



University of San Francisco

2023-2024 Student-Athlete Handbook

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MESSAGE FROM THE ATHLETIC DIRECTOR

Dear USF Student-Athletes,

Welcome to USF Athletics and the 2023-2024 academic year! The Athletic Department is committed to providing you with the best resources to succeed both academically and athletically.

The information contained in this handbook is vital to your success and will help us all maintain our commitment to excellence in athletics. It provides information concerning the policies and procedures governing USF and the athletic program. If you have any questions, please contact your coach or a member of the Athletic Department staff.

Best of luck during the 2023-2024 academic year.

Go Dons!

Larry Williams

Director of Athletics

USF ATHLETICS MISSION STATEMENT

The University of San Francisco is committed to excellence in athletics as part of a larger commitment to excellence in educating students in the Jesuit Catholic tradition. USF Athletics is built upon four pillars of success that aim to develop student-athletes in this tradition: Excel in the Classroom; Win at the Highest Level of Competition; Engage in the Community; and Become Leaders in the World.

The entire Department, including coaches, training staff, facilities and equipment personnel and administrators, work to support student-athlete achievement in each of the four pillars, develop leaders and support the principles of the West Coast Conference and the NCAA.

USF ATHLETICS VISION STATEMENT

The University of San Francisco will be internationally recognized as a premier Jesuit Catholic, urban University with a global perspective that educates leaders who will fashion a more humane and just world. USF Athletics feeds this vision through the development of a solid, broad-based program that elevates the exposure of the institution by developing leaders on the national and international stages.

A successful athletic program, and one that is approachable and upstanding, can rally and unite multiple communities - the USF community, alumni and Bay Area residents in general. These communities all can be positively influenced by, connect to and help support a lifetime of successful athletic teams.

STUDENT-ATHLETE MISSION STATEMENT

It is the Mission of USF's Student-Athletes to:

- Be proficient students.
- Strive for the highest level of competitiveness as athletes.
- Display the highest level of sportsmanship at all times.
- Set an example for younger athletes by being honest and truthful, both on the field and in our daily lives.
- Improve our social skills through positive and rewarding relationships with the community.
- Respect every team and individual within the University community and beyond.
- Realize that athletics is but one part of a Jesuit education.
- Represent the University, Department of Athletics, and all students, staff, and faculty in a positive manner and with pride at all times.
- Willingly share our athletic and academic abilities with other students and athletes.

Reviewed and Approved by the
Student-Athlete Advisory Council

IMPORTANT CONTACT INFORMATION

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A comprehensive USF Athletic Department
directory can be found at www.usfdons.com.

STUDENT-ATHLETE CONDUCT

The Student-Athlete Code of Conduct exists to support the mission and core values of the University of San Francisco (“University”) and the Department of Athletics (“Athletics”) and to provide guidelines for appropriate student-athlete behavior, while protecting the rights and responsibilities of every USF community member.

1. Expectations of Student-Athletes

A student-athlete represents the entire University community. Thus, student-athletes are expected to conduct themselves in a manner that, in the judgment of the University, reflects the University in a positive light at all times. Being a student-athlete at the University of San Francisco is both a privilege and a responsibility. Athletic administrators, coaches, and student-athletes share a commitment that they are held accountable to the highest standards. Given the nature of Athletics, student-athletes are the most highly visible student population on campus. With this visibility comes an additional level of scrutiny. For this reason, and because student-athlete conduct reflects not only on themselves, but also on the team, Athletics, and the whole University community, student-athletes should be leaders among their peers in positive attitude and exemplary behavior both on and off the field.

2. Applicable Standards Areas

- a. University Policies and Procedures: Student-athlete conduct is guided first and foremost by the Student Code of Conduct and other University policies and procedures as outlined in The Fogcutter Student Handbook, including but not limited policies on hazing, sexual misconduct, and the Academic Honor Code. The Fogcutter Student Handbook is located online at <http://www.usfca.edu/fogcutter/>. Athletics and the Division of Student Life share a commitment to the educational experience of all student-athletes. Athletics works closely with the Division of Student Life to ensure ongoing communication when student-athletes face disciplinary actions that may impact athletic eligibility.
- b. NCAA and WCC regulations: As part of the NCAA membership, Athletics is required to comply with NCAA and WCC regulations. Student-athletes are required to adhere to all NCAA and WCC regulations. Student-athletes are required to report participation in, observance of, or suspected violations of NCAA and WCC regulations to Associate Athletic Director for Compliance and Student Services.
- c. Local, State and Federal Laws: Student-athletes are expected to abide by all local, state and federal laws. Student-athletes are required to disclose to their Head Coach, Athletics Administrator or Director of Athletics within 24 hours if they are arrested or otherwise charged with a criminal offense by any law enforcement agency.
- d. Individual Team Rules: Head coaches will incorporate this Student-Athlete Code of Conduct into their own team rules and regulations. All team rules and regulations will be reviewed by the Athletic Department on an annual basis. Teams choosing to establish more severe levels of sanctions for certain types of misconduct must distribute this information, in writing, to that team’s student-athletes annually prior to the first day of participation in that team’s sport. This Code of Conduct supersedes all team regulations.
- e. Athletics Policies and Procedures.
 - i. Policies and Procedures outlined in the Student-Athlete Handbook.
 - ii. Drug and Alcohol Policy
 - iii. Athletic Training Room and Weight Room Policy

3. Sanctions

- a. Subject to University Policy, Athletics reserves the right to impose any sanctions or disciplinary actions for violations of University and Athletics mission statements, policies, and rules. Sanctions may be in addition to those imposed by other departments of the University and may include, but are not limited to, suspension, ineligibility for support services, reduction or cancellation of financial aid, forfeiture of contests and/or removal from the team. Support services include, but are not limited to, access to Athletic Academic Resource Center and encompassing services, Athletic Training Room, Athletic Weight Room, and locker room access. Athletics reserves the right to broaden or lessen any range of sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.
- b. Violations of NCAA and/or WCC regulations are subject to sanctions outlined by the NCAA and WCC.
- c. Sanctions for breaking local/state/federal laws. There will be immediate suspension from all athletically related activity pending further review by the Director of Athletics or their designee, and/or the Title IX Office in concert with appropriate campus authorities following arrest or charge of any of the following: a felony, sports wagering, illegal possession of a weapon, sexual assault, or other serious matters as determined by the Director of Athletics and/or Title IX Office in their sole discretion.
- d. Student-athletes found in violation of any University policy are subject to the procedures and sanctions outlined by the specific policy.
- e. Refusal by a student-athlete to comply with any University Athletics directive may subject the student-athlete to Athletic Sanctions at the discretion of the Director of Athletics, including but not limited to, removal from the team and loss of athletic financial aid.

4. Student Conduct Procedures

- a. Student-athletes found to be in violation of University policies as outlined in the Fogcutter handbook must report the violation(s) to their head coach and/or an Athletics administrator within 24 hours. Failure to report such violations may result in suspension from team activities at the discretion of the Director of Athletics and/or their designee.
- b. In addition to University sanctions when a student is found responsible for a violation of policy, the Athletic Department reserves the right to impose additional sanctions. Sanctions include, but are not limited to, suspension, ineligibility for support services, reduction or cancellation of financial aid, forfeiture of contests, and/or removal from the team at the discretion of the Director of Athletics and/or their designee.
- c. In the case of an alleged severe policy violation, there may be interim sanctions imposed on a student-athlete at the discretion of the Director of Athletics, and/or their designee and relevant University administrators. Severe policy violations include actions that may result in suspension or expulsion. For alleged severe policy violations of the University Policy on Nondiscrimination Based on Sex and Gender, Sexual Harassment, and Sexual Misconduct, the Title IX Coordinator will be consulted.
- d. Coaches and Department administrators must report student-athlete conduct violations immediately to the Associate Athletic Director for Internal Operations.

*University and Athletics policies are subject to change; and it is the responsibility of the student-athlete to be aware of the most recent policy language.

- e. Coaches and Athletics Department administrators, as mandatory reporters, must report any disclosure of alleged violation including but not limited to the University Policy on Nondiscrimination Based on Sex and Gender, Sexual Harassment, and Sexual Misconduct and Protection of Minors to the Title IX and/or appropriate authorities in a timely manner. All students and USF employees may utilize the Title IX office for resources, supportive measures, or the formal grievance process.

HAZING

In accordance with University policy, USF Athletics prohibits hazing both on and off campus. It is not necessary that the act meet the legal definition of hazing in order for the University to consider it a violation of the Student Conduct Code. Students who violate the Student Conduct Code in this manner, in addition to any criminal and/or civil penalties, are subject to University and Athletic Department disciplinary action which may include expulsion and/or loss of athletic scholarship.

The University Hazing policy can be found in the Fogcutter Student Handbook, Student Conduct, Section 6.9. Sexual Misconduct.

SEXUAL MISCONDUCT

All student-athletes are required to follow the University's Policy on Nondiscrimination Based on Sex and Gender, Sexual Harassment, and Sexual Misconduct located in the Fogcutter Student Handbook, Student Conduct, Section 6.16. Every USF student has access to the Title IX office for supportive measures. It is not necessary that an action meet the University definition, for coaches, Director of Athletics and/or Title IX office to impose supportive or educational measures, including, but not limited to, educational sessions for instances of disrespect.

If there is a finding of responsibility for a violation of the University Policy on Nondiscrimination Based on Sex and Gender, Sexual Harassment, and Sexual Misconduct, the Athletic Department reserves the right to impose additional sanctions, in addition to University sanctions. Sanctions include, but are not limited to, suspension, ineligibility for support services, reduction or cancellation of financial aid, forfeiture of contests and/or removal from the team.

STUDENT SERVICES

CONTACT INFORMATION:

Jim Campbell
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SHARE/HOUSING

Living on campus amid distinct personalities and unique backgrounds is a hallmark of the university experience. It's where new adventures are shared, lifelong relationships are formed, and big ideas are born. The Office of Student Housing and Residential Education (SHARE) opens their doors to over 2,000 USF students every year, providing an active, safe, and comfortable environment in the center of San Francisco.

Returning student-athletes are responsible for applying for and selecting their room in accordance with all SHARE policies and procedures. During each February, student-athletes will apply for on-campus housing for the following academic year. This will place them in the selection pool for priority room selection. Then, in late March, student-athletes will have a priority window in which to select their specific room and roommate(s). It is the responsibility of the student-athlete to select his or her room during this priority window. No exceptions can be made to this process, and no student-athlete will be eligible to select their room during the priority window if they missed the February application deadline. Please remember that on-campus housing at USF is very limited due to our unique urban setting. It is very important that student-athletes follow all directions, and meet all deadlines, when securing on-campus housing for the following academic year.

Student-athletes may live off-campus with the permission of their coach, assuming they meet all other USF requirements to do so. Student-athletes receiving a full athletic scholarship who choose to live off campus will receive the room and board portion of their scholarship in the form of a stipend check. Here are some important reminders related to living off-campus and receiving a stipend check:

- The athletic scholarship aid for room and board is considered taxable income according to the filing status declared on the completed paperwork.
- A check will be issued two times during the academic year, once at the start of the fall semester and then again at the beginning of the spring semester.
- It is the responsibility of each student-athlete receiving the stipend to make certain that the funds are applied correctly to cover rent, food, utilities and other expenses over the entire semester.
- The off-campus stipends are calculated in accordance with NCAA bylaws

For more information regarding housing at USF, please refer to the SHARE website at: www.usfca.edu/housing

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

"USF SAAC" is the student group whose goal is to improve the quality of your experience as a USF student-athlete. It is comprised of representatives from each varsity teams and any other student-athletes who choose to participate on a regular basis. USF SAAC meets 1 time per month to discuss the current state of the Dons and the WCC as well as the NCAA legislative landscape. If you are interested in learning more about SAAC, please contact your Head Coach.

HILLTOP AWARDS

The Hilltop Awards take place each Spring and are a way of recognizing USF student-athletes. The awards program is an ESPY-styled night to honor University of San Francisco student-athletes for both their team and individual achievements on the field of play, in the classroom and around the community.

Hilltop Awards:

- Bill Russell Award -- Male Student-Athlete of the Year
- Anne Dolan Award – Female Student-Athlete of the Year
- Stephen Privett, S.J. Award
- Charles Harney Award – Top Graduating GPA
- Carpe Diem Awards – Athletic Performance
- New Comer of the Year Awards
- Four Pillars Award
- Donte Benedetti Award
- Spirit of '51 Award
- Peter Peletta Award
- Dr. Sandee Hill Award
- Comeback Player of the Year
- Green & Gold Loyalty Award
- Dr. Carl Jordan Team Award

For more information on the Hilltop Awards contact the Marketing Department within Athletics.

VARSITY ATHLETE EMAIL

The Athletic Department manages a Varsity Athlete Email list, which is used to distribute important information and deadlines to all varsity athletes. As a member of a varsity team, you will automatically be subscribed to this list.

You will receive weekly emails with important information dates, deadline and upcoming events. Please read these weekly emails thoroughly as they contain valuable information. Just as you are expected to be familiar with the information in this handbook, you are also responsible for the information in the weekly emails.

All email addresses are obtained through the University and the email will not be sent to personal email accounts. As with all email lists, you have the option to unsubscribe yourself. However, we strongly discourage you from doing so, as the information in these emails is very important to your experience as a USF student-athlete. If you have questions about the email list please contact Jim Campbell in the Compliance and Student Services Office.

COMPLIMENTARY ADMISSIONS

Per NCAA rules, every student-athlete may receive up to four complimentary admissions to their sport's home & away regular season contests. Basketball, Baseball, Soccer and Volleyball student-athletes must login to JumpForward and request their complimentary tickets at least 24 hours before each event, listing the four guests who will receive their complimentary tickets. Guests must be designated by the appropriate deadline set before each home game. At the event, these guests must go to the pass list ticket window and present a photo ID for admissions to the event.

Postseason Events:

Postseason Events: A student-athlete, who participates in or is a member of a team participating in a postseason event, may receive up to six complimentary admissions to all intercollegiate athletics events at the site at which the student participates. (i.e., conference championships, NCAA championships)

ACADEMIC SERVICES

LOCATION: War Memorial Gymnasium & University Center, 3rd Floor

CONTACT INFORMATION:

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Academic Success Coach

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Liam Quinn

Director of Student Outreach lquinn@usfca.edu

415/422-2134

ACADEMIC ELIGIBILITY REQUIREMENTS

To be academically eligible to compete, you must be in good academic standing according to USF, be enrolled in at least 12 units, and maintain academic progress toward a baccalaureate degree. In addition to meeting the NCAA progress towards degree rules, student-athletes must meet the following academic requirements:

Full-Time Status - Student-athletes must be enrolled in at least a minimum full-time program (not less than 12 units). Failure to be enrolled in a full-time program will result in immediate ineligibility.

Six-Unit Rule - Student-Athletes must pass a minimum of six degree-applicable units during the previous regular academic term (Fall, Spring).

24-unit Rule – Student-Athletes must pass a minimum of 24 units prior to the start of their second year of enrollment.

18-Unit Rule – Student-Athletes must pass a minimum of 18 units during the previous regular two semesters (summer units do not count towards this)

2.0 GPA – Minimum 2.0 GPA

Declaration of Major – Student-athletes must declare their major entering their third year of enrollment

40-60-80 Rule – Student-Athletes must complete a minimum of 40% of the course requirements in their specific degree program entering their third year of enrollment, 60% of the course requirements in their specific degree program entering their fourth year of enrollment, and 80% of the course requirements in their specific degree program entering their fifth year of enrollment.

ACADEMIC ADVISING & THE CENTER FOR ACADEMIC AND STUDENT ACHIEVEMENT (CASA)

Academic advising begins at orientation when you'll meet with a faculty member, professional and/or peer advisor. Upon enrolling in a major or professional program, you'll be assigned a faculty adviser from the appropriate department or school. Undeclared majors in the College of Arts and Sciences will be assigned an advisor by the college.

Academic advising is an ongoing process of assisting students in course selection and academic and career exploration. You'll have opportunities to meet with your adviser throughout the semester and prior to semester registration. Course registration cannot be completed without the signed approval of your faculty adviser, department chair, or representative of the dean.

The Center for Academic and Student Achievement offers one-on-one academic coaching, student success workshops, and evaluations to help keep students on the road to graduation.

TUTORING

The Learning & Writing Center provides free peer tutoring in a variety of academic subjects. Peer tutors are current USF students who have demonstrated academic excellence in their subject and receive on-going training in fostering academic success in others. Peer tutors are available for 1:1 appointments and small group appointments. If you have additional questions regarding academic tutoring, please see your professor or academic coach within CASA.

In addition to the Learning, Writing & Speaking Centers peer tutoring program, the athletic department provide a limited number of individual tutors. If you have questions regarding individual tutors please contact the Director of Academic Support for the Athletic Department.

CAMPUS ACADEMIC RESOURCES

Learning, Writing & Speaking Centers

The Learning, Writing & Speaking Center's Director & Assistant Director are happy to meet one-on-one with any USF undergraduate or graduate student to discuss general academic study strategies that might be helpful. Such strategies include, but are not limited to: time management, general study skills (test taking, note taking, reading), goal setting & prioritizing and much more! Be sure fill out the LWC Intake Form to schedule an appointment. To begin, be sure to submit the LWC Intake Form. The Learning, Writing & Speaking Centers will contact you shortly to verify a time that accommodates your schedule. Feel free to contact the LWC at 415-422-6713 or lwc@usfca.edu if you have any additional questions or concern.

The Learning, Writing & Speaking Centers have ample study space for all USF students to use and we are open later than most offices on campus! We also have a conference room with whiteboards and a projector, should you want to reserve the space for practicing for a presentation or working on a group project. Our hours are Mon-Thurs 8:30am-8pm, Fri 8:30am-5pm & Sun 12-8pm. Feel free to reserve our conference room by contacting us at lwc@usfca.edu.

Student Disability Services

The mission of Student Disability Services, (SDS) is to help USF students with disabilities serve as fully contributing and actively participating members of the University community while acquiring and developing the knowledge, skills, values, and sensitivity to become women and men for others. Toward that end, SDS promotes a fully integrated University experience for students with disabilities by ensuring that students have equal access to all areas of student life and receive appropriate educational support and services to foster their academic and personal success. If you have any additional questions regarding SDS services or accommodation, please email sds@usfca.edu.

STUDY HALL

Study Hall provides a chance for student-athletes to get a quality start on their academic work and to develop good study habits for college. For every 1 unit of class, it is suggested that 2 hours of outside studying will lead to success in the course. Thus, if you are in 16 units, it is expected that you if you complete approximately 32 hours of outside studying you will be academically successful. With that being said, 8 hours of work is a small fraction of what you should be doing to be successful in the classroom. In order to develop positive study habits the following student-athletes are required to perform at least 8 hours of study hall each week:

Any student-athlete below a cumulative or previous semester GPA of 3.2, all first semester freshman and all first semester transfer students are required to attend 8 hours of study hall.

Study Hall Days and Times

Sunday 5:00pm – 10:00pm Gleeson Library

Monday through Thursday 8:00am – 5:00pm Athletic Department Study Hall

Monday through Thursday 5:00pm-9:00pm Gleeson Library

Friday 8:00am – 3.00pm Athletic Department Study Hall

Logging hours

- Student-athletes can log hours during any of the above times.
- Student-athletes are encouraged to meet with their professors and tutors and can receive study hall credit by using the Professor/Tutor Meeting sheet.
- All Professor/Tutor Meeting sheets must be turned in by Friday at 3pm for the week in which the meeting took place.
- Group work, lab work, fieldtrips and other classroom activity do NOT count towards the 8 hour study hall requirement.
- Coaches can email the Director of Academic Support if study hall is conducted on the road.
- It is the student-athlete's responsibility to keep track of their study hall hours each week.

Rules

- The study hall week begins Sunday at 5 p.m. and concludes Friday at 3 p.m.
- Study Hall hours will be logged electronically using the web based system "Study Hall Tracker".
- Study hall hours will not be counted under any circumstances for student-athletes who fail to login to "Study Hall Tracker" when they enter study hall and/or when they depart study hall.
- Student-athletes can only log a maximum of 3 hours per session. If you intend to study longer than 3 hours you must sign out and then sign back out.
- Once a student-athlete logs into "Study Hall Tracker" they are required to remain within Study Hall/library and work on academically related assignments or course work.
- If a student-athlete leaves the designated study area for an extended period of time their hours will be zeroed out.
- Coaches will receive a weekly study hall report each week from the Director of Academic Support. The study hall report will include the study hall hours each student-athlete completed for the week.
- Food is strictly prohibited in the athletics study hall.
- Study hall computers are to be used for academic use only.
- Use of cellphones, social media, YouTube, Netflix or any other personal use of electronics is prohibited, and your hours will be zeroed out.
- Student-athletes who are being disruptive, disrespectful or unproductive will be asked to leave study hall and will receive 0 hours.
- Each student-athlete is responsible for logging their own Study Hall Hours in "Study Hall Tracker"
- Student-athletes may not log study hours for other student-athletes.

ATHLETIC DIRECTOR HONOR ROLL

Each academic year, USF student-athletes have the opportunity to achieve Honor Roll Status by Passing at least 12 graded units each semester with no incomplete grades or non-reported letter grades. Complete at least three letter-graded courses each semester
Earn a semester GPA of 3.60 or higher

CLASS ATTENDANCE/MISSED CLASS

Students are expected to attend classroom and laboratory exercises. Absences may affect the final grade or eligibility to sit for the final examination. At the department's discretion, students who are absent from the first two class meetings of the term may be administratively dropped from the class.

When representing the University of San Francisco in intercollegiate competition (e.g., athletics, debate), students shall be excused from classes on the hours or days such competition takes them away from classes. However, such students shall be responsible for advising their professors regarding anticipated absences and for arranging to complete course work for classes, laboratories, and/or examinations missed. Please see your CASA Academic Coach regarding missed class due to competition.

Students in the School of Nursing and Health Professions who have been absent from course work and/or laboratory experiences in a course required for the major are expected to make arrangements to complete the missing work. (Contact the School of Nursing and Health Professions for a copy of the Nursing Student Handbook.) Professional Studies students who are absent from more than one class in a course may be subject to administrative withdrawal.

Student-Athlete's Responsibility

If a competition schedule has too many conflicts with the professor's attendance requirements, it is recommended that the student-athlete consult their CASA Academic Coach for support.

It is the student-athlete's responsibility to schedule all classes at times that will minimize the conflicts with competitions whether at home or away. The ability to register early should enable you, in most cases, to arrange a schedule that will not conflict and cause you to miss class.

- It is the responsibility of each student-athlete on the first day of class to inform his or her professors that you are a student-athlete here at the University;
- CASA will provide each student-athlete with letters to provide to each professor indicating the date he/she will be absent from class due to home and/or away competitions.
- Student-athletes will not be officially excused from class in accordance with the University's policy unless these letters are presented.

Note: It is extremely important that you inform your CASA Academic Coach if your academic schedule changes.

ACADEMIC PROBATION

Academic probation constitutes a serious warning that a student's academic record is unsatisfactory and that failure to improve the record will lead to dismissal from the University.

The following categories of students will be placed on academic probation:

- Any student who fails to achieve a 2.0 (C) average for a semester or whose cumulative grade point average falls below a 2.0 (C).
- Any upper division student whose cumulative grade point average in his or her major falls below a 2.0 (C).

A student on probation is not allowed to take more than 16 credit hours per semester; the academic dean may impose additional requirements and limitations with regard to a student's participation in USF-recognized extracurricular activities

ACADEMIC DISQUALIFICATION

Academic disqualification constitutes termination of a student's relationship with the University for unsatisfactory academic performance. A disqualified student may not register in any of the University's courses and is denied all privileges of student status.

The following categories of students are subject to disqualification:

- Students who, after being placed on academic probation, fail to achieve a 2.0 (C) average for the work undertaken during the probationary semester or who fail to achieve a cumulative grade point average of 2.0 (C) in the two semesters after being placed on academic probation.
- Upper division students who fail to achieve a 2.0 (C) average in their major during the probationary semester or who fail to achieve in the major a cumulative grade point average of 2.0 (C) within two semesters after being placed on academic probation.
- International students enrolled in the English as a Second Language Program who do not pass a maximum of four semesters or who fail to maintain a 2.0 in their ESL courses.

Any student who receives a notice of disqualification may petition for a hearing. The college or school should be consulted for the specific petition procedures. Ordinarily, students disqualified for unsatisfactory scholarship will not be readmitted to the University.

Note: In some instances, a student may be required to drop his or her major program for academic reasons and yet not be academically disqualified from the University.

Note: Students may be placed on probation or made subject to dismissal not only under the above provisions but also for deficiencies in other qualifications for their profession.

ACADEMIC MISCONDUCT

Honor Code

All USF students will uphold the honor code by adhering to the core values of the university and supporting its mission to guide their academic careers and educational experiences.

As a Jesuit institution committed to *cura personalis* — the care and education of the whole person — USF has an obligation to embody and foster the values of honesty and integrity. All members of the USF academic community are responsible for maintaining the standards of honesty and integrity.

Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any violation of academic integrity. Without regard to purpose, the following violations are prohibited:

Cheating

Cheating is the use or attempted use of unauthorized materials, information, and study aids, as well as unauthorized collaboration on examinations and other academic exercises. It is the responsibility of students to consult with their professors concerning what constitutes permissible collaboration. Cheating or helping others cheat is academic fraud.

Plagiarism

Plagiarism is the act of presenting, as one's own, the ideas or writings of another; plagiarism, in any of its forms, violates academic integrity. While different academic disciplines have different norms of attribution, all strive to recognize and value individuals' contributions to the larger body of knowledge. It is the responsibility of students to consult with their professors in order to understand the norms of attribution in each discipline and area of study.

False Citations

False citation is attribution to an incorrect or fabricated source; false citation is academic fraud. False citation seriously undermines the integrity of the academic enterprise.

Submitting the Same Work for Multiple Assignments

Students may not submit work (in identical or similar form) for multiple assignments without the prior, explicit approval of all faculty to whom the work will be submitted. This includes work first produced at USF or at another institution attended by the student.

Submitting False Data

False data is information that has been fabricated, altered, or contrived in such a way as to be misleading; the submission of false data is academic fraud.

Falsifying Academic Documentation

Forging or altering academic documentation (including transcripts, signatures, letters of recommendation, certificates of enrollment or standing, registration forms, and medical certifications) concerning oneself or others is academic fraud.

Abuse of Library Privileges

Depriving others of equal access to library materials constitutes a violation of academic integrity. This includes sequestering library materials for the use of an individual or group, refusal to respond to recall notices, and the removal or attempt to remove library materials from any university library without authorization.

Abuse of Shared Electronic Media

Depriving others of equal access to shared electronic media used for academic purposes constitutes a violation of academic integrity. This includes actions that result in the damage or sabotage of campus computer systems.

FINANCIAL AID

LOCATION: War Memorial Gymnasium & OneStop

CONTACT INFORMATION:

Jim Campbell- Senior Associate Athletic
Director
415/422-6741
OneStop
Lone Mountain, Room 251
415/422-2020

ATHLETIC SCHOLARSHIPS

USF's commitment to its student-athletes on athletics scholarship is to provide support that will enable each student to complete their undergraduate degree in four years. Fifth-year aid is not guaranteed for any student-athlete without prior written approval from the Athletic Director.

Under NCAA rules an athletic scholarship can be awarded up to the Cost of Attendance (COA) established by each University. COA includes tuition and fees; room and board (or a housing and food allowance); and allowances for books, supplies, transportation, loan fees, and dependent care. It also includes miscellaneous and personal expenses. The COA is not the direct costs you will be paying to USF, but includes the overall, estimated costs to attend college. The actual COA will be different for each student and situation depending on enrollment, living arrangements, etc. The University of San Francisco offers the full Cost of Attendance select student-athletes.

The majority of student-athletes will receive a proportional scholarship of tuition, room, board, required books and compulsory fees. The specifics of your athletic scholarship can be found in your Athletic Scholarship Agreement.

Athletic financial aid is awarded to a student-athlete based upon athletic ability or sports performance and is often referred to as an athletics grant-in-aid. This grant-in-aid is awarded for multiple years (e.g. 4 years for a freshman & two years for a 2 year transfer student).

CANCELLATION OR REDUCTION OF ATHLETIC AID

The following conditions may cause an athletic grant-in-aid to be reduced or cancelled during the period of the award:

- An individual becomes ineligible for intercollegiate competition by:
 - o Failing to make satisfactory academic progress in the course of study
 - o Using illegal drugs or NCAA banned substances
 - o Failing to pay University financial obligations
 - o Violating the Student-Athlete Code of Conduct or team rules
- Information on the admissions application, financial aid agreement Letter of Intent or NCAA student-athlete statement was misrepresented by the student.
- The student engaged in misconduct and is placed on probation by the regular student disciplinary authority which prohibits participation in athletics.
- The student voluntarily withdraws from the team prior to, during or after the sport season in which the athletics grant-in-aid was awarded.
- Failure to enroll as a full-time student.
- The student provides written notification of intent to transfer, or places themselves on the NCAA Transfer Portal. If a student-athlete places their name onto the NCAA Transfer Portal the institution can immediately cancel their athletic aid, but the student-athlete will continue to receive aid until the completion of the current term. The student-athlete has a 24-hour period in which they can remove their name from the portal before their aid is canceled.

Appeals may be made to the University Financial Aid Committee if an athletics grant-in-aid is cancelled or reduced for any reason. The following conditions cannot be used as a reason to reduce or cancel an athletics grant-in-aid during the term of the scholarship:

- Illness or Injury which prevents participation
- Athletics ability, performance or contribution to a team's success

Athletic Awards Appeal Process

A student-athlete who wishes to appeal any decisions related to his/her athletics aid shall submit a written request that includes:

- The student-athlete's name, student ID number, year in school, and sport.
- Current contact information (address, email, phone number).
- Statement of their case for appeal including names of institutional staff members (e.g., coach, financial aid staff) with whom the student-athlete has discussed the case.
- Copies of any relevant documents (e.g., letter regarding initial award of athletics grant).

The student-athlete should submit these materials to the Financial Aid Office by 5:00 P.M. Pacific Time on the date listed on the non-renewal or reduction letter issued by the Financial Aid Office. The Financial Aid Office shall determine a minimum of two date and time options for the hearing that are mutually convenient to all parties involved in the appeal. The student-athlete may request a phone hearing, however they will be conducted on a case-by-case basis. The Athletic Aid Appeals Committee will conduct a hearing and make a decision based on the findings at the hearing. The student-athlete will receive notification of the board's decision in writing within 10 business days of the hearing date. The Athletic Aid Appeals Committee's decision is final and no further appeal is considered.

COMMITTEE

The Athletic Aid Appeals Committee consists of an odd number of College faculty and staff members that work outside of the Department of Athletics. Precautions will be taken to avoid any conflicts of interest between the student-athlete and committee members.

A member of the Athletic Compliance staff will also serve as a resource concerning NCAA, conference, and Department of Athletics rules and regulations for the voting members of the hearing panel and does not participate in the questioning or voting portions of the hearing.

HEARING PROCEDURES

The student-athlete must submit a request to the Financial Aid Office for a hearing before the Athletic Aid Appeals Committee. A hearing will be scheduled, and the student-athlete and all involved parties such as the Head Coach and Faculty Athletic Representative for the student-athletes are notified of the time and location of the hearing. Each individual will present arguments to the Athletic Aid Appeals Committee. Within 10 business days, the Athletic Aid Appeals Committee will reach a decision and send it in writing to each party. This decision is final.

One of two actions will be taken:

1. If the Athletic Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is not a violation of the rules, regulations or institutional policies and no extenuating circumstances are present, the appeal is denied.
2. If the Athletic Aid Appeals Committee finds that the decision to reduce, cancel or not renew aid is a violation of the rules, regulations and institutional policies, the appeal is approved. The financial aid is then reinstated to the student-athlete as soon as possible.

In any case, the Financial Aid Office will notify the student-athlete in writing within 10 business days of the date of the hearing as to the decision of the Committee. If the student-athlete wishes to discuss the results of the appeal, a meeting with the Director of Financial Aid will be arranged.

UNIVERSITY FINANCIAL AID

Student-athletes are encouraged to apply for the Federal Pell Grant and other financial assistance. The One Stop Office has information on the Pell Grant Application process. The Pell Grant is awarded annually on the basis of a family's financial situation, can range from \$588 to \$5775 for an academic year, and does not count towards NCAA scholarship limits. The actual value of an individual's Pell Grant eligibility will be determined by the Financial Aid Office.

University academic aid and need-based aid is generally awarded at the same approximate amount on an annual basis for four years or 8 semesters, unless the student has a significant decline in academic performance or the student's financial situation changes. Generally, a student-athlete may not accept University need-based aid in conjunction with athletic aid in the same academic year. This is due to NCAA scholarship restrictions. If you have any questions about University financial aid please contact OneStop.

OUTSIDE SCHOLARSHIPS

The type and/or amount of outside scholarships and awards which may be received by student-athletes is also limited by NCAA rules. Outside scholarships and awards are funds given to a student-athlete by sources other than the Athletics Department, the University, Government Grants/Loans or someone the student athlete is naturally or legally dependent upon. The NCAA rules apply whether or not one is receiving an athletic scholarship.

Each academic year student-athletes must indicate on the Student-Athlete Questionnaire whether or not they are receiving any Outside Scholarships/Awards. The Assistant Athletic Director of Compliance Services will follow-up with each student-athlete to confirm the outside aid meets NCAA requirements. Please contact the Compliance and Student Services Office, (jcampbell6@usfca.edu or 415/422-5332) with any questions about outside scholarships or awards.

HEALTH INSURANCE

The cost of health insurance is not covered by your athletic scholarship. Student-athletes must provide the University with proof of primary health insurance through the USF health insurance waiver process. See Sports Medicine & Performance section for additional details on the required waiver process.

The USF Athletic Department covers the cost of health insurance for select student-athletes who do not have primary health insurance (e.g. full scholarship student-athletes receiving a Pell Grant & full scholarship international student-athletes).

STIPEND CHECKS AND DIRECT DEPOSIT

University Bill

Make sure to review your University bill! If you have any questions, please stop by OneStop to review your bill. If you have questions regarding your athletic scholarship please see members of the Compliance and Student Services Office. It is important to review your bill on a consistent basis to ensure you are not being charged late fees for unpaid charges.

Stipend Checks

Student-athletes who receive an athletic scholarship may receive the value of some portion of their scholarship in a stipend check.

Who receives a stipend?

Stipend checks are issued when the amount of scholarship exceeds the charges indicated on your student account. A full scholarship student-athlete living off-campus, without a meal plan will receive a stipend check. Additionally, a full scholarship student-athlete living in Loyola Village or Pedro Arupe without a meal plan will receive a stipend check.

BOOK SCHOLARSHIP POLICY

Funds awarded by the University as a book scholarship are to be used solely by the student-athlete. The award is intended for and used only for the classes in which the student is enrolled. All student-athletes will be required to review and sign an e-form acknowledging they have fully read and understood the book scholarship policy.

Distribution of Textbooks:

For student-athletes who have been awarded an athletic book scholarship, it is the individual student-athlete's responsibility to find and select all required textbooks from the USF Bookstore. Those student-athletes on athletic book scholarship will have an allotted amount of money on their individual student account which will be limited to the purchase of textbooks. The academic support office will review monthly charges and monitor individual accounts to ensure students are following policy.

Add/Drop

If a student-athlete drops a class, he or she must bring all of the books required for the dropped course to the student services office. The student-athlete will notify the student services office of the newly added class, and the student-athlete can collect these new books from the student services office once they are received from the bookstore. This process can take up to two weeks. When the new books are received from the bookstore the student-athlete is required to sign for the books. If the student-athlete drops a class without adding another class, the books are still his/her responsibility and must be returned to the student services office.

Collection of Textbooks

Student-athletes receiving a book scholarship will be required to return their books to the Study Hall during the designated hours at the end of each semester. These books will be checked against what was distributed at the start of the semester to ensure that the correct books have been returned. Books must be returned to the student services office during the specified hours for each semester. These hours will be emailed to student-athletes each semester and posted on the door of the student services office. Student-athletes who do not return books by the required deadlines may be charged the full value of the books not returned. This charge will be placed on the student's University account.

If there are any questions about the book scholarship, please see Ashley Morello in the Academic Support office.

NCAA STUDENT-ATHLETE ASSISTANCE FUND

The Student-Athlete Assistance Fund (SAAF) was established by the NCAA as a means to provide additional financial resources to student-athletes. The fund is intended to provide direct benefits to student-athletes and their families. All student-athletes including international student-athletes are eligible to receive SAAF benefits, regardless of whether or not they are receiving athletic aid, have demonstrated financial need, have exhausted their eligibility, or are no longer able to participate due to medical reasons.

USF has identified the following areas that will receive funding from the SAAF for 2023-2024.

- Travel Expenses Associated with Family Emergencies
- Summer School Aid
- Fifth Year Aid
- Tutoring
- Academic Supplies (excluding textbooks)
- Student-Athlete Life Skills Programming
- Hilltop Awards
- Study Hall Enhancements
- International Taxes (available on a limited basis for student-athletes who qualify)

For more information regarding the NCAA Student-Athlete Assistance Fund, please contact the Compliance and Student Services Office.

5TH YEAR ATHLETIC AID & ANN DOLAN GRANT

USF awards athletic scholarship aid for fifth-year seniors whose eligibility is exhausted, but who required more than four years to complete their undergraduate degree coursework. Fifth-year aid will not be awarded for the completion of a second major, minor or graduate degree.

How to apply for fifth-year athletic aid

A student-athlete must submit a written request including support information (transcript, graduation, plan/requirements, and, identification of final semester) to the Compliance and Student Services Office. Information regarding fifth-year athletic aid and application deadlines will be published during the 2022 spring semester.

If fifth-year scholarship aid is approved, the following conditions apply:

- The student-athlete is required to maintain the minimum enrollment requirements mandated by the NCAA. He/she must be enrolled in a minimum of 12 units for each semester with the exception of the last semester of collegiate enrollment.
- The student-athlete is required to stay within the individual limits of financial aid according to the NCAA.

After the aid is approved and the student-athlete enrolls in the required courses the athletic aid is credited to the student-athlete's university account.

MEDICAL DISQUALIFICATION

Periodically, a current USF student-athlete may be deemed as unable to participate further in intercollegiate sports due to an injury or illness. This situation is commonly referred to as a medical disqualification. The USF sports medicine staff determines if a student-athlete has suffered an injury or has an illness which prevents further participation in any collegiate sport because of an incapacitating injury or illness. If the sports medicine staff decides that a student is medically disqualified, the student-athlete is not able to participate in any varsity sports for the remainder of their five-year collegiate enrollment at USF.

Student-athletes who are receiving athletic aid but are deemed medically disqualified may continue to receive aid, at the discretion of the director of athletics. Athletic aid may be renewed through the fourth year of collegiate enrollment, and the student will need to meet the following conditions:

- The student-athlete is required to maintain the minimum enrollment requirements mandated by the NCAA. He/she must be enrolled in a minimum of 12 units for each semester with the exception of the last semester of collegiate enrollment.
- The student-athlete is required to continue to stay within the individual limits of financial aid according to the NCAA.

INTERNATIONAL STUDENT-ATHLETES

Tax Information: The Internal Revenue Code states that scholarships are taxable except for the amount used to cover tuition, fees, books, supplies and equipment required for course study. Therefore, you should save documentation of all your financial awards and bills for tax purposes. If you are a foreign student, you will be subject to withholding tax, which will be deducted from your grant amount, and should plan accordingly. Under certain circumstances you may file for a refund of the taxes withheld if you submit the necessary forms to the Internal Revenue Service.

Health Insurance: Every international student-athlete is required to have health insurance that is applicable to your temporary residence in the United States. As such, all students will be assessed a semester insurance fee. Health Insurance is not covered by your athletic scholarship. Students who fail to pay the health insurance charge showing on their student account will not be able to register for classes for the upcoming semester.

OneStop Office: The OneStop Office provides combined services in the areas of Financial Aid, Registration, and Tuition & Billing. The office is located on the second floor of Lone Mountain in Room 251.

NCAA RULES & REGULATIONS

LOCATION: War Memorial Gymnasium

CONTACT INFORMATION:

Jim Campbell

Senior Associate Athletic Director

jcampbell6@usfca.edu 415/422-6741

Michael Cosgrove – Director of Compliance

MCosgrove2@usfca.edu 415/422-5532

USF PHILOSOPHY

Every student-athlete is subject to NCAA, WCC and USF rules and requirements that can affect your collegiate eligibility. These policies, some of which are outlined in this section, may change on an annual basis. The Athletic Department's Compliance and Student Services Office will meet with you in the fall to discuss NCAA rules and regulations. It is your responsibility to know the rules and regulations and to know when to ask before you act.

USF is charged with the following rules and regulations set forth by the NCAA and the WCC. Specifically, the NCAA constitution provides that each institution shall be responsible for:

- Controlling its intercollegiate athletics program in compliance with NCAA rules and regulations;
- Monitoring its programs to ensure compliance, identifying and reporting to the NCAA instances in which compliance has not been achieved, and taking appropriate corrective measures;
- Ensuring that members of the institution's staff, student-athletes and other individuals or groups representing the institution's athletics interests comply with applicable NCAA rules.

All individuals associated with the Athletic Department (coaches, staff, student-athletes, boosters, etc.) are expected to act with honesty and sportsmanship at all times. Unethical conduct is a serious charge and can be cited due to a number of reasons, not limited to the following: refusal to furnish information relevant to a possible NCAA violation, providing misleading information, knowingly arranging for or providing fraudulent academic credit for a prospective or enrolled student-athlete, knowingly providing a prospect or enrolled student-athlete with extra benefits, or knowingly furnishing false or misleading information during an NCAA investigation.

PROCESS FOR REPORTING A VIOLATION

If you, or a teammate, believe a potential violation may have occurred, it is your responsibility to report the violation to your coach, sport administrator or Compliance Services staff member as soon as possible. The Compliance Services staff will review the situation to determine if a NCAA or conference violation has occurred, and, if so, the appropriate action steps will be taken.

Below are the general steps followed for a potential NCAA or conference rules violation:

- Potential violations are reported to the Associate Athletic Director for Compliance Services, who reports it to the Executive Senior Associate Athletic Director/SWA.
- The Associate Athletic Director for Compliance Services conducts a preliminary inquiry. The preliminary report is then presented to the Athletic Director.
- If it is determined to be a violation, the Athletic Director and Associate Athletic Director for Compliance Services decide who should conduct the investigation to determine the type of violation. Pertinent parties are interviewed, and a record is made of the interviews.
- For violations that affect a student-athlete's eligibility, a restoration letter is prepared by the Associate Athletic Director of Compliance Services and Director of Compliance, and submitted to the NCAA for reinstatement.

- Where a Level I or Level II violation is possible, the Athletic Director or Associate Athletic Director for Compliance Services will notify the General Counsel's Office and the Vice President for Business and Finance for an outside review.
- Once the investigation is complete, notes are reviewed, and a draft of the violation reports is prepared by the Associate Athletic Director for Compliance or the Director of Compliance. The draft report is sent to the Athletic Director for review. When completed, the FAR reviews and signs the report.

ASK BEFORE YOU ACT

The easiest way to avoid an NCAA rules violation is to ask a coach or staff member BEFORE you enter into any situation or accept any sort of potential benefit. Involvement in a rules violation can have serious effects on your eligibility to practice, compete or receive an athletic scholarship. Protect yourself and your team by talking to your coaches, sport administrator or Compliance Services staff members when questions arise.

AGENTS

The following points are provided to help protect you from jeopardizing, and potentially losing, your eligibility due to agent and professional sport activities. Your sport may have additional restrictions on when and how agents may contact you. See your head coach for these sport policies.

Student-athletes approached by agents should instruct the agents to first contact the Compliance and Student Services Office. All agents must register with the Compliance and Student Services Office and obtain approval prior to contacting any student-athletes. If you have any questions about agents, please see the Compliance and Student Services Office.

AMATEURISM

You are not eligible to participate in intercollegiate athletics if you have ever taken pay, or promise of pay, for competing, agreed to participate in professional athletics, played on any professional team, or used your athletic skill for pay in any form in a particular sport.

There are also NCAA rules regarding pre-enrollment activities with respect to amateurism. If you have questions regarding activities prior to enrolling at USF please see the Compliance and Student Services office.

Camps and Clinics

The NCAA prohibits student-athletes from owning and operating their own camps or clinics. However, student-athletes are often asked to participate in camps and clinics in a variety of ways. It is not permissible for a student-athlete to receive compensation for just appearing, lecturing or demonstrating at a camp or clinic.

Should you wish to assist with any camp or clinic, please contact Jim Campbell to verify whether or not it is a permissible activity.

Charitable and Promotional Events

NCAA rules restrict the type of promotional appearances in which student-athletes may participate. Requests for appearances from entities outside the Athletic Department require prior written approval from Compliance Services. If you are asked to participate in a promotional or charitable activity (i.e. USF organization, non-profit organization, local elementary school, etc.), please contact Jim Campbell immediately to obtain the necessary approval prior to the event. It is an NCAA violation to participate in such activities without prior approval and the activity will jeopardize your eligibility.

Outside Competition

Competition on an outside team is only permitted during the official vacation periods published in the University catalog. Always check with your head coach or the Compliance Services staff before you participate in an outside competition. If you have additional questions, please call Jim Campbell.

GAMBLING

Per NCAA Bylaw 10.3, all forms of gambling and sports wagering by student-athletes, USF coaches and athletic department staff are prohibited. Sports wagering includes placing, accepting or soliciting a wager of any type with an individual or organization on any intercollegiate, amateur or professional team 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 being placed on teams, individuals or contests; skins play in golf, and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

This prohibition extends to all sports, both at the collegiate and professional levels, in which the NCAA conducts championship competition, Division I-A football and emerging sports.

As always, all student-athletes, coaches and staff have a collective responsibility for knowledge of and compliance with all NCAA and WCC Conference rules. If you have any questions about this rule or other regulations, please see the Compliance Services staff.

NCAA's Position on Gambling and Sports Wagering

"The NCAA opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community. This section contains links to resources on the history and pervasiveness of wagering in intercollegiate athletics, as well as resources to help administrators and student-athletes keep their programs and teams clear of gambling-related problems."

NAME, IMAGE, AND LIKENESS USAGE

In accordance with NCAA regulations, a student-athletes in any sport may profit off of their name, image, and likeness (NIL). Student-athletes may now engage in NIL activity, starting July 1, 2021, without it impacting their eligibility. The University will require all student-athletes with NIL contracts to submit those within four days of the execution of the contract or agreement.

However, certain types of contracts are still prohibited under the NIL legislation and University Policy:

- Compensation for work not performed. You must be completing a contract obligation to receive payment.
- Compensation contingent upon enrollment at a particular school.
- Compensation for athletic participation or achievement. Athletic performance may enhance a student-athlete's NIL value, but athletic performance may not be the consideration for NIL compensation.
- Use of the University of San Francisco logo without approval. If the contract contemplates using the USF logo, contact Athletics Compliance office to obtain approval. If you sign a contract with an organization that conflicts with USF branding deals (Nike & Coca-Cola) you cannot wear USF gear or use campus facilities for that endorsement.
- Agreements involving, promoting or relating to weapons, bars, nightclubs cannabis, sports wagering, controlled substances, pornography, professional sports teams, and tobacco.

ELIGIBILITY CERTIFICATION

In order to participate in varsity athletics at the University of San Francisco, you must be certified as eligible under NCAA, WCC and USF rules and regulations. Eligibility certification must be completed prior to joining a team and taking part in any athletically related activities. If you have any questions regarding your eligibility, please see the Compliance and Student Services Office.

All student-athletes must:

- Attend an orientation session with the Compliance and Student Services Staff;
- Receive a copy of the Student-Athlete Handbook, the NCAA Rules Summary and a list of banned substances;
- Sign a copy of the NCAA Student-Athlete Statement, NCAA Drug-Testing Consent Form; and USF Eligibility Questionnaire and International Student-Athlete Form (when applicable);
- Meet NCAA Progress Towards Degree Requirements;
- Be certified by the NCAA Eligibility Center;
- Be registered for 12 units (or approve for less than 12 units) as a full time student;
- Pass a minimum of six units during the previous semester of full-time enrollment during the academic year; and
- Have a valid physical on file with the USF Sports Medicine Department

12 UNIT ENROLLMENT

NCAA rules required all student-athletes to be registered in 12 units to be eligible for practice and competition. There are limited circumstances in which a student-athlete can enroll in less than 12 units. Please visit the Compliance and Student Services office if you have questions regarding enrollment.

Required Full-Time Enrollment

You must be enrolled in 12 units to be permitted to practice and compete. The NCAA allows you to practice for five days at the beginning of the semester without being enrolled in 12 units if you are not competing. Beginning with the sixth day, you must be enrolled in at least 12 units remain eligible for practice. Enrollment updates are provided to coaches and non-eligible students cannot practice, travel or receive competition expenses until the coach received email confirmation from Compliance and Student Services stating the individual in enrolled full-time.

Permissible Less Than 12 Unit Enrollment

There are limited conditions under which a student-athlete can be enrolled in less than 12 units. Prior approval must be obtained from the Compliance and Student Services office to enroll in less than 12 units.

• **Terminal Term of Attendance:** A student-athlete who is in his/her final term of attendance and is planning on graduating at the end of the semester may enroll in the number of units required for graduation. Student-athletes must complete the Terminal Term Form and acquire approval from the Compliance and Student Services office prior to enrolling in less than 12 units.

• **Graduate Student Status:** A student-athlete who has completed their undergraduate course-work and is pursuing a graduate degree may enroll in the full-time course load approved by the specific graduate department, which is often 6-9 units. Student-athletes must provide verification of their department's full-time enrollment policy.

EXTRA BENEFITS

The NCAA defines an extra benefit as: "any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation."

Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletics competition in the sport in which the improper award, benefit or expense was received.

Examples of impermissible extra benefits include, a loan of money (from a USF employee or representative of the institution's athletics interests), or a special discount (e.g., airline ticket, clothing, etc.) or a service (laundry, dry cleaning, haircut, etc).

For further information on extra benefits, student-athletes should contact the Compliance and Student Services Office.

Boosters, Donors & Alumni

As a student-athlete at USF, you will likely come into contact with many of our support groups and/or individuals who have made financial contributions to the Athletic Department. These groups of individuals, also known as "boosters" or athletics representatives may want to associate with you.

The USF Department of Athletics is responsible for the control and conduct of the intercollegiate athletics programs, and this responsibility includes accountability of the acts of athletic representatives (i.e. boosters). Once an individual has been identified as an athletic representative, he or she retains that identity forever and is governed by the same NCAA and USF rules and regulations as USF athletic department staff members. NCAA rules permits it boosters to:

- Invite student-athletes into their home for an occasional meal on an infrequent basis. The booster may not provide a meal to a student-athlete in a restaurant or provide free meals to parents/guardians at any time or in any location.
- Provide summer employment for enrolled student-athletes at the going rate for similar positions.
- Provide housing for enrolled student-athletes, provided student-athletes pay the market rate, as determined by the Compliance and Student Services Office.

NCAA rules prohibit boosters from:

- Providing cash or loans in any amount, or signing or co-signing for a loan for a student-athlete or parents;
- Providing gifts of any kind, including birthday and holiday gifts, clothing and entertainment, or cars to student-athletes;
- Providing special discounts for goods and services (e.g. haircuts, legal services, meals) to student-athletes or their families;
- Providing free housing or reduced rent housing to student-athletes and their families;
- Purchasing complimentary admissions from a student-athlete (i.e, paying for the use of the athlete's game day pass);
- Providing an honorarium to a student-athlete for a speaking engagement;
- Allowing free telephone or cellular phone usage by a student-athlete;
- Providing room, board, transportation or any other special arrangement for a student-athlete's family or friends.

STUDENT-ATHLETE INVOLVEMENT IN RECRUITING

Coaches, staff, student-athletes and visiting recruits are expected to know and adhere to a variety of rules in connection with every official visit and unofficial visit. Please ask the Compliance and Student Services Office if any questions arise about the appropriateness of any particular action or activity during an official visit or unofficial visit.

Entertainment/Specifically Prohibited Activities: All entertainment of a visiting recruit must be appropriate, not excessive and consistent with normal student life.

The following list provides examples of inappropriate activities that are strictly prohibited in the recruiting process:

- Providing alcohol/drugs to recruits or encouraging the use of alcohol/drugs by recruits.
- Patronizing adult entertainment establishments, providing any other type of adult entertainment or using sex as a recruiting device or inducement.
- Participating in any unethical or illegal activity such as gambling/gaming activities.

Transportation & Lodging

- All local transportation must be provided in the coach's vehicle, the student host's vehicle or an institutional vehicle normally used to transport other prospective students visiting campus.
- It is permissible for a visiting recruit to stay with an enrolled student-athlete in a residence hall or off-campus apartment during an official or unofficial visit.

Student Host Responsibility

It is the policy of USF that if you are asked to serve as a student host for a visiting recruit, you must demonstrate good judgment in order to avoid inappropriate activities.

Thus, it is imperative that you observe the following rules:

- Know your recruit's location at all times during the visit (and should make sure the recruit knows how to contact the host in case they get separated).
- At the start of the visit, the student host is required to sign a statement indicating his/her agreement to abide by the USF Student Host Policy. Your coach will provide a copy of this policy to you prior to the recruiting visit (i.e., the Student Host Form). As a student host, you may be required to undergo a background check and/or fingerprinting. Please refer to USF's Protection of Minors Policy. <https://myusf.usfca.edu/risk/protect-minors>
- Meals provided during an official visit must be "standard" and comparable to meals provided to student-athletes during the year. On-campus dining is encouraged as a "best practice" to help familiarize a visiting recruit with normal student life.
- Abide by the appropriate entertainment directive set forth above.

Do not drink alcohol while hosting a recruit. This applies to your coaches as well. (Coaches, student-athletes and all other athletics department employees are prohibited from drinking alcoholic beverages in the presence of a visiting recruit and their parents/legal guardians, including during a meal.)

NCAA rules require that appropriate sanctions be levied against any athletics department employee, representative, student-athlete or recruit who violates the above guidelines. If the violation involves a student host or student-athlete, the sanction may include the loss of benefits, suspension or dismissal from the team.

JOBS AND EMPLOYMENT

Prior to beginning any job you and your employer must sign a written statement to be kept on file in the Athletic Department (Compliance and Student Services Office) which specifies the following:

- You may not receive any remuneration for the value or utility that you may have for your employer because of the publicity, reputation, fame or personal following you have obtained because of athletic ability;
- You are to be compensated for work actually performed;
- You are to be compensated at a rate commensurate with the going rate in the locality for similar services.

Student-athletes are expected to immediately report to the Compliance and Student Services Office any offer or receipt of a benefit not made regularly available to other employees performing similar work. A violation of this policy may result in the loss of your eligibility for competition, the loss of your athletic scholarship, and your sport being precluded from participation in post-season competition.

Private Lessons

The NCAA permits student-athletes to be paid for providing private lessons in the sport in which they compete. The Athletic Department must maintain year-round records for any private lessons. To receive compensation for giving private lessons (teaching or coaching sport skills or techniques in your sport), you must meet ALL of the following:

- Institutional facilities may NOT be used (including recreational facilities and varsity facilities);
- Playing lessons are not permitted;
- The Athletic Department must receive documentation of the lessons and fee provided BEFORE they lessons occur;
- Compensation must be paid by the lesson's recipient, parents or legal guardian, not another individual or entity;
- A student-athlete may NOT use his/her name, picture or appearance to promote or advertise the availability of private lessons;
- Lessons are designed to be individual in nature and cannot include more than two recipients at any one time.

Job forms are required before...

- You begin your job during the academic year; or
- You begin ANY private lessons (academic year or summer vacation).

If you have any questions regarding employment, see the Compliance and Student Services Office.

Summer Employment

All student-athletes may work during summer vacation, with the restrictions of the following NCAA rules in mind:

- You may not receive any remuneration for the value or utility that you may have for your employer because of the publicity, reputation, fame or personal following you have obtained because of athletic ability;
- You are to be compensated for work actually performed;
- You are to be compensated at a rate commensurate with the going rate in the locality for similar services;
- Employment forms are not required for summer employment EXCEPT for private lessons.

PLAYING & PRACTICE LIMITS

The NCAA restricts a student-athletes participation in countable athletically related activities to:

Playing Season – Required Activity

- Maximum of four hours per day
- Maximum of 20 hours per week, with each day of competition counting as three hours
- Required one day off per week

Out-of-Season

- Maximum of eight hours per week
- Required two days off per week
- Not more than four hours per week may be spent on required individual skill instruction
- No out of season activities may occur during dead week or finals week. It is not permissible for student-athletes to participate in voluntary workouts with their coaches during dead week or finals week.

Countable Athletically Related Activities

The NCAA defines countable athletically related activities as any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff (including strength and conditioning coaches). These activities must be included in the weekly and daily limitations.

USF requires that each coach submit a weekly record of their team's countable athletically related activities to the Compliance and Student Services Office. If you ever have any questions about your sport's activities, please talk to your head coach, your sport administrator or a member of the Compliance Services Staff.

Voluntary Workouts

Student-athletes may participate in voluntary workouts and activities during the academic year and during the summer. The NCAA determined that for an athletically related activity to be considered "voluntary," all of the following must be met:

- Student-athletes must not be required to report back to the coach or other staff members (e.g. strength coach, trainer, manager) any information related to the activity. NO athletic department staff member may report back to the coach any information related to the activity that he/she may have observed;
- The activity must be initiated and requested solely by the student-athlete;
- Attendance and participation in the activity may not be reported for the purpose of reporting back coaches or other student-athletes; and
- Student-athletes must not be subject to penalty if he/she elects not to participate in the activity. No recognition or incentives may be provided based on the attendance or performance in the activity.

Please see your coach or the Compliance and Student Services Office with any questions.

Hour Limitations for Multi-Sport Student-Athletes

If you participate in more than one sport, the NCAA restricts the total amount of time spent in all countable athletically related activity to 20 hours total per week. Therefore, if you are participating in multiple sports, please talk to your coaches about your activities to help ensure you stay within the NCAA daily and weekly limits for countable athletically related activities.

SPORTS MEDICINE & PEFORMANCE

LOCATION: War Memorial Gymnasium

CONTACT INFORMATION:

SPORTS MEDICINE

Rachel Shull

Assistant Athletics Director for AT/ Head AT/SWA

rshull@usfca.edu

Casey Gonzalez

Associate Athletic Trainer

Cgonzalez33@usfca.edu

KaShanna Jones

Associate Athletic Trainer

kjones18@usfca.edu

Jacob White

Assistant Athletic Trainer

jwhite8@usfca.edu

Payne Alexander

Assistant Athletic Trainer

palexander@usfca.edu

Morgan Batchellar

Assistant Athletic Trainer

mbatcheller@usfca.edu

SPORTS PERFORMANCE

Tyler McCulloch

Senior Associate Strength and Conditioning Coach

Matt Ward

Assistant Strength and Conditioning Coach

Mward2@usfca.edu

Angel Quintero

Assistant Strength and Conditioning Coach

Aquintero7@usfca.edu

SPORTS MEDICINE

Athletic Training Room

Code of Conduct -- The USF Athletic Training Room staff expects all student-athletes to be respectful and conduct themselves in a positive manner. Disrespectful actions will not be tolerated.

Athletic Training Room Rules and Regulations:

- No cleats or outside shoes permitted in room
- Appropriate discussions and language
- Appropriate dress: Men are to wear shirts, women a shirt over a sports bra
- No shoes on the tables
- No bags or equipment permitted in the room
- Student-athletes are not to operate modalities (No Self-Treatment)
- No student-athletes in the offices, unless invited for a private conference
- Student-Athletes may not use computers, phones, or fax machine
- Cell phone conversation outside the room only
- All student-athletes must shower post practice or prior to receiving treatment and/or evaluation (unless in emergency)
- No tobacco products
- No food

Insurance Information

Primary Health Insurance

The University and Athletic Department require all students to have primary health insurance for status as fully enrolled student and medically eligible student-athlete. This can be a policy through either your parents/legal guardians or on your own.

- International insurance coverage for international student-athletes must meet the University of San Francisco requirements. Please refer to the Health Promotions Services website for details (<http://www.usfca.edu/hps/insurance/international/>)
- If you do not furnish proof of a primary health insurance policy, no benefits will be paid through the University's secondary policy.

USF Athletics Secondary Health Insurance

USF Athletics offers a secondary insurance policy to pay for expenses not covered by your primary insurance. USF Athletics will cover your medical expenses for athletic-related injuries that meet specific criteria.

Benefits are limited to:

- Injuries sustained during participation in regularly scheduled intercollegiate sports events of the participating campus
- Activities under the supervision and guidance of a member of the Sports Medicine Staff, Strength and Conditioning Staff or Coaching Staff

Sports Related Medical Bills

After an injury, you or your parents/guardians will begin to receive bills for the injury. Your insurance policy must process the bill completely before USF's secondary insurance will pay any remaining balance. In order to expedite this process, please forward any and all bills and explanation of benefits (EOB'S) regarding your injury to the USF Sports Medicine Staff. This process can take a significant period of time because the bill has to be processed by two insurance companies. You may speed this process along by promptly forwarding the insurance paperwork and bills to us. All questions should be directed to the Co-Head Athletic Trainer at (415) 422-5306.

Waiver Requirements 2023-2024

USF requires all undergraduate students registered for nine units or more (excluding the Working Adult Professional Studies/Legacy CPS Students and Visiting Students) and all F-1 and J-1 international students registered for at least one unit to carry a health insurance plan.

- A charge of \$1,149 in the fall and \$1,592 in the spring will be automatically posted to students' accounts for the USF sponsored fall health insurance premium.
- Coverage begins on 8/1/21 and terminates on 12/31/21. Spring coverage begins on 1/1/21 and terminates on 7/31/21.

Students who are able to prove that they have health coverage comparable equal or better to the University-sponsored plan under a United States-domiciled health insurance company may waive this requirement each academic year online.

- **Deadline: waiver deadline for the Fall 2022 semester is Saturday, September 1, 2022, by 5:00 pm. The waiver deadline for the Spring 2023 semester is Friday, February 1, 2023, at 5:00pm.**

Sports Medicine Staff

Team Physician -- The team physician has the final responsibility to determine whether a student-athlete is removed, withheld, or restricted from participation due to an injury. The team physician oversees the athletic training staff in all aspects of injury-related matters.

Certified Athletic Trainers -- Certified Athletic Trainers (ATs) are the individuals responsible for the direct, day-to-day health care of student-athletes.

- The AT's are the primary link between the Athletic Department (you, coaches and athletes) and the medical community (physicians).
- Athletic Training Students are volunteers from the Exercise and Sports Science program, working under the supervision of the Certified Athletic Trainers.
- Athletic Training Students are certified in First Aid/CPR/ AED and modality operation.
- These students are an extension of the AT's. You are expected to treat these students with the same respect/professionalism as you would the AT's or team physicians.
- Notifying Athletic Training Staff of an Injury/Illness:
- You must report any injury ASAP to the corresponding staff athletic trainer for an initial evaluation.
- The athletic trainer's evaluation of the injury may result in any or all of the following:
- Referral to a physician and/or therapy for the injury.
- The athletic trainer will then inform coaches of initial evaluation and/or physician referral.
- The progress of the athlete is monitored by the athletic trainer, who will update coaches of the athlete's progress.
- All referrals to outside medical personnel must be made by a member of the USF Sports Medicine Staff.
- Failure to follow this protocol will result in forfeiture of the secondary insurance coverage provided by the USF Athletic Department.

Return to Athletic Participation

Once the team physician has cleared a student-athlete for full athletic activity the corresponding staff athletic trainer will work with the physician to decide the guidelines under which the student-athlete will return to activity, which may include:

- Limiting Participation
- Restricting Activity
- Removing the student-athlete from any or all activity
- The University reserves the right to exclude a student-athlete from competition if there is any doubt concerning the student-athlete's physical condition or ability to safely compete in inter-collegiate athletics.

- The Sports Medicine staff makes the determination to release you from treatment of an injury. Do not assume you are finished with treatment of an injury until released by a Sports Medicine Staff Member.
- Seeking Outside Medical Advice -- The Athletic Department secondary insurance will not cover any expenses related to injury/illness evaluation, treatment, or rehabilitation unless directly coordinated through the Sports Medicine Staff. You should not consult outside medical advice without authorization from the athletic trainer and/or referral from a team physician. If a member of the athletic staff is unavailable and the situation is urgent and needs immediate attention, the student-athlete should seek medical attention at the closest facility. You are required to notify the athletic training staff as soon as possible of the emergency room visit. This will help avoid improper billing of services.
- Communication is of utmost importance to facilitate optimal health of the student-athlete. You are responsible for reporting directly to your Certified Athletic Trainer regarding all medical matters. The AT will then facilitate communication between the coaching staff and medical staff. Student-Athletes should not directly contact physicians.
- Daily Coaches' Reports -- The Athletic Trainers will provide daily injury reports to the coaching staff regarding pertinent injuries/illnesses.
- Confidentiality/ HIPAA Laws -- The Sports Medicine staff will ensure utmost confidentiality when reporting injuries to coaching staff. Student-Athletes must respect confidentiality laws regarding teammate's injuries, illnesses, etc.

Concussion Management Plan

A concussion is a serious head injury that may cause long-term effects if not reported to your certified athletic trainer. If you experience any of the following symptoms after a head injury in practice or in competition, report them to the Sports Medicine Staff promptly.

- Headache
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurred vision
- Sensitivity to light or noise
- Feeling "foggy," "hazy," or "out of it"
- Change of sleep patterns
- Impaired concentration or short-term memory
- Irritability, feeling emotional or sad

The Sports Medicine Staff will have the final authority in clearing all student-athletes returning to play from all injuries, including concussions. Student-Athletes from the following sports are required to take the online ImPACT baseline test as a preventative measure.

- M/W Basketball
- M/W Soccer
- Volleyball
- Baseball

The Sports Medicine Staff will distribute concussion educational materials to all student-athletes at the beginning of each school year. Any student-athlete suspected or diagnosed with a concussion or removed from participation for the remainder of the day will be evaluated by the Sports Medicine staff for return to participation.

SPORTS PERFORMANCE

Mental Performance Information

- All student-athletes have the opportunity to seek mental performance services.
- It is preferred that student-athletes wait until after an initial team or Frosh meeting so they may receive a basic understanding of mental performance training prior to an individual session.
- Yvonne Gomez sets her own schedule.
- She may be contacted at heygogo@mac.com

Sports Nutrition Information

- All student-athletes have the opportunity to receive sports nutrition information.
- It is preferred that student-athletes wait until after an initial team or Frosh meeting so they may receive a basic understanding of sports nutrition prior to an individual session.
- Alyssa Haberman sets her own schedule.
- She may be contacted at acsahak@gmail.com

Weight Room

The Salquist Performance Center is a place of work and it will be maintained as such. There will be no excessive socializing in the weight room. When your workout is complete and equipment is cleaned up, please leave.

Weight Room Rules & Regulations:

- Student-athletes must have medical clearance from Sports Medicine staff and Compliance Office prior to participation.
- Student-athletes must wear appropriate attire in the weight room:
 - o Shirts are required.
 - o Dress is USF issued gear only.
 - o All equipment used must be returned to its designated area.
 - o Student-Athletes are only permitted to work out during team-assigned training time or a designated "open hours".
 - o Student-athletes should keep all personal items in their locker room.
 - o Ipods/headphones are only permitted during cardio/core training sessions.
 - o No food, gum, tobacco or keys.
 - o ID Cards should be placed in designated ID Card holder.
- Access to the Facility
 - o Access to the room should be for student-athletes and athletic department personnel only.
 - o A student-athlete is not permitted to work out in the facility without supervision of a strength and conditioning coach or sport coach.

USF Athletics Alcohol and Other Drug Education Policy

- In collaboration with the Office of Student Conduct, Rights & Responsibilities this policy was created to promote the healthy principles associated with athletic performance while providing education and support regarding alcohol and other drug use.
- The cornerstones of the program include education, counseling and random drug screening.
- A PDF version of the full policy may be found on the Athletic Performance page at usfdons.com

NCAA Drug Education and Testing Program

- In an effort to promote healthy choices and maintain a level playing field the NCAA sponsors a drug testing program
- At any time throughout the calendar year the NCAA may select USF student-athletes for a random drug screening.
- Additionally the NCAA will drug test at all NCAA sanctioned post season events.
- The drug screen identifies standard street drugs, performance enhancing substances as well as masking agents.
- The sanction for a failed drug screen is a 365 day suspension from competition in sport.

The Regen Room

Located across the hall from the athletic training room, this is an area for student-athletes to regenerate through nutritious food choices.

- The room is open daily 7am – 6pm.
- Food is available to enhance the recommended daily calorie intake and not as a meal replacement.
- Cleanliness' is imperative - please clean up after yourself!

COMMUNICATIONS & MEDIA RELATIONS

LOCATION: War Memorial Gymnasium

CONTACT INFORMATION:

Frank Allocco

Senior Associate Athletic Director, External Relations

fallocco@usfca.edu

415-422-4561

Chris Fortney

Content Writer and Social Media Coordinator

cfortney@usfca.edu

925/878-5701

Alec Henden

Content Writer and Social Media Coordinator

THE MEDIA

Student-athletes have a responsibility to the University, their coaches and teammates to cooperate with the media. The fans of the University's teams and friends from the student-athletes' hometowns are interested in their intercollegiate experience.

The opportunity to deal with the media is a learning experience in developing communication skills that can be helpful not only during their intercollegiate career, but in your future professional business career. Student-athletes should never agree to a telephone interview unless the Athletic Communications Department has coordinated the arrangements. This will permit the student-athlete to avoid contact by unauthorized persons. It is very important for the student-athlete to be on time for scheduled personal interviews or in returning telephone calls arranged by the communications department. If the individual encounters problems with the scheduled appointment, the athletic communications contact should be notified.

In personal interviews, the student-athlete should not answer a question if he/she does not wish to respond to it. If there is any doubt about the propriety of answering a certain question, the student-athlete should simply say, "I don't wish to reply to that question." Student-athletes should call a halt to the interview and seek counsel with a member of the athletic communications department if the individual is uncomfortable with the questions, answers or general tone of the interview.

The acceptance of an individual, the team or the University by the media is developed by the impressions made through the interview, feature stories, and his/her personal self-decorum.

Enjoying your Interview

- Relax and have fun.
- Be yourself.
- Answer each question honestly.
- Remember that you are representing yourself, your coach, and the university.
- Be prompt.
- When an interview is set up, the university expects you to keep the appointment.
- You can say "No" in circumstances that are uncomfortable or delicate.
- Be quotable.

SOCIAL MEDIA

USF takes free expression seriously and goes to great lengths to protect that right. Social networks such as Facebook, Twitter, Instagram and Snapchat have expanded opportunities to express yourself, connect with friends and to build your network. Student-athletes should remember that they are ambassadors of the University of San Francisco and are always in the public eye. Content posted by student-athletes at other institutions or even non-athlete students at USF may be unacceptable content for a USF student-athlete. Questions regarding acceptable content should be directed to your head coach, or the Athletics Communications and Marketing Office.

UNIVERSITY RESOURCES

CAREER SERVICES

Monday–Friday: 8:30am–5:00pm

careerservices@usfca.edu

415/422-6216

Location: University Center, 5th Floor

Say hello to the future you at the Career Services Center. Whether you are a freshman figuring out your career path or a senior looking for your first full time opportunity, our team is here to ensure your success every step of the way.

Via a multitude of tailored on-campus events, we connect Dons directly to jobs and internships at today's most exciting organizations, including Google, Twitter, Pandora, and Yelp. We can't wait to help you launch your career!

The Center provides support for students and alumni on LinkedIn profiles, writing resumes and cover letters, interview practice, finding a job or internship, and exploring careers and majors.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Monday–Friday: 8:30am–5:00pm

After Hours Phone Consultations: 5:00pm – 8:30am

415/422-6352

Location: Gilson Hall Lower Level

Counseling and Psychological Services (CAPS) seeks to assist students in developing greater self-understanding and help resolve problems that interfere with their optimal personal functioning. It is normal to experience adjustment problems, especially during periods of transition.

DINING SERVICES

Bon Appétit, an on-site restaurant company, manages six eateries across the University of San Francisco campus. Their philosophy is simple: food service for a sustainable future. That means cooking up made from scratch menu items with seasonal ingredients from local food growers.

For more information on USF Dining Services visit <http://usf.cafebonappetit.com/>

ONE STOP

Monday, Tuesday, Thursday, Friday: 8:30am – 5:00pm

Wednesday: 8:30am – 4:00pm

onestop@usfca.edu

415/422-2020

Location: Lone Mountain

One Stop Assists all USF student in regard to registration financial aid, billing, student employment and graduation. If you have any questions regarding your student bill, registration or graduation status please stop by the One Stop office

PUBLIC SAFETY

Monday–Thursday: 8:30am – 5:00pm

Friday: 8:30am – 4:30pm

parking@usfca.edu

415/422-4222

Location: University Center, 5th Floor

Emergency Services: For emergencies, call 415/422-2911 or extension 2911 from any on-campus phone. Available 24 hours a day, seven days a week.

The Department of Public Safety ensures a safe learning, working, and living environment at the University of San Francisco. Our 24-hour communication center and uniformed public safety officers proactively prepare against and respond to all reports of accidents, crimes, suspicious persons, hazards, and other emergencies. We provide:

- Patrol and dispatch services
- One Card Security Systems
- Campus shuttles and safety escorts
- Disaster preparedness programs
- Parking Services

STUDENT DISABILITY SERVICES (SDS)

Monday–Friday: 8:30am–5:00pm

sds@usfca.edu

415/422-2613

Location: Gleeson LL 20

The university offers many services to its students with disabilities. Student Disability Services (SDS) arranges these accommodations on an individual basis for each eligible student during the intake/eligibility process.

TITLE IX

The University of San Francisco is committed to providing an environment free from gender-based discrimination or harassment. As such, USF does not tolerate any kind of gender-based discrimination or harassment, which includes sexual assault, sexual harassment, and gender-based harassment. Consistent with its commitment to addressing gender-based discrimination and harassment, the College complies with Title IX, or the Higher Education Amendment of 1972, which prohibits discrimination on the basis of sex in education programs and activities.

Anyone who believes they have been subjected to gender-based discrimination or harassment is encouraged to report these incidents. Upon receiving a report, the university will respond promptly, equitably, and thoroughly. In addition, the university will take steps to prevent the recurrence of the discrimination or harassment and correct its effects, if appropriate.

To report potential Title IX violations, please contact the Title IX Coordinator or one of the deputy coordinators listed below or online <https://myusf.usfca.edu/red-folder/title-ix>

Title IX Coordinator

Jess Varga

jvarga@usfca.edu

415/422-4563

Deputy Title IX Coordinator

Trina Garry

KGarry@usfca.edu

415/422-2823

Student-Athlete Signature

Date