORY

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## STUDENT-ATHLETE POLICIES AND EXPECTATIONS

### Student-Athlete Discipline Policy

USCB and the Athletic Department require all student-athletes (including trainers and managers) to conduct themselves in a manner that reflects favorably upon the people, values and traditions associated with the university, the Peach Belt Conference and the NCAA. The USCB athletic department reserves the right at any time to change, delete, or add to any content in this manual at its sole discretion.

Student-athletes are subject to the Student Regulations and Consequences as stated in the University of South Carolina Beaufort Student Handbook (USCB Student Handbook.) However, due to the high visibility and increasing public scrutiny of all athletic programs, student-athletes may be expected to meet higher standards of personal conduct and appearance than those stated in other university regulations. Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the Student-Athlete Handbook, student-athletes may be suspended by the appropriate Athletic Department official from participation in intercollegiate athletics for any of the following:

- Violation of NCAA, Peach Belt Conference rules or team rules
- Arrest for any crime other than a minor traffic offense
- Possession of any illegal drug
- Illegal sale of prescription drugs
- Violations of university, state and/or local substance use law, including positive drug screening
- Illegal possession or consumption of alcohol, beer, or wine
- Fighting with, threatening the safety of or harassing any individual
- Stealing money or property from the lawful owner
- Destruction of university property
- Unauthorized entry into any university building
- Any interference with the normal operations of the university or any disruption or conduct that interferes with the rights and opportunities of those who attend the university
- Any conduct that reflects unfavorably upon USCB or the USCB Athletic Department

Any suspension imposed may range anywhere from one day to one or more semesters depending upon the severity of the misconduct and the surrounding circumstances. The suspension imposed may also be an indefinite suspension pending the outcome of some future event. (See USCB Student Handbook.) Student-athletes have the right to appeal a decision involving suspension or removal from the team. The student-athlete will notify the person who made the decision in writing regarding her or his views on the issue within 3 school days of the date of the decision. If the matter is not resolved, the student-athlete may appeal to the Director of Athletics.

The cancellation or non-renewal of an athlete's grant-in-aid for any act of misconduct will be done in accordance with NCAA and Peach Belt Conference rules. In addition to any discipline that may be imposed under this policy, the unauthorized possession of any steroid, the possession of any illegal drugs and the illegal possession of alcohol, beer, or wine (including public intoxication or driving under the influence of alcohol) by a student-athlete will be treated as though the student-athlete had a positive test result under the university Athletic Department Drug Education Program. Consumption of any illegal drug or unauthorized consumption of any steroid will be handled in accordance with the University Intercollegiate Drug Education Program.

### **Student Arrest**

Violation of Law: Student-athletes who violate federal, state, or local laws may be subject to disciplinary action from the University. Student-athletes must also report the arrest to the Director of Athletics. University disciplinary proceedings may be instituted against a student charged with a violation of a law that is also a violation of the University Community Standards and Values. Proceedings under the student conduct process may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Student-athletes at USCB are obligated to abide by NCAA, Peach Belt Conference, and university rules. Failure to do so, deliberately or unintentionally, could result in the loss of scholarship and/or eligibility. When in doubt about the rules, student-athletes should contact the Director of Athletics.

### **Drug Related Criminal Offenses**

A student-athlete charged with a drug-related criminal offense (including, but not limited to, possession, dealing, trafficking, and possession with intent to distribute) will be immediately suspended from his or her team. In addition to criminal proceedings, these student-athletes are subject to penalties for violating the Student Code of Conduct, as administered by the Office of Student Life. Given the findings of USCB internal proceedings, these student-athletes may be permanently terminated from team membership and lose all athletic financial aid. As well, if a student-athlete is convicted of a drug-related crime, he or she will be immediately terminated from team membership and will lose all athletic financial aid. Additional discipline by the University may be imposed.

### **DUI and DWI Policy**

Student-athletes charged with DUI or DWI may be subject to the same sanctions as for a positive drug test or violation of drug related criminal offenses.

### **General Alcohol Policy**

Student-athletes at USCB are subject to the same alcohol policy that governs the behavior of all students at the institution. This policy is overseen and administered by the Office of Student Life.

All student-athletes are expected to abide by the laws of the State of South Carolina as it pertains to alcohol purchases and consumption. The consumption of alcohol (beer, wine or liquor) by student-athletes under the age of 21 is illegal and not allowed at any time. Student-athletes who are **of legal age** are also strongly encouraged to refrain from consuming alcoholic beverages. In an effort to maximize our performance and value to our teams, it is strongly recommended student-athletes refrain from all alcohol during their competitive season. Team policies may outline more stringent alcohol policies and such policies will be honored by athletic administration.

Should a student-athlete of any age be cited for any type of alcohol violation by the Housing Office, Public Safety or by any office of law enforcement, penalties will be imposed. Penalties for alcohol violations, regardless of age, may range from mandatory counseling concerning the dangers of underage and/or binge drinking, to indefinite suspension to immediate removal from all athletics related activities including practices and games. Team handbooks will be consulted and considered when determining alcohol violation consequences.

### **NCAA and USCB Tobacco Policies**

By NCAA policy, the use of tobacco products is prohibited for all game personnel (e.g., coaches, student-athletes, athletic trainers, managers, and game officials), in all sports, during both practice and competition. As well, USCB student-athletes are expected to refrain from using all tobacco products while on campus.

## **STUDENT-ATHLETE CODE OF CONDUCT**

While there are great incentives and advantages to being a student-athlete, there are also special responsibilities and requirements that accompany being a student-athlete and representing USCB. The athletics department places the highest priority on respect and integrity in all endeavors and expects its student-athletes to conduct themselves, both on and off campus, in a manner which reflects positively on the university and its athletic teams. As such, student-athletes must be concerned with any behavior which might discredit themselves, their teams, and/or the college and shall act in a manner that respects opponents, coaches, administrators, fans, and officials.

USCB, The Peach Belt Conference and NCAA Division II encourage and promote good sportsmanship on and off the field. Student-athletes are expected to abide by core values of civility and respect for opponents. Profanity, racial, ethnic or sexual comments or other intimidating actions will not be tolerated and may be grounds for disciplinary actions. The athletic department will encourage and engage the campus community, our alumni, fans and local community to partner with us as we participate in a positive game day experience that makes athletic events enjoyable for the athletes participating and spectators alike.

The university expects its student-athletes to train and strive for their highest degree of athletic excellence, to demonstrate academic honesty and integrity, and to conduct themselves as responsible citizens. Student-athletes must abide by all USCB, NCAA Division II, and The Peach Belt Conference codes, rules, regulations and policies, in addition to adhering with all state and federal laws.

In addition, student-athletes are subject to the rules and regulations specified by each Head Coach for team membership. A Head Coach, Athletic Administrator, or Senior-Level College Administrator may at any time, if they believe the student-athlete has engaged in misconduct, reprimand a student-athlete, or impose conditions of probation or consequence on the student-athlete's continued participation on the team. Any reprimand will be administered by the Head Coach and/or Athletic Administration consistent with USCB policies.

### **Honesty and Sportsmanship**

Under NCAA Bylaws 10.01.1 and 11.1.1, individuals employed by or associated with a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

The Student-Athlete Handbook, Code of Conduct and Role of the Student-Athletes sections clearly express our commitment to Sportsmanship and Civility in all our endeavors on and off the field of play. These expectations are clearly defined by our administrative staff and coaching staff at the beginning of the year and the beginning of each season. We will continue to hold our coaches, staff and student-athletes to the highest of standards regarding a positive game day environment and sportsmanship. If there is an issue involving poor sportsmanship by a student-athlete, it will be addressed by our coaching staff and administrative staff.

### **Role of the Student-Athlete**

As a student-athlete you are a role model. You are a visible representative of your team, the athletic department and USCB. As such you should remember you are an ambassador of the institution and at all times represent the university with the utmost integrity, honor, dedication and pride.

The staff of the athletic department is here to assist you in achieving both your academic and athletic goals. However, you must take responsibility for your experience and actions.

As a student-athlete at the University of South Carolina Beaufort:

- I understand it is my responsibility to be aware of and abide by all current and future USCB, The Peach Belt Conference, and NCAA Division II policies, procedures, rules and regulations.
- I understand it is my sole responsibility to be aware of and abide by all current and future federal, state, and local laws and ordinances.
- I will honor the principles of sportsmanship, refrain from using profanity, demonstrate fairness and be hospitable to my opponent.
- I will exercise humility in victory and grace in defeat. I will not brag or boast.
- I will not gamble, wager or bet in any form on any athletic activity.
- I will not engage in academic dishonesty including but not limited to cheating, plagiarism, and submitting work not my own.
- I will meet regularly with my assigned faculty advisor so that I can be guided toward my plan for my academic program of study while also understanding progress toward a degree is ultimately my responsibility.
- I will not engage in trickery or evasion of rules in order to gain an advantage over an opponent.
- I will not engage in behavior considered by the university to be harmful to the honor and reputation of the university, its athletic programs and my teammates.
- I will not engage in any form of hazing or harassment.
- I will not make, print, or publish any offensive, profane or sexually suggestive language, or make, print or publish any inappropriate or derogatory remarks about the college, its athletic program, the faculty, staff or students including in websites such as Facebook, Twitter, YouTube, or other various forms of Social Media.
- I will strive, in both attitude and behavior, to make a positive contribution to the university, the athletics program and my team.
- I will respect myself, my coach, my teammates, game officials and university officials at all times.
- I will recognize the authority of faculty members in the classroom, and respect and honor them.
- I will respect university property and facilities, including residence halls and academic buildings.
- I will follow all policies and procedures established by the athletic training department to ensure a safe environment.
- I will immediately report any misconduct or violation of university policies by my teammates or other student-athletes to my coach or the athletics administration.

### **General Conduct**

- It is our goal that our student-athletes become successful in the classroom, on the field and in the community. The following conduct expectations will be followed by all members of our teams. Student-athletes understand that being a member of a USCB Sand Sharks team is a privilege, not a right and should treat it accordingly.

- Be polite and courteous to all persons who are trying to help you and support our program. Not only does this include our fans and spectators, but includes people working on campus, in housing, in the administrative offices, and your professors.
- Your conduct on- and off -campus is well observed, as you are a student-athlete and a representative of the university.
- In addition to your conduct, your appearance is important. It is expected that you are well groomed, neat and clean. This applies on and off campus.

### **Respect**

- Members of the Sand Shark teams are expected to show respect to their teammates, their coaches, and their University.
- Each student-athlete is expected to conduct himself/herself as an adult and address all negative issues to the right person, at the right time, in the right way.
- Student-athletes are requested to never speak in a derogatory manner about their teammates, their coaches, their professors or their school. This applies to practice, games, on campus, off campus, & through social media.
- Failure to show respect in the proper manner could result in disciplinary actions, including removal from the team and revocation of scholarship.

### **Profanity**

Student-athletes and coaches should utilize appropriate and acceptable language at all times. Profanity and excessive, offensive language will not be tolerated. This applies at practice, games, road trips, and all team functions.

### **Hazing**

The athletic department will not tolerate any type or degree of hazing. For the purposes of this policy, hazing is defined as any action taken or situation created as part of initiation to or continued association with a team, which produces or could be expected to produce mental or physical discomfort, harm, stress, embarrassment, harassment, or ridicule. This applies to behavior on and off college/athletic premises.

Head Coaches will be expected to convey and enforce this policy to their teams. Any violation should be reported to the Director of Athletics.

### **Gambling and Sports Wagering**

The NCAA defines “sports wagering” as follows: Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. Student-athletes shall not participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning amateur or professional athletics competition. A student-athlete who violates this bylaw shall permanently lose all remaining regular-season and postseason eligibility in all sports.

### **Housing Policy**

It is expected that you follow all housing rules listed in your Student Handbook, including those pertaining to alcohol and visitors. In addition to housing management and RA's, your coaches may also enter your rooms for Health and Wellness inspections.

It is the expectation of this Athletics Department that you will not cause intentional physical damage to any University property including housing. Penalties will include financial reimbursement, judicial sanctions as well as team discipline. If any student-athlete is rostered for any intercollegiate sport at USCB as a freshman, he/she is required to live on campus for his/her first two years at USCB.

### **Participation in Intramurals and Club Sports**

Student-athletes may not participate in intramural or club flag football, basketball, or soccer. Participation in other intramural or club sports must be approved by your coach. Please note that if you suffer an injury from intramurals or club sports, the athletic department is not responsible and athletic training services may not be utilized to treat or care for that particular injury. Additionally, the athletic department reserves the right to revoke a student-athlete's scholarship if found disobeying the policy.

### **Team Functions**

Occasionally you will be asked to attend functions as a team, both on and off campus. These functions are designed to publicize our team and make it known in the community; provide entertainment for the student-athletes, and to present educational and cultural opportunities benefiting the overall development of the student-athlete as a person. From attending a cookout at the home of the University Chancellor to spending an afternoon at an amusement park, the following rules apply:

Team functions will be announced at practice, communicated via e-mail or other electronic communication. Whenever possible, effort will be made to place these events on the team calendar.

Attendance at all team functions, unless otherwise determined, is mandatory.

- Student-athletes who are unable to attend a team function due to illness, or other circumstances must verbally communicate with the Head Coach well in advance.
- An unexcused absence at an announced team function could result in disciplinary action such as suspension from competition.
- Student-athletes are expected to arrive on time or PRIOR to the designated starting time of the event.

There will be dress codes for each event that should be strictly adhered to and will be announced prior to the event and will be enforced. Hats are not to be worn indoors, unless otherwise specified.

All student-athletes are expected to be on their best behavior during team functions and conduct themselves accordingly.

### **Travel Separate from Team**

Student-athletes must utilize team transportation to and from all 'away' competition. No student-athlete may take alternative or personal transportation. Rare exceptions may be made on a case-by-case basis granted by the Director of Athletics or the Associate Director of Athletics. Student-athletes must submit the *Alternative Transportation Waiver* (Appendix A) through ARMS relieving USCB of any and all liability at least forty-eight (48) hours prior to departure from USCB campus. Submission of these documents does not automatically secure permission to travel independent of the team. Any permission granted to travel apart from the team should be

considered a special circumstance and not viewed as precedent for future travel. USCB shall incur no expense in the case of a student-athlete granted permission to travel independent of the team.

### **Grievance Procedures for Student-Athletes**

The following procedures have been established to help guide a student-athlete through a potential grievance with an athletic department staff member, so that the matter may be settled in an expedient and professional manner:

The student-athlete should meet with the staff member with whom he/she has a grievance. If the grievance is not resolved to the satisfaction of the student-athlete, the student-athlete should write a statement in full detail about the grievance and submit that statement to the Director of Athletics. The Director of Athletics will then set up a meeting between the student-athlete and athletic administration.

After the meeting between the student-athlete and Athletic Administration, a follow up meeting may be called to include the person against whom the grievance has been filed.

If the grievance is still not resolved to the satisfaction of the student-athlete, or a grievance is with the Director of Athletics, the student-athlete may submit a written appeal to the Chancellor of the University.

## **RISE PROGRAM**

The RISE program is a four-year comprehensive life-skills program that all student-athletes participate in. The program is designed to enhance USCB's education at USCB as well as give them tools and opportunities to be successful while in college and after graduation.

Each year of RISE focuses on a specific segment, objectives and skill sets:

*Freshmen* – The program for the freshmen year focuses on readiness to start the college career. Areas addressed during this year include study skills and resources on campus.

*Sophomore* – The program for the sophomore year focuses on the impact student-athletes are able to make in their community – individually, corporately and virtually. Community engagement, community service and social media are the main areas addressed in this year.

*Junior* – The program for the junior year focuses on the student-athlete's ability to be successful by providing the tools needed to prepare for life after college. Areas specifically addressed are resume writing, banking, understanding insurance and interview preparation.

*Senior* – The program for the senior year focuses on being able to excel in life *after* college. Through a speaker series, mock interviews and networking seniors will be better prepared for life after graduation.

## **SEXUAL HARRASSMENT – UNIVERSITY POLICY**

The University of South Carolina Beaufort will not tolerate the sexual harassment of any member of the University community. Sexual harassment subverts the mission of the University by threatening the careers, educational experiences, and well-being of all members of this community. It undermines the University's deep commitment to the primacy of a reward system based purely on merit, intellectual excellence, and job performance.

This policy covers sexual harassment by and among all members of the University community – including faculty, staff, and students. The prohibited harassment may arise between employment supervisors and subordinates, between instructors and students, between peers, or between any of the foregoing persons and person who do business with the University.

Sexual harassment of employees or students at the University is defined as unwelcome sexual advances, requests for sexual favors, verbal or other expressive behaviors or physical conduct commonly understood to be of a sexual nature. Sexual harassment includes, but is not limited to the following:

- Threats to make an adverse employment or academic decision if another person refuses to engage in sexual activities.
- Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
- Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
- Unwelcome and unnecessary touching or other sexually suggestive physical contact, or threats to engage in such conduct.
- Indecent exposure.
- Invasion of sexual privacy.
- Sexual advances, requests for sexual favors, sexual comments and question, and other sexually-oriented conduct that is directed against a specific individual and persists despite its rejection.
- Conduct, even that not specifically directed at the complainant, which is sufficiently pervasive, severe, or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

Persons who violate the Sexual Harassment Policy are subject to appropriate discipline by the University. If an investigation results in a finding that this policy has been violated, the mandatory minimum discipline is a written reprimand. The discipline for the most serious violations may be termination from (and revocation of tenure) if the violator is an employee, or permanent expulsion if the violator is a student. Persons who violate this policy may also be subject to civil damages or criminal penalties.

## TRANSFER REQUESTS

As a general rule set by NCAA Division II in its bylaws, a transfer student-athlete from a four-year institution shall not be eligible for intercollegiate competition at a NCAA member institution until the student-athlete has fulfilled a residence requirement of one full academic year at the certifying institution.

There are, however, exceptions to this general rule. Contact the Director of Athletics Compliance to see if you qualify for any of these nine different exceptions for four-year transfers, of which the most commonly used exception is the one-time transfer exception. The Department of Athletics will review on a case-by-case basis transfer requests for all sports. The Department of Athletics reserves the right to deny all one-time transfer exception requests.

Any student-athlete interested in transferring to another institution shall contact the Director of Athletics Compliance and request the Notification of Transfer Workflow to be assigned in the ARMS Software program. USCB will respond to the written request(s) and within 7 days place the student-athlete in the NCAA Transfer Portal. Per NCAA Policy, a student-athlete who requests to be placed in the NCAA Transfer Portal is subject to having their athletics aid agreement non-renewed the following academic year. At the conclusion of the semester, the athletic Compliance Office will update student-athlete NCAA Transfer Portal Profiles. Institutions to which a student-athlete is transferring may access his or her information at that time.

Please also note that in order to be eligible to receive the one-time transfer exception, student-athletes must leave USCB in Good Academic Standing while eligible to compete in athletic competition.

Those not eligible for competition upon departure are not eligible for the one-time transfer exception.

## ACADEMIC POLICIES

Members of the Sand Shark community understand that student-athletes are, first and foremost, *students* of The University of South Carolina Beaufort. It is our expectation that all student-athletes are interested and committed to pursuing their education and earning a degree. One way to honor our university and teams is for every student-athlete to contribute to an overall athletic department GPA of 3.0. This is one of the major goals of our program and qualifies us to achieve various NCAA Division II and Peach Belt Conference academic honors.

### **Missed Classes**

No class time shall be missed by any student-athlete, unless otherwise noted as exceptions in the NCAA DII Manual, for practice activities or for any competition in the non-championship seasons.

An NCAA Division II member institution shall limit its organized practice activities, the length of its playing seasons and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate-sponsored athletics activities, to minimize interference with the academic programs of its student-athletes.

### **Class Attendance**

Class attendance is mandatory. Student-athletes missing class will be subject to disciplinary procedure. *The late return from road trips will not be an acceptable excuse for missing class.*

### **Progress Reports**

Progress reports will be issued by the Director of Athletics Compliance to the Head Coaches at least one time a semester. These progress reports are distributed to each team by the Head Coach and it is the responsibility of each team member to have their professors complete the form in a timely manner. If progress reports show unsatisfactory academic progress, a meeting will be scheduled between the Head Coach, student-athlete and the Director of Athletics Compliance to discuss appropriate action to improve academic performance which may include: extra study table hours, required tutoring sessions through the Tutoring Center, suspension from games and/or practices, possible athletics suspension and other measures deemed necessary.

Student-athletes are expected to report any concerns with their academic progress to the Director of Athletics Compliance; doing so can help prevent academic ineligibility.

### **Class Drop/Add Policy**

No changes to your academic schedule are to be made without the approval of your major Advisor *and* the Director of Athletics Compliance. This includes adding or dropping a class from your schedule. Holds are automatically applied to student-athletes accounts and cannot be overridden without permission of the Director of Athletics Compliance.

### **Class Registration**

Student-athletes have priority registration at USCB. Student-athletes are notified in a timely manner by email and Blackboard about priority registration dates. When student-athletes begin receiving these notices, they should begin making their academic advising appointments at their advisors' earliest available time. Student-athletes need to make sure they do not have any holds on their accounts prior to registering for classes. Academic advising appointments should take place before the priority registration date so that the student-athlete is prepared to register by their priority registration date. Should a student-athlete be unable to be advised before the priority registration date, he/she should inform the Director of Athletics Compliance.

Student-athletes need to register as soon as possible on their priority date of registration. If this early registration opportunity is not used by all, then it could be taken away. Priority registration for student-athletes is a privilege, not a right.

### **Weekly Study Hall: Policies, Expectations, and Rules**

All first year student-athletes will have a preliminary meeting with the Director of Athletics Compliance to discuss class schedule and study habits for their current classes. Listed below are the weekly study hall requirements:

*Freshmen* – During the first academic year all freshmen are required to attend two hours of weekly study hall regardless of their GPA. After the first full year at USCB if a student-athlete has a GPA above a 3.0 they will be exempt from weekly study hall.

*Transfer students* – During the first semester transfer students are required to attend two hours of weekly study hall regardless of their entering GPA. After the first semester at USCB if the student-athlete has a GPA above a 3.0 they are exempt from weekly study hall.

*Continuing student-athletes* – If a student-athlete has been at USCB for at least two full semesters and has a cumulative GPA above 3.0 they are not required to attend weekly study hall. Student-athletes with a GPA of 2.9 or below are required to attend two hours of weekly study hall.

During the weekly study halls, grades will be reviewed by the Director of Athletics Compliance. If a student-athlete is not doing well in a course, a meeting will be scheduled between the Director of Athletics Compliance, the student-athlete and his or her Head Coach. If the student-athlete continues to do poorly, then he or she will be required to meet with the Director of Athletics Compliance weekly in addition to their weekly study hall requirements, during which a study plan will be developed and implemented.

Unless approval has been received from the Director of Athletics Compliance before-hand, team travel will not be an excuse for not being able to fulfill weekly study hall requirements.

### **Communication with Professors Regarding Game Schedules And Travel**

It is the responsibility of the student-athlete to inform their professors PRIOR to any classes missed due to athletic game and travel requirements.

To help communicate game schedules and possible missed classes, every student-athlete is required to submit a letter to each professor identifying him/herself as a student-athlete. Along with the letter should be a list of possible missed class dates. The student-athlete should have each professor sign off upon receipt of the letter on the form provided. This must be returned to the Director of Athletics Compliance at the conclusion of the first full week of classes each semester.

Student-athletes need to continuously remind their professors throughout the semester about upcoming games and travel dates. It is preferred that the professor is given at least 4 days notice prior to travel.

Each student-athlete must communicate with the professor to receive instruction on making up any missed work before missing any class.

**Participation on road trips is a privilege and is not expected to deter from academic progress.**

## **NCAA DIVISION II RULES AND REGULATIONS**

Please note that NCAA rules and regulations are subject to change at the NCAA Convention, which is held in January every year. The requirements in this section are NOT designed to be a comprehensive listing of all rules and regulations of NCAA Division II. They are to assist the student-athlete, with a general overview. USCB will monitor any changes and be sure to communicate them to the student-athlete and all staff involved in monitoring the student-athletes eligibility status.

It is IMPORTANT to remember that student-athletes, coaches, administrators, as well as member institutions, are responsible for knowing and abiding by the rules and regulations of the University, NCAA and Peach Belt Conference. Violations of any eligibility regulations by a student-athlete can jeopardize their eligibility and could result in disallowance of any honors or consideration of such honors awarded by the NCAA and could cause the institution to forfeit contests in which the student-athlete participated.

Complete compliance and eligibility policies and procedures can be found in the USCB Compliance Manual.

### **General NCAA Eligibility Requirements**

Student-athletes are subject to NCAA and conference requirements including, but not limited to:

1. A student-athlete must be enrolled for a minimum of 12 credit hours of academic work and not drop below that number at any time during the semester.
2. A student-athlete must be in good academic standing, which is accomplished by maintaining a 2.0 grade point average (USCB and overall) for undergraduates and 3.0 GPA for graduate/post-baccalaureate students. A student-athlete's grade point average shall be calculated after each term of enrollment.
3. A student-athlete must be making satisfactory progress toward their designated degree by earning 12 credit hours during each of the terms enrolled or have earned 24 semester hours the previous two semesters.
4. A student-athlete must be earning a minimum of nine-degree applicable units each term (nine-hour rule) of full-time enrollment.
5. A student-athlete must declare a major that leads to a specific baccalaureate degree by the beginning of the third year (fifth semester) of enrollment and thereafter, shall make progress toward that specific degree.
6. A student-athlete must also be in good standing "outside the classroom." Any form of disciplinary action and/or probation may render a student-athlete ineligible from practice and/or competition and may lead to dismissal from the team.
7. A student-athlete must complete their seasons of competition within the first 10 semesters of full-time status.

### **Student-Athlete Involvement in Recruiting**

Student-athletes may write to prospects to encourage their enrollment at USCB, but it may not be done at the direction and/or the expense of the university. A student-athlete may not telephone recruits but may accept telephone calls made at the prospect's expense. Student-athletes are also prohibited from making any statements to media members about recruits, the recruits' athletic ability, or the likelihood that the recruit will attend the university. A student-athlete may be asked by a coach to host a recruit who is on an official visit to campus.

### **Student-Athlete Serving as Student Host**

While serving as a host, a student-athlete may be given up to \$30/day for the purpose of entertaining a recruit. This money may be used for food, arcades, movies, theaters, bowling and other entertainment activities, but may not be used to purchase souvenirs or institutional momentos (e.g., hats, t-shirts, etc.) for the recruit. A student-athlete may transport the recruit to activities within a 30-mile radius of campus, but must not allow the recruit the use of a car. The university cannot provide the use of a car to the student-athlete for the purpose of hosting a recruit. A student host will receive a list of host instructions when given host money by the coach, and must sign a *Official Visit Student Host Agreement* (Appendix B) via ARMS. Student-athlete hosts are required to submit all receipts pertaining to the entertainment of prospective student-athletes via ARMS at the conclusion of their host visit.

### **NCAA Eligibility Meetings**

Student-athletes are required to attend a pre-season eligibility meeting. Several forms of documentation must be completed, signed, and kept on file via ARMS. Student-athletes can also expect to participate in a number of rules education sessions intended to help the student-athlete understand the rules to follow in order to maintain eligibility. This includes a session at the end of the academic year during which there will be a review of the rules and regulations that could influence student-athletes eligibility over the summer months. These rules meetings protect the student-athlete and the University.

### **Student-Athlete Employment**

Academic Year:

- The Director of Athletics Compliance will review NCAA regulations governing student-athlete employment, and all required employment monitoring procedures to be completed by the student-athlete, during the mandatory meeting each Fall.
- Each student-athlete must complete a Student-Athlete Employment Form. The student-athlete must affirm their understanding of the terms outlined in the Student-Athlete Employment Form and their intent to adhere to its provisions.
- The Director of Athletics Compliance will review the Student-Athlete Employment Form and will sign the form indicating that all steps have been completed.
- The Director of Athletics Compliance will keep the original on file in the Compliance Office.

Summer Break:

- Prior to summer break, each student-athlete will be asked to fill out a Student-Athlete End-of-Year Information Form indicating where the student-athlete will be living over the summer, whether or not the student-athlete intends to work over the summer, and whether or not the student-athlete has already obtained a job. If the student-athlete has already obtained a job, the student-athlete will be asked to complete employment information on the information form.
- The Director of Athletics Compliance and Associate Director of Athletics will keep on file all Student-Athlete End-of-Year Information Forms.
- At the first-of-the-year team meetings, each student-athlete will be asked to complete a section within ARMS entitled Student-Athlete Employment Form for the summer. The Director of Athletics Compliance will compare the Student-Athlete Employment Form with the Student-Athlete End-of-Year Information Form.

### **Maintaining Amateur Status**

USCB will ask each student-athlete to provide information that will allow us to certify the student-athletes amateur status annually. This task will be completed through ARMS before the beginning of the fall term. Student-athletes will have to answer questions regarding compensation that was received for participation in their sport outside of USCB. Under NCAA legislation, a student-athlete will lose amateur status and lose eligibility if the student-athlete:

- Following initial full-time collegiate enrollment, accept a promise of pay even if such pay is to be received following completion of athletics participation.
- Following initial full-time collegiate enrollment, sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
- Following initial full-time collegiate enrollment, receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations.
- Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or
- Enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.
- Enter a professional draft.

### **Hardship Requests**

A hardship request is a request for an exception to the season of competition regulation. Hardships deal only with seasons of competition. USCB will honor incapacitating injury or illness hardships granted by the NCAA prior to the student-athletes association with another institution provided such requests are documented.

All hardship requests must meet the following criteria:

1. They must involve an injury or illness which is beyond the control of the student-athlete or coach and which incapacitates the student-athlete from competing further during the sport season in question as verified by the attending physician (M.D. or M.O.) who must have examined the student-athlete during the sport season in question.
2. The student-athlete involved shall not have participated in more than 30% of the playing season. Also, the student-athlete must occur in the first half of the playing season.
3. All applicable medical and participation documents along with the *Peach Belt Conference Hardship Waiver Form* are submitted to the conference office for review and approval. (Appendix C)
4. Participation by a student-athlete after being examined by a physician for the incapacitating injury or illness and before receiving written medical clearance shall nullify hardship considerations.

## NAME, IMAGE, LIKENESS (NIL)

NCAA college student-athletes now can benefit from their name, image and likeness. All three divisions have adopted a uniform, interim policy suspending NCAA name, image, and likeness rules for all incoming and current student-athletes in all sports.

Purpose: To define the institutional guidelines and limitations for the University of South Carolina Beaufort student-athletes engaging in Name, Image, and Likeness (NIL) agreements.

Policy:

- Definition and Scope – an NIL activity is any business activity in which our student-athlete(s) is compensated in any way (financial, services, goods) for use of the student-athlete’s name, image, or likeness.
- Permissible NIL activities – student-athletes may earn compensation for NIL activities that are permissible under NCAA and USCB regulations and comply with South Carolina state law.
- *NIL Student-Athlete Disclosure Form* (Appendix D) – Student-athletes must disclose all name, image, and likeness contracts to the Director of Athletics Compliance for review via ARMS. Any modifications made to an existing NIL agreement must be reported immediately following the aforementioned process. The following NIL activity information must be disclosed at the agreement initiation or modification:
  1. Contact information for all parties involved.
  2. Compensation arrangements.
  3. Details of relationship with involved parties.
  4. In the case of a modified NIL agreement, all information listed above and all agreement modifications must be submitted to the Director of Athletics Compliance for approval.

### Restrictions on Types of Businesses or Activities

Student-athletes may not enter a contract for compensation of name, image, and likeness if the contract or company falls under the following:

1. Any tobacco company or brand, including alternative nicotine products
2. Any alcoholic beverage company or brand
3. Any seller or distributor of a controlled substance, including and not limited to, marijuana
4. Any seller or distributor of an NCAA banned substance
5. Any adult entertainment business
6. Any casino or companies that sponsor/promote gambling
7. Firearms or other weapons
8. Political purposes or causes

**No impermissible recruitment or benefits through NIL activities** – NIL Activities may not be used by USCB or any of its representatives to recruit prospective student-athletes to USCB or for the purpose of compensating USCB student-athletes for their athletic performance. Among other things, this means, for example:

- Compensation for NIL activities must be commensurate with the going “Market Value” for similar services in the relevant market.
- USCB staff members, including active outside consultants, may not assist student-athletes in the development, operation, or promotion of NIL activities.

- USCB staff members may not provide apparel or gear to student-athletes for purposes of NIL activities.
- Student-athletes are not permitted to miss class for opportunities related to name, image, and likeness compensation. Student-athletes are not permitted to engage in NIL activities during required USCB sponsored team activities including during travel to USCB Athletic events.
- Student-athletes may not use USCB intellectual property, trademarks, logos, or facilities while engaging in any NIL related activities including:
- Student-athletes may not host camps, clinics, and/or fee-for-lesson at any USCB facilities.

### **Professional Representation**

Student-athletes are permitted to obtain an agent or attorney for name, image, and likeness purposes.

### **Review Process**

The USCB Director of Athletics Compliance will review all NIL activities for conflicts with NCAA, USCB, and South Carolina NIL state law.

- USCB International student-athletes may not be eligible to engage in NIL activities.
- Violations of the USCB NIL policy may result in penalties based on the severity of the policy offense. Violations of NCAA legislation will be reported to the NCAA and could result in additional NCAA penalties.
- In the future, it is possible, and likely, that federal laws and/or NCAA legislation will provide a nationwide, uniform approach to NIL governance; at that time these policy restrictions are subject to change.

The NIL policy provides the following guidance to member schools, college athletes and their families:

- Individuals can engage in NIL activities that are consistent with the law of the state where the school is located. Colleges and universities may be a resource for state law questions.
- Individuals can use a professional services provider for NIL activities.
- College athletes who attend a school in a state without an NIL law can engage in NIL activity without violating NCAA rules related to name, image and likeness.
- State law and schools/conferences may impose reporting requirements.

**DO NOT TAKE A CHANCE ON LOSING YOUR ELIGIBILITY – IF YOU HAVE ANY QUESTIONS, ASK THE DIRECTOR OF ATHLETICS COMPLIANCE.**

## COUNTABLE ATHLETICALLY RELATED ACTIVITIES

*CARA logs* must be submitted weekly to the Director of Athletics Compliance.. (Appendix E)

- CARA logs must include an accurate account of all athletics activities for the given period.
- Head Coaches should record daily activities that take place for his/her team.
- Countable athletically related activities (which must be logged on practice calendars) include any meeting, activity, or instruction involving sports-related information and having an athletics purpose, held for student-athlete(s) at the direction of, or supervised by, any member of the coaching staff.
- Each Practice Calendar Form will provide a section to list all activities. These activities will be broken down into three categories, P – for practice, M – for meeting, and C – for competition.
- List the number of hours spent for each activity. On the day of competition, 3 hours should be recorded, regardless of how many actual hours were used.
- On the day of a scrimmage, the actual duration of the activity should be recorded.
- Weekly calendars will be forwarded, via ARMS, to the Director of Athletics Compliance to be kept on file in the Compliance Office.
- The maximum hours of athletically related activity per week in-season is 4 hours per day and 15 hours per week with two required days off.
- Outside of the playing season athletically related activity is limited to 8 hours a week with two days off.
- Regardless of sport, no practice is permitted after a competition.
- CARA logs shall be completed, signed, and submitted to the Director of Athletics Compliance, via ARMS, at the end of each week.

### **CARA Logs Requirements for Golf**

During the playing season no more than 4 hours a day and 20 hours per week during a 60 day window, with a required two days off per week. For golf, outside of the playing season will be 8 hours a week with two days off.

### **Multi-Sports Student-Athletes Reporting**

Head Coaches who coach multi-sport student-athletes must work with the multi-sport athlete's other sport coach(es) and the multi-sport student-athlete to ensure that the multi-sport athlete does not exceed 20 total hours of athletically related activities per week for all sports, regardless of the overlapping of sports seasons.

### **In Season Reporting**

In-season each team must have one calendar day off during each week (Sunday through Saturday). The day off should be marked with an X on the calendar. No scheduled athletics activity can take place during the day off.

### **Outside Season Reporting**

Outside of the playing season during the academic year, student-athletes may not participate in more than eight hours of countable athletically related activities.

Outside of the playing season during an institutional vacation period (e.g., summer vacation, academic year vacation, etc.), student-athletes are not permitted participation in any countable athletically related activities.

Out-of-season each team must have two calendar days off during each week (Sunday through Saturday). The days off should be marked with an X on the calendar. No scheduled athletics activity can take place on the off day.

Outside of the playing season during the academic year, student-athletes are permitted to participate in:

- Weight-training
- Conditioning
- Individual skill instruction – maximum 2 hours per day.

### **Verification of CARA Logs and Practice Log Audit**

The Director of Athletics Compliance will audit practice logs weekly to ensure proper hours are being maintained for each program throughout the academic year. A member from each team will review and sign the Practice Calendar Form. The Director of Athletics Compliance will select team members randomly. Practice logs are also reviewed by Student-Athlete Advisory Committee members at the Director of Athletics Compliance's discretion without the coaches' knowledge or input. Student-athletes can approve, deny or submit a written response to the log provided by the coach.

### **Outside Competition**

In sports other than basketball, a student-athlete will become ineligible if after enrolling at USCB the student-athlete participates as a member of any outside team in any non-collegiate, amateur competition during the season in the student-athlete's sport until the NCAA Division II Committee on Student-Athlete Reinstatement restores the student-athlete's eligibility. This includes tournament play, exhibition games or other activities in the student-athletes' sport outside of their USCB team.

It is permissible for a student-athlete to participate in outside competition during the academic year in their sport as long as the student-athlete represents only themselves in the competition and the student-athlete does not engage in competition as a member of or receive expenses from an outside team. The student-athlete must notify the Director of Athletics Compliance and fill out the *Permission for Outside/Unattached Competition Form* (Appendix F) via ARMS at least two weeks prior to the competition.

## BENEFITS, AWARDS, AND RECOGNITION

### Complimentary Admission

Complimentary Admission to USCB home athletics events, for events that charge admission, shall be monitored by the Director of Athletics Compliance. *The Complimentary Admission Request Form* (Appendix G) will be submitted through ARMS. Notification will be sent to the Director of Athletics Compliance of the request and once permission is granted the Head Coach will be notified. Picture ID will be required at the gate for admission for persons on the pass list. USCB Athletics will follow all Peach Belt and NCAA guidelines (postseason requirements may be different than regular season or conference competition). Student-athletes in sports which charge are eligible for a maximum of four complimentary admissions to a home athletics event in their sport through the pass list only.

### Awards and Benefits in General

An extra benefit is any special arrangement by an institutional employee, booster, or anyone that the student-athlete is not legally dependent upon, that provides the student-athlete, or the student-athlete's relative or friend, a benefit not authorized by the NCAA. Receipt by a student-athlete of an award, benefit or expense allowance not authorized by the NCAA legislation renders the student-athlete ineligible. A student-athlete may receive benefits generally provided to all students and are not considered an extra benefit. Student-athletes are permitted to receive expenses, from the institution, that are directly related to travel and competition while representing the institution, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Athletic Department is not permitted and renders the student-athlete ineligible.

### Occasional Meal

An occasional meal is a meal provided to a student-athlete in the locale of the institution on infrequent and special occasions. An *Occasional Meal Form* (Appendix H) will need to be completed through ARMS 48 hours prior to the event. This form will need to be approved by the Director of Athletics Compliance before the student-athlete can take part in the event.

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

## ATHLETIC FINANCIAL AID POLICIES

Athletic scholarships and waivers are considered a privilege, not a right. This privilege may be revoked by a Head Coach or athletic administration if a student-athlete breaches either university policy, athletic policy department or team policy.

Athletic scholarships and waivers are one-year agreements, not guaranteed for multiple years. Retention of scholarships and waivers can be expected, for the most part, should the student-athlete act in good faith and make all attempts at being a good student, good teammate, and good representative of the university.

A student-athlete must be and remain eligible for practice and competition, and be in good standing with their respective team, to receive financial aid that has been offered to them. In addition to maintaining or establishing NCAA Division II and institutional eligibility, student-athletes must earn a minimum GPA of 2.0 to be offered athletic aid and retain eligibility.

Earning below an institutional GPA of 2.0 will disqualify a student-athlete from retaining athletic aid.

There will be a grace period for second term, at USCB only, during which a sub 2.0 GPA will be permitted. If after a student-athletes' **first** semester at USCB he or she earns 1.5-2.0 term GPA they may be permitted to retain their athletic waiver and scholarship, *as long as they are otherwise eligible*. If after this term the student-athletes' cumulative GPA remains sub 2.0, they will lose athletic aid.

### Scholarship Offers

Following is the process for offering an athletic scholarship:

1. The Head Coach of each sport recommends the amount of a scholarship award to the Director of Athletics.
2. Upon the recommendation of the Head Coach, the scholarship may be renewed each year for up to four years if the student-athlete has met the conditions of the scholarship each year.
3. A scholarship may be refused by a student-athlete for any year. The student-athlete should notify the Head Coach that he/she does not intend to participate prior to the end of the academic year. This action will result in the termination of the scholarship for the upcoming term.
4. Pursuant to the NCAA rules and regulations regarding athletic scholarships, the Head Coach can recommend a scholarship be reduced and or canceled for the following academic year if the student-athlete:
  - a. Is rendered ineligible for intercollegiate competition based on the recipient's action or inaction.
  - b. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement.
  - c. Engages in serious misconduct warranting substantial disciplinary penalty, as determined by the institution's regular student disciplinary authority.
  - d. Voluntarily (on the recipient's own initiative) withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the academic term in which the aid is reduced or canceled.
  - e. Violates a non-athletically related condition outlined in the financial aid agreement or violates a documented institutional rule or policy (e.g., academics policies or standards, athletics department or team rules or policies).

- f. Provides written notification of transfer to the institution; however, the student-athlete's financial aid may not be reduced or canceled until the end of the regular academic term in which written notification of transfer is received. If a student-athlete provides written notification of transfer to the institution between regular academic terms (winter break, summer break) the institution may reduce or cancel the financial aid immediately.
5. A student-athlete receiving a scholarship is required to make every effort to improve as a player, and a student, and be a responsible and positive team member as outlined in the Student-Athlete Handbook. Failure to do so may result in reduction, non-renewal, or termination of the scholarship, as listed in the above section.
6. The scholarship and other Financial Aid will be awarded by the USCB Financial Aid Office. The Financial Aid Office will award in compliance with all federal, and state regulations, and institutional policies.

### **Scholarship Change Procedures**

Any such reduction or cancellation of aid will be approved only if such action is taken with proper cause and written documentation is submitted to the Director of Athletics.

- The Head Coach recommends to the Director of Athletics that a student-athlete's athletic scholarship is being reduced, canceled, or not renewed.
- The Director of Athletics will review the Head Coach's recommendation with the Associate Director of Athletics. The Director of Athletics will decide whether to approve or deny the Head Coach's recommendation based on the specific facts and rationale and based upon whether the request complies with NCAA regulations.
  - If the recommendation is denied, the student-athlete's scholarship will not be canceled, reduced, or not renewed. If a non-renewal request is denied, the aid will be renewed at the same rate the previous academic year.
  - If the recommendation is approved, the Associate Director of Athletics will notify the Financial Aid office that a student-athlete's scholarship award be reduced, canceled, or not renewed. All notifications for scholarship reduction, cancellation, or non-renewal must be submitted to the Financial Aid Office by June 1st. The Director of Athletics will also notify the Head Coach of this decision, directing the Head Coach to meet with the student-athlete to inform the student-athlete of the decision. The Financial Aid Office will send official notification to the student-athlete with details on how, if they wish to, appeal the athletic department's decision to reduce or cancel athletic scholarship.

### **Appeal Process**

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

1. The Financial Aid Office shall send written notification of the reduction/cancellation to the student-athlete no later than July 1<sup>st</sup>. The Financial Aid Office will 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 formally requesting 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 scholarship shall be made final and binding.

3. The Financial Aid Appeals Committee shall conduct the hearing within 14 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, composed of five members of the Athletics Advisory and Athletics Compliance Committee, exclusive of Athletics staff members, 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 via email, with a formal letter to follow. This decision shall be final and not subject to appeal.

### **Post Eligibility Scholarships**

Fifth year and post eligibility scholarships can be available when the necessary funding is available and will be awarded by the Financial Aid Office upon recommendation of the Director of Athletics and Head Coach.

Requirements to qualify for a Fifth-Year or Post Eligibility Scholarship include:

1. Must have a minimum cumulative GPA, on all USC system course work, of 2.5
2. Must have earned a minimum of 96 credit hours.
3. Must have represented the university and the team in a first-class manner during their time at USCB.
  - a. Fifth year and Post Eligibility awards will be made on a semester-to-semester basis. In order to extend the award to the second semester, the student-athlete must meet the following criteria:
4. First semester: Carry a minimum of 12-degree credit hours and earn a minimum GPA of 2.5 or better and/or meet degree requirements set by the academic department.
5. The student-athlete must carry at least 12 and no more than 18 hours per semester.
  - a. If a student-athlete drops more than three hours or drops below 12 hours, the scholarship will be terminated immediately.
6. Fifth year and Post Eligibility recipients are subject to the same drug test policy as all other student-athletes representing the University.
7. Students on a fifth year and post eligibility scholarship will be expected to work in the athletic department up to 20 hours per week. Both the student-athlete and the Director of Athletics or his designee must approve the arrangements.

The Director of Athletics or his designee with the advice of the Head Coach and/or the appropriate academic department/designee must grant an exception to the policies noted above.

Failure to abide by any of the requirements above will result in a hold being placed on the student's registration and/or grades until the value of the fifth-year or post eligibility scholarship has been repaid.

All Post-Eligibility athletic financial awards must be administered in the same process as all other athletic financial awards as detailed in the above policy section.

## **USCB POLICY FOR REPORTING VIOLATIONS**

It is the responsibility of each student-athlete and staff member to be committed to building a successful athletics program within the NCAA, the Peach Belt and USCB guidelines. To achieve that commitment, USCB has instituted a compliance program which will combine the training and education of coaches, staff and students; the review and modification of athletic department and University operating procedures to best ensure compliance with those rules; and prompt institutional response when rule violations occur.

USCB's position is that no violation is so minor that it need not be reported. USCB encourages employees, inside and outside the athletic department, to be aware of and to report all potential NCAA rules violations. In responding to a rule violation, USCB will examine such factors as whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether a student-athlete's eligibility is affected, whether violations are recurring, and what can be done to ensure compliance in the future.

USCB's goals in responding to a potential rules violation will be to encourage communication; to seek consistency and accountability and above all, to send a strong message that USCB is serious about rules compliance.

Coaches, staff members, and student-athletes at USCB have an obligation to report any violations or potential violations of NCAA or Peach Belt Conference rules.

### **Level of Violations**

- Major Violations
  - All violations, other than secondary violations, are considered major violations, specifically including those that provide an extensive recruiting or competitive advantage.
- Secondary Violations
  - A secondary violation is one that is isolated or inadvertent, provides or is intended to provide only a minimal recruiting, competitive, or another advantage and does not include significant impermissible benefit. Multiple secondary violations by a member institution may be collectively considered as a major violation.

All suspected NCAA violations will be investigated by the Director of Athletics, the Faculty Athletics Representative and the Director of Athletics Compliance, with their findings and recommendations going to the Chancellor, and the NCAA Enforcement Division, if necessary. Outlined here are the specific USCB policies concerning the reporting of suspected violations and conducting the investigation of the alleged violation.

### **Who May Report a Violation**

- Any individual (e.g., athletics department staff member, student-athlete, college employee, member of the community) may report an alleged, rumored, or suspected violation.
- The individual may report the alleged, rumored, or suspected violation verbally or in writing.

### **To Whom Shall an Alleged Violation be Reported**

- If an alleged, rumored, or suspected violation is conveyed to any athletics department staff member, the staff member is required to notify the Director of Athletics Compliance or the Director of Athletics so that an investigation may begin.

- Individuals other than athletic department staff members may report alleged violations to any or all of the following persons: the Director of Athletics, Director of Athletics Compliance, or the Faculty Athletics Representative.

## **CONDUCT OF INVESTIGATIONS OF VIOLATIONS**

It is the responsibility of each staff member to be committed to building a successful athletics program within the NCAA, the Peach Belt and USCB guidelines. To achieve that commitment, USCB has instituted a compliance program which will combine the training and education of coaches, staff, and students; the review and modification of athletic department and University operating procedures to ensure compliance with those rules; and prompt institutional response when rule violations occur

USCB's position is that no violation is so minor that it need not be reported. USCB encourages employees, inside and outside the athletic department, to be aware of and to report all potential NCAA rules violations. In responding to a rule violation, USCB will examine such factors as whether the violation is intentional, whether an advantage is gained (e.g., recruiting, competitive, or for the student-athlete involved), whether an athlete's eligibility is affected, whether violations are recurring, and what can be done to ensure compliance in the future. USCB's goals in responding to a potential rule's violation will be to encourage communication; to seek consistency and accountability and above all, to send a strong message that USCB is serious about rules compliance.

Coaches, staff members, and student-athletes at USCB have an obligation to report any violations or potential violations of NCAA or Peach Belt Conference rules. All suspected NCAA violations will be investigated by the Director of Athletics and the Director of Athletics Compliance, with their findings and recommendations going to the Chancellor, and the NCAA Enforcement Division, if necessary. Outlined here are the specific USCB policies concerning the reporting of suspected violations and conducting the investigation of the alleged violation.

### **Reported Violations**

Reported violations by coaches or other members of the athletic department staff can result in the following disciplinary action taken by the Director of Athletics or the Chancellor of the University.

- Secondary Violations
  - Not allowed to recruit on or off campus; completion of a supervised rules education program; temporary suspension of coaching duties; reassignment of other duties within the athletic department.
- Major Violations
  - Suspension from coaching duties including recruitment; loss of coaching duties; possible monetary fine; termination of employment.

The Director of Athletics will conduct an inquiry with the individual involved, along with the Director of Athletics Compliance, the Faculty Athletics Representative, and the Chancellor to ascertain the severity of the violation and whether or not it is a repeated violation by the individual.

The appropriate action will be taken based upon the findings of this inquiry, and the recommendation of the Director of Athletics Compliance. The Commissioner of the Peach Belt Conference may be called in, on a consulting basis, if the violation warrants the Commissioner's involvement.

## **SPORTS INFORMATION**

### **Primary Functions of the Sports Information Office**

The University of South Carolina Beaufort Sports Information Office is the primary point of contact for media wishing to report on Sand Shark Athletics. Duties include game management, keeping of statistics, maintenance of web pages, creation of media guides and programs, sponsorship sales and marketing and other duties pertaining to communication and sports information.

The primary function of the office is to report on the various sports programs and publicize coaches and student-athletes to various members of the media. To do this, the Sports Information Office relies on an open line of communication and exchange of information from coaches and student-athletes.

### **Media Coverage**

USCB receives local, regional and national coverage. USCB's Sports Information Office can only send out releases and it is up to the papers, TV, etc., to publicize that information. USCB can't control what is or is not reported or what is covered by the local media. USCB can only enhance the likelihood of coverage by providing the media with information on major sporting events, holidays, and game times.

### **Helping Student-Athletes Work with the Media**

Some general rules to keep in mind when interacting with the media:

- Student-athletes should never give their phone numbers to members of the media. Doing this can result in unwanted calls for quotes or information at inappropriate times. The SID Office will never give out an athlete's number without prior approval. The SID will always contact the student-athlete and set up the contact with the media representative. If a student-athlete gets an unexpected call from the media, the player should tell the media to contact the SID to arrange an interview and terminate the call.
- If practices are open to the media, it is acceptable for media members to interview a student-athlete following the practice, so long as it does not conflict with practice, class time, etc. This should be set up through the SID Office if at all possible.
- Sometimes the SID Office will contact a student-athlete or coach with the phone number of the media member and ask them to contact them for an interview. When this happens, please contact the media member as soon as possible, even if it is just to schedule a subsequent interview at a later time. Also, when an interview is arranged, please be prompt for the appointment.
- Working with the Sports Information Director with scheduled interviews will keep everyone informed as to possible issues with a reporter, and allow tracking of stories in which coaches and/or student-athletes are quoted.

### **General Policies to Remember when Speaking with the Media:**

- Show up and be on time. If you are running late, call the SID Office.
- Be yourself. Be positive. Be prepared. Be relaxed. Show enthusiasm and gratitude. Smile.
- Dress respectfully. If not in uniform, wear something that looks presentable and remove your hat.
- Think before speaking - Take a moment to consider a good response to the question. Try to avoid fillers, such as "uh," "um," "like," and "you know," as well as slang terms.
- Nothing is ever "off the record". Don't say anything that should not be seen in print or on tape the next day.
- Be positive and avoid criticism whenever possible, including the opponent. Do not air out "dirty laundry" with the media.

- Remember that all questions do not have to be answered - try to avoid saying "no comment." Instead, reply, "I'm not comfortable answering that," "I don't think I am the appropriate person to answer that question," or "That's a personal (or team) matter that I would rather not discuss" or something along that line.
- While answering questions, remember your audience.
- For television interviews, keep your answers short and look at the person asking the questions, rather than the camera.
- If a reporter makes a factual error during an interview, politely correct him or her. It is better to correct them during the interview than to have the error show up in print.
- If after the interview you are concerned that something you said was inappropriate or could be misconstrued, discuss it with the reporter or the SID Office. We may be able to clarify or retract the statement before it airs or goes to print and avoid an unfortunate situation.
- Keep in mind that not every reporter is looking for negative information, but that not every reporter can be trusted. Most reporters do not have hidden agendas, but some do. Be aware of manipulative or open-ended questions, and when in doubt, ask for clarification of a question. Also, the SID is available for assistance.

### **Types of Stories**

Most stories can be classified in one of two categories; either news stories, which are designed to tell who, where, what and when of an event or situation; or feature stories which are designed to tell a particular story of a person or an event.

In a feature article, a reporter will likely ask questions about the subject's personal life. If a student-athlete is uncomfortable with the situation, he/she does not have to comply. However, most reporters like to show the "people" side of athletes and coaches in addition to the athletic side.

### **Game Time Press Services**

Final box scores are available to media and coaches following the games. Box scores are not provided for fans, family or boosters. Box scores will be posted on the website as soon as possible following each contest.

### **Game-Day Environment**

Student-athletes and/or coaches are permitted to submit game-day music requests to the Sports Information Director but it must be appropriate for an audience of all ages to be considered. Game-day music is not just for player warm-ups and enjoyment, but also serves as entertainment for the fans while they wait for the game to get underway and during the game. Absolutely no profane, vulgar, violent or sexually explicit lyrics allowed. Lyrics which are offensive to fans will not be permitted.

### **Champions of Character**

While this is a specific NAIA program, USCB is committed to the Champions of Character initiative which focuses on the core values of respect, responsibility, integrity, sportsmanship, and servant leadership. We intend to carry out the principles and tenets of the program as members of NCAA Division II as well.

### **Sportsmanship and Civility**

Our commitment to sportsmanship and a positive game-day environment will not change. We are committed to providing our spectators, fans, student-athletes, opponents and all those enjoying our competitions an excellent experience that is fun, lively, safe and family friendly. As such, all home contests are staffed with a game day administrator and at least one member from our Department of Public Safety. Pre-game announcements are read before each game that expresses our commitment to sportsmanship and a positive game day environment and asks

that the fans do their part in respecting every student-athlete, officials, coach, and spectator involved in the contest. Signage expressing our commitment and expectation of sportsmanship is posted at each gameday venue.

### **Statistics and Changes**

NCAA rules require visiting schools to accept the home scoring of a contest. In the event of a discrepancy or error, please contact your Head Coach so that the opponent can be contacted to clarify the change. Please note that the SID Office will not change scoring decisions arbitrarily, and that there must be good support and valid reason for any change.

The SID Office will, at times, consult with the Head Coach on a questionable scoring decision, but coaches should remember that the SID is the official statistician and must make the final decision. Only coaches should approach the SID Office about scoring or statistical changes.

If a student-athlete has a concern about a scoring decision or statistic, he/she should bring it up with his/her coach, who will determine whether it warrants discussion with the SID Office. Neither student-athletes nor parents should address statistical inquiries or concerns with the Sports Information Staff.

### **Social Network Policy**

Playing and competing for Sand Shark Athletics is a privilege, not a right. Student-athletes at USCB are held in high regard and are seen as role models in the community. As leaders we have the responsibility to portray our team, university and ourselves in a positive manner at all times. Sometimes this means doing things that are of an inconvenience to us but benefit the whole team. Facebook, Twitter, Instagram and other social networking services have increased in popularity and are used by the majority of student-athletes at USCB.

Student-athletes may not be aware that third parties including the media, faculty, employers and NCAA officials can easily access their profiles and view all personal information. This includes all pictures, videos, comments and posts that appear on a student-athlete's profile – regardless of whether they were posted by the student-athlete or someone else. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the university. This can also be detrimental to a student-athletes' future employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include presentations or depictions of the following, including retweets and likes:

- Using inappropriate or offensive language in comments, videos and other postings. This includes threats of violence and derogatory comments against race and/or gender.
- Posting photos, videos or comments showing the personal use of alcohol or tobacco, i.e., holding cups, cans, shot glasses, etc. This applies even to student-athletes who are of legal age to use these products.
- Posting pictures, videos or comments that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana, and drug paraphernalia.
- Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Posting comments, impressions or intimations contrary to university or team policies. In addition, there will be no tolerance for negative comments about the university, faculty, athletics program, coaches or teammates.

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, by the assessment of athletic administration he/she may be subject to any of the following penalties:

- written warning.
- a meeting with the Director of Athletics and Head Coach.
- penalties as determined by the athletics department, up to and including suspension from the athletic team, and revocation of athletics scholarship.
- If the content posted also provides evidence of a violation of another section of the student-athlete handbook, the player may be subject to the appropriate penalties for that violation, in addition.

For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Be aware of your security settings and who can view your profile, but do not have a false sense of security about your privacy settings. Assume everything you post is public.
  - As a general rule, **DO NOT POST ANYTHING YOU WOULD NOT WANT TO BE SEEN IN THE LOCAL NEWSPAPER OR BY A FUTURE EMPLOYER.**
- You should not post your email, home address, local address, telephone number(s) or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site as many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all social networking opportunities.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as that of the athletics department and the university. Remember to always present a positive image and don't do anything to embarrass yourself, your team, your family or the university.

## SPORTS MEDICINE

### **Athletic Training Room Hours of Operation**

Athletic training room hours for the Fall and Spring semester are traditionally 8am-5pm Monday-Friday (staffing dependent). Hours will vary, depending on athletic practice & competition schedules.

It is the student-athlete's responsibility to know their individual schedule for evaluation, rehabilitation and treatment. While we attempt to facilitate care for all student-athletes in a timely fashion, at times, there may need to be a priority placed on in-season student-athletes due to practice/competition schedules. All student-athletes should be evaluated in a timely fashion for new injuries, if not immediately on field, then as soon as possible the subsequent day. As always, in an emergency, seek immediate care at an emergency services facility.

Failure to be evaluated or seek appropriate care in a timely fashion may influence the student-athlete's ability to utilize the Athletic Department's secondary insurance policy.

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

### **Rules of the Athletic Training Room**

1. It is a privilege, not a right to have access to the USCB Sports Medicine Department.
2. Failure to comply with directives set forth by USCB Athletic Medicine, or affiliated healthcare professionals, may result in forfeiture of the student-athlete's privilege to seek care within the USCB Sports Medicine Department. This may also include garnering the burden of financial responsibility for care.
3. Be respectful of all staff, other athletes and equipment
4. Do nothing that would embarrass the student-athlete, their family or USCB Athletics.
5. USCB Sports Medicine is a comprehensive health care provider, with a variety of healthcare resources. All injuries/illnesses that may impact/influence your participation within intercollegiate athletics, should be reported to the Sports Medicine staff, in a timely fashion.
6. ANY EMERGENCY LIFE THREATENING injury/illness, occurring outside of normal Sports Medicine hours, should be reported to an appropriate health care institution. That may include, directly accessing an Emergency Department, contacting (911), communication with the coach and the Sports Medicine staff. Sand Shark student-athletes should *always follow-up* accordingly with coaches, administration and/or the Sports Medicine Department.
7. The Sports Medicine Department is never an excuse for being late to practice/competition. Please allot for ample time to receive treatment, care and necessary bracing/taping.
8. Sand Shark athletes should attend all practices/competition, unless given an expressly permissible reason by a coach or the Sports Medicine staff,
9. Student-athletes are required to sign the USCB Daily Treatment Log, each time they report for care.
10. Student-athletes should utilize the Weekly USCB Sports Medicine scheduling sheet for their sessions.
11. If an appointment with the athletic trainer or with a team physician can not be kept there must be communication about canceling the appointment.
12. Cellular/Video Devices use will be at the discretion of the Sports Medicine staff.
13. HIPAA Privacy rules prohibit student-athletes from taking video or photographs within the training room without prior consent of Sports Medicine Staff.

14. Loud, abusive, or any language deemed inappropriate, and/or horseplay will not be tolerated.
15. Student-Athletes are prohibited from bringing food/beverages in the athletic training room.
16. Backpacks, equipment and such should be stored outside the training room during their appointment.
17. Student-athletes must wear appropriate athletic attire/footwear for evaluation, treatment, or rehabilitation.
18. Prior to use, student-athletes must seek approval from the Sports Medicine staff, to utilize any modalities/equipment within the Sports Medicine Department and must return it to where it belongs.
19. NO GAME DAY ONLY TAPING. Bracing/bandaging/strapping/athletic taping is at the discretion of the Sports Medicine Staff. Only athletes with documented injuries will be provided athletic medicine tape/products.
20. All equipment (crutches, ace wraps, braces, etc.) should be signed-out by an Athletic Trainer before it is taken from the ATR. All equipment should be returned to the athletic training room, clean and in good condition, in a timely fashion.
21. Sandshark student-athlete's failure to comply with completing all necessary treatments, rehabilitation or care, may result in a referral to an outside healthcare provider, and ultimately become the student-athlete's financial responsibility for any bills incurred.
22. Failure to follow the recommendations of the Sports Medicine staff, may result in the athlete's suspension/disqualification from athletic participation, or result in a reduction of athletic activity, as deemed appropriate by the USCB Athletic Administration, coaching and Sports Medicine staff.

It is your responsibility to report all injuries and illnesses to the Athletic Trainer as soon as possible. Any delays in care could place your health at risk and affect your athletic career. **Failure to report injuries and illnesses in a timely manner could result in you, the student-athlete, being financially responsible for required medical care.**

### **Pre-Participation and Medical Clearance**

ALL, Sand Shark student-athletes are required, ANNUALLY, to complete their CSMI SportsWare Medical On-Line profile PRIOR to their participation in ANY practice or competition with their team. Questions about these instructions should be directed to the appropriate USCB coaching staff or Sports Medicine Department.

Instructions regarding the Sand Shark student-athlete accessing CSMI SportsWare On-Line portal, can be found online at ([USCB Sports Medicine Webpage](#)) and will also be provided to the student-athlete by the USCB coaching staff.

- Current Address & Emergency Contact Information
- NEW or RETURNING Student-Athlete Medical History Questionnaire
- UPLOAD FRONT & BACK of CURRENT Insurance Cards
- Liability, Risk, Medical Consent and Information Release Form
- Concussion Awareness and Information
- Physical Exam Form
- Drug Test and Information Acknowledgement
- Policy Manual Acknowledgement, Informed Consent and Media Release
- Student-Athlete Handbook
- MTBI Crash Course Concussion Video
- SUNSPORT Video "Dear 16-year old me"
- TEDX Mental Health and Wellness Video

### **Referral Protocol**

Student-athletes who have sustained an injury/illness may be referred, at the discretion of the Sports Medicine staff to an affiliated healthcare provider. Student-Athletes should always arrive NO LESS THAN 15 minutes prior to their scheduled appointments for affiliated healthcare referrals. The student-athlete will be fiscally responsible for payment of any fees resulting from missed appointments, including, dental, eye exams, physical therapy, or any other medically related appointment.

In particular instances, the Team Physician may delegate another physician to assist or act on express authority. It is imperative that the USCB Team Physician be kept informed of all injuries/illnesses and subsequent care provided. The USCB Team Physician shall have the final authority with regard to medical disqualifications, treatment, medical hardships, and return of the student-athlete to full participation.

Sand Shark student-athletes are NOT PERMITTED to schedule their own athletically related medical appointments, without the direction, consultation, or inclusion of the Athletic Medicine staff. In the event a student-athlete elects to receive care/treatment from any allied health professional unauthorized by the Team Physician or Athletic Training Staff, all fiscal responsibility for treatment received will be that of the student-athlete. Further such treatment, if provided free or at a reduced cost, may place the student-athlete in violation of NCAA Division II rules and regulations.

A student-athlete who seeks care/treatment from outside healthcare providers, may be held from activity, until released by the USCB Athletic Medicine Staff and/or Team Physician. Failure to report unauthorized medical treatment, may result in further injury, for which the USCB Athletic Department & Sports Medicine staff will not be held responsible. Such actions could result in suspension of athletic participation or further penalty at USCB's discretion.

While the Sand Shark Athletic Training staff may help facilitate obtaining a non-athletic related medical appointment, in the event a student-athlete sustains a non-athletic injury and must be referred to a healthcare specialist outside the confines of the team physician, the student-athlete will be held responsible for all medical payments.

Student-athletes have two weeks from the date of their last practice or competition to inform Sports Medicine staff about any athletic-related injury. This includes student-athletes who quit or are dismissed from the team. After that date, the student-athlete will be responsible for any and all charges incurred.

### **Secondary Insurance**

If the injury/illness is a direct result of the student-athlete's athletic participation, the subsequent referral will ALWAYS be billed to the student-athlete's PRIMARY INSURANCE FIRST. The USCB Student-Athlete Insurance Policy will serve only as a SECONDARY COVERAGE. Any NON-ATHLETIC RELATED injury/illness will be the sole responsibility of the student-athlete's insurance. Pre-existing Conditions are evaluated, on a case-by-case basis, and at the discretion of the USCB Administration. Please note, that these cases are the responsibility of the student-athletes who have been deemed physically fit for participation from any pre-existing condition.

### **Pregnancy Policy**

USCB will provide necessary referral to appropriate obstetrical/gynecological care should a student-athlete become pregnant. The student-athlete will be responsible for following all recommendations from the OB/GYN regarding their physical activity/contact level during the pregnancy.

She will also be responsible for communicating these guidelines to the athletic training staff so that their activity level can be monitored. Exercise is to be terminated if the following symptoms are experienced: vaginal bleeding, shortness of breath before exercise, dizziness, headache, chest pain, calf pain or swelling, pre-term labor, decreased fetal movement, amniotic fluid leakage, and muscle weakness. The pregnant student-athlete should be aware that their activity level may be altered in relation to their sport and the amount of contact associated with the sport.

## INSURANCE INFORMATION

All student-athletes are required to carry major medical primary insurance. Major medical primary insurance is one that will cover incidents related to participation in athletic endeavors. **Primary insurance coverage must be valid in Beaufort County.**

The University of South Carolina-Beaufort Athletic Department Medical Care and Treatment program is a self-contained program that uses a network of Tenet Health providers and specialists, including a secondary insurance benefit program administered through Pan-American Life/NAHGA. In the event of an athletically related injury, our Athletic Training and Medical Staff will evaluate and recommend a treatment plan. When billable services are pre-authorized, our program covers any expense coordinated through the network that the student-athlete's primary insurance does not cover.

This secondary insurance program will only be billed after the student-athlete's primary insurance. Services provided outside the Universities network may be authorized at the discretion of the Head Athletic Trainer or Team Physician, and when pre-authorized, will be covered. This may be necessary due to insurance requirements.

The University of South Carolina Beaufort Athletic Department will cover only those injuries that are a direct result of normal USCB directed intercollegiate athletic practice, competition or recognized conditioning activities. This means that non-athletically related injuries (car accidents, home and dorm accidents, illnesses such as appendicitis, etc.) will not be covered; however the Athletic Training staff can still assist you in coordinating your care.

As a reminder, all injuries, athletic-related and otherwise, must be reported to the Athletic Training Staff. If you are injured while participating in recognized intercollegiate athletics activities, the following procedures must be followed to ensure quick processing of the claim and prompt payment of all bills.

The student-athlete must report any and all injuries to the USCB Athletic Training Staff immediately. The university can only cover expenses if it has been pre-authorized by the Athletic Training Staff.

You are free to choose any medical provider you wish, but to have USCB pay for any remaining balances after your family insurance has paid, you must use the providers coordinated through the Athletic Training department or obtain pre-authorization to go outside of the network for each visit from the Head Athletic Trainer or Director of Athletics.

If pre-authorization is given for outside treatment, each visit must be pre-approved prior to making an appointment.

Any medical bills must be first submitted to the family's insurance carrier (even if coverage is by an HMO such as Kaiser Permanente). **The medical facility may not do this for you.**

When you receive the insurance carrier's explanation of benefits, please mail or bring in a copy of it and the bills to the Athletic Department within 60 days of the first statement so that any unpaid balances may be paid through the University Athletic department. The Athletic department does not automatically receive copies of medical bills.

**Medical bills NOT brought into the training room for payment within 60 days may become the sole responsibility of the student-athlete and their family for complete payment.** Collection agency action can result when bills are not promptly brought to our attention.

Please notify the Athletic Training Staff of any changes in your family's insurance coverage to avoid unnecessary complications in the event of injury.

Additionally, please upload a copy of any new insurance cards received to SportsWare On-Line immediately upon receipt. If you are found to not be in compliance with the requirement of primary insurance, you will be responsible for 100% of the total cost of the care for an injury/illness occurring while not in compliance. Should you have questions about any of the above policies or with regard to any aspect of your health care, please contact the Head Athletic Trainer.

## **USCB DRUG EDUCATION, DRUG TESTING, AND DRUG ABUSE PROGRAM**

### **Introduction**

University of South Carolina Beaufort (USCB) Athletic Department recognizes that the use, misuse or abuse of performance altering and/or illegal recreational drugs is a concern on all college campuses. The department also recognizes that the use of performance enhancing and/or recreational drugs, can adversely affect the health and safety of the user, as well as, the safety of his/her teammates and opponents. Drug use does not constitute the ideals of a Sand Shark student-athlete or honor the university policy.

In an effort to help provide a safe and drug-free environment for USCB student-athletes, the Athletic Department has adopted a policy of drug testing by urine analysis for all members of its athletic teams. The USCB Drug Testing Program is separate and distinct from the NCAA Drug-Testing Program and may test for substances not listed on the NCAA Banned-Drug Classes List. All student-athletes are required to sign the *Drug Screening and Substance Abuse Program Form* via ARMS ([Appendix I](#))

The Athletic Department may amend this policy at the discretion of the Director of Athletics, with or without notice to the student-athletes.

### **Purpose of Drug Testing and Drug Abuse Education**

The purpose of the USCB drug testing program will be:

- To serve as a **DETERRENT** to the use, misuse, and abuse of recreational and performance enhancing drugs.
- The **IDENTIFICATION** of individuals who are using chemical substances.
- To **REQUIRE SUBSTANCE ABUSE COUNSELING** for individuals identified as substance users.
- To **PROVIDE INFORMATION** about the effects of drugs and drug abuse.
- To **PROVIDE A SAFER ENVIRONMENT** for participation in intercollegiate athletics.

### **Drug Testing Appeals Committee**

The Drug Testing Committee will be composed of the Faculty Athletic Representative and two members of the Athletics Advisory Committee as appointed by the Chair of that committee. The Director of Athletics and Head Athletic Trainer will provide details of the testing protocols, the results, and will answer any questions that the committee might have in rendering their decision. These individuals will have access to the drug testing policy and will be responsible for hearing and deciding appeals.

### **Eligibility for Testing**

The following individuals will be considered eligible for drug testing:

- Any individual determined to be eligible for intercollegiate athletic competition.
- Any individual, regardless of eligibility/competitive status, who regularly practices with an athletic team.

### **Types of Drug Testing**

- Unannounced Random Testing
  - At any point during the year, an individual may be selected for an unannounced, random drug test. Any student-athlete that is eligible will be considered for unannounced random testing.
- Reasonable Suspicion Testing
  - Athletic Department staff, including athletic administration and/or coaching staff, of the student-athlete in question that has a suspicion of substance use may request that specific individual be tested. Requests for “reasonable suspicion” testing must be made using the *Reasonable Suspicion Testing Form* (Appendix J) found in ARMS and be presented to the Director of Athletics for evaluation.
- Individualized reasons for “reasonable suspicion” screening include, but are not limited to:
  - Unexplained incoherent behavior during practice games or travel.
  - Repeated tardiness and/or absenteeism from class.
  - Repeated tardiness and/or absenteeism from athletic activities.
  - Drug-related odors on person, clothing and/or equipment.
  - Sudden, unexplained drop in academic performance.
  - Sudden, unexplained drop and or increase in athletic performance.
  - Previous positive drug screen results obtained at USCB.
  - Being cited for or convicted of substance abuse violations by university or municipal authorities.
  - Previous positive drug test
- If sufficient cause is found, the subject will be asked to submit to immediate drug testing, which will include, but is not limited to, all substances listed in the USCB Sports Medicine Handbook..
- Individuals chosen for “reasonable suspicion” testing will be notified in writing of the reasons substance use is suspected.
- Consequences for a positive “reasonable suspicion” test will be the same as outlined under the Consequences of Positive Results section.
- No individual will be subject to more than three (3) “reasonable suspicion” screenings in a period of one (1) calendar year.
- Team Testing
  - The University reserves the right to test any one of the athletic teams as a whole at any time. A member of the athletic training staff will work in conjunction with the Head Coach to notify the selected team on the day prior to the scheduled testing. If a team member fails to appear for their

testing at the appointed time or refuses to be tested, the result of those actions will be the same as a failed test and the student-athlete will be subject to the penalties listed in the Policy.

### **Re-Entry Testing**

1. Individuals who have tested positive and have served their suspension period will be required to retest prior to returning to sport. This test must take place after the full term of the suspension has passed and must come back negative.
2. A positive re-entry test will be considered a subsequent offense.
3. Re-entry testing will be performed at the expense of the student-athlete.

### **Follow-Up Testing**

1. An individual who has submitted a positive test at any point during their time at USCB will be subject to follow-up testing through which they may be tested at any time during the year with no prior notification.
2. A positive follow-up test will be considered a subsequent offense.

### **Frequency of Testing**

Drug testing will occur throughout the calendar year.

Student-athletes who participate in summer workouts/conditioning may be subject to testing.

Dates will be determined by the Head Athletic Trainer.

### **Selection for Testing**

The random selection list will be generated by either the Athletic Administration or Head Athletic Trainer. All individuals will be returned to the selection pool following each test. Any individual may be selected whether his/her sport is in or out of its competitive season.

### **Notification of Selection for Testing**

Individuals selected for testing will be notified in person or by direct telephone contact by a member of the Athletic Training Staff. The notification will be given no more than 24 hours prior to the testing session. The notification will include the date, time, and location of the test. The selected individual must sign the written notification in the Athletic Training Office prior to the testing session.

### **Collection Procedures**

Individuals selected for drug testing must appear at the designated time and location as given in the written notification of selection. Failure to consent to, appear for, or failure to submit a urine or hair specimen for drug testing, will be treated as a positive result with the consequences listed under the Consequences of Positive Results section. If the student-athlete appears late and drug testing is still being conducted, that individual may still submit a specimen. However, if the student-athlete appears late and drug testing is complete then it will be considered a positive test.

Each selected individual will follow the procedures listed below.

- When reporting to the designated collection area, each individual will provide a valid photo I.D. (driver's license or USCB student ID) upon request.
- Individuals will not be allowed to take any items into the restroom during collection. All bags, jackets, books, purses, pocket items, etc. must be left in the waiting area.
- No other persons will be present in or gain access to the collection area during the collection process.
- Collection will be observed by a collection site official of the same gender. The sample will be provided under direct observation assuring the integrity of the specimen.

- If a specimen is provided that is thought to have been tampered with (e.g. adulteration or manipulation) in any way, the individual will be asked to submit a second sample. The second specimen collection will be observed by a collection site official of the same gender. If the student-athlete refuses to provide a second specimen or the results confirm tampering, it is considered a positive test.
- Any attempt to tamper with (e.g. adulteration or manipulation) a sample in any way, will be treated as a positive test.
- Individuals should notify the collector and Athletic Training Office of any and all medication he/she is taking. This information should be collected prior to the test and placed in the individuals' medical files.
- The specimen will then be collected by the contracted lab for analysis.

### **ANALYSIS OF SPECIMEN SAMPLES**

Collected specimens (urine) will be analyzed by an accredited drug-testing laboratory. The USCB Drug Testing Program is separate and distinct from the NCAA Drug-Testing Program and may test for substances not listed on the NCAA Banned-Drug Classes List. Testing may include, but is not limited to, the presence of the following substances and/or their metabolites.

1. Amphetamines
2. Cocaine Metabolites
3. Ephedrine
4. Cannabinoids (Marijuana)
5. Methamphetamines
6. Anabolic Steroids
7. Diuretics

All testing cut off levels adhere to NCAA requirements.

#### **Nutritional/Dietary Supplements, Ergogenic Aids**

USCB may provide permissible nutritional supplements to a student-athlete for the purpose of providing additional calories and electrolytes. Permissible nutritional supplements do not contain any NCAA banned substances and are identified according to the following classes:

- carbohydrate/electrolytes drinks,
- energy bars,
- carbohydrate boosters,
- vitamins and minerals,
- protein.

Any coach that has a question regarding whether or not a particular item is allowed by the NCAA should direct their questions to the institution's Athletic Administration.

Nutritional/dietary supplements and other ergogenic aids are not regulated by the FDA or any other regulatory agency and thus may or may not contain banned substances that are not listed on the packaging. A student-athlete taking supplements may test positive on a drug test. The student-athlete assumes all risk when taking supplements

and may not use the lack of information on the supplement as grounds for an appeal. This includes products that use “NCAA Approved” or other similar language.

If a student-athlete wishes to review the supplement he or she wishes to take, they may present them to the Athletic Training staff for review. Further information about supplements and ergogenic aids may be found on the Drug Free Sport Axis which may be found at [www.dfsaxis.com](http://www.dfsaxis.com). All inquiries to Axis are confidential. If a prescription medication is “banned” please see a member of the Sports Medicine staff to obtain a Medical Exemption form.

### **Notification of Results**

The contracted lab will notify the Head Athletic Trainer of all negative and positive results. All individuals who test positive will be subject to a meeting with the Head Athletic Trainer and a member of the athletics administration. The results of their positive test will be revealed at this time.

If the student-athlete has tested positive, their consequences will be outlined at this time as well. Coaches will be notified of the results after the student-athlete has scheduled his/her meeting or after the meeting has taken place. Results of drug tests shall be considered medical records and will be held subject to all laws governing confidentiality of medical records.

## **CONSEQUENCES OF POSITIVE RESULTS**

An offense is defined as a positive result, an admission of guilt, failure to consent to, appear for, or submit a urine specimen at the designated testing, or adulteration and manipulation of the sample. Consequences of a positive result will extend throughout the student-athletes career at USCB (e.g. Positive test as a freshman is first offense, second positive test as a junior is second offense, etc).

- First Offense – Level 1 Probation
  - Notification of the Director of Athletics and Head Coach (\*and possibly parents).
  - Suspension from all intercollegiate athletic activities, including team fundraisers and other non-sport related team activities, for a period of 30 days of the sport’s traditional competitive in-season schedule. If a positive test occurs in the sport’s off-season, the student-athlete will be suspended for the remainder of or the entirety of their off-season activities **AS WELL AS** the first 30 days of their subsequent in-season segment.
  - The offender is required to attend a **minimum** of three sessions with a USCB counselor. The student-athlete will not be released from probationary status until the USCB counselor has completed and signed a *Substance Abuse Counseling Form* found in ARMS. (Appendix K)
  - Any cost of further counseling and/or rehabilitation is the responsibility of the offender.
  - The individual must provide a verifiable negative drug test within 30 days after the suspension begins; cost will be the responsibility of the offender.
  - Referral to the campus disciplinary system. Consequences imposed by the school are separate and unique from the Athletic Department consequences. If there is a redundant consequence, the Athletic Department shall only require it to be satisfied once.
  
- Second Offense – Level 2 Probation
  - Notification of the Director of Athletics and Head Coach (and possibly parents).

- Suspension from all intercollegiate athletic activities for one full calendar year (365 days).
  - Loss of any athletic related financial aid for a period of one academic year.
  - The offender is required to return to USCB counseling for a **minimum** of three sessions. The student-athlete will not be released from probationary status until the USCB counselor has signed a written release, found in ARMS. (APPENDIX K)
  - Must provide a verifiable negative drug test prior to return to sport by utilizing the same collection procedure and laboratory.
    - Any cost of further counseling and/or rehabilitation is the responsibility of the offender.
    - Re-test cost is the responsibility of the offender.
  - Referral to campus disciplinary system.
- Third Offense - Suspension
    - Notification of the Director of Athletics, Head Coach (and possibly parents).
    - Permanent suspension from participation in all intercollegiate athletic activities.
    - Permanent loss of all athletic-related financial aid.
    - Referral to campus disciplinary system.

USCB may release the results of a drug test to the parent(s) or legal guardian(s) of a student-athlete in relation to disciplinary actions of suspension or dismissal from the athletic program and for violations related to controlled substances abuse. Written consent to discuss the circumstances surrounding a positive result with the student-athlete's parents or legal guardians may be obtained but is not required from the student-athlete.

In addition to those listed in the Consequences of Positive Results Section, additional consequences may be applied according to the offender's individual team policies and testing results. These additional consequences may be stricter but must, at minimum, satisfy the consequences outlined in this policy.

Student-athletes will be considered eligible for testing while serving their suspension period. Positive result while suspended will be considered a subsequent offense.

### **Drug Traffic/Dealing**

An individual will be terminated from the team and status upon conviction or evidence of trafficking/dealing in any illegal substance or prescription drugs. This will include the loss of athletic financial aid immediately.

### **Violation of Probation**

Individuals receiving a positive drug test result will be subject to a period of suspension, as described in the policy. Any individual serving a suspension who is found participating in team conditioning, practices, scrimmages, competitions, travel or any other team activities or who does not complete any aspect of his/her probation, will be considered in violation of probation. Violation of probation will be considered a subsequent offense. Coaches of the team from which the student-athlete has been suspended shall be subject to consequences as determined by the Director of Athletics.

### **Reinstatement to Participation**

In order to return to intercollegiate participation after Level 1 and Level 2 probation, an individual must:

- Serve the required probation period.
- Show documentation of negative results on drug screening following the completion of the suspension period.

- Show written proof of attendance to counseling sessions with the USCB counselor to the Head Athletic Trainer. This will be kept in the individual's medical file.
- In addition to random screening, individuals receiving a positive drug screen result will be subject to up to three (3) "reasonable cause" screenings in one calendar year.

### **Substance Abuse Counseling**

USCB and its Athletic Department recognize the value of substance abuse counseling and education. It is for that reason that individuals who have tested positive are required to attend sessions with the university counseling service. USCB's Athletic Department will require anyone who is referred by the university counselor for further counseling and education to seek the assistance recommended. The Athletic Department will support the efforts of any individual seeking counseling for a substance abuse problem.

### **Appeals Process**

Any student-athlete who receives a positive drug screen may appeal decisions by contacting the Drug Testing Committee through a written request to the Director of Athletics. Appeals should be made in writing to the Director of Athletics within 24 hours of the notification of a positive result and should be on the *Positive Drug Test Appeal Form* (Appendix L) found in ARMS. Appeals may be made for a positive result, violation of probation, and medical exceptions.

### **Medical Exceptions**

- NCAA Medical Exceptions & Exemptions
  - USCB Intercollegiate Athletic Department at times may strive for higher standards, in utilizing NCAA governing rules to better ensure the safety and wellness of the Sand Shark student-athlete. The NCAA recognizes that certain banned substances may be used for legitimate medical reasons and allows for exceptions to be made with a documented medical history demonstrating the need for the use of such a drug. NCAA exemptions may be granted for substances included in the following classes: stimulants, beta blockers, diuretics, anti-estrogens, anabolic agents\*, and peptide hormones\*

*\*These drugs must be approved by the NCAA prior to the athlete being allowed to participate while taking these drugs.*

- In all cases, the student-athlete, in conjunction with their physician and sports medicine staff, must document that other, non-banned medications have been considered prior to requesting the medical exception for the use of a medication containing a banned substance.
- In order for a medical exception to be granted, the student-athlete must:
  - Have declared the use of the substance to the Athletics Administrator responsible for keeping medical records.
  - Present documentation of the diagnosis of the condition
  - Provide documentation from the prescribing physician explaining the course of treatment and the current prescription.
  - Submit appropriate exemption documentation to the Head Coach and Head ATC prior to practice or competition.
- If a student-athlete wishes to pursue a medical exception for a drug that falls within one of the NCAA classes, the above procedures must be followed.
- USCB Medical Exceptions
  - USCB acknowledges that there are other medicines that are used for legitimate medical reasons but do not fall within the classes that the NCAA has set for medical exceptions.

- If a student-athlete is taking, has been prescribed such a medicine, or thinks that a prescription may contain a banned substance, it is the responsibility of the student-athlete to provide documentation of proof of medical history demonstrating need for the use of such a drug, including duration of use and dosage information.
- Ideally, any student-athlete that has been given a prescription for any reason should bring it to the sports medicine staff for review and documentation of its use.

Ultimately, the decision to grant a medical exception (regardless of drug) will be reviewed and made by the Drug Testing Committee and should fall within accordance with current NCAA trends.

### **SELF-REPORTING/SAFE HARBOR**

Any individual who self-reports is defined as an athlete who voluntarily comes to the Director of Athletics, Head Coach of the sport participate, and/or Head Athletic Trainer admittedly stating that they may have a drug problem and is requesting professional help. However, if the individual is notified for a drug test or has been caught by school or civil authorities and decides to self-report, this will not be considered a self-reporting situation. Since the individual will not know when they will be called for a drug test, we cannot consider an athlete to be self-reporting after notification has occurred. An individual who self-reports a possible existing problem will face the following disciplinary actions.

- Suspension for one game of the in-season traditional competitive schedule. If it occurs in the off-season (non-traditional season), then the penalty carries over to the following in-season traditional competitive schedule.
- Consequences of Positive Result Level I Probation.
- The individual may deliberately be scheduled for subsequent testing dates.

The following also apply to an individual wishing to self-report/enter safe harbor:

- Entering safe harbor does NOT count as a first offense.
- Individuals wishing to enter the safe harbor program must do so by using the *Self Report/Safe Harbor Form* (Appendix M) found in ARMS.
- If an individual raises a concern regarding their use of a substance but does not wish to enter safe harbor, this individual will qualify themselves for Reasonable Suspicion Testing as outlined above.

### **NCAA BANNED SUBSTANCES**

#### **Classes of Drugs Banned by the NCAA**

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and Other Masking Agents
- Street Drugs

- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

No substance belonging to the prohibited classes may be used, regardless of whether it is specifically listed as an example on the NCAA list of banned-drug classes.

### Examples of NCAA Banned Substances in Each Drug Class

NOTE: THIS IS NOT A COMPLETE LIST OF BANNED DRUG EXAMPLES

- Stimulants
  - Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); Methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); etc.
    - *exceptions*: phenylephrine and pseudoephedrine are not banned.
- Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione)
  - Boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.
- Alcohol and Beta Blockers (banned for rifle only)
  - Alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.
- Diuretics (water pills) and Other Masking Agents
  - Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.
- Street Drugs
  - Heroin; marijuana; tetrahydrocannabinol (THC) [no other substances are classified as NCAA street drugs.]
    - \*CBD products should not be considered as safe for use within athletics, due to the risk of their containing THC within the product. Use of such products could result in a positive (+) drug test, jeopardizing the student-athlete's participation status.
- Peptide Hormones and Analogues
  - Growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.
- Anti-Estrogens
  - Anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD), etc.
- Beta-2 Agonists
  - Bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs is also banned (Unless otherwise noted)

Visit (<https://www.ncaa.org/ncaa-banned-substances>) for a comprehensive list of banned substances.

### NCAA Medical Exception To Support Diagnosis of ADHD

If a student-athlete suffers from Attention Deficit Hyperactivity Disorder (ADHD) and utilizes a prescribed banned stimulant medication, complete the NCAA Medical Exception To Support Diagnosis of ADHD Form ([LINK](#)) (Appendix N) to support the medical need to treat the disorder and submit documentation via ARMS.

### Additional Resources

For additional information regarding cut off levels and banned substances, please refer to the following websites:

- NCAA website ([www.ncaa.org/health-safety](http://www.ncaa.org/health-safety))
- [NCAA Banned Substances | NCAA.org - The Official Site of the NCAA](http://NCAA.org)
- Drug Free Sport Axis [www.dfsaxis.com](http://www.dfsaxis.com)

## TRAUMATIC BRAIN INJURY MANAGEMENT AND TREATMENT PLAN

### What is a concussion?

The National Athletic Trainers' Association defines a concussion as a trauma-induced alteration in mental status that may or may not involve a loss in consciousness.

- A concussion may be caused by a direct blow to the head, face, neck, or by contact elsewhere on the body with an “impulsive” force transmitted to the head.
  - It may occur from contact with another player, hitting a hard surface such as the ground, or floor, repetitive falls, or being hit by a piece of equipment such as a bat, stick or ball.
- A concussion disrupts the function of the brain and can cause a wide range of physical, cognitive, emotional and/or sleep related symptoms.
  - Symptoms may include but are not limited to: headache, dizziness, confusion, nausea, light and sound sensitivity, drowsiness, irritability and a feeling of being foggy.
- A concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously.
  - However, in some cases, symptoms and signs may evolve over a number of minutes to hours.

### Purpose and Plan

The USCB Sports Medicine Department recognizes the importance of proper diagnosis, treatment, and management of concussions. USCB will utilize a multidisciplinary approach for the care and management of the injured/ill student-athlete. When appropriate inclusive of the Team Physician, Neurologist, Athletic Trainer and Athletics Compliance.

In order to ensure that the best care possible is given to a USCB student-athlete with a suspected concussion, the following protocol was established.

Prior to participation in USCB Athletics, all student-athletes will be required to complete a baseline neurocognitive computerized software test (Brain Check). Should a student-athlete sustain a concussion they will be retested in accordance with the concussion management plan and the team physician's orders.

Annually every student-athlete will participate in an educational session on the signs and symptoms as well as care of a concussion, and their responsibility of reporting possible concussions to the USCB sports medicine staff. In addition, all student-athletes will be provided with a copy of the ‘NCAA Concussion Fact Sheet for Student-Athletes’ to review.

Student-athletes will be responsible for electronically signing a form in Sportsware that states that he or she reviewed this information and that he or she agrees to self-report any injuries or illnesses, including concussion signs and symptoms, which may occur while participating as a USCB student-athlete.

All USCB coaches, Athletic Administration, and Sports Medicine Staff will review a copy of the concussion management plan and will be required to attend an annual educational session as outlined by the NCAA on what a concussion is, the recognition and treatment of, and proper procedures involved in the care of a concussed athlete.

All coaches, Athletic Administration and Sports Medicine staff will review the USCB Sports Medicine Concussion Protocol annually.

During in-season contact sports an ATC will be present for all practices and games and will be responsible for evaluation and treatment of all possible concussions. When an athletic trainer (ATC) is not present on the field/court but available for off-season practice, any level of head injury needs to be reported to the Sports Medicine staff prior to the student-athlete continuing participation.

**For Concussion Management plan, please refer to the USCB Sports Medicine Handbook.**

## **SICKLE CELL TRAIT POLICY AND PROTOCOL**

### **Introduction**

Sickle Cell Trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During periods of intense exercise, the sickle cell trait can change the shape of the red blood cells from round to quarter-moon. When this occurs, these sickled red blood cells can accumulate in the bloodstream.

The accumulation of sickled red blood cells can block vessels and can cause ischemic (cell death) rhabdomyolysis, the rapid breakdown of muscle cells. Sickling can occur in 2-3 minutes of intense exercise. Heat, dehydration, altitude, asthma and other medical conditions may increase the risk. In some cases, particularly with exertional rhabdomyolysis, sickle cell disease can be fatal.

- Those at highest risk are ancestry from Africa, South or Central America, Caribbean, Mediterranean countries, India, and Saudi Arabia.
- Sickle Cell Trait occurs in 8% of U.S. African-Americans and 1 in 2,000 to 10,000 Caucasians
- Most dangerous risk is exertional rhabdomyolysis.
- Dehydration worsens exertional sickling.
- Sickled cells log jam blood vessels.
- The harder and faster the athlete goes, the faster the onset.
- Training and rest should be modified.
- A sickling collapse is a medical emergency.

### **Telltale features of Sickling Collapse**

Sickling collapse has often been mistaken for cardiac collapse or heat collapse. Unlike sickling collapse, cardiac collapse tends to be “instantaneous” has no “cramping” with it, and the athlete (with Ventricular fibrillation) falls to the ground and unable to speak. Unlike heat collapse, sickling collapse often occurs with-in the first half hour on field, as during wind sprints.

- Sickling does not present with muscle twinges as compared to cramp.
- Heat cramping pain is more severe than sickling.

- Heat cramps cause normal athlete's muscles to tighten "Lock" up; sickling athletes slump to the ground in muscle weakness.
- Heat cramping athletes will complain of pain due to severe muscle contractions; sickling athletes do not generally exhibit pain and will present with normal muscle tension.
- Sickling athletes caught early and treated can recover and do recover faster than athletes with dehydration and cramping.

### **USCB Sickle Cell Testing Policy**

In-order to help ensure the health, safety and well-being of our student-athletes, it is appropriate to screen for Sickle Cell Trait. All USCB student-athletes will be required to show proof of testing using the Sickle Cell Trait Status Form via ARMS (Appendix O) or have a blood test to determine if they have Sickle Cell Trait. There is no option for waive out. The testing procedure is as follows:

1. Proof of previous test- all newborns are screened at birth for sickle cell trait. Contact your family physician, pediatrician or Health Department to obtain copies of these results.
2. Sickle Cell Trait Blood testing- A blood test can be completed by a personal physician should be complete PRIOR to arrival on campus. A blood test can typically take 48-72 hours to be finalized and document results provided.
3. Proof of results must be submitted.

Once USCB Sports Medicine is informed that a student-athlete has tested positive for Sickle Cell Trait, the following actions will be taken in-order to prevent complications and a sickle collapse with participation in USCB athletics:

- The student-athlete, coach, and sports medicine staff will be informed of the positive test by the Director of Sports Medicine.
- At the meeting, student-athletes will be educated on what is Sickle Cell Trait. The student-athlete will be made aware of common signs and symptoms if sickling, possible need of adjustments of workouts, rest and recovery periods, and proper treatment when sickling is suspected.
- The student-athlete will be informed that they may meet with the team physician if they have further questions regarding their positive Sickle Cell Trait test.
- The student-athlete will be asked to sign a Notification Form stating that they were informed, that they understand the information and that they are fully aware of the risks involved in athletic participation.
- The coach will be educated on what Sickle Cell Trait is, signs and symptoms to be aware of, the adjustments of workouts, rest and recovery periods and proper treatment when sickling is suspected.
- The coach will also be asked to sign a Notification Form stating that they were informed, that they understand the information and that they will follow the guidelines from sports medicine.

The USCB Sickle Cell Testing Policy and related procedures are designed to help screen and prevent otherwise avoidable medical incidents related to Sickle Cell disease. This policy and related procedures are not a guarantee that medical incidents will not occur because even with strict adherence, medical emergencies may arise. Likewise, this policy and related procedures are not intended to be relied upon as a substitute for individualized medical care, advice, or treatment. Given the potential for severe consequences, including death, USCB reserves the right to bench, sideline, or otherwise disallow participation on, for, or on behalf of any USCB athletics team or at any University sponsored or sanction event by any USCB if, in the opinion of the Team Physician or Director of Sports Medicine, allowing such participation presents an undue threat of harm to a student-athlete.

### **Definitions**

Acute Ischemic rhabdomyolysis: the rapid breakdown of muscle tissue starved of blood.

Exertional rhabdomyolysis: muscle breakdown triggered by physical activity.

Exertional sickling: hemoglobin (red blood cells) sickling due to intense or sustained physical exertion.

Hypoxemia: decreased oxygen content of arterial blood. Ischemia: a deficiency of blood flow to tissue.

Obtunded: having diminished arousal and awareness; mentally dull.

Sickling collapse: the collapse of an athlete who shows features consistent with exertional sickling.

Ventricular Fibrillation / Heart Arrest: a condition in which there is uncoordinated contraction of the cardiac muscle of the ventricles in the heart.

Resources for more information:

National Athletic Trainers Association

National Athletic Trainers Association Consensus Statement: Sickle Cell Trait and the Athlete.

Retrieved from: <http://www.nata.org/statements/consensus/sicklecell.pdf>.

Resource Exchange Center (REC) at ([www.drugfreesport.com/rec](http://www.drugfreesport.com/rec)).

### **Precautions**

- Build up in training slowly with paced progressions, allow for longer rest and recovery periods.
- Student-athletes should be encouraged to participate in a year-round and preseason strength and conditioning that is consistent with individual needs, goals, abilities and sport-specific demands that will enhance the athletes' preparedness for performance testing.
- Student-athletes with Sickle Cell Trait should be excluded from participation in performance test such as mile runs, serial sprints, etc.
- Stop activity with onset of signs and symptoms (muscle cramping, pain, swelling, weakness, tenderness, inability to catch breath, fatigue).
- The Athletic Trainer will have the ability to pull a Sickle Cell Trait student-athlete out of activity, if needed.
- A soccer player suffering from sickling may be subbed at any time and not subject to the substitution rules.
- Allow Sickle Cell Trait student-athletes to set their pace.
- Athletes with Sickle Cell Trait that perform repetitive high speed sprints and/or interval training that induces high levels of lactic acid should be allowed extended recovery between repetitions.
- Allow student-athletes to seek evaluation once signs and symptoms arise. These student-athletes also should not be harassed for sitting out.
- Encourage proper hydration.
- Asthma, heat illness, and altitude can increase the likelihood of sickling.
- Sickle Cell Trait student-athletes should not participate when they are ill.
- Coach should contact ATC or EMS if sickling is suspected.

### **Treatment**

- Check vital signs, along with checking oxygen saturation.
- Provide oxygen to student-athlete as soon as possible.
- Cool student-athlete, if necessary.
- If the student-athlete is not alert or vital signs begin to decline, activate Emergency Action Plan (EAP) and call 911 to transport student-athlete to hospital as fast as possible.
- Inform EMS/treating physicians of student-athlete's positive Sickle Cell Trait and to expect explosive rhabdomyolysis.

**APPENDIX A: ALTERNATE TRANSPORTATION WAIVER**

Student-athletes must utilize team transportation to and from all ‘away’ competition. No student-athlete may take alternative or personal transportation. On occasion, an exception may be made on a case-by-case basis provided a written request (Appendix) has been submitted along with an “alternative transportation waiver” relieving USCB of any and all liability to the Director of Athletics at least twenty-four (24) hours prior to departure from USCB campus. Submission of these documents does not automatically secure permission to travel independent of the team. Any permission granted to travel apart from the team should be considered a special circumstance and not viewed as precedent for future travel. USCB shall incur no expense in the case of a student-athlete granted permission to travel independent of the team.

**Date:** \_\_\_\_\_ **Student-Athlete Name:** \_\_\_\_\_

**Statement Releasing USCB of Liability:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who Student-Athlete will be traveling with:** \_\_\_\_\_

**Mode of Transportation:** \_\_\_\_\_

**Reason for Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Student-Athlete’s Signature:** \_\_\_\_\_

**Director of Athletics Signature:** \_\_\_\_\_

**APPROVED**

**DENIED**





**APPENDIX D: NIL ACTIVITY DISCLOSURE FORM**

For each name, image, and/or likeness activity for which you have been or will be compensated, provide the following information:

Describe the compensated name, image, and/or likeness activity.

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What are/were the terms of the agreement or transactions? (Note: you can include a copy of the contract if preferred)

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When will/did the activity begin and end?

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How will you be or how were you compensated for participating in the name, image, likeness activity?

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List all parties to the agreement or transaction, other individuals and entities, and professional services providers.

Name of Person/Entity	Role	Contact Information

**APPENDIX D: NIL ACTIVITY DISCLOSURE FORM - PAGE 2**

I affirm to the best of my knowledge the following:

- I have provided a complete and accurate information regarding any and all activities involving use of my name, image, and/or likeness;
- I have provided complete and accurate information about individuals and entities involved in my activity;
- This activity does not involve promotion of a commercial product or service that conflicts with institutional or state name, image, and likeness policies.

I acknowledge that my institution, or a designee of my institution, may review the accuracy of this information, and I consent to any investigation, review, or audit. I acknowledge that inaccurate or incomplete disclosure, or failure to cooperated could support a reasonable conclusion that compensation that I received constituted an inducement to attend or remain enrolled at a specific school, a substitute for pay for athletics performance or participation, or an otherwise illegitimate source of compensation for use of my name, image, and likeness.

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent (if under 18)

\_\_\_\_\_  
Date



## APPENDIX F: PERMISSION FOR OUTSIDE/UNATTACHED COMPETITION FORM

### Individual Outside Competition Form

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Academic Year: 2021-22

Sport: Athletic Department

Created: 2/23/2022

Created By: ARMS Support

-----

#### Individual Outside Competition Form

Student-Athletes may compete outside of the institution's declared playing and practice season as a member of an outside team in any noncollegiate, amateur competition during any official vacation period.

**Soccer & Field Hockey** – A student-athlete may compete as a member of an outside team provided only **five student-athletes or less** from any single NCAA institution participate, and the competition is approved in advance by the Compliance Office. Competition may occur beginning May 1st.

**Basketball** – A student-athlete may compete during the period between June 15 and August 31 or the institution's opening day of classes, whichever comes earlier, on a team in a league certified, provided the student-athlete has received written permission from the institution's athletics director or designee prior to participation in the league. No more than **two** Drexel basketball players may compete on any certified summer league team.

#### During outside summer competition I understand that I cannot:

- Receive expenses from the institution
- Receive expenses from outside organizations/individuals
- Receive instruction from the institution's coach
- Receive payments for play or expenses of any kind

Student-Athlete	ARMS Support
Name of Competition/League	<input type="text"/>
	THIS VALUE IS REQUIRED.
Name of the Team:	<input type="text"/>
	THIS VALUE IS REQUIRED.
Start Date	<input type="text" value="mm/dd/yyyy"/>
	THIS VALUE IS REQUIRED.

APPENDIX G: COMPLIMENTARY ADMISSION REQUEST FORM

Complimentary Admission Request

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Academic Year: 2021-22  
 Sport: Athletic Department  
 Created: 2/23/2022  
 Created By: ARMS Support

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Opponent

THIS VALUE IS REQUIRED.

Date of Event

THIS VALUE IS REQUIRED.

Student-Athlete ARMS Support

Sport

THIS VALUE IS REQUIRED.

**List up to FOUR (4) people to be admitted along with relationships**

Ticket 1

THIS VALUE IS REQUIRED.

Ticket 2

THIS VALUE IS REQUIRED.

Ticket 3

THIS VALUE IS REQUIRED.

Ticket 4

THIS VALUE IS REQUIRED.

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## APPENDIX H: OCCASIONAL MEAL FORM

### NCAA Bylaw 16.5.1.(f) Occasional Meals

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

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

(3) *Occasional Meals to Team Members Provided by Relatives or Legal Guardians.* Occasional meals to team members provided by the relatives or legal guardians of a student-athlete are permissible and may be provided at any location (e.g., tailgating).

**ATHLETIC DEPARTMENT POLICY:** All occasional meals that will make use of departmental money must have prior approval from the Office of Athletics Compliance before planning an occasional meal. Occasional meals will be limited to one time per month. **All occasional meals provided by a representative of athletics interests must go through the same process as stated above.**

Team: \_\_\_\_\_ Date of Meal: \_\_\_\_\_

**NOTE: PLEASE ATTACH A LIST OF STUDENT-ATHLETES**

Semester:                      Fall 20 \_\_\_\_\_                      Spring 20 \_\_\_\_\_                      Summer 20 \_\_\_\_\_

Request made by:             Coach     Athletics Administrator  
     Representative of Athletics Interest             Other \_\_\_\_\_

Location where meal will be held: \_\_\_\_\_

Will transportation be provided?     Yes     No

**AGREEMENT: I have read this Occasional Meal Request Form and agree to abide by all of the terms and conditions set forth per NCAA rules.**

\_\_\_\_\_  
Signature of Coach/Administrator/Other

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE.**

Approved     Not Approved                      Amount Approved: \_\_\_\_\_

\_\_\_\_\_  
Administrative Sport Oversight Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletics Compliance Office Signature

\_\_\_\_\_  
Date

**APPENDIX I: DRUG SCREENING & SUBSTANCE ABUSE PROGRAM**  
*Consent to Participate and Authorization for Limited Release of Information*

I, \_\_\_\_\_ hereby acknowledge that a copy of the University of South Carolina Beaufort Department of Intercollegiate Athletics Drug Screening Policy and Substance Abuse Program (herein after “Program”) has been made available to me. I further acknowledge that I have read the Policy and that I fully understand the provisions of thi USCB specific Policy.

I understand that in accordance with the Program, I will be requested to submit specimens of my urine for analysis to determine the absence or presence of prohibited substances. I hereby consent and agree to provide such specimens upon request.

I further authorize the University to make a limited, confidential release of my drug test results and any corrective actions taken to the following individuals: my parents or legal guardians, the Head Coach of any intercollegiate team of which I am a member, the USCB Director of Athletics and/or his designee, the health care providers involved in assessment, counseling and treatment to whom I am referred, persons involved in administration of the Program, and to individuals as may be required by applicable law.

I further state that I am at least eighteen (18) years of age and fully competent to sign this agreement. (If a minor under eighteen (18) years of age, parent or legal guardian signature must be provided).

I do for myself, my heirs, and personal representatives further agree to hold harmless, and release the University of South Carolina Beaufort, its Board of Trustees, agents and employees from all claims, and actions for damages arising from a request that I furnish a specimen, the analysis performed on my specimen, any corrective actions taken by the University in accordance with the Program, and the release of information pertaining to my drug test results to the authorized individuals identified in this Consent to Participate and Authorization to Limited Release of Information.

\_\_\_\_\_  
 Student-Athlete’s Name Printed

\_\_\_\_\_  
 Student-Athlete’s Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Parent/Guardian Signature (if student under 18)

\_\_\_\_\_  
 Date

**APPENDIX J: REASONABLE SUSPICION FORM**

Date: \_\_\_\_\_ Name (of person with suspicion): \_\_\_\_\_

Name (of “suspect”): \_\_\_\_\_

Relationship to Student-Athlete: \_\_\_\_\_

Sport: \_\_\_\_\_

Detailed Explanation of Reasonable Suspicion (please include any supporting documentation with this form):

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Signatures:

Reporter of Suspicion \_\_\_\_\_ Date: \_\_\_\_\_

Student-Athlete \_\_\_\_\_ Date: \_\_\_\_\_

Director of Athletics \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX K: SUBSTANCE ABUSE COUNSELING RELEASE**

I, \_\_\_\_\_ affirm that \_\_\_\_\_ has been seen at least 3  
(USCB Counselor) (student-athlete)

times for drug abuse counseling and is released from counseling services at this time.

\_\_\_\_\_  
(Student-athlete Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(USCB Counselor Signature)

\_\_\_\_\_  
(Date)

**APPENDIX L: POSITIVE DRUG TEST APPEAL FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Appeal (Check One):

\_\_\_\_\_ Positive Result

\_\_\_\_\_ Medical Exception

\_\_\_\_\_ Violation of Probation

Detailed description of why appeal should be granted (Include any supporting documents with this form):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**APPENDIX M: SELF REPORT/SAFE HARBOR FORM**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Reason for entry into safe harbor (include substance used and frequency of use):

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I, \_\_\_\_\_, hereby request to enter into the Safe Harbor Program as described in the USCB Drug Testing Policy. I acknowledge that I am entering this program prior to having been notified of a drug test. Further, I acknowledge that the following consequences will apply:

1. Suspension for the remainder of the off-season, depending on the timing of self-report.
2. Suspension of the next in-season contest.
3. Attend at a minimum of three sessions with the USCB Counselor. Documentation of attendance at this session and any follow up sessions must be provided prior to reinstatement.
4. Pass a drug test, at my own expense that screens for the substance I have entered Safe Harbor. Documentation of a negative result must be provided prior to reinstatement.
5. My name will be deliberately scheduled for the next test date.

Student-Athlete Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX N: NCAA MEDICAL EXCEPTION DOCUMENT FOR ADHD

NCAA Medical Exception Procedures require that 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.** To submit for a medical exception for these substances:

- Complete this form;
- Attached medical documentation supporting the diagnosis and treatment (see Medical Exceptions Procedures at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting)).
- Fax the form and medical documentation to 317-917-6989, prior to student-athlete competing while using these banned drugs.

**To be completed by the Institution:**

Institution Name: \_\_\_\_\_

**Institutional Representative Submitting Form:**

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Student-Athlete Name \_\_\_\_\_

Student-Athlete Date of Birth \_\_\_\_\_

Medication for which the approval is requested \_\_\_\_\_

**To be completed by the Student-Athlete's Physician:**

Current Treating Physician (print name): \_\_\_\_\_

Specialty: \_\_\_\_\_

Office address \_\_\_\_\_

Physician signature: \_\_\_\_\_ Date \_\_\_\_\_

Check off that documentation representing each of the items below is attached to this report

- Diagnostic evaluation, include any laboratory work supporting the diagnosis.
- Treatment history.
- Medication(s) and dosage.
- Follow-up orders.

**DISCLAIMER:** The National Collegiate Athletic Association shall not be liable or responsible, in any way, for any diagnosis or other evaluation made, or exam performed, in connection herewith, or for any subsequent action taken, in whole or in part, in reliance upon the accuracy or veracity of the information provided hereunder.

NCAA June 2020

**APPENDIX O: SICKLE CELL TRAIT STATUS FORM**

I, \_\_\_\_\_, affirm that I have been informed by a  
(Print name)

Physician as to my Sickle Cell Trait status, in the form of a blood test. The results of the test are as follows:

Sickle Cell            \_\_\_ YES \_\_\_ NO            \_\_\_\_\_Physicians Signature/Date

Sickle Cell Trait        \_\_\_ YES \_\_\_ NO            \_\_\_\_\_Physicians Signature/Date

Physician Notes:

\_\_\_ Full Sports Participation

\_\_\_ Limited Sport Participation (list restrictions \_\_\_\_\_  
\_\_\_\_\_

\_\_\_ Other \_\_\_\_\_

I, the undersigned, do hereby affirm that I have been informed of my sickle cell trait status by a physician. If my sickle cell trait status is positive, I understand that I am required to undergo educational sessions, detailing the specific precautions that need to be undertaken due to the serious nature of this condition. I affirm that I have read through the Sickle Cell Policy, and I understand the statements in this form and have had all questions about the information in this form answered to my satisfaction.

\_\_\_\_\_  
Student-Athlete name (printed)

\_\_\_/\_\_\_/\_\_\_  
Date

\_\_\_\_\_  
Student-Athlete Signature

\_\_\_/\_\_\_/\_\_\_  
Date