

2025-2026
Western New Mexico
University
Mustang Athletics
Student-Athlete
Handbook



FROM THE UNIVERSITY PRESIDENT

Dear Student-Athletes:

We welcome you, the student-athlete, to our campus.

We have put together this Student-Athlete Handbook in hopes that many of your questions concerning eligibility, practice, and other general topics are answered.

Being a student-athlete takes lots of hard work, dedication and a commitment to succeed not only in your chosen sport, but also in the classroom. This handbook helps with the other questions or concerns you may have that arise during your tenure as a student-athlete on this campus.

We hope you enjoy your time at WNMU and in Silver City and go Mustangs!

Sincerely,

Matt Enriquez

Interim Athletics Director

ATHLETIC DEPARTMENT POLICY

The Athletics Program at Western New Mexico University (WNMU) provides activities which integrates athletics with the total educational program of WNMU and the community. We promote physical, emotional and social welfare of student-athletes, including gender, ethnic diversity and sexual orientation issues.

As a member of the National Collegiate Athletic Association (NCAA), our intercollegiate athletics program is subject to the same aims, policies and objectives of other institutional programs and the NCAA Division II philosophy.

WNMU staff, faculty, student-athletes and people with interest adhere to the principles of sportsmanship and ethical conduct and rules compliance and amateurism as defined by NCAA rules.

A model athletics program is sponsored with the basic purpose of providing the benefits of participation in athletics to as many students as possible. We support and adhere to equitable opportunity for all staff and student-athletes, including women and minorities. In addition, athletics is an integral part of the academic life at this institution.

MUSTANG ATHLETICS MISSION STATEMENT

The Western New Mexico University Athletics Department inspires champions today and prepares leaders for tomorrow by providing an environment of excellence to enable student-athletes to achieve their highest academic, athletic and personal aspirations. Our accomplishments will distinguish us from others, in turn benefiting the state of New Mexico, and bringing pride to our communities.

CORE VALUES

Our core values represent our cultural statement of “Experience Mustang M.A.G.I.C.”

Masterful

Accountable

Genuine

Inclusive

Competitive

GOALS AND EXPECTATIONS

Based on the above mission statement and core values, the Department of Athletics operates under the following goals and expectations in pursuit of excellence in all endeavors:

To support student-athletes in achieving academic, athletic, and personal aspirations using all financial, physical, and human resources. To identify and maintain a coaching staff committed to the best in athletic instruction, program management, support of academic mission, integrity, and possessing the ability to motivate, inspire and support the student-athlete.

To sponsor sport programs consistent with the NMAA – New Mexico Activities Association, Lone Star Conference, and the NCAA to produce athletic teams of regional and national championship caliber. This engrains pride into the university, our communities, and the State of New Mexico.

To adhere to the letter and spirit of the rules and regulations set forth by WNMU, Lone Star Conference, NCAA, and all local, state, and federal laws. To adhere to the principles of equal opportunity in programs and employment.

To provide programs and training for the safety and welfare of all student-athletes, staff, spectators, and others related to department activities and events. To exercise fiscal responsibility throughout the Athletics Department.

To positively and effectively communicate accomplishments, activities, and events that engages our constituents in active participation in response to our programs. To provide the opportunity and encourage service to the community.

To respect and appreciate the variety of constituents who have a stake in the success of our mission. To foster a positive relationship among those who have a stake in the success of our mission to include but are not limited to:

The Student Body

The University Community, Faculty and Staff

Alumni

Media

Colleagues

Parents/Guardians

Donors

Opponents, Guests

THE STRATEGIC PLAN

Strategic planning has always concentrated on our students and their success. It focuses on our institutional goals to increase enrollment and funding while giving more opportunity to students. We believe that the opportunity for participation in a variety of competitive sports is a vital part of a student's educational experiences. Such participation is a privilege and honor that carries with it responsibilities to the university, to our students, to the community and to the athletes themselves. These experiences contribute to the development of learning the essential skills and emotional patterns that enable the student to achieve their greatest successes from his or her education. We build the leaders of tomorrow! It is the vision and commitment of those dedicated to our students, our university and our community that drives this department into doing just that.... distinguishing us from others while benefiting our community and this great State. Our Silver City campus is located on the edge of the beautiful Gila National Forest, a focal point of New Mexico. It is common sense that we use this natural wilderness to bring those from all lifestyles to our community and region. We want to be the best in all that we, as a university campus has to offer, beginning with a high-quality education, new and updated equipment/facilities, to professional development while positively impacting student lives. The strategic plan of the athletic department does not stand alone, but works within the parameters set forth by our institution and its' goals and strategies.

Goal #	Strategy	Relationship to Project
Goal 1: Increase enrollment/retention rates	Increase enrollment through the addition of sports currently being offered at NMHU and ENMU Establish learning communities Ensure educational foundation	A: Athletics currently brings in over 230 full-time students. Each student will average 15 hours per semester, which equates to 6,900 enrollment hours. Baseball and Women's Soccer will generate an additional 2,100 enrollment hours B: Create the Mustang Achievement Center, a controlled learning environment on campus C: Internal transcript/test-score evaluation prior to recruiting student athletes
Goal 2: Strengthen relations/connections with community	Engaging students in college continuation Business relations	A: Having competitive opportunities thru athletic programs targets local high school students and builds relationships with area high schools and their communities. Those families and friends then come to our campus B: Business relations are a vital lifeline for athletic departments. Outside funding helps keep the college strong enabling us to further the college experience for our students
Goal 3: Culture of continuous improvement	Model for compensation Improving analysis for assessing program improvement	A: Provide equal compensation framework for the athletic department by working closely with our HR/Finance departments B: Show effectiveness of athletic programs by assessing performance and setting standards for improvement.

Goal #	Strategy	Relationship to Project
Goal 4: Transformation of the university	Renovate existing facilities Future capital project	A: Move our facilities into the future by renovating our existing buildings. B: New build to include additional office space, locker rooms, playing arena, concessions, and campus recreation opportunities.

NCAA PHILOSOPHY STATEMENT

Members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational welfare of the participating student-athlete is of primary concern.

Members of Division II support the following principles in the belief that these objectives assist in defining the division and the possible differences between it and other divisions of the Association. This statement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. A member of Division II:

- Believes in promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body.
- Believes that participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community.
- Believes in offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy.
- Believes in preparing student-athletes to be good citizens, leaders and contributors in their communities.
- Believes in striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all its athletics endeavors.
- Believes in scheduling most of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit.
- Recognizes the need to "balance" the role of the athletics program to serve both the campus (participants, student body, faculty-staff) and the general public (community, area, state);
- Believes in offering opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes.
- Believes that institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting

athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and

- Believes that all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

TITLE IX COMPLIANCE STATEMENT

Western New Mexico University is fully aware and always maintains full compliance with Title IX and the educational amendments of 1972. The university is committed to fully complying with Title IX and its provisions. Self-evaluation of the Western New Mexico athletics program for compliance with Title IX and its regulations is taken very seriously and is an ongoing process within the athletic department.

Title IX:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

- Title IX became law on June 23, 1972.
- Title IX jurisdiction requires the presence of three elements:
 - Education Program
 - Federal Financial Aid
 - Allegations of Sex Discrimination

Title IX does not require that the education program be public, nor even a school per se. Among the non-school entities which have been drawn within the reach of Title IX are athletic leagues and city recreation programs.

Enforcement Avenues:

In-House Complaint

Office for Civil Rights Complaint

Lawsuit

There are three avenues of enforcement, and their selection is totally within the inclination of the complainant. In-house complaints, tendered to the institution's required 'Title IX designated employee', may be made by anyone. Office for Civil Rights (OCR) complaints similarly may be made by anyone. Both carry only the potential for a promise from the school to go forth and sin no more; the OCR complaint also carries the never-yet-used possibility of the removal of federal funds. A lawsuit may only be filed by a plaintiff who has legal standing (ex: coach or student-athlete) but carries with it the potential for money damages (compensatory and punitive).

University Title IX Coordinator

WNMU employs a full-time Title IX coordinator, however the Human Resources Director serves as the Title IX Coordinator for WNMU Athletics.

Gender Equity

The University is committed to complying with NCAA operating principles regarding the participation of women in intercollegiate athletics and with Title IX regulations as interpreted to date by the United States Department of

Education, Office of Civil Rights (OCR). To help maintain compliance in this are the University established specific goals and objectives in 13 program areas that will help ensure that similar sport programs are treated equitably, and student-athletes receive equitable access to resources, regardless of gender.

More specifically, the University is committed to providing equitable:

1. Athletics-related aid for male and female student-athletes.
2. Participation opportunities for male and female student-athletes.
3. Equipment and supplies for male and female student-athletes.
4. Game and practice times for male and female student-athletes.
5. Travel and per diem allowances for male and female student-athletes.
6. Access to tutors and other educational resources (e.g., study hall, computer lab, advising) for male and female student-athletes.
7. Number and quality of coaches for like sports up to the NCAA allowable maximum while providing equitable compensation.
8. Locker rooms, practice and competitive facilities for male and female student-athletes.
9. Medical and training facilities and services for male and female student-athletes.
10. Use and availability of housing and dining facilities and services for male and female student-athletes.
11. Public communications and athletics public relations staff coverage of each sport.
12. Secretarial and administrative support, office space, and equipment for like sports; and
13. Prospective student-athlete recruiting resources for like sports.

NCAA Governed

Student-athletes are subject to the rules and regulations of the NCAA governing unsportsmanlike behavior, nontherapeutic drug use, gambling and bribery, as well as other forms of misconduct.

LSC Sportsmanship Code

The Lone Star Conference is committed to sportsmanship. We take pride in the conduct of our student-athletes and coaches, and ask that everyone; coaches, athletes and spectators treat opponents and officials with respect. We encourage you to cheer for your favorite team during competition. At the same time, please demonstrate the respect you would like to be shown as visitors on their campus.

Unruly, threatening or obscene behavior will not be condoned at games. Thank you for your cooperation and support.

Unsportsmanlike Conduct Policy

All student-athletes are required to conduct themselves on the field of play in a responsible and respectful manner. Unauthorized or unacceptable behavior includes, but is not limited to, the following types of actions:

- Taunting or abusing in any way opponents, coaches, fans, or officials.
- Fighting with an opponent, before, during or after an athletic contest.
- Any student-athlete who engages in a fight will be potentially served harsh sanctions or disciplinary action brought forth by the student-athlete's program, the athletic department or the university.
- Throwing of objects to cause harm to or intimidate others or to express anger, displeasure, or frustration will be treated under the same sanctions or actions as fighting.
- Using obscene or other inappropriate language or gestures.
- Making derogatory statements to the media directed at fellow athletes, coaches, the athletic department, or the university.
- Participating in any action, which violated the recognized ethical standards of intercollegiate athletics, the LSC, the university, or the community.

WNMU Standards of Conduct

Students attending WNMU are subject to all state, city, and WNMU laws, regulations, and rules.

WNMU recognizes its responsibilities to the individual student, to the state, and to the communities of which its students are members. It maintains, therefore, a policy of disapproving those types of behavior, which violate the standards of acceptable conduct. Continued misconduct of any type will jeopardize the student's privilege of recommendation by WNMU and may cause his/her suspension or permanent dismissal.

WNMU will cooperate with duly constituted legal authorities when a student is involved in violations of the law.

Students who are arrested by law enforcement officers and who are subsequently convicted for law violations may be subject to disciplinary action imposed by the university including warning, censure, restitution, probation, suspension, and expulsion as the individual case warrants.

Students are subject to the provisions of New Mexico Statute and to disciplinary action by the university, including warning, censure, restitution, probation, suspension, and expulsion for engaging in the following conduct:

- Dishonesty, such as cheating, plagiarism, or knowingly furnishing false information to WNMU.
- Forgery, alteration, or misuse of WNMU documents, records or identification.

- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other WNMU activities, including public service functions or other authorized activities on WNMU premises.
- Physical abuse of any person or of property owned or controlled by WNMU or at functions sponsored or supervised by WNMU; or conduct, which threatens or endangers the health or safety of any person.
- Theft of or damage to property of a member of the WNMU community, or of a campus visitor.
- Unauthorized entry into or use of WNMU facilities.
- Violation of WNMU policies or of campus regulations, including those concerning the registration of student organizations, the use of WNMU facilities, or the time, place, and manner of public expression.
- Use, possession, or distribution of illegal narcotics, and drinking or possession of alcoholic beverages on the WNMU campus, as provided by the laws of the State of New Mexico
- Violation of rules governing residence in property owned or controlled by WNMU.
- Disorderly conduct, including lewd, indecent, or obscene conduct or expression on property owned by WNMU or at functions sponsored or supervised by WNMU.
- Failure to comply with directions of WNMU officials acting in the performance of their duties.
- Conduct that adversely affects the student's suitability as a member of the academic community.

Academic Honesty

Each student is expected to observe standards of honesty and integrity in all academic work completed at WNMU. Students will be penalized for infractions that include, but are not limited to the following: representation of the work of others as one's own, failure to cite sources, unauthorized assistance in any academic work, obtaining and/or using tests unless distributed by the instructor, or copying the work of another.

Eligibility

It is the responsibility of all head coaches to know, NCAA, LSC, and WNMU rules concerning student-athlete eligibility. The compliance coordinator at WNMU determines all eligibility with assistance from the director of athletics, the faculty athletic representative, and Registrar. No student-athlete shall be eligible to compete until the compliance coordinator and head coach have signed off on necessary paperwork. This paperwork includes NCAA paperwork, WNMU admissions forms, NCAA Eligibility Center information, declaration of major (if applicable), degree plan (if applicable), proof of insurance, and all health-related forms turned in and cleared by the Sports Medicine staff.

Only student-athletes listed on the Affirmation of Eligibility Form shall be declared eligible to compete. The director of athletics, and head coach will all sign off on this form. Any player not on this list is not to dress out or travel until approved by the compliance coordinator.

Severe penalties will be given to coaches who allow student-athletes to compete who are not eligible.

NCAA Eligibility

General Considerations for All Student-Athletes

Student-athlete must:

1. Be a full-time student –minimum enrollment of 12 hours/semester. (WNMU Athletics requires student-athletes to enroll in 15 credit hours per semester)
 - Drop/Add/Withdraw from a course- full-time enrollment is determined when the drop/add/withdraw becomes official in accordance with procedures for all students.
 - Final semester- can be less than full-time if the student is taking the necessary courses to complete the degree requirements as certified by the institution.
2. Be in good academic standing-as defined by the institution for all students who are at an equivalent stage of progress toward a degree.

WNMU's Policy on Academic Standing

Academic Standing – Undergraduate Students

Undergraduate students who maintain the minimum academic standards stated in the scale listed under Probation and Suspension will be considered in good standing.

Academic standing is based upon the overall G.P.A. and is reviewed at the end of each semester; students who have not made satisfactory progress will be placed on academic probation for the next semester. Satisfactory progress is based on the number of overall G.P.A. hours and overall G.P.A. according to the following scale.

Overall G.P.A. Hours	Overall G.P.A.
0-32	1.65
33-48	1.75
49-63	1.90
64+	2.0

CONDITIONS OF ACADEMIC PROBATION

Certain restrictions are placed on students who are on Academic Probation status to assist them with improving their academic performance. Non-compliance with any of these restrictions is taken very seriously because the condition of Academic Probation exists to help students identify and solve their academic issues.

1. A student on Academic Probation is required to complete a Path to Success document at the Center for Student Success within two weeks of the start of the semester.

2. A student on Academic Probation may register for a maximum academic load of 13 semester credit hours. (Note: Students with declared majors in Applied Technology Programs may register for a maximum academic load of 15 semester credit hours.)
3. A student on Academic Probation should contact the Financial Aid Office to determine how his or her financial aid is affected by their academic status. The student remains on academic probation until his/her overall G.P.A. hours and overall G.P.A. meet or exceed acceptable standards (see scale above).

ACADEMIC SUSPENSION for Undergraduates

A student on academic probation will be suspended at the end of the semester in which the overall G.P.A. remains below acceptable standards and the semester G.P.A. falls below 2.0. Students placed on academic suspension are sent a certified letter by the Registrar. The first suspension from WNMU is for one full calendar year from the date of suspension. A student may appeal their first suspension to the Admissions and Academic Standing Committee. A second suspension may not be appealed.

The student must serve a suspension of one full calendar year. With any subsequent suspension, the student must serve a full two calendar year suspension without any right to appeal. Students serving their suspension must contact the Registrar's Office for re-admission following the suspension period.

REINSTATED FROM SUSPENSION

Suspended students who are reinstated re-enter WNMU on academic probation. During the period of suspension, a student may not register for classes, live in student housing, or participate in student activities at WNMU.

NOTE: Students suspended from another institution are not eligible to enroll at WNMU until they have served the suspension period of that institution.

Seasons of Competition: 10-Semester Rule

A student cannot compete in more than four seasons of competition in any sport. All competition must be completed in the first 10 semesters of collegiate enrollment. A semester is used when a student is registered in a regular term (Fall or Spring Semester) in an institution for a minimum full-time program of studies (12 or more semester hours).

Maintain Satisfactory Progress towards a Degree

A student will maintain satisfactory progress towards a degree as defined by the institution. Satisfactory progress is determined at the beginning of the fall term with the exception of the **9 hour rule**.

1. Completion of an average of 12 semester hours per term during previous academic year (fall and spring) with a minimum of **9** successfully completed hours per term (fall and spring).
2. Completion of 24 semester hours since the beginning of the previous fall term. 75% of minimum during regular academic year (i.e. up to 6 hours in the summer). Summer courses taken at another institution can be transferred to WNMU and count toward Satisfactory Progress only if the student has received prior approval from the Faculty Athletics Representative or Compliance Officer.

Designation of a Degree Program (Major)

NCAA requires all student-athletes (native and transfer) to declare a major at the beginning of their 4th semester.

At that point, they are assigned a faculty advisor, whom they must meet with each semester, to get registered and update their degree plans. Updated degree plans are to be turned in, semesterly, to the Compliance Coordinator beginning with their 5th semester.

Hours Accepted for Degree Credit

1. 1st two years- successful completion of 24 credits per year towards any degree.
2. Beginning with the 5th semester, courses taken must be successfully completed and count towards the specific designated degree program, i.e., a student-athlete must successfully complete 24 credits per year from the designated degree program.

Change in a Degree Program

1. Must be appropriately documented
2. Credit before and after change must be credited to appropriate degree plan.
3. Courses the student must repeat do not count towards satisfactory progress.

Incomplete Grades and Repeated Courses

1. Institution's regulations for all students apply.
2. The course may be used only once.

Changes for Transfer and Freshman Students Beginning Fall 2011

1. All of NCAA rules and regulations still apply to 2-year and 4-year transfers.
2. Beginning in the Fall 2011, and only with new incoming students (freshman and transfer students), semester GPA's will be calculated only on the basis of work done at WNMU. The GPA will not include grades and hours that the student transferred to WNMU.

Hardship Waivers

Introduction: The ability of a student-athlete to receive a "Hardship Waiver" is outlined in the NCAA Division II manual under Bylaw 14.2.5. This bylaw outlines that a student-athlete that has an injury/illness (associated with athletic completion or not) may petition for an additional year of competition through the associated conference office. At WNMU, there are specific guidelines to submitting the petition to the conference office that must be followed by any member of the Department of Athletics staff involved in the process. The guidelines are outlined below.

Guidelines for Obtaining:

- Consult the managing Athletic Training Staff member and/or Head Athletic Trainer for detail on injury.
- Date of Injury
 - Type of injury.
 - Physician's contact information.

- Statement associated with the medical health of the student-athlete.
 - Etc.
- A copy of the LSC “Hardship Waiver” can be obtained either on the LSC website or from the compliance coordinator.
- Once obtained, the form must be completed by all members of the Department of Athletics necessary:
 - Compliance Officer
 - Athletic Director
 - Team Physician and/or Supervising Physician
- A copy of the completed “Hardship Waiver” will be distributed to the following staff members:
 - Director of Athletics
 - Faculty Athletic Representative
 - Compliance Coordinator

Pitfalls in Petitioning for a “Hardship Waiver”:

- Not having the appropriate staff members involved in the petition.
- Not filing the petition with the compliance coordinator.
- Not filing within allotted time frame.
- Not checking with the compliance coordinator about the status of the petition.

Information to Think About Before Petitioning:

- Calculation of the two-event and/or 30 percent rule. *Note: This only applies for the hardship waiver. It does not work in the event of determining a red-shirt year. A season of competition is used when you compete against any outside competition, regardless to the amount or length of playing time.*
- Was the student-athlete UNABLE TO COMPETE for the remainder of the year?
- Do we need to petition for a “Satisfactory Progress Waiver” due to a medical absence?
(Check with Chelsea)

STUDENT-ATHLETE COMPLAINT POLICY

Student-Athlete complaints concerning professional conduct and/or allegations of discrimination (race, color, national origin, age, sex, physical handicap) shall be dealt with in the follow manner:

1. Speak to the person with whom the complaint is against (coach or assistant coach) and put the complaint in writing within 30 university working days of experiencing the disputed conduct. Copies of complaint shall be sent to the appropriate vice president, and the affirmative action officer, if appropriate. The coach shall, within ten days of the complaint receipt, investigate the matter and advise the student in writing as to findings and decision. Copies shall be sent to the appropriate vice president, and the affirmative action officer, if appropriate.
2. Should the matter not be resolved in step one (1), the student shall speak to the Director of Athletics regarding the complaint and put the complaint in writing. The student must follow this procedure within ten days of receiving the coach’s written response. Copies shall be sent to the

appropriate vice president, and the affirmative action officer, if appropriate. The director of athletics shall, within ten days after receiving the written complaint, investigate the matter and advise all parties involved in writing as to the findings and decision. The investigation may include interviews of athletes, coaches, and other members of the team.

3. Should the matter not be resolved in step two (2), the student shall submit a written request to the faculty athletics committee for a hearing. The request must be made within five days of receiving the director of athletics' written response. The faculty athletics committee shall conduct a hearing as may be necessary to review the records at prior levels within ten days of the receipt of the written complaint. The faculty athletics committee will send a written recommendation to the appropriate vice president, and the affirmative action officer, if appropriate, regarding the disposition of the student complaint, within ten days of the hearing. The decision of the appropriate vice president will be considered the final action of this student-athlete complaint process. Copies of the decision will be sent to all parties involved.

STUDENT-ATHLETE ADVISORY COMMITTEE

The Western New Mexico University Student-Athlete Advisory Committee's (SAAC) role on campus, as stated by the NCAA, is "to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare and fostering a positive student-athlete image."

The Mustangs' Student-Athlete Advisory Committee takes this mission statement to heart and interacts with the WNMU administration and university community to benefit both the athletes and local citizenry. Community service projects have been a past activity of WNMU's SAAC organization, and certainly others will be performed in the future.

TRYOUTS

A member institution may conduct a tryout of a prospective student-athlete only on its campus or at a site at which it normally conducts practice or competition and only under the following conditions:

- No more than one tryout per prospective student-athlete per institution per sport shall be permitted.
- The tryout may be conducted only for high school seniors who are enrolled in a term other than the term(s) in which the prospective student-athlete's high school's traditional season in the sport occurs or who have completed high school eligibility in the sport; for a two-year college student, after the conclusion of the sport season or anytime, provided the student has exhausted his or her two-year college eligibility in the sport; and for a four-year college student, after the conclusion of the sport season, provided written permission to contact the prospective student-athlete has been obtained;
- Prior to participation in a tryout, a prospective student-athlete is required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation must be administered within six months prior to participation in the tryout. The medical examination or evaluation may be conducted by an institution's regular team physician or other designated physician as a part of the tryout;
- The tryout may include tests to evaluate the prospective student-athlete's strength, speed, agility and sport skills. Except in the sports of football, ice hockey, lacrosse and wrestling, the

tryout may include competition. In the sport of football, the prospective student-athletes shall not wear helmets or pads.

- Competition against the member institution's team is permissible, provided such competition occurs during the academic year and is considered a countable athletically related activity per Bylaw 17.02.1.1;
- The time of the tryout activities (other than the physical examination) shall be limited to the length of the institution's normal practice period in the sport but in no event shall it be longer than two hours; and
- The institution may provide equipment and clothing on an issuance-and-retrieval basis to a prospective student-athlete during the period of the tryout.

A prospective student-athlete visiting a member institution may participate in physical workouts or other recreational activities during a visit to an institution's campus, provided such activities:

- Are not organized or observed by members of the athletics department coaching staff; and
- Are not designed to test the athletics abilities of the prospective student-athlete.

Participation by a prospective student-athlete in "open" events conducted by or held on the campus of a member institution shall not be considered tryouts. Competition shall be considered "open" if the competitive event itself is not classified by age group or level of educational institution represented, and the selection of participants is not limited except by number, by geographical area or on the basis of some objective standard of performance.

The use of a member institution's facilities for a high school all-star game or other physical activities by a group that includes prospective student-athletes shall not be considered a tryout, provided the institution's athletics department staff members or representatives of its athletics interests are not involved in the conduct, promotion or administration of the activity (other than activities incidental to supervising the use of the facilities) and are subject to all applicable NCAA recruiting legislation.

PREGAME MEALS

Sports that need to make arrangements for special meal times should do so with the Director of Food Services. Only student-athletes who are on the current meal plan will be fed unless the head coach makes other arrangements for payment. The Department of Athletics will not pay for pre-game meals for students not on the meal plan; this was the student's choice. Any meals that need to be paid for will be done so with a purchase order and with funds available in each sport's agency account.

Please make sure two weeks' time is given to food services so they can make the necessary arrangements with their staff.

TRAVEL MEALS

Meals for student-athletes are limited to \$25.00 per day, and in most cases, these limits are higher than the budget flexibility available in each budget. Exceptions must be approved in advance by the director of athletics or the senior woman administrator. Money not spent on a given day may not be transferred over to another day or contest.

Coaches are responsible for ensuring that student-athletes receive properly balanced meals within the budgets available for each sport. If proper meals cannot be provided, the number of contests should be reduced. Money is not to be distributed directly to student-athletes for meals unless multiple restaurants are available in a given area. Cash Advance forms for this circumstance must be filled out correctly or actual receipts must be turned in.

HOUSING

Student-athletes are subject to the same University housing regulations as their fellow students. Coaches should coordinate all housing issues through the Vice President of Student Affairs.

PRE- AND POST-SEASON HOUSING

Coaches will make arrangements for required pre- and post-season housing and meals when student-athletes are required to participate in practices and competitions that occur outside of the generally offered University housing and dining services dates for the student body.

CAMPUS BREAK HOUSING

Student-athletes required to stay on campus during a break period for practice and competition should go through the assistant vice president of student affairs. Meal arrangements should be made by coaches.

COMPLIMENTARY PASS POLICY

It is WNMU athletic practice to allow each student-athlete to leave **five** complimentary passes for guests at home contests in their prospective sport. These passes will be left at the ticket window and will be signed for by the appropriate guest.

Student-athletes are not allowed to pick up the tickets. All lists need to be given back to the Athletic Assistant no later than the day before the contest. Any name added to the list after this time will need to get prior approval from director of athletics, assistant athletic director, or senior woman administrator.

RELEASE OF RESPONSIBILITY

A student-athlete may be released during an away event to a spouse, parent, or legal guardian by signing a release form. The form may be signed on the road, and must be returned and signed by the Director of Athletics upon return.

HOTEL ACCOMMODATIONS

The minimum number of student-athlete occupants per room shall be no less than three student-athletes. Exceptions must be approved **in advance** by the director of athletics or senior woman administrator. All athletes must stay with the team on overnight trips. If parents want to stay at the same hotel as the team, the department will be happy to provide parents with the information so that they can reserve accommodations there. However, athletes are still required to stay with the team and

participate in any outside activities designed for them. At no time is it acceptable for a head coach or assistant coach to share a room with student-athletes. Co-ed rooms for student-athletes and coaches are also **NOT acceptable**.

EQUIPMENT POLICY

All student-athletes who meet all of the eligibility requirements for practice and/or competition will be issued equipment, practice clothes, travel suits, and game uniforms as necessary by the respective coaching staff. Any student-athlete signing for this equipment is responsible to keep it safe and secure. Any lost or damaged uniforms or equipment must be paid for by the student-athlete. If a student-athlete leaves the team prior to the conclusion of the season, all uniforms and equipment must be returned immediately to the coaching staff. Any student-athlete failing to return their equipment, practice clothes, travel suits, and game uniforms immediately will be encumbered so they cannot add or drop course, receive grades, graduate, or do any other administrative actions on campus. If at the end of the season a student-athlete fails to return their equipment, practice clothes, travel suits, and game uniforms not approved by the coaching staff within a given time, charges and holds to their accounts will also occur. Student-athletes are only permitted to keep equipment, practice clothes, travel suits, and game uniforms if purchased from the agency account or personally. All equipment, practice clothes, travel suits, and game uniforms purchased from the equipment budget must be returned at the conclusion of each season unless specified and approved by the Head Coach and Director of Athletics. Exceptions must be approved in advance by the Director of Athletics or the Senior Woman Administrator.

PRACTICE TIMES

Student-athletes are prohibited from using practice times as an excuse for scheduling classes. Every effort will be made to not schedule students in classes after 3:15 and before 6:30. However, because of certain classes this may be unavoidable. Coaches shall not forbid student-athletes from scheduling classes at any time only suggest trying to keep open the above-mentioned hours. Practices must be worked around student-athletes' classes not vice versa. Sometimes creative practice times will be required to maximize student-athlete involvement. Please keep in mind the Sport Medicine staff is limited as well and that having one at every practice if early in the morning or late at night may not be possible.

Practice verification forms are due at the end of each month along with recruiting logs and attendance reports.

Summer workouts are voluntary and can only be supervised by the person in charge of strength and conditioning. No other coaches are allowed to supervise and no sport-related activities are allowed.

Student-Athlete Pregnancy Policy

The WNMU Department of Athletics wants to protect all student-athletes including the pregnant student-athlete. This policy helps aid the student-athlete in making the best decisions regarding her

pregnancy and her future as a collegiate athlete. Although all medical financial costs involving the pregnancy are the student-athlete's responsibility, the Department of Athletics would like to provide protection and assistance in allowing the student-athlete to continue her athletic career. Pregnancy is a situation in which emotional and information support are needed. It is the intention of this department to protect the pregnant student-athlete's scholarship and encourage the student-athlete to seek guidance in her decision-making process.

After learning about a pregnancy, we encourage the student-athlete to tell her coach and the athletic trainers about the pregnancy. The student-athlete will also be encouraged to tell others who are important and will support them. The student-athlete may participate within her sport if she has medical clearance from her OB/GYN. The NCAA Sports Medicine Handbook has many guidelines for a pregnant student-athlete involving safety and protection cautions for her and her unborn child that must be followed. If the student-athlete does not voluntarily withdraw from her sport, then her scholarship will remain in place for the rest of the granting year. A decision making team will be made available to the student-athlete if she wishes to continue training and competing. This team consists of the student-athlete, her coach, athletic trainer, senior woman administrator/director of athletics, and the student-athlete's health care professional. This decision-making team will monitor both the student-athlete's health and academic progress throughout the pregnancy. They will provide assistance and support facilitating an application for a sixth year of eligibility and academic progress, as well as offer advice on any decisions associated to the student-athlete's situation. The student-athlete will play an active role for her team and the Department of Athletics throughout her pregnancy in continuing her scholarship.

Sexual Harassment

WNMU student-athletes must comply with federal and state sexual harassment laws and the University's sexual harassment policy. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment;
 - Submission to or rejection of any such conduct by an individual is used as a basis for educational or employment decisions; or
 - Such conduct has the result of unreasonably interfering with an individual's educational or work performance, or creating an intimidating or offensive educational or working environment.
- Every member of the University community, including student-athletes, is prohibited from:
- Engaging in sexual harassment;
 - Retaliating in any manner against any individual who complains about sexual harassment or who participates in any procedure to investigate or redress a complaint of sexual harassment; and
 - Making an intentionally false allegation of sexual harassment through University channels or knowingly providing false information to or intentionally misleading University officials who are investigating a complaint of alleged sexual harassment.

Any member of the University community who engages in one of these prohibited acts against any other member of the University community shall be subject to disciplinary action and appropriate sanctions, up to and including discharge for employees and suspension for students.

Sexual Assault

Rape or sexual assault is commonly perceived as a violent and forceful act perpetrated by a stranger. In fact, rape by an acquaintance, known as date rape, is far more common and usually involves the use of alcohol. Typically in date rape or acquaintance rape the two parties are familiar with one another and perhaps even friends. The situation may begin with a date or merely informal socializing at a party, alcohol is consumed and an assorted set of signals sent and received between two individuals, real or perceived. The end result is a sexual encounter that may have been preceded by a series of consensual activities, at least in the mind of one of the partners. However, date rape should never be considered a misunderstanding or a communication problem. “No” means “no” at any time.

Student-athletes are expected to behave in a manner where the rights of others are respected. Inappropriate sexual behavior, including verbal harassment, may result in sanctions by the University, Department of Athletics and civil authorities.

Initial Team Meeting Requirement

Each fall an eligibility team meeting is held specifically for each team. At this meeting, student-athletes complete and sign eligibility forms and the NCAA Student-Athlete and Drug Testing Statements. At this time, rules and procedures are explained and eligibility questions are answered. Student-athletes cannot be certified to participate in intercollegiate athletics unless signed and completed NCAA/LSC eligibility forms and statements are submitted. Each head coach is notified if the eligibility status of any of his/her student-athletes changes or is in jeopardy of changing. Student-athletes with eligibility questions should contact the compliance coordinator.

PRACTICE AND COMPETITION

Institutional Limitations:

A member institution shall limit its organized practice activities, the length of its playing season and the number of its regular-season contests and/or dates of competition in all sports, as well as the extent of its participation in non-collegiate sponsored athletics activities, to minimize interference with the academic programs of its student-athletes (17.01.1).

Countable Athletically Related Activities:

Countable athletically related activities include any required activity with an athletic purpose, involving student-athletes and at the direction of, or supervised by, any member or members of an institution’s coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g. academic meetings, compliance meetings) shall not be considered as countable athletically related activities (17.02.1).

Daily and Weekly Hour Limitations – Playing Season:

A student-athlete's participation in countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week (17.1.6.1).

Daily and Weekly Hour Limitation – Outside Playing Season:

Outside of the playing season during the academic year, only a student-athlete's participation in weight-training, conditioning, individual skill instruction and, in football, review of game film shall be permitted. A student-athlete's participation in such activities shall be limited to a maximum of eight hours per week, of which not more than **four** hours per week may be spent on individual skill workouts set forth in countable athletically related activities outside the playing season during any institutional vacation period (e.g. summer, academic year) (17.1.6.3).

Countable vs. Non-Countable Activities

What are the daily and weekly time limitations on countable athletically-related activities?

In-Season	Out-of-Season (during the academic year)
Four (4) hours per day	Two (2) hours per day
20 hours per week	Eight (8) hours per week
At least ONE DAY OFF each week (Exceptions: During preseason practice before the first contest or first day of classes and during vacation periods.)	Four (4) hours per week of either individual work (number of people vary per sport) or team activities
	At least TWO DAYS OFF each week

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- During an institution's official vacation (e.g., Thanksgiving, spring break), as listed in the institution's official calendar, and during the academic year between terms when classes are not in session (winter break).

Countable Athletically-Related Activities*	Non-Countable Athletically-Related Activities*
Practices (not more than four hours per day)	Compliance meetings
Athletics meetings initiated by a coach or required by a coach (e.g. end of season individual meetings).	Meetings with a coach initiated by the student-athlete
Competition (and associated activities), regardless of their length, count as three hours. However, no countable athletically-related may occur after the competition.	Drug/Alcohol educational meetings, Academic meetings (with coach or advisor), Compliance meetings, Sports Psychology or CHAMPS/ Life Skills meetings.
On-court or on-field activities called by any member of the team and confined primarily to members of that team.	Voluntary weight training no conducted by a coach or staff member.

Required weight-training and conditioning activities.	Voluntary sport-related activities (e.g. initiated by student-athlete, no attendance taken, no coach present).
Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.	Recruiting activities (e.g. student host)
Discussion or review of game films.	Training table meals.

There may be additional rules that are applicable only to certain sports. Also, conferences and institutions may adopt more restrictive rules. Please feel free to contact the Compliance Office via email at Chelsea.Smith@wnmu.edu or via telephone at (575) 538-6543 if you have questions or would like additional information.

What is the difference between in-season and out-of-season?

In-Season (20 Hours)

- Time between the team's first officially recognized practice session and the last practice session or competition, whichever occurs later.
- Sports other than football and basketball may have their seasons separated into two distinct segments: non-championship and championship segment.
- During the in-season period (i.e., championship and non-championship segments), a student-athlete may participate in a maximum of 20 hours per week of countable athletically-related activities.

Out-of-Season (Eight (8) Hours)

- The remaining days during the academic year not included in the in-season period.
- A student-athlete may participate in a maximum of eight hours per week of countable athletically-related activities.

Outside the playing season (during the academic year), student-athletes are limited to not more than eight (8) hours per week of certain countable athletically-related activities. Those activities are shown below:

Permissible Countable Athletically-Related Activities During the Out-of-Season Period	Non-Permissible Activities During the Out-of-Season Period
Required weight training and conditioning activities supervised by an athletics department staff member.	Conditioning drills that may simulate game activities are permissible, provided no offensive or defensive alignments are set up and no equipment related to the sport is used.
In sports other than football, more than four (4) student-athletes from the team may be involved in skill-related instruction with their coaches from September 15 through April 15. Prior to September 15 and after April 15, no more than four (4) student-athletes from the same team may be involved in skill-related instruction with	An institution cannot use equipment related to the sport when conducting conditioning activities outside the playing season. Blocking sled are football-related equipment and cannot be used for out-of-season conditioning drills. After further review of different types of conditioning equipment, the membership services staff agreed

their coach(es) at any one time in any facility. *8/2 hour rule above still applies	that each institution is in the best position to determine if an apparatus being used for conditioning drills is related to the particular sport in question. However, it remains impermissible to use equipment clearly related to sport (e.g. blocking sled in football) even if the apparatus is not used during the conditioning drills to teach technique.
In sports other than football, within the eight (8) hour allotment, no more than six hours may consist of strength and conditioning and no more than two hours may consist of individual skill instruction. In football, participation is up to two (2) hours per week of watching and reviewing films.	Required participation in any countable athletically-related activities during any institutional vacation period (e.g. winter break, summer break) that occur outside the declared playing and practice season (i.e. in-season).
Participation in a physical fitness class conducted by a member of the athletics department staff.	Any other countable athletically-related activity that may have been permissible during the in-season period.
Any voluntary athletically-related activity in which the student-athlete chooses to participate (*does not count in the eight hours) (e.g. initiated, by the student-athlete, no attendance taken, and no coach present).	

NOTE: Student-athletes may be involved in any non-countable athletically-related activity during the off-season period (e.g., workouts using the safety exception, voluntary workouts, other non-countable activities permitted during the in-season period).

What is a "voluntary" activity?

To be considered a "voluntary" activity, all of the following must be met:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, athletic trainer, manager) any information related to the activity. In addition, non-coaching athletics department staff members who observe the activity (e.g., strength coach, athletic trainer, manager) may not report back to the student-athlete's coach any information related to the activity. [NOTE: Coaches may not observe voluntary activities. However, coaching staff members must be present during permissible skill-related instruction requested by the student-athlete.]
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff members may require the student-athlete to participate in the activity at any time. However, it is permissible for an athletics department staff member to provide information to student-athletes related to available opportunities for participating in voluntary activities (e.g. times when the strength and conditioning coach will be on duty in the weight room or on the track). In addition, for students who have initiated a request to engage in voluntary activities, the institution or an athletics department staff

member may assign specific times for student-athletes to use institutional facilities for such purposes and inform the student-athletes of the time in advance;

- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

NCAA GAMBLING POLICY

10.3 Sports Wagering Activities

The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur, or professional athletics competition:

1. Staff members of an institution's athletic department
2. Non-athletics department staff members who have responsibilities within or over the athletics department (e.g. chancellor or president, faculty athletics representative, individual to whom athletics reports).
3. Staff members of a conference office
4. Student-athletes

AGENTS

It is essential that student-athletes know the NCAA rules regarding their involvement with professional sports agents. An infraction of the rules concerning agents could have severe negative consequences for the school and the student-athlete. NCAA rules, in part, forbid a student-athlete from:

- Negotiating or signing a playing contract in any sport in which the student-athlete intends to compete.
- Asking to be placed on a professional league's draft list refer to NCAA Bylaw 12.2.4.2.
- Accepting expenses or gifts of any kind (including meals and transportation) from an agent.
- Receiving preferential benefits or treatment (i.e. loans with a deferred payback plan) because of reputation, skill or payback potential as a professional athlete.
- Retaining professional services for personal reasons at less than the normal charge from a representative of his/her school's athletic interests.
- Agreeing, either orally or in writing, to be represented by an agent or organization until after completion of the last intercollegiate contest.

BENEFITS

Eligibility Effect of Violation:

A student-athlete shall not receive any extra benefits. 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 for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation, the individual is ineligible in all sports (16.01.1).

Award:

An award is an item given in recognition of athletics participation or performance. Such awards are subject to the limitations set for in bylaw 16.1(16.02.1).

Excessive Expense:

An excessive expense is one not specifically authorized under regulations of the Association concerning awards, benefits and expenses (16.02.2).

Extra Benefits:

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletic interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students, their relative or friends or to a particular segment of the student body (e.g. foreign students, minority students) determined on a basis unrelated to athletics ability (16.02.3).

Pay:

Pay is the receipt of funds, awards or benefits not permitted by governing legislation of the Association for participation in athletics (16.03.4).

SOCIAL MEDIA GUIDELINES

Playing and competing for Western New Mexico University is a privilege. Student-athletes at WNMU are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray you team, your university and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you but benefit the whole team.

Per the Western New Mexico University Institutional Policy: "Any acts or omissions which affect adversely the University's public image, its educational function, disrupt community living on campus, interfere with the rights of others to the pursuit of their education, or affect adversely the processes of the University.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following

Photos, videos, comments, or posts that are sexual in nature, condone drug-related activities, tobacco or alcohol use.

Photos, videos, comments or posts that are unsportsmanlike, derogatory, demeaning, or threatening toward an individual or entity (example: students, our university, our community, other universities, etc.)

Any information that is sensitive or personal in nature, which is not public information (example: student-athlete injuries, eligibility, disciplinary actions, etc.)

Realize potential employers, graduate school program administrators and others outside of your peer group may view your profile, and what you post may have an effect on your future employment or professional reputation.

Failure to comply with any of the above policies could result in disciplinary action from your head coach or athletic director.

ALCOHOL POLICY

The New Mexico drinking age is 21 for regulated alcoholic beverages. As a member of the Western New Mexico Athletic Department, anyone under the age of 21 is expected to comply with this law, as well as the policies set by individual programs and coaches. Whether you are under or over the age of 21 you are expected to abide by the policies set by your head coach. Furthermore, no athletic department member may sponsor an off-campus social event in which alcohol is knowingly served or provided to anyone under the age of 21.

Tobacco Use Policy

No players or coaches may use any form of tobacco products during practices or competitions. The use of tobacco products in any capacity violating this policy may result in suspension or dismissal.

Drug Policy

The use of any mind- or mood-altering controlled substances that may affect athletic performance is prohibited. The use of drugs or narcotics not prescribed by a physician is prohibited and a violation of this policy will subject the student-athlete to appropriate disciplinary actions. If a physician prescribes a student-athlete medication, the head athletic trainer must be notified immediately. For more information on banned substances see the NCAA website at www.ncaa.org. There is also a link on the athletic training webpage.

NCAA Drug Testing

The NCAA may initiate random drug testing at WNMU at any time and will notify the WNMU Head Athletic Trainer within 48 hours of a scheduled test. The head athletic trainer will serve as the site coordinator for all NCAA year-round testing completed on the WNMU campus. The NCAA is responsible for all aspects of their drug testing in coordination with Drug Free Sport. In the event of a positive test for NCAA testing, the Director of Athletics will be notified by officials of the NCAA.

The NCAA may initiate random drug testing at any NCAA Championship event in any sport during a championship tournament, including regional play.

According to the NCAA “a student-athlete who is found to have utilized a substance on the list of banned drugs (2010-2011 NCAA Banned Drug-Class List www.ncaa.org, and as updated annually), as set

forth in 31.2.3.1, shall be declared ineligible for further participation in post-season and regular-season competition in accordance with the ineligibility provisions in 18.4.1.5.1” Bylaw 31.2.3 provides for penalties for repeat positive tests and further states that the student-athlete will remain ineligible until a negative test is produced.

The NCAA bans the following classes of drugs:

- Stimulants
- Anabolic Agents
- Alcohol and Beta Blockers (banned for rifle only)
- Diuretics and other masking agents
- Street Drugs
- Peptide Hormones and Analogues
- Anti-estrogens
- Beta-2 Agonists

Note: Any substance chemically related to these classes is also banned.

WNMU Drug Testing Policy

WNMU Athletics Institutional Drug Testing Policy

WNMU Student-Athletes may be tested because of reasonable suspicion of drug use/abuse or randomly throughout the academic year. Drug testing could include, but are not limited to alcohol, amphetamines, methamphetamines, cocaine, opiates, marijuana, and benzodiazepines.

The following sanctions are merely offered as guidelines and may be altered by the Director of Athletics or his/her designee(s).

First positive:

- Counseling session with Substance Abuse Screening Inventory at HMS
- Student-athlete will pay for testing costs (up to \$100)
- Educational modules to be completed
- Will have subsequent testing performed as deem necessary

Second positive:

- Could result in forfeit of up to 50% of competitive season (practices and competitions)
- Could result in forfeit of up to 50% of scholarship
- Counseling treatment/educational sessions
- Community service

Third positive:

- Dismissal from WNMU Athletics
- Scholarship forfeiture

Student-athletes are free to decline or refuse to consent to WNMU’s drug testing policy; however, the student-athlete will not be permitted to participate in any intercollegiate activity at WNMU. Any student-athlete who refuses to test for any substance has made the decision to not participate in WNMU athletics and will not receive athletic scholarship.

Fifth year student-athletes (including those whose eligibility has exhausted or are medically unable to compete) receiving any form of athletic scholarship must also comply.

Drug Testing Procedure: Student-athletes will be randomly selected to be tested at any point during the academic school year. Notification of selection for testing may be unannounced to the student-athlete, except at the precise time of notification of selection for testing. In most cases, notification will be given to the student-athlete the day prior to the test in person or by phone. The notification will include the student-athlete's name, time, date and designated area of the test and instructions for testing. A record of the exact date and time of notification will be signed by the student-athlete and by the person giving the notification by phone or in person and will be kept on file. Student-athletes may also be singled out for testing if the director of athletics, assistant athletic director, senior woman administrator, athletic trainer, coach, or team physician(s) feels at any time a student-athlete presents a dangerous situation, not only to themselves but their teammates as well.

Student-athletes will be tested using an iCup Drug Screen.

Institutional drug testing may test for substances not listed on the NCAA Banned Drug List and at different cut-off levels. Many dietary supplements contain banned substances and may lead to a positive drug test. A positive test means that the drug is present in the sample at a detectable level.

This procedure will take place in an athletic training room or adjacent facility on the campus of WNMU using the instructions of the product. If a positive test is indicated and the student-athlete wishes to dispute the positive test, then a second set of instructions of the product will be followed and the specimen will be shipped to a laboratory for confirmation. If a negative test results, then no further action is warranted currently. If the test is negative, WNMU will cover the cost of testing. If the test is positive, the student-athlete will cover the testing cost and comply with the consequences.

If an invalid test occurs, then that test is said to be null and void, and a new test will be conducted. Before any test is conducted, the student-athlete will confirm identification with a photo ID with the on-site collector and have completed and signed the Onsite Drug Testing Results form.

Special testing circumstances:

- Late arrival, unable to provide a specimen, or a diluted sample: The student-athlete will be held at the location until a proper specimen is obtained
- Failure to appear: Results as a positive test result
- Manipulated/Adulterated Specimen: Considered a positive test

Positive Testing: Any positive test result will count toward the total number of positive results in the entire athletic career of the student-athlete while attending WNMU. Additionally, any student-athlete who has tested positive for a banned or illegal substance may be subject to a follow-up test at any time for the remainder of his/her athletic career.

Student Appeal

Prior to implementation of any suspension period, the AD or his designee will notify the student-athlete of his/her suspension. The student-athlete will have the opportunity to discuss the matter with the athletic director or their designee. At that time, the student-athlete can present evidence of any rebuttal or mitigating circumstances which he/she feels important.

If the student-athlete is dissatisfied with the decision of the athletic department, he/she will have the opportunity to make a written request for a hearing to the WNMU grievance committee. Grievance must be filed in writing within 10 working days. If this committee rules in favor of the student-athlete, all

records of the challenged test shall be destroyed and no further action against the student-athlete shall occur for this specific test.

Steroids

An initial positive test will immediately eliminate the student-athlete from intercollegiate athletics for the period of one year as per NCAA guidelines. Following the one year suspension period, the student-athlete will be tested again for steroids, if the student-athlete plans to return to WNMU intercollegiate athletics. If the new test is negative, the student-athlete may return to WNMU intercollegiate athletics. However, if the new test is positive, the student-athlete will be terminated from further participation in intercollegiate athletics at WNMU.

Dietary Supplement

The WNMU athletic training staff discourages the use of over-the-counter dietary supplements. The US Food and Drug Administration does not strictly regulate the supplement industry, therefore the purity and safety of dietary supplements are not guaranteed. Impure substances can lead to a positive drug test. The National Center for Drug Free Sport, Inc. hosts the Resource Exchange Center (REC), which provides information on banned substances and dietary supplement information. The Division II password is ncaa2.

Tobacco Use:

The NCAA states that the use of tobacco products is prohibited by all game personnel (i.e. coaches, student-athletes, athletic trainers, managers, and game officials) in all sports during practice and competition. Accordingly, the policy of the Department of Athletics, applicable to all student-athletes and staff members in all intercollegiate athletics is as follows:

* Any use of tobacco products by staff members or student-athletes during practice or competition is prohibited in the Department of Athletics at WNMU. Any violation of this policy shall result in the following action:

1. The first violation of this policy shall result in a written warning of the offender and a one-contest suspension of the staff member or student-athlete.
2. The second violation of this policy shall result in a three-contest suspension of the staff member or student-athlete.
3. The third violation of this policy shall result in permanent dismissal of the staff member or student-athlete and permanent non-renewal of financial aid for the student-athlete at the conclusion of the academic year during which the dismissal takes place.

Prior to any such action being taken, the staff member or student-athlete will be notified by the director of athletics of the proposed action to be taken and the reasons for it. No sooner than three days and no later than seven days afterward, the staff member or student-athlete shall be given the opportunity to meet with the director of athletics and a designee of their choice to discuss and answer the allegations made. This meeting shall be informal and participation in this meeting shall be limited to the persons identified above. The director of athletics, whose decision in this matter shall be final, shall decide on what action, if any, to take as soon as possible after the meeting.

HAZING

The University supports the anti-hazing laws of New Mexico. All forms of hazing are prohibited. Hazing is any activity expected of someone on a team (or group) that humiliates, degrades, abuses, or endangers, regardless of the person's willingness to participate. Disciplinary action for any form of hazing will be determined by the University, head coach, sport administrator, and/or Director of Athletics.

Examples of hazing include, but are not limited to:

- Forced consumption of alcohol or other substances,
- Sleep deprivation,
- Use of alcohol in drinking games or contests,

- Paddling,
- Forced tattooing or branding,
- Creation of excessive fatigue,
- Severe shocks or humiliation (as defined by a reasonable person under all circumstances),
- Compulsory servitude, and
- Theft or misuse of property belonging to others.

For more visit the link below provided by the NCAA:

- <https://www.ncaa.org/sports/2016/9/26/addressing-student-athlete-hazing.aspx>

FINANCIAL AID

The following policies exist to confirm or assure compliance with institutional, LSC, NCAA, and state and federal government regulations regarding the provision of student financial aid. Changes to these policies must be reviewed by the athletics administration, the FAR, the compliance coordinator, and the Office of Financial Aid. Athletics grants-in-aid should be used to recruit quality student-athletes to the University.

Athletically-Related Aid for Regular Academic Terms: Athletically-related aid awarded to student-athletes shall be on the basis of athletic talent and a realistic expectation of graduation from WNMU. All institutional athletics aid shall be awarded by the Office of Financial Aid and as recommended by the athletics administration and head coach. Scholarship renewals must be in the student-athletes hands by June 15th to ensure the Office of Financial Aid can issue award letters by July 1st.

Athletics aid, in accordance with NCAA regulations, shall be awarded for a period of no more than one academic year. An offer of athletics aid must be for the entire academic year when accompanied by the National Letter of Intent (NLI). Offers of athletics-related financial aid not involving the NLI will utilize the WNMU financial aid agreement. Athletics aid must be offered for a period of one regular academic year except in the instance of a student-athlete enrolling midyear, graduating midyear or if the one-time exception is used. Athletics-related aid is provided to student-athletes to fulfill the requirements of a baccalaureate degree to be completed within eight semesters and approved summer school. Student-athletes who have not exhausted their athletics eligibility in four years may receive athletically-related aid in their ninth and/or tenth semesters with the approval of the director of athletics and head coach.

Any changes to their status from one year to the next must be in writing and the student-athlete given a chance to an appeal process. When a student-athlete quits the program, a voluntary withdrawal

statement should be signed to protect the program from having to scholarship student-athletes when they are not in the program.

Financial aid awarded to student-athletes based on academic performance or other non-athletics-based criterion must be approved by the Office of Financial Aid in accordance with institutional, LSC, and NCAA regulations. Receipt of funds not awarded or disbursed through the institution shall be reported by the student-athlete and reviewed by athletics administration for conformity with LSC and NCAA regulations. This information will be provided to the Office of Financial Aid for inclusion in the student-athlete's official University records.

Board Plans: Board plans must conform to the current dining plan options. Any change to a board plan may result in a reduction in the athletics-related aid awarded to the student-athlete for board expenses.
Discontinued Sports: In the event a sport is discontinued, WNMU athletics shall make recommendations to the vice president of business affairs regarding continued athletics aid for those student-athletes with remaining eligibility.

Athletics Aid to Ineligible Student-Athletes: A head coach may choose to recommend continuing to provide athletics aid to a student-athlete during a period of ineligibility in accordance with relevant LSC and NCAA regulations. Athletics administration will review and act upon these recommendations.

Scholarship Increase: A recommendation for increasing athletics aid is only permitted prior to the beginning of the period of the award. Once the period of the award begins, institutional aid may only be increased if the institution can demonstrate that such an increase is unrelated in any manner to an athletics reason. To be eligible for an increase in athletics-related aid, student-athletes must meet the following requirements:

- Conducted him/herself in accordance with Department of Athletics, University, LSC, and NCAA rules and regulations,
- Significantly contributed to the team's success (i.e., must have started and/or earned considerable playing time in the traditional/championship season), and
- Be academically eligible to compete and be in good standing with the University. The director of athletics must review, in advance, any written communication regarding scholarship increases to prospective student-athletes.

Scholarship Reduction or Cancellation: Student-athletes who are not fulfilling their academic and/or athletic obligations must be properly warned and provided an opportunity to properly meet those obligations. Student-athletes who do not fulfill the obligations of any applicable rules and regulations may be removed from the team and be recommended for a reduction or non-renewal of their athletics-related aid. If a recommendation is submitted to reduce or cancel the athletics aid of a student-athlete, he/she shall have the opportunity to appeal the decision as required by NCAA regulations. The appeal shall be made to the Financial Aid Committee. Athletics aid cannot be reduced, canceled, or increased during the period of the award for any of the following reasons:

- On the basis of athletic ability,
- Injury preventing participation, or
- Any other athletically-related reason.

However, institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award if the recipient:

- Renders himself or herself ineligible for intercollegiate competition;
- Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
- Engages in serious misconduct warranting substantial disciplinary penalty; or
- Voluntarily withdraws from a sport at any time for personal reasons.

Athletically Related Aid for Summer School: Financial aid for summer school is obtained through a written request to the director of athletics during the spring semester. The number of student-athletes who will receive summer school aid is based on the amount of money available. Decisions will be made based on the individual needs of each student-athlete and whether the student-athlete was academically responsible the previous academic year and summer session(s) if applicable (i.e., attended classes and turned in assigned class work). Athletics aid for summer school must be awarded in accordance with all University and NCAA rules. Athletics aid for summer school may be granted to those student-athletes who require the following:

- Additional course work to expedite graduation as certified by academic advisors and athletics administration,
- Additional course work to maintain athletics eligibility as certified by the Registrar and athletics administration, or
- Aid may be disbursed to other applicants who do not meet the above criteria if funds are available.

Athletics aid for summer school shall not be utilized to fund more than one curriculum option or more than one major. Additionally, such aid shall only be available for commencement of or continuation of graduate-level coursework if approved by the director of athletics. Finally, athletics aid for summer school shall not exceed financial aid equivalencies awarded during the previous regular academic year.

Athletically Related Aid for Fifth-Year Post-Eligible Student-Athletes: Financial aid for a student-athlete's fifth year of full-time enrollment is obtained through a written request to the director of athletics during the spring semester. Decisions are made on availability of money and on an individual need basis. Athletics aid for fifth-year student-athletes must be awarded in accordance with all University and NCAA rules. Fifth-year athletics aid shall be granted according to the following guidelines:

- The student-athlete must have been academically eligible to compete if he/she would have had athletics eligibility remaining (students enrolled in an identified five-year program will be handled on a case-by case basis);
- To assist WNMU in achieving a graduation rate that at least matches the national average for Division II student-athletes or other appropriate comparison groups: or
- Additional criteria may be utilized provided they follow NCAA and LSC regulations.

Athletics aid for a fifth-year post-eligible student-athlete may be granted based on the recommendation of the appropriate head coach and approved by athletics administration. The student-athlete must have demonstrated satisfactory progress toward degree completion. Notification of the status of applications for this aid will be given no later than July 1 for the fall semester and prior to the end of the fall semester for the following spring term.

Fifth-year awards shall not exceed payment for tuition/fees, room, board and books. Aid for fifth-year student-athletes shall not be utilized to fund more than one curriculum option or more than one major. Additionally, such aid shall only be available for commencement of or continuation of graduate-level coursework if approved by the director of athletics.

Special Assistance Fund for Student-Athletes: The guiding principle of the fund is to meet the student-athletes' needs of an emergency or essential nature for which financial assistance otherwise is not available. The NCAA Special Assistance Fund for Student-Athletes (SAF) has been established from money provided by the NCAA and is administered by the LSC for its member institutions. A student-athlete must qualify for the fund on an annual basis.

For more information about this fund contact Victoria Stimac, Senior Woman Administrator.

Permissible Uses of the Fund

- Cost of clothing, travel from campus to home and other essential expenses (not entertainment).
- Cost of expendable academic course supplies (e.g., notebook and pens) and rental of nonexpendable supplies (e.g., computer equipment and cameras) that are required for all students enrolled in the course.
- Medical costs not covered by another insurance program (e.g., premiums for optional medical insurance, hearing aids, vision therapy and off-campus psychological counseling).
- Costs associated with student-athlete or family emergencies.

Restrictions on the Use of the Fund

- Financing any portion of an institutional grant-in-aid that could have been awarded to the student-athlete.
- Entertainment expenses for student-athletes.
- The purchase of disability, illness or injury insurance to protect against the loss of potential future professional sports earnings.
- Administrative purposes.

Eligible Student-Athletes

- Pell-eligible student-athletes, including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
- Student-athletes who are receiving countable aid and who have demonstrated financial need, including student-athletes who have exhausted their athletics eligibility or no longer are able to participate because of medical reasons.
- Demonstrated financial need is defined as the cost of attendance minus expected family contribution prior to any athletics-related aid or other aid being awarded.
- Domestic student-athletes will have demonstrated financial need if they qualify for a Pell Grant or have demonstrated financial need determined annually by the institution's financial aid department using the federal methodology or the needs analysis methodology used to award institutional need-based funds to all students.
- Demonstrated financial need for foreign student-athletes must be determined and certified annually in writing by the official foreign student entity of the institution outside of the Department of Athletics.

Ineligible Student-Athletes

- Student-Athletes (domestic or foreign) who receive countable aid (i.e., aid that counts against team limits) and are not Pell-eligible and do not have demonstrated financial need
- Student-Athletes (domestic and foreign) who do not receive any countable aid (i.e., aid that counts against team limits) and are not Pell-eligible

- Non-qualifiers in their initial year of residence

Disclosure of Student-Athletes or Staff Change of Status

The Assistant Athletic Director of Media Relations has the responsibility to inform media, opponents and other important constituents (e.g., conference office) of significant developments in the status of student-athletes and staff. Disclosure of injuries affecting availability for competition or suspensions or dismissals due to violations of team, Department of Athletics, University or NCAA policy will be handled with the highest degree of sensitivity for the University, Department of Athletics, student-athlete and staff. Disclosure may be limited or prohibited in the case of legal or University disciplinary action. It is the intention of the Department of Athletics to establish a consistent delivery of disclosure necessary for the maintenance of appropriate relationships with media, opponents and other important constituents.

Any information given to the media regarding a student-athlete's injury outside of name, body part injured, and playing status will require an authorization obtained from the student-athlete in question via the sports medicine staff.

In the event of suspension from competition of a student-athlete or coach, or the dismissal from a team or the department of same, the Director of Athletics will inform the Assistant Athletic Director of Media Relations of the disciplinary action and resulting penalty. If deemed necessary by the Director of Athletics, a discussion between the involved parties will take place and afterward an acceptable disclosure statement will be issued by the assistant athletic director of media relations. Ordinarily, the statement will include the individual's name and sport and a brief description of the penalty (suspension/dismissal) with the appropriate and approved language related to the disciplinary action. This description may be as simple as "violation of department policy." No further comment is necessary, and coaches, student-athletes and staff will refrain from further comment to anyone. In the event of non-renewal of contract or resignation of a coach (or other staff member), specific procedures under the direction of the Director of Athletics will be in effect.

ATHLETIC TRAINING ROOM POLICIES AND PROCEDURES

All student-athletes are expected to familiarize themselves with all training room policies and procedures. The following policies are to be followed by all student-athletes:

1. No one is allowed in the training room without supervision.
2. Remove spikes or cleats before entering the training room.
3. Leave all athletic equipment outside the training room.
4. Please use appropriate language.
5. Avoid all self-treatment. All taping, wrapping, etc., will be done by the athletic training staff.
6. Do not use training room equipment or supplies without permission.
7. Do not remove equipment or supplies from the training room without permission. This includes tape.
8. Conduct yourself in a proper manner while being treated in the training room. You will be asked to leave if your behavior becomes disruptive or is offensive to others.
9. Help keep the training room clean at all times. Discard your trash and place used towels in the proper container.

10. Shower before routine post-practice or post-game treatments.
11. Student athletic trainers are acting on behalf of the certified athletic trainers. Please treat them with respect.
12. To facilitate treatment of all student-athletes, we ask you leave the training room once you have received treatment during times when the training room is crowded and busy.
13. No tobacco or alcohol products allowed in the training room.
14. No cell phones, MP3 players, or iPods allowed during rehabilitation exercises.
15. Please remove shoes before getting on the treatment tables.
16. Student-athletes must dress appropriately for all treatments provided (i.e. whirlpool).

WNMU Medical Policies

The policies of the Western New Mexico University (WNMU) athletic training program are designed to protect and assure the health and well-being of student-athletes. Please review the following policies carefully. If you have questions, please contact the athletic training office at (575) 538-6236.

WNMU Medical Policies

1. All injuries are to be reported by the student-athlete and/or coach to the certified athletic trainers as soon as possible after their occurrence.
2. It is the responsibility of the student-athlete to inform the certified athletic trainers of any injury, illness, or physical difficulty they are experiencing that may be interfering with their ability to practice or compete.
3. The certified athletic trainers will make all decisions as to how each reported injury will be handled: refer, treat, limit activity, etc. If no referral is made, the certified athletic trainers will decide if the student-athlete may practice or compete.
4. Arrangements have been established with medical providers in the area and any services provided outside of these providers need to have a referral from the WNMU Athletic Training Staff. The patient is responsible for all expenses incurred to outside providers if a referral is not first obtained. Written documentation from these providers is required before a student-athlete is allowed to return to participation.
5. All physician referrals will be made by the certified athletic trainers. They will refer to the appropriate physician and follow up with that physician and the student-athlete as to the student-athlete's progress. The decision to return to activity will be made by the certified athletic trainer based on the recommendation of the physician.
Second Opinions—If the athlete is not satisfied with his/her injury diagnosis or recovery progress, he/she should notify the supervising athletic trainer and request the consultation of another physician. The supervising athletic trainer will make the necessary arrangements and it will be covered by WNMU's secondary insurance. However, WNMU will not cover the expenses of other physicians, hospital bills, lab bills, x-rays, etc if the athlete is not referred by a member of the WNMU athletic training staff.
6. WNMU's team doctor will be the final authority as to whether a WNMU student-athlete can safely return to practice and/or competition, even if a student-athlete has sought another medical opinion.

7. If a student-athlete makes a physician appointment for an illness affecting their ability to participate in athletics, they should notify the athletic trainers who will then monitor the student-athlete's progress.

8. Student-athletes are required to report any changes in their health status to the certified athletic trainers that may occur during their participation in WNMU Athletics.

9. All student-athletes are required to have filled out the appropriate yearly physical paperwork before they are allowed to begin practicing or conditioning. There will be no exceptions. Physicals must be completed within six (6) months of the start date of your team's practices for all freshmen and transfer students.

10. All student-athletes are required to follow training room policies and procedures. Failure to do so may result in expulsion from the training room.

11. When a student-athlete has started a rehabilitation program, the student-athlete is required to follow through with that program until released by the certified athletic trainers.

12. To prevent medical problems associated with dehydration, all student-athletes will have unlimited access to water during practices and games.

13. The WNMU athletic training staff will be the first responders for all injuries and illnesses that occur during practices and/or competitions. Coaches and players will help facilitate the care of the injuries or ill student-athlete by staying clear of the area adjacent to the student-athlete and refraining from moving or handling the student-athlete. Coaches and players should not be involved in medical situations unless requested by and under the direction of the athletic training staff. In the absence of a certified athletic trainer, the coach in charge of the practice session will be the first responder.

14. The athletic training room operates on a first-come first-serve basis.

15. Injured players are expected to report to each practice session. There is no excuse for missing a meeting or practice unless it is an emergency just as there is no excuse for missing a treatment unless there is an emergency. Injuries requiring missed practice time must be excused by the head athletic trainer prior to meeting time.

16. Failure of an injured athlete to keep treatment appointments will be interpreted as his/her unwillingness to cooperate with little desire to return to athletic competition. The coach will be informed of an athlete who fails to keep scheduled appointments.

17. If you miss a doctor's appointment you will not participate in a team's sponsored event until cleared by a physician.

18. Report to all treatment's sessions and all doctor's appointments on time.

19. The athletic department will not be responsible for injuries or illnesses incurred when the student-athlete is not actively engaged in formal and official practice or intercollegiate contest. This includes injuries sustained during summer camps or summer training and conditioning. No financial charges can be made to the athletic department during the off-season for conditions that were not incurred as a direct result of participation in the athlete's organized sporting activity.

SICKLE CELL TRAIT TESTING

As of August 1, 2012, the NCAA mandates that all Division II student-athletes be sickle cell trait tested before they are permitted to practice, compete, take part in out-of-season training or try-out.

Student-athlete must show proof of medical documentation of being tested for sickle cell trait and the results of this test (results can be found at the hospital in which student-athlete was born). If student-athlete chooses not to be sickle cell trait tested, he/she must sign the sickle cell waiver declining the trait test yearly.