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DEAR STUDENT-ATHLETE

The University of West Alabama has an outstanding tradition of academic and athletic excellence. You should feel proud that scholastic achievement and athletic abilities have created a place for you here. The environment at the University of West Alabama will challenge you to reach your full potential as both a student and as an athlete.

Our common goal is to produce graduates of this fine institution while offering you the opportunity to reach the height of your athletic potential. The University of West Alabama Student-Athlete Handbook has been designed for use by staff members to aid in achieving that goal.

The UWA Student-Athlete Handbook is intended to answer the most commonly asked questions concerning your new surroundings and to help orient you to the athletic program of which you are now a member. It is important to read and follow the information in the handbook and if additional questions arise, please talk to your head coach immediately.

We are concerned about your overall welfare as a student-athlete during your years at the University of West Alabama and are also interested in your career after graduation. I am happy that you are here, and hope that you will take advantage of the resources available to you at this fine university.

Sincerely,

Dee Outlaw
Director of Athletics

INTERCOLLEGIATE ATHLETICS

Associations

The University of West Alabama is a full member of the National Collegiate Athletic Association (NCAA), Division II, The Gulf South Conference, and the National Intercollegiate Rodeo Association.

The University fields intercollegiate varsity teams for women in cross country, volleyball, basketball, softball and rodeo. The varsity sports for men are football, basketball, baseball, cross country, and rodeo.

PHILOSOPHY FOR INTERCOLLEGIATE ATHLETICS

One of the primary missions of The University of West Alabama is to provide an environment for educational excellence, which will offer students opportunities for academic achievement and personal growth. Considerable emphasis is given to individual students and the development of the abilities to learn on their own initiative so that they can better realize their personal aspirations now and in the future. The University seeks to develop responsible citizens and leaders who will be effective in their careers.

The University of West Alabama's Intercollegiate athletic programs operate under the National Collegiate Athletic Association, Division II. The University seeks to conduct all athletic competition in accordance with the principles of fair play and amateurism and in accordance with the Constitution and Bylaws of the NCAA and the Gulf South Conference. The University is committed to the student-athlete as a student first and athlete second. The University strives to help the student-athlete reach his/her academic goals and develop interest in the total development of the student-athlete and who exemplify good conduct and sportsmanship, possess a high degree of integrity, having outstanding technical knowledge, and are committed to the educational goals of the University.

The athletic programs are expected to contribute to the broader mission of the University and to fully support and reflect the educational goals of the institution. While the University is committed to the development of competitive, successful intercollegiate athletic programs, the integrity of the athletic programs are the academic progress and graduation rates of our student-athletes are more important indicators of success and achievement. The University is committed to recruiting and admitting academically qualified student-athletes who demonstrate the ability and desire to make satisfactory progress towards earning baccalaureate degrees.

ATHLETIC DEPARTMENT DIRECTORY

Athletic Administration

Athletic Director/Compliance	Dee Outlaw	Foust 5	3784
Athletic Department Office Manager/Secretary and Director of Athletic Tickets	Penny Dew	Foust 5	3784
Football Secretary	Seale Broughton	Homer FH	3483
Sr. Women's Administrator	Janet Montgomery	Foust 5	3630
NCAA Faculty Representative	Micky Smith	BG 212	3438

Sports Information

Director of Sports Information	Jason Hughes	Foust 5	3596
Assistant Sports Information Director	Mark Storz	Foust 5	3596

Head Coaches

Baseball	Gary Rundles.....	Tartt Field....	3870
Baseball Assistant	Neal Holliman	Tartt Field....	3802
Basketball (Men).....	Rick Reedy	Foust 5.....	3525
Basketball Assistant (Men)	Chris Coker	Foust 5.....	3524
Basketball (Women).....	Amanda Marks	Foust 5.....	3506
Basketball Assistant (Women).....	Betsy Harris.....	Pruitt 28B	3672
Cross County (M/W).....	Keli Jo Lenz	Foust 5.....	3485
Football.....	Sam McCorkle.....	Homer FH	3681
Football Assistant.....	Craig Hall	Homer FH	3402
Football Assistant.....	Tony Oglesby	Homer FH	3482
Football Assistant.....	Sam Graham.....	Homer FH	3481
Football Assistant.....	Kenneth Watson	Homer FH	3480
Softball	Janet Montgomery.....	Foust 5.....	3630
Softball Assistant.....	Keli Jo Lenz	Foust 5.....	3485
Rodeo	Jayson Schoenfeld.....	Foust 5.....	3695
Volleyball.....	Karisa Wesley	Foust 5.....	3712
Tennis (M/W).....	Rod Hartzog	SUB.....	3523

Athletic Support Staff

Head Athletic Trainer.....	Brad Montgomery	Homer FH	3696
Assistant Athletic Trainer.....	Andy Grubbs	Homer FH	3452

2005-2006 UWA ACADEMIC CALENDAR

2005-2006 Academic Calendar
(as of May 14, 2001)

Fall Semester 2004

W	August 17	New Faculty Orientation
Th	August 18	General Faculty Meeting
F	August 19	Orientation and Registration
M	August 22	Classes commence at 8:00 a.m. First meeting of evening graduate classes. \$20 late registration fee in effect.
F	August 26	Last day of adding courses. Last day for 80% refund of basic tuition and fees.
F	September 2	\$20 deferment fee added to all accounts not paid in full by 3:15 p.m. Last day for 50% refund of basic tuition and fees. Last day for dropping courses or withdrawing without 100% fees due.
M	September 5	Labor Day Holiday
F	October 14	Last day for dropping courses or withdrawing without academic penalty
F	October 21	Last day for filing application for a degree to be completed at end of Spring Semester
T	October 25	Assessment Day
F	November 4	Last day for final payment of deferred fees without \$20 penalty
M-T	November 7-15	Pre-registration by appointment for the Spring Semester
M-F	November 21-25	Thanksgiving Holidays
M	November 28	Classes resume at 8:00 a.m.
Th	December 8	Last day of classes
F-Th	December 9-15	Final Examinations
Sa	December 17	Fall Commencement

Spring Semester 2006

F	January 6	Registration
M	January 9	Classes commence at 8:00 a.m. First meeting of evening graduate classes. \$20 late registration fee in effect.
F	January 13	Last day for adding courses. Last day for 80% refund of basic tuition and fees.
M	January 16	Martin Luther King Holiday (Evening classes do not meet.)
F	January 20	\$20 deferment fee added to all accounts not paid in full by 3:15 p.m. Last day for 50 % refund of basic tuition and fees. Last day for dropping courses or withdrawing without 100% fees due.
F	March 2	Last day for dropping courses or withdrawing without academic penalty.
F	March 10	Last day for filing application for a degree to be completed at end of Summer Semester

Semester.

T	March 14	Assessment Day
W-F	March 15-24	Pre-registration by appointment for the Summer and Fall Semesters
F	March 24	Last day for final payment of deferred fees without \$20 penalty
M-F	March 27-31	Spring Break
M	April 3	Classes resume at 8:00 a.m.
Th	April 27	Last day of classes
F-Th	April 28-May 4	Final Examinations
Sa	May 6	Spring Commencement

Summer Semester 2006

F	May 26	Registration for all three summer sessions.
M	May 29	Memorial Day Holiday
T	May 30	Classes commence at 8:00 a.m. for the first 4-week session and the 8-week session. First meeting of evening graduate classes. \$20 late registration fee in effect.
Th	June 1	Last day for adding courses for first 4-week session. Last day for 80% refund of basic tuition and fees (first 4-week session).
M	June 5	Last day for adding courses for full 8-week session. Last day for 80% refund of basic tuition and fees (8-week session).
T	June 6	Last day for 50% refund of basic tuition and fees (first 4-week session). Last day for dropping courses or withdrawing without 100% fee due (first 4-week session)
M	June 12	\$20 deferment fee added to all accounts not paid in full by 3:15 p.m. Last day for 50% refund of basic tuition and fees (8-week session). Last day for dropping courses or withdrawing without 100% fees due (8-week session). Last day for withdrawing during first 4-week session without academic penalty.
W	June 28	Last day for dropping courses or withdrawing during 8-week session without academic penalty
Th	June 29	Last day of classes for first 4-week session
F	June 30	Classes commence at 8:00 a.m. for second 4-week session.
M-T	July 3-4	Independence Day Holiday
Th	July 6	Last day for adding courses for second 4-week session. Last day for 80% refund of basic tuition and fees (second 4-week session).
M	July 10	Last day for 50% refund of basic tuition fees (second 4-week session). Last day for dropping courses or withdrawing without 100% fees due (second 4-week session).
M-F	July 10-14	Pre-registration by appointment for the Fall Semester
Th	July 13	Last day for withdrawing during second 4-week session without academic penalty. Last day for final payment of deferred fees without \$20 penalty

F	July 21	Last day for filing application for a degree to be completed at end of Fall Semester
M	July 31	Last day of classes for 8-week session
Th	August 3	Last day of classes for second 4-week session
T-Th	August 1-3	Final Examinations for 8-week session classes

ACADEMICS AT UWA

General Education Requirements

All students seeking an undergraduate degree at UWA must complete course requirements for the basic curriculum in their designated college or division.

Academic Accountability

Grades

Final grades for each term are recorded and maintained in the Registrar's Office. Grades represent the instructor's assessment of the student's performance on classroom and laboratory assignments as well as on essays, term papers, class participation and examinations. Grades and grade point averages are earned and recorded as follows:

<u>GRADE</u>	<u>GRADE STANDARD</u>	<u>GRADE POINTS PER HOUR</u>
A	Excellent.....	4
B	Good.....	3
C	Average	2
D	Passing.....	1
F	Failing.....	0
I	Incomplete.....	0
P	Passing.....	0
W	Withdrawn.....	0
WP	Withdrawn Passing.....	0
WF	Withdrawn Failing.....	0
N	Non-Credit.....	0
FA	Administrative Failure.....	0
AU	Audit.....	0
X	Absent from Examination	0

It is the responsibility of a student to remove grades of "I" or "X" during the next semester after receiving the grade, except that a student who makes a grade of "I" or "X" during the spring semester and does not attend during the summer semester may remove the deficiency during the following fall semester. Failure to remove the "I" or "X" grade during the specified time will result in the student's receiving an "F" grade.

Academic Probation

A student enrolled at UWA is placed on academic probation when the total number of hours attempted at UWA, multiplied by two, exceeds by more than 17 the number of grade points earned at UWA. However, no entering freshman or first-semester transfer student is placed on academic probation on the basis of the first semester's work at UWA. A student may clear probation by reducing the grade-point deficiency up to 17 grade points or less.

Academic Suspension

A student on probation is placed on academic suspension for a period of time to be determined by his/her academic Dean and the Registrar, acting for the Admission and Appeals Committee, when the number of hours attempted at UWA, multiplied by two, exceeds grade points earned at UWA by more than 29.

Such a student, however, is not placed on academic suspension at the end of a semester in which he/she earns a grade-point average of "C" (2.00) or higher, but is continued on academic probation. At any time a student's grade-point deficiency is more than 29 after the first academic suspension, he/she is placed on indefinite academic suspension.

A student is re-admitted on academic probation following the expiration of suspension. A student who incurs a second academic suspension before removing the probationary status is placed on indefinite suspension and can be re-admitted only by approval of the University Admission and Appeals Committee on the basis of adequate evidence of ability, maturity, and motivation. Generally, a student who has been on indefinite suspension for at least six consecutive semesters will be re-admitted.

When a student fails the same course at UWA four times, he/she is placed on academic suspension. If, after being re-admitted, the student fails the same course a fifth time, he/she is placed on indefinite academic suspension.

Specific policies regarding progression, suspension, and readmission apply to students enrolled in the Division of Nursing. The **Criteria for Admission, Progression, and Readmission** may be obtained by contacting the Division of Nursing at Station 28.

Academic Honors

The Gulf South Conference and the NCAA annually recognize those student-athletes whose academic performance has been outstanding. The conference selects an All-Academic team for each sport, and the NCAA selects a certain number of Academic All-Americans. For recommendations as an Academic-All-American, a student-athlete must have an overall GPA of 3.50.

The NCAA also awards a number of postgraduate scholarships and fellowships which provide financial assistance for graduate study. A student-athlete who would like to be considered for an NCAA postgraduate fellowship, should contact the Faculty Athletic Representative early in his/her senior year.

Academic Processes

Major and Minor

Degree programs generally involve a major area coupled often with a minor or a comprehensive major area. A major consists of a minimum of 30 semester hours, at least one-half of which are from upper-division courses. A comprehensive major consists of a minimum of 50 semester hours, at least one-half of which are from upper division courses. A minor consists of a minimum of 20 semester hours, at least one-third of which are from upper division courses.

According to NCAA regulations, a university major **must** be chosen by the end of the second year in college. This NCAA requirement states that any student not declaring a major prior to his/her third year at any institution of higher education (2 year or 4 year) will be ineligible. Courses for the major and minor should be selected in consultation with an academic advisor.

Registration and Pre-registration

The academic advising process is crucial to the success of a student's university career. In planning a program of study, students should coordinate their personal goals with their academic and professional goals and should discuss long-range goals and career opportunities not only with their advisors but also with the Career Planning and Placement Center. Students should meet with their advisor during the pre-registration advising period, and should consult advisors prior to any change in classes, prior to a change in major or minor, immediately following any report of unsatisfactory progress and when considering withdrawal from the University. (Athletes are not exempt from these processes.)

Students are responsible for understanding the requirements of the University outlined in the UWA General Catalogue. Personnel in the Registrars Office are available for evaluations, and check sheets are available on all student-athletes.

Dropping and Adding Courses

A student who is considering either dropping or adding a course should discuss the proposed change with his/her academic advisor. If the change is approved, the academic advisor will sign the drop-add form. Students should take the signed forms to the head coach of their particular sport where further evaluation will occur. **If the head coach approves the drop-add while the semester is in progress**, the athlete will take the form to the Registrars Office where the change will be entered in the computer. If it is during pre-registration the student-athlete should go to the appropriate department office. The process is not complete until the information is entered in the computer.

There is no fee for dropping or adding courses during the period between pre-registration and registration day. A fee of \$20 will be charged for any schedule change submitted after registration day unless the University initiates the change. All course changes must be submitted to the Registrars Office.

Courses may be added for one week following the registration day and can be dropped for a specified period following registration day. The dates are announced in the Academic Calendar.

Academic Support

All coaches are eager for student-athletes to achieve academic success, and each head coach has his or her guidelines concerning study hall hours. This information will usually be distributed at the first team meeting of the academic year. Any student-athlete needing special tutoring should immediately contact the head coach or designated assistant coach who is monitoring academic progress.

Student-athletes may receive assistance with academic related difficulties from the University of West Alabama Counseling/Student Success Center. Professional help is available to explore and identify academic weaknesses and offer strategies that address each student's specific needs.

Since those areas that present the greatest barriers to academic success may vary from student to student, students who are not performing well academically are asked to call the Counseling and Student Success Center at ext. 3651 and make an appointment. This informal meeting will provide an opportunity for the services to define the specific areas in which the student needs assistance. At the conclusion of this initial meeting a plan will be devised that may include one or more of the services listed below and will be designed to enhance the student's chances for academic success.

Services available to student-athletes through Counseling and Student Success Center include, but are not limited to, the following:

- **STUDY SKILLS**
 - Time Management
 - How to Use a Textbook
 - How to Take Tests
 - How to Take Class Notes
 - How to Read More Effectively
 - Memorization
- **ADVISING/REGISTRATION**
- **SELECTING A MAJOR**
- **PERSONAL COUNSELING**
- **STUDY GROUPS**
- **CAREER GUIDANCE**

THE STUDENT-ATHLETE AT UWA

Expectations

Student-athletes at UWA are first and foremost students and as such are expected to fulfill certain expectations. Among these are the following:

- Earning a degree is the primary goal.
- Class attendance is expected and required.
- Complying with all NCAA and Gulf South Conference rules is the student-athlete's responsibility.
- Actively participating in all aspects of campus life enriches the personal development and educational experience of each student-athlete.
- Academic and athletic integrity is expected.
- Student-athletes are ambassadors for the University of West Alabama, the Department of Athletics, and their team.

Student-athletes will be judged and received more scrutiny than other UWA students, simply because more is expected of them. Faculty, University administrators and staff know who the student-athletes are and expect them to act like reasonable and responsible people. If student-athletes cut classes, neglect assignments, are inactive in class or perform poorly on exams, they will receive special notice-because they are an athlete.

The student-athlete at UWA -- by demonstrating character, intelligence, and athletic ability -- has established a tradition, which is one of the university's greatest assets. All student-athletes are a very important part of this successful tradition and it is up to each one to carry and pass on the tradition.

Guidelines

Student-athletes are expected to follow certain guidelines traveling to and from athletic competition, including practice and scrimmages. The following are the guidelines set forth by the department of athletics:

Dress

Student-athlete's dress should be appropriate with the team dress code as set forth by the head coach. The dress code should be observed when traveling to and from competition and during competition.

General Appearance

Appearance is important since student-athletes represent West Alabama. Student-athletes are expected to be neat and well-groomed at all times on and off the playing field or court. It is strongly recommended that hats not be worn in the cafeteria at any time. Ungroomed long hair and ungroomed facial hair on male athletes will not be allowed. Each Head coach may set forth within the policies of his/her sport the appropriate grooming of the particular sport.

Body Piercing

For reasons of personal safety and the safety of teammates, student -athletes at the University of West Alabama will not be allowed to wear any visible jewelry, jewelry on exposed body parts covered with athletic tape or Band-Aids, or jewelry used with body piercing. These include, but are not limited to rings, nose rings, lip rings, earrings, necklaces, watches or anklets. Due to the potential for airway obstruction, **all tongue rings should be removed** during both athletic practice and competition. The teams' coaches will be responsible for adherence to the policy and the enforcement of the rules.

Students-athletes failing to follow the above policy are subject to punishment and/or removal from their athletic activity.

The University of West Alabama will not be responsible for any student-athlete sustaining an injury or illness during athletic competition or practice because of failure to follow the above policy.

Hazing

Hazing or harassment of student-athletes is specifically prohibited. Hazing, usually in the form of intimidation, is defined as any practice (even “harmless fun,” “bonding,” “practical,” etc.) whereby one part of a group is made or “asked” to do anything that the remaining part of the group is exempt from doing by virtue of seniority or other privileged status.

Because hazing often undermines group moral, spirit, and unity as well as often leads to personal hurt and degradation, the department and institution will not permit it in any form and will take disciplinary action against individuals and/or groups that haze.

Student-athletes cannot be required or expected to participate in any hazing activity for any reason. Examples of such activities include, but are not limited to being:

1. Yelled, cursed or sworn at
2. Forced or expected to participate in tattooing, piercing, head shaving or branding
3. Forced or expected to wear embarrassing clothing
4. Forced or expected to drink alcohol
5. Instructed to participate in calisthenics not related to sport
6. Required to act as personal servant to players
7. Transported and abandoned
8. Forced or expected to consume inappropriate concoctions

To report a hazing incident contact:

Dee Outlaw – Director of Athletics (205) 652-3784

Class Attendance

Regular class attendance is required. Student-athletes should never cut a class except for valid reasons. These reasons normally include illness (or injury), a scheduled athletic trip for a meet or game, or a death in the immediate family.

UWA instructors are expected to announce the attendance requirements for their courses and student-athletes are expected to follow these requirements, as well as those of their head coach or be subject to a loss of aid at the end of the school year.

Tobacco Products

The use of tobacco products by student-athletes, coaches, officials and game personnel during practice and competition is **PROHIBITED** by NCAA regulations. Further, the Gulf South Conference bans the use of ALL tobacco products at all GSC events, including practices, meeting, banquets, and contests.

According to the GSC Constitution, Bylaws, Rules and Regulations, "There are no exceptions. Violators should be ejected immediately."

Alcohol

The Athletic Department complies with the University and the federal law in prohibiting the unlawful manufacture, distribution, procession or use of illicit drugs and/or **ALCOHOL** by **STUDENTS** on its property or **AS PART OF ANY OF ITS ACTIVITIES**. As a condition of athletic participation, all student-athletes must abide by local, state and federal laws and must report to the Athletic Director any convictions under a criminal drug or alcohol statute no later than five days after the conviction. Failure to do so could result in immediate termination of student athlete aid and termination from the program. Student athletes will not be allowed to participate in their certifying sport until their rehabilitation program is completed.

Drugs

31.2.3 Ineligibility for Use of Banned Drugs.

NCAA Bylaw 18.4.1.5 provides that a student-athlete who is found to have utilized a substance on the list of banned drugs shall be declared ineligible for further participation in postseason and regular-season competition during the time period ending one calendar year after the student-athlete's positive drug test, and shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun for that student-athlete or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the subsequent season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible until the student athlete retest is negative (in accordance with the testing methods authorized by the Executive Committee) and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement. If the student-athlete test positive a second time for the use of any drug, other than a "street drug" as defined below, he or she shall lose all remaining regular-season and post-season eligibility in all sport. If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility, he or she shall lose a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and post-season competition at least through the next calendar year. Bylaw 18.4.1.5.2 also provides that the Executive Committee shall adopt a list of banned drugs and authorize methods for drug testing of student-athletes on a year-round basis. In addition, as stated in Bylaw 18.4.1.5.1, a student-athlete who previously tested positive for performance-enhancing drugs as a result of tests administered by any other athletics organization and subsequently tests positive (in accordance with the testing methods authorized by the Executive Committee) shall be subject to these ineligibility provisions. *(Revised: 1/16/93, 1/9/96 effective 8/1/96, Revised: 1/14/97 effective 8/1/97)*

The University of West Alabama Athletic Department

Drug Testing Policy

Introduction

The administration of The University of West Alabama recognizes a responsibility to ensure each student a safe, healthy, and supportive educational environment. Part of the administration's responsibility is to periodically take necessary precautions which provide for the welfare and safety of our student-athletes, coaching staffs, sports medicine staff, administration, and support personnel. Unfortunately, substance abuse is a serious problem in our society. Drug use can be detrimental to the physical and mental well being of our student-athletes and university support personnel. It is our desire to discourage the use of illegal drugs, both on and off campus, and to provide a learning environment that is drug free at every level of the educational and athletic process. UWA student-athletes are viewed as leaders and role models and, as such, are respected and emulated by other individuals in the West Alabama Community. Leadership brings additional responsibilities. While off campus, student-athletes

represent the University and depict its character. Therefore, it is expected that individuals at The University of West Alabama exhibit leadership qualities and respectable character while off campus, as well as on campus. With this in mind, our existing drug screening policy (only those targeted by the NCAA) has been revised to include a random testing procedure for all student-athletes in all sports on a biannual basis. In addition, a Drug Education and Awareness program will be instituted for all student-athletes on a biannual basis. We have endeavored to implement a drug screening policy that will neither embarrass nor punish the individual, but rather discourage the use of drugs and illegal substances and allow the university the opportunity to intervene as early as possible should the presence of drugs be discovered within the athletic department. This program is intended to be a helpful component of the overall physical and mental educational and conditioning program at The University of West Alabama. Every effort will be made to administer this policy in a reasonable, fair, and equitable manner. Please read the following policy and sign the Drug Screening Policy consent form (must be signed by parent or legal guardian if the student-athlete is under the age of eighteen). If you have any further questions concerning any part of this drug, tobacco, and alcohol policy, please feel free to contact the Athletic Director, Dee Outlaw, at (205) 652-3784.

Effective Date

This policy is effective as of the Fall Semester of 1999.

Purpose

1. To establish and define written policy and procedures for The University of West Alabama to: A) educate eligible student athletes as to the dangers of drug abuse, B) periodically drug screen a select number of eligible student athletes and C) drug screen any eligible student athlete where a reasonable suspicion exists concerning unlawful use of controlled substances.
2. To promote the health, academic, and athletic progress of each student athlete at The University of West Alabama.
3. To encourage eligible individuals to develop healthy, responsible lifestyles.
4. To discourage any drug use and abuse by eligible student-athletes at The University of West Alabama.
5. To identify any eligible student-athlete who may be using illegal drugs or controlled substances and to identify the illegal drug or controlled substance.
6. To identify any chronic dependency and ensure that it is treated and addressed properly to the fullest extent of our available resources.
7. To provide reasonable precautions to ensure that each eligible student-athlete is exposed to safe and effective academic and athletic environments by minimizing the dangers associated with drug abuse.
8. To provide reasonable safeguards in order that every eligible student-athlete is medically competent to participate in university related activities.
9. To re-emphasize to eligible student-athletes their responsibility as a positive role model, both on and off campus.
10. To empower eligible student-athletes with a reason to say "NO" to drug use and abuse.
11. To provide guidance, counseling, and treatment to eligible student-athletes who test positive by referring them to the appropriate professional help as indicated.

Definitions

1. **Controlled Substance**-any substance as defined by the NCAA's list of banned-drug classes. The list consists of substances generally purported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete.
2. **Positive Test**-A drug screening test will be considered positive once the "confirmation" or second test has been completed from the same specimen and confirms the results of the initial test. A positive test is defined as a test which indicates, in the opinion of the outside private laboratory performing the testing, that an eligible student-athlete has used a prohibited or controlled substance based on traces of that substance detected in the student-athlete's urine specimen. A drug screening

test will also be considered positive if it is discovered by the outside laboratory that the provided urine sample has been altered or where foreign substances have been added to the sample in an effort to destroy or disguise traces of prohibited substances.

3. **Eligible Student-Athletes**-any student-athlete participating in intercollegiate athletics at The University of West Alabama including the following sports: 1) football, 2) volleyball, 3) men's basketball, 4) women's basketball, 5) baseball, 6) softball, 7) men's cross country, 8) women's cross country, 9) men's rodeo, and 10) women's rodeo (also any student involved in cheerleading and the dance squad). Note: this also includes any student-athlete who is ineligible by NCAA guidelines, but is still listed on the roster of any one of the above listed teams. Student athletic trainers, managers, and other student support personnel will also be included in the list of eligible student-athletes only if their immediate supervisor deems it appropriate.
4. **Reasonable Suspicion**-is defined as that quantity of proof or evidence that is more than intuition or strong feeling, but less than probable cause. Such reasonable suspicion must be based on specific, contemporaneous, articulate observations concerning the appearance, behavior, and speech or body odors of the student-athlete. The observations may include indications of the chronic and/or withdrawal effects of prohibited substances or alcohol or any of the following:
 - A) Reduced quality of academic or athletic performance,
 - B) Patterns of unexcused absence from academic classes or athletic meetings,
 - C) Inability to get along with others; excessive withdrawal or isolation,
 - D) Frequent tardiness to academic classes or athletic meetings,
 - E) Decreased manual dexterity,
 - F) Impaired short-term memory,
 - G) Periods of unusual hyperactivity, irritability, or drowsiness,
 - H) When a denoted administrator, coach, or support staff has suspicion through the sense of smell, sight, or sound, or
 - I) Presence or possession by a student-athlete of illegal or controlled drugs or drug related paraphernalia,
5. **Incident**-Shall be defined as 1) a positive drug test, or 2) a situation where a student-athlete covered under this policy is determined to be using or in possession of a controlled substance at an event as defined under this policy.
6. **Refusal to Submit to Testing**-shall include any or all of the following:
 - A) Failure to provide adequate urine for prohibited substances testing without a valid medical explanation after he or she has received notice of the requirement for urine testing; or
 - B) Engaging in conduct that obstructs or interferes with the testing process; or
 - C) Failure or refusal to execute the required forms provided in conjunction with the receipt of this policy or which are a part of the testing; or
 - D) Failure to be readily available for requested testing; and/or
 - E) Failure to report to, and undergo prohibited substances testing as required.
 - F) Any refusal to submit to testing will be considered to be a positive drug test and all appropriate action will be taken.
7. **Events**-this program applies to the following events:
 - A) All on campus activities whether during or after normal school hours, and both between and within semesters,
 - B) All school related field trips, activities, parties, athletic events, and other extra curricular, whether such activities are on or off campus, or
 - C) Student-athletes' misconduct relating to the use of illegal drugs or controlled substances outside of the University or the University's athletic setting. In recognition of this fact, off campus activities involving association with illegal drugs or controlled substances will be included in the administration of this policy when the actions of the eligible student-athlete could have an unfavorable effect on the general safety and welfare of other student-athletes, University students, University employees, or University support personnel. Events of this nature will be

reviewed by the athletic director and University administration on a case by case basis to determine the extent and severity of the incident. In cases where appropriate, the student-athlete will be referred to the University's Student Life Committee.

Policy Statement

Periodic Random Drug Screening

The University of West Alabama will periodically drug screen a select number of eligible student-athletes chosen at random. Several, not to exceed four, drug screening tests may be conducted during the course of the academic year. Additionally, the NCAA may also require a mandatory drug screening test during each semester of the academic year. The NCAA may also require a drug screening test if a team is selected for post-season championship play. The drug screening will test for the most frequently abused drugs in Alabama and our local area. This may include, but are not limited to, alcohol, cocaine, marijuana, amphetamines, opiates, PCP's, and anabolic steroids. The drugs included in the testing procedure may be increased or decreased at the discretion of the athletic director or administration of The University of West Alabama. A list of the specific drugs tested for in the drug screen is available through the UWA athletic director.

Reasonable Suspicion Drug Screening

The University of West Alabama reserves the right to test any eligible student-athlete for the use of prohibited drugs and controlled substances when actions of said individual student-athlete are such to provide reasonable suspicion of the use of prohibited drugs or controlled substances. Refer to Definitions, 4. Reasonable Suspicion above for criteria for testing.

Any coach, UWA administrator, UWA support staff, UWA faculty, or parent may report reasonable suspicion to the athletic director who will, along with the referring party, decide on the need for drug screening. Reports should be in writing stating the incidence, times, dates, and involved parties.

Individuals on school property not specifically covered by this policy

Individuals discovered on University property, with or without permission, who are discovered to be using or in possession of a controlled substance or alcohol will be immediately requested to leave the premises and may be reported to the university campus police or local law enforcement.

Costs

Costs associated with the drug screening program will be covered as follows:

1. The initial drug screening fee will be assumed by The University of West Alabama Athletic Department.
2. The cost for a second drug screening of the same specimen; used for confirmation of the first "positive" test will be assumed by The University of West Alabama Athletic Department.
3. A challenge by the student-athlete of the drug screening, where subsequent drug screening is required by an outside private laboratory, will totally be the responsibility of the student athlete or his/her parent(s) or guardian(s).
4. Any additional testing required or requested will be the responsibility of the student-athlete or his/her parent/guardian.

UWA Drug Testing Procedure & Recommendations

The University of West Alabama will enact a procedure for random testing all of its athletes for the use of illegal drugs and substances banned by the National Collegiate Athletic Association (NCAA). The NCAA mandates that all student-athletes sign a consent form allowing for their random selection for drug testing prior to being allowed to compete in collegiate athletics. Along with this NCAA form, each student-athlete will also be required to sign a UWA drug screening consent form (if the student athlete is under the age of 18, both consent forms must also be signed by a parent or guardian). This will allow UWA to randomly select student-athletes from all of its NCAA or NIRA (National Intercollegiate Rodeo Association) sponsored athletic events.

Each student-athlete will be randomly selected from a database by the outside private laboratory. The laboratory will select one or more student-athletes from each sport sponsored by UWA in both the fall and spring semesters for testing. There will be no prior notice of the date or time of such testing. The dates of the tests will not be disclosed until the athletic director feels it necessary to notify the involved parties. Student-athletes that have been randomly selected by the athletic director or by the outside private laboratory will be notified in writing 12 hours prior to the date of the test. The student athlete must then confirm their test date and time with the site coordinator (person denoted by the athletic director as coordinator of the administration of the test). The student-athlete is then required to sign a statement denoting that he/she was informed concerning his/her selection for testing, testing time, and date of the test. Each of these signed statements will be kept in the athlete's permanent medical file in the head athletic trainer's office. The student athlete will again be informed by the site coordinator that failure to attend and take part in the drug testing program will automatically be assumed as positive and fall under the disciplinary actions of first positive test, unless the miss is determined to be of extenuating circumstances. A committee composed of the head athletic trainer, one male head coach, and one female head coach will determine extenuating circumstances. Also the student-athlete may acquire and pass an equal drug test, sanctioned by UWA, at their own cost, within two weeks of the original drug test.

The method of testing will be urinalysis and the urine samples will be collected and tested by an out of town private laboratory utilizing generally accepted pathological methods. The collection and coding of specimen samples will be executed in such a manner as to insure confidentiality. Specimen samples will be identified by number only. Appropriate "chain of custody" methods will be exercised to insure complete integrity of the specimen. Prescription or over-the-counter medications shall be disclosed to the University or private laboratory prior to providing a urine sample or on the day immediately following the drug screen procedure. Medications disclosed after the drug screen procedure might require written confirmation from the prescribing physician or pharmacist if requested by the athletic director. It is recognized that some legal, acceptable medications may result in a "positive" test result and will not be cause to implement any type of disciplinary procedures.

The site of the drug test will be determined by the athletic director (it is recommended that the test be administered in the football locker room in Homer Field House). The time will be set by the athletic director with consultation from the site coordinator. The test will be administered by Medical Pathology Laboratory, Ltd. of Meridian, MS at a cost of \$20.00 per test (plus an additional \$25.00 for each test that is returned as "positive" for confirmation purposes). The athletic training staff, coaching staffs, and athletic administrators will be recruited to help with administration of the test. Also, the athletic director must provide various drinks and fruits at the test site for the selected student-athletes.

Once the student-athlete has reported and signed in for the sample collection, he/she must remain until an adequate urine sample has been acquired. The sample will be collected and sealed for transportation per the instruction of Medical Pathology Laboratory, Ltd. The laboratory results of the drug screening will be reported exclusively to the athletic director. An anonymous number known only to the testing laboratory and the athletic director will identify each eligible student-athlete on a master list. The athletic director reserves the right to notify the President of the University, head coach of that sport, the student-athletes parents, and the athletic training staff of the drug screening results.

All initial positive tests can be challenged. A second test on the same urine specimen at the same private laboratory will be performed to assure that no error has

occurred with all costs assumed by the University's athletic department. Student-athletes or their parent/guardian are extended the option to obtain a sample of the positive urine specimen for their use in obtaining additional confirmation test(s) from their preferred source at their expense. Such additional confirmation test(s) are considered solely to satisfy parent/guardian concerns and will have no bearing on changing the outcome of the initial "positive" test result. Disciplinary procedures will be administered based on the results of the initial or subsequent test conducted by Medical Pathology Laboratory, Ltd.

Student-athlete(s) receiving a positive confirmation on the drug test will immediately start the system of counseling, treatment, and drug education outlined in the UWA athletic department drug and alcohol policy.

Disciplinary Procedures

Any student-athlete receiving a confirmed "positive" drug test from Medical Pathology Laboratory, Ltd. will be treated in the following fashion.

1. First "positive" test:
 - A) Laboratory will notify the Athletic Director, who will notify all staff he deems appropriate or necessary (this shall include, but is not limited to the head coach, head athletic trainer, and faculty athletic representative).
 - B) The athletic director will notify the parent(s)/legal guardian by voice and certified letter.
 - C) The athletic director will hold a meeting of all the involved parties (including but not limited to the head coach of the student-athlete's sport, head athletic trainer, parent(s)/legal guardian, and faculty athletic representative).
 - D) Any student-athlete at The University of West Alabama who receives a "positive" drug test will be required to attend intervention and counseling through the University Counseling and Student Development Center. This service is provided at no cost to the student-athlete. The number of counseling sessions needed by the student-athlete will be at the discretion of the University Counseling and Student Development Center. Failure at any time during counseling to attend a mandatory session will result in the student-athlete being suspended from the next scheduled contest of their sport. Any additional intervention or treatment deemed appropriate by the University Counseling and Student Development Center and/or desired by the student-athlete will be provided with all costs being the responsibility of the student-athlete and/or their parent/guardian
 - E) At a time specified by the testing laboratory (2-8 weeks), the student-athlete will be retested at the expense of the student-athlete.
2. If a student receives a subsequent, second "positive" test, the following punishment will be instituted:
 - A) The student-athlete will immediately be suspended from competition for the remainder of the current season.
 - B) The athletic director will notify parent(s)/legal guardian of second "positive" test by voice and certified letter.
 - C) The athletic director will schedule a meeting of all involved parties (see Disciplinary Procedures, section 1.,C. for the list of involved parties).
 - D) **THE STUDENT-ATHLETE MAY PARTICIPATE WITH THEIR TEAM'S PRACTICES OR ACTIVITIES AT THE HEAD COACH'S DISCRETION.**
 - E) The student-athlete must continue mandatory counseling, as deemed appropriate by the University Counseling and Student Development Center.
 - F) The student-athlete's scholarship could still be effective throughout the remainder of the academic year, but each student-athlete on scholarship who receives a "second positive drug test" may be referred to the University's Student Life Committee. The Student Life

Committee could hear the student-athlete's case and rule on the status of the scholarship or any additional disciplinary action that they deem necessary.

- G)** The student-athlete must have a retest before scholarship renewal time (May of the academic year) at end of academic year at the expense of the student-athlete.
 - H)** If the student-athlete is still "positive" on the retest at end of the academic year, there will be no renewal of his/her scholarship and any further punishment left to the discretion of the student-athlete's head coach.
3. Points of emphasis on disciplinary procedures:
- A)** Once the student-athlete's eligibility has been restored, they will be subject to drug testing by UWA or the NCAA at any time during the rest of their career at The University of West Alabama (see section, Reasonable Suspicion).
 - B)** The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a controlled substance.
 - C)** If a student-athlete tests "positive" on first test and "negative" on second test, they will be completely and immediately reinstated to normal status, with stipulation that they can be retested at anytime at request of the athletic director or head coach.
 - D)** If a student-athlete tests "positive" on the Fall Semester Drug Test and is "negative" on the required second test; then is subsequently "positive" on the drug test offered in the Spring Semester, they will be considered as having a second "positive" test and all rules governing a second "positive" test will apply (see Disciplinary Procedures, section 2.).
 - E)** If a student-athlete is "positive" on first drug test and "negative" on any subsequent test(s) in one academic year, they will be treated as "negative" at the start of the next or subsequent academic years. If the student-athlete tests "positive" in a subsequent academic year, it will be treated as a first "positive" during that academic year (see Disciplinary Procedures, section 1).
 - F)** If a student-athlete misses a mandatory counseling session after testing "positive", they will be suspended from the next scheduled game(s) for every unexcused counseling absence they have (excused absences will be determined by the University Counseling and Student Development Center).
 - G)** If a student-athlete misses a scheduled drug test or refuses to submit to testing they will be treated as "positive", unless the absence has extenuating circumstances. Extenuating circumstances will be determined by a committee composed of the head athletic trainer, one male head coach, and one female. If the absence is ruled extenuating by the committee, they will have two (2) weeks to make-up their drug test, at their own expense.

Mandatory Requirements of Each Student-Athlete

1. Each student-athlete must sign a University Drug Consent Form, prior to the start of their athletic season (must also be signed by a parent(s)/legal guardian if the student-athlete is under the age of (18) eighteen)
2. Those sports beginning prior to the start of school (preseason camp in August) must meet with the head athletic trainer or director of sports medicine for a detailed explanation of the University's Drug Testing Policy.
3. On the first or second Sunday in September, there will be a mandatory meeting for all student-athletes who have not attended a drug testing policy meeting.
4. Each individual coach may have their team meet for a subsequent, private meeting with the head athletic trainer to further explain or answer any questions about the University's Drug Testing Policy.
5. The University's Athletic Department along with the University Counseling and Student Development Center will host one drug education meeting with an outside speaker during each semester, that will be mandatory for all student-athletes.

The University of West Alabama

Academic Year 2005-2006

Drug Testing Consent Form

For:	UWA student athletes
Action:	Sign and return to your director of athletics
Due Date:	At the time your intercollegiate squad first reports for practice or prior to your pre-participation physical examination.
Required by:	The athletic administration of The University of West Alabama
Purpose:	To assist in certifying eligibility

To Student-Athletes of The University of West Alabama

You must sign this form to participate (i.e., practice or compete) in intercollegiate athletics at The University of West Alabama.

The requirement that you sign this form is spelled out in The University of West Alabama Athletic Department Drug Testing Policy.

If you have any questions, you should discuss them with your director of athletics.

Drug Testing Consent

By signing this form, you affirm that you are aware of The University of West Alabama Athletic Department Drug Testing Policy, which provides:

A student-athlete who tests positive on the drug screen provided by Medical Pathology Laboratory, Ltd. will be required to attend mandatory counseling sessions after the first "positive" drug test. The student-athlete will be required to have a second drug screening, at their expense, within two to eight weeks following the initial positive test.

A student-athlete who receives a second positive for the use of a substance on the NCAA list of banned drugs, within a two to eight week period, shall be declared **ineligible** for further participation in regular-season and postseason competition in all sports.

The student-athlete shall remain **ineligible** for the remainder of the regular-season and postseason competitions of that academic year after the student-athlete's second positive drug test.

In addition, the penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a controlled substance, unless there are extenuating circumstances.

The University of West Alabama's Athletic Department will adopt the NCAA list of banned drugs for the criteria of testing, and shall authorize methods for drug testing of student-athletes on a year-round basis.

You agree to allow The University of West Alabama’s Athletic Department to drug test you in relation to any participation in intercollegiate athletics sanctioned by The University of West Alabama. Also, you understand that the University's Athletic Department can request a drug screen on you at any time when there is reasonable suspicion.

You will be provided an opportunity to review the procedures outlined by The University of West Alabama Athletic Department Drug Testing Policy.

You understand that this consent and the results of your drug tests, if any, will only be disclosed to the athletic director, the head coach, faculty athletic representative, and sports medicine staff.

You agree to disclose your drug testing results only for purposes related to your eligibility for participation in regular-season and postseason competition and referral for counseling and intervention.

The University’s Student Life Committee may hear any appeal for restoration or the permanent termination of the student-athlete’s eligibility or scholarship.

You affirm that you understand that if you sign this statement falsely or erroneously, you violate The University of West Alabama Athletic Department’s policies and procedures and you will further jeopardize your eligibility.

You understand that if you are under the age of eighteen (a minor), you must have this form co-signed by a parent or legal guardian.

You agree to follow all of the criteria outlined in The University of West Alabama Athletic Department Drug Testing Policy.

Date

Signature of Student-Athlete

Date

Signature of Parent or Legal Guardian (if student athlete is a minor)

Name (please print)

Date of Birth

Home Address

Sport(s)

What to do with this form: Sign and return it to your director of athletics at the time your intercollegiate squad first reports for practice or competition or prior to pre-participation physical exams. This form is to be kept in the director of athletics’ office for six years.

NOTE: Should you test positive in a UWA Drug Test and want to transfer to another institution, the institution you are transferring to will be notified. This is consistent with the NCAA Drug Test Procedure.

A list of banned Drugs can be found in Appendix B.

Criminal Violations

All sanctions will be commensurate with the severity of the violation as determined by the Head Coach and the Athletic Director. In addition, student-athletes may be required to participate in assistance programs to address behavioral problems.

Charge of Misdemeanor - If charged with a misdemeanor, a student-athlete may be suspended from athletic participation by the Head Coach, pending the Director of Athletics' investigation. Appropriate disciplinary action will be taken which may include such progressive discipline as ineligibility to practice, ineligibility to start in contests, sitting out games, suspension and/or continued suspension from the team, and dismissal from competition.

Conviction of Misdemeanor - Once a student-athlete has been convicted of a misdemeanor, the student-athlete will be suspended from his or her team until the Director of Athletics or his designee determines disciplinary action to be taken. The Director of Athletics or designee may elect to confer with a three-member Code of Conduct Panel appointed by the President.

Charge of Felony - If charged with a felony, a student-athlete will be automatically suspended from athletics participation by the Head Coach, pending the Director of Athletics' investigation. Appropriate disciplinary actions will be taken, which may include such progressive discipline as sitting out games, continued suspension from the team or dismissal from athletic competition.

Conviction of Felony - If convicted of a felony, a student-athlete will be immediately expelled from his or her athletic team. Any appeals of this action will be addressed by the Code of Conduct Panel. In cases where a student-athlete is expelled from an athletic team, any remaining athletic aid will be terminated immediately, and the student-athlete shall be notified of his or her right to a hearing before the Athletic Appeal Panel appointed by the President.

Students are required to report all violations of law to the Director of Athletics.

Athletic Organizations

Student-athletes are urged to participate in campus organizations as well as student-athletic organizations. The following organizations are particularly suitable for student-athletes and all are encouraged to participate in one or more.

Fellowship of Christian Athletes (FCA); advisors, Gary Rundles and Randy Pippin
Student-Athlete Advisory Committee (SAAC); advisors, Dee Outlaw and Amanda Marks

Athletic Eligibility

According to NCAA regulations, "to be eligible to represent an institution in intercollegiate athletics competition, a student-athlete shall be enrolled in at least a minimum full-time program of studies, be in good academic standing and maintain satisfactory progress toward a baccalaureate or equivalent degree." At the University full-time is defined as a minimum of 12 semester hours. Satisfactory progress is defined by the NCAA as having completed 24 hours of course work applicable to a defined degree, with only six hours in summer or mini terms. A Summary of NCAA Regulations can be found in Appendix A. Each student-athlete must be thoroughly familiar with these regulations prior to the first day of practice of each season. At a meeting prior to practice student-athletes will be asked to sign a form statement indicating that they are familiar with the regulations found in the summary statement.

Eligibility to Play

1. Student Athletes must be cleared by the Registrar's Office as academically eligible to compete.
2. New freshmen must be cleared by the NCAA Initial Eligibility Clearing house prior to competition.
3. Student-athletes must sign a statement in a form prescribed by the NCAA in which the student-athlete submits information related to eligibility, recruitment, financial aid, amateur status and involvement in organized gambling activities. Student-athletes should be familiar with this form, which they will be asked to sign at a designated team meeting. Failure to complete and sign the statement shall result in ineligibility for participation in all intercollegiate competition.
4. Each academic year a student-athlete shall sign a form prescribed by the NCAA in which the student consents to be tested for the use of drugs, prohibited by NCAA legislation. Failure to complete and sign the consent form prior to practice or competition shall result in ineligibility for practice and participation.
5. Student-athletes must be enrolled in 12 semester hours. A student-athlete will not be considered enrolled in a minimum full-time program of study if at any time during the semester the student-athlete drops a course that results in less than 12 semester hours. Therefore, students who drop below 12 hours are immediately ineligible to play or practice. Student-athletes are allowed to drop courses only in the Registrar's Office.

Eligibility to Practice

In order to be eligible to participate in practice, student-athletes must have met the following requirements:

1. Student-athletes must have been admitted to the University of West Alabama.
2. Students must be academically eligible to practice. (Any exceptions must be approved by the compliance officer and coach)
3. Student-athletes must have returned the insurance/medical history consent forms to the head athletic trainer.
4. Student-athletes must complete the Drug-Consent Form as explained in number three above.
5. Student-athletes must have received a physical examination by a licensed physical including an orthopedic exam. Student-athletes will be provided a physical exam free of charge on campus.
6. Student-athletes must attend the sport compliance meeting to be announced by the coach, at which time all forms will be signed and turned into the compliance Officer.

International Student-athletes

According to the NCAA, an international student-athlete is one who "is not a U.S. citizen, or has participated in foreign athletics activities or was associated as an athlete with a foreign athletics organization". The NCAA eligibility clearinghouse prior to practice or play must clear international freshmen student-athletes; international transfers must submit all transcripts for evaluation prior to entrance to the institution. Transcripts not in English must go through a translation agency.

International student-athletes are required to complete the General-Eligibility Form for International Student-Athletes prior to practice. A copy of the form can be found in the Director of Athletics office.

Any player who has not complied with any of the above requirements will not practice until the requirements are completed.

Financial Aid

Grant-in-aid

A student-athlete may be awarded a grant-in-aid, commonly referred to as an athletic scholarship, based upon his/her athletic ability. The aid can range from a small stipend to a full grant-in-aid covering tuition, room, board, books and any other required fees.

A grant-in-aid cannot be canceled or reduced during the academic year unless a student-athlete becomes ineligible for competition, is guilty of serious misconduct, or voluntarily withdraws from the sport. A grant-in-aid may not be increased during the academic year for athletic related reasons.

Other Aid

In addition to athletic awards, some students may also receive other University scholarships, grants from the G.I. Bill of Rights, monthly stipends for participation in advanced ROTC, Pell Grants and certain other government benefits. Student-athletes may also borrow money from a legitimate lender such as a bank. For further information student-athletes should contact the head-sport coach, the Director of Athletics, or the Financial Aid Director.

It is important to remember that any grant-in-aid given by the University is for one year only. The grant may be renewed from year to year, and notification of renewal will be made in writing before July 1 of each year.

Extra Benefits

NCAA institutions are more often penalized for providing extra benefits to student-athletes than for any other infraction. Coaches or "outside supporters" such as booster club members provide many of these extra benefits. A student-athlete shares the responsibility of ensuring that he/she is **not** given any of these extra benefits.

The following are some of the benefits which are in violation of the NCAA rules: gifts or loans of money from coaches, boosters, etc., transportation which is not paid for by the student-athlete, gifts of clothing or other personal items such as stereos, TV's, etc., the use of an automobile that does not belong to the student-athlete, long distance telephone calls not paid for by the student-athlete, special favors to parents or legal guardians, unusual housing arrangements, living expenses or special entertainment not available to all students enrolled on the campus and finally the selling of athletic event tickets to a student-athlete.

Any doubts about accepting any benefit should immediately be addressed to the head coach, the compliance officer, the director of athletics, or the director of financial aid.

Grievance Procedure

All student-athletes have the right to file a grievance to appeal the decision of the Athletic Department not to renew an athletic scholarship (grant-in-aid). The process for such an appeal is found in Appendix C.

Athletic Training & Sports Medicine

If, while participating in intercollegiate athletics at West Alabama, a student-athlete becomes injured or ill, an excellent sports medicine staff is readily available. Working closely with the primary care and sports orthopedic physicians at Alabama Sports Medicine & Orthopedic Center in Birmingham, athletic trainers are able to provide each athlete with the care necessary to evaluate, treat and rehabilitate any injury received during practice or competition.

Health insurance is carried on all UWA athletes and is utilized for injuries that occur during supervised practices or competitions. The UWA athletic insurance program utilizes the parent's/spouses' insurance first. Athletic health insurance is secondary and acts on a claim after the parent's/spouses' insurance has been fully utilized. If a student is not covered under a parent's/spouses' insurance plan, then the West Alabama athletic insurance program acts as the primary insurance. We highly encourage all student athletes to purchase their own insurance.

The athletic training staff is here to serve student-athletes. Whether an injury/illness is serious or just a slight inconvenience, the athletic training staff is dedicated to getting athletes back to full speed as quickly and safely as possible.

UWA Medical Expense

The University of West Alabama will only be financially responsible for the payment of medical bills that result from injuries occurring during supervised athletic trips, practices or games. **However, The University of West Alabama will pay the balance of these bills only after each bill has been filed with and processed by your insurance company.** We will make payment on the balance of these bills only after we receive notification that your insurance has paid their maximum collectible amount or that your insurance has denied payment of the bills. The exact procedure for handling these medical bills is outlined on the attached University of West Alabama MEDICAL EXPENSE PAYMENT PROCEDURE sheet.

Each student-athlete is required to have a physical examination by our team physician and sports medicine staff prior to any participation in any intercollegiate sport. The final decision of physical qualifications or reason for rejection is the responsibility of the team physician. The team physician also makes the decision on when an athlete may return to competition after a previous injury.

It is the responsibility of either the athlete or the parent/guardian(s) to notify the Athletic Training Staff or Team Physician of any athletic injury/illness to obtain prior approval for medical expense. The University of West Alabama Athletic Department will not be financially responsible for any medical expense incurred unless prior approval has been obtained from the team physician, William R. Simpkins, M.D., or from the athletic trainers, R.T. Floyd, Brad Montgomery, or Karen Straub.

The University of West Alabama will not be financially responsible for any voluntary unsupervised activities which result in an athletic injury/illness.

The University of West Alabama Student Health Services is housed in Dr. Simpkins' Office across U.S. Highway 11 from the north end of the campus. The University physician, William R. Simpkins, M.D., maintains office hours at the Health Center from 12:30 to 1:30 p.m., Monday through Friday for the purpose of seeing students on routine matters. The university physician may write prescriptions and/or treat the student on an outpatient basis, as necessary. Student Health Services provides this service as part of the arrangement through the University and the doctor's office. It is covered under the student medical fee.

The student will be responsible for the purchase of all prescriptions needed other than those prescribed for a covered athletic injury/illness. If the student needs to be hospitalized for non-athletic reasons, it will then be the responsibility of the student to select his physician and hospital. The student will be responsible for any charges incurred.

Housing/Residence Hall Regulations

The Office of Housing and Residential Life is located on the first floor of Brock Hall. The Residential Life staff provides information, guidance, programs, and services for on-campus students.

On-Campus Requirement

Permission must be granted by the University in order to live off-campus if you are an unmarried student who has not achieved junior standing and who is less than twenty years of age. Students living with immediate family within commuting distance of the University may live at home.

Resident Assistants (R.A.)

Your resident assistant lives on your floor and is there to assist you and advise you. Get to know the R.A. on your floor - they are there for your assistance.

Residence Hall Directors (R.D.)

Each residence hall has a director who is the head staff member in the building. The director is available to answer questions as well as help you work out any problems beyond the scope of your resident assistant.

Visitation

In order to insure a degree of privacy for residents, the traditional residence halls have a visitation schedule which limits visits by guests of the opposite sex. The schedule is:

Sisk, Spieth, and Selden:

Sunday (1:00 pm - 11:30 pm)

Monday through Thursday (2:30 pm - 11:30 pm)

Friday (2:30 pm – 1:00 am)

Saturday (1:00 pm – 1:00 am)

Reed, Hoover, Patterson and Stickney

Everyday (10:00 am – 2:00 am)

NOTE: For all university housing after 11:00 pm an individual must be escorted by a host.

Note: The UWA Athletic Department has additional limitations on visitation for all student-athletes during the season. Be familiar with and follow these restrictions as well.

Residential Life Fee

Each on-campus student is required to pay a \$30 residential life fee per year. This fee helps support the ongoing cost of programming within the residence halls and apartments. These programs are educational as well as entertaining. This fee is non-refundable once a student has checked into the residence halls.

Housing Deposit

The housing deposit serves as a combination room reservation and damage deposit. Your deposit, therefore, must remain on file with the University throughout your occupancy in the residence hall. Upon leaving the hall, you are eligible to request a refund, if you have not violated the agreement. In order to do this you must request **in writing** the return of your deposit. Deposit requests forms are available at the Housing Office.

Your Contract

When you move into the residence halls, you are committing to a contract - the Residence Hall Agreement. This is an **annual** contract, valid from September through August. Moving off-campus before the completion of the academic year is a violation of the contract and will result in forfeiture of your deposit. Termination of the contract without the approval of the Housing Office will result in forfeiture of the deposit and obligation to pay rent for the remaining quarters of the agreement period.

Keys

There is not an initial key charge upon room registration. However, should a key be lost and need to be replaced, the fee is \$35.00 (\$70 for Hoover). Please come by the Housing Office in order to replace a **lost** key. Once a key has been ordered, the \$35.00 (\$70 for Hoover) fee cannot be refunded.

Residence Hall Regulations

Each resident is responsible for his/her room and/or apartment. There are 50 regulations set forth by the Housing Office dealing with residence hall living. Consult the University's Student Handbook for a list of these regulations.

Two general rules to abide by:

1. Respect the privacy and property of those around you
2. Treat others as you would like to be treated

Dining Services

The University Dining Services is located in Young Hall. The cafeteria hours are:

<u>Breakfast</u>	<u>Continental Breakfast</u>	<u>Lunch</u>	<u>Dinner</u>
Monday - Thursday: 7:00 - 8:00 a.m.	8:00 - 9:30 a.m.	11:00 - 1:15 p.m.	4:30 - 6:30 p.m.
Friday: 7:00 - 8:00 a.m.	8:00 - 9:30 a.m.	11:00 - 1:15 p.m.	4:30 - 5:15 p.m.
<u>Brunch</u> Saturday: 10:30 - 12:30 p.m.			4:30 - 5:15 p.m.
Sunday: 10:30 - 12:00 p.m.			4:30 - 6:00 p.m.

All students residing in the residence halls of the University are required to purchase meal tickets.

Note: Make sure you *wear a shirt with sleeves* when you are in the cafeteria. Decent shorts should also be worn.

Student Host Guidelines

This information is a guide for students who serve as hosts for prospective student-athletes on their official visits (paid by the university). Knowledge of some general recruiting principles and NCAA guidelines can prevent an infraction.

1. Student hosts should be positive about West Alabama. It is important, however, that negative comments not be made about other schools or coaching staffs that the prospect is interested in.
2. The prospect should never be left in someone else's care. If you go to a party, remember you are responsible for the prospect. The rules set forth by the head coach must be followed.
3. Prospects should not be introduced to anyone who is not a member of the West Alabama athletic staff, student body or faculty.
4. When entertaining a prospect the following guidelines must be adhered to:
 - A. Student hosts and prospects must never leave a 30 mile radius of West Alabama's campus.
 - B. Student hosts must never allow the prospect to use his/her car or anyone else's car, during the official visit.
 - C. A prospect is not allowed to sit on the team bench, stand on the sidelines or sit in press row. Regular seating is the guideline.
 - D. Entertainment money cannot be given directly to the prospect. The head coach will give the money to the student-host and the amount cannot exceed \$20.00. This money is not to be spent on alcoholic beverages, souvenirs or gifts. The money is to be used for entertainment such as for movie, food or recreational activity.
 - E. It is illegal in the state of Alabama to provide alcoholic beverages to a minor.
 - F. Student-hosts should remember that they are a representative of the University of West Alabama and their actions represent UWA's student body, faculty and athletic program. The student host's goal is to give the best possible impression of the University of West Alabama and the athletic department.

Important Resources

Director of Athletics

Mr. Dee Outlaw is the Director of Athletics. He has overall control of the intercollegiate athletic program at West Alabama. He maintains an open door policy to all student-athletes who might wish to talk to him regarding any portion of the athletic program. His office is located in Foust Hall.

Director of Compliance

Mr. Clarence Egbert is the University Registrar and also the Compliance Officer for all sports. His office is located in Webb Hall, third floor. He is available from 8:00 until 5:00. Mr. Egbert maintains an open door policy to all student-athletes who might wish to talk to him about eligibility or other compliance situations.

Director of Financial Aid

Ms. Pat Reedy is the Director of Financial Aid, which is located on the third floor of Webb Hall. Ms. Reedy is the most knowledgeable person at the University about financial aid, grants-in-aid, etc. Any questions regarding such should be addressed to her.

Faculty Athletic Representative

Mr. Micky Smith is the Faculty Athletic Representative. His office is located in Bibb Graves Hall, second floor. He is a member of the UWA faculty who works very closely with the athletic program. Among his duties are the approval of all grants-in-aid for athletics and verification of the eligibility of student-athletes. He also participates as an active member in the Gulf South Conference and is the Chair of the University's Intercollegiate Athletic Committee.

Senior Women's Administrator

Coach Janet L. Montgomery, softball coach, is the Senior Women's Administrator. She assists the Director of Athletics in matters concerning women's athletics at UWA. Her office is located in Foust Hall.

APPENDIX

A

APPENDIX

B

APPENDIX C

**PROCEDURES FOR ESTABLISHING AND CONDUCTIONG ATHLETIC
SCHOLARSHIP NON-RENEWAL HEARINGS**

I. Establishing

- A. After the student-athlete notifies the Director of Financial Aid of his/her desire to appeal the decision of the Athletic Department not to renew his/her scholarship, the Director of FA will establish with all parties concerned (see item IIA) a date, time and place for such hearing.
- B. The Director of FA will distribute copies of materials (e.g. contracts, correspondence, rules and regulations) that are relevant to the case in question.

Copies will go to:

- 1. Director of FA (Chair)
- 2. Members of Student Life Committee
- 3. Student Athlete
- 4. Athletic Department Representative

II. Conducting

A. Personnel involved in the hearing:

- 1. Director or FA (Chair)
- 2. Members of Student Life Committee
- 3. Student Athlete
- 4. One person of the student athlete's choice
- 5. Athletic Department Representative (i.e., head coach of the athlete's sport).
- 6. One person of the Athletic Department's administrative staff.
- 7. Recorder

B. Part I of Hearing

1. Personnel present:

- a. Director of FA
- b. Student Life Committee
- c. Athletic Department representative (i.e., head coach of athlete's sport).
- d. One person of Athletic Department Administrative staff.
- e. Recorder

2. Hearing procedure (to be recorded)

- a. Introduction of all parties' present and statement of their capacity in relation to the case
- b. Statement of the reason for the hearing (by Director of FA)
- c. Explanation of hearing procedures to be followed (by Director of FA)
- d. Statements by Athletic Department administrative staff
- e. Questions by the members of the Student Life Committee

C. Part II of Hearing

1. Personnel present:

- a. Director of FA
- b. Student Life Committee
- c. Student Athlete
- d. One person of student athlete's choice
- e. Recorder

2. Hearing procedure (to be recorded)

- a. Introduction of all parties present and statement of their capacity in relation to the case.
- b. Statement of the reason for the hearing (Director of FA)
- c. Explanation of hearing procedures to be followed (Director of FA)
- d. Statements by student athlete and person of his/her choice
- e. Questions by members of the Student Life Committee

D. Part III of hearing (to be conducted if members of the Student Life Committee think it would be beneficial to talk with the student athlete and Athletic Department representative simultaneously).

1. Personnel present:

- a. Director of FA
- b. Student Life Committee
- c. Student athlete
- d. Person of athletes' choice
- e. Athletic Department representative (i.e., head coach of athletes' sport)
- f. One person of Athletic Department administrative staff
- g. Recorder

2. Questions by members the Student Life Committee at hearing (to be tape recorded)

III. Action: The Student Life Committee shall render a written decision within seven days of the hearing.

IV. Appeal: The athlete may appeal a decision of the Committee to the President.

APPENDIX D

THE UNIVERSITY OF WEST ALABAMA

NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.

PLEASE REVIEW IT CAREFULLY. THE PRIVACY OF YOUR HEALTH INFORMATION IS IMPORTANT TO US.

OUR LEGAL DUTY

We are required by applicable federal and state law to maintain the privacy of your health information. We are also required to give you this Notice about our privacy practices, our legal duties, and your rights concerning your health information. We must follow the privacy practices that are described in this Notice while it is in effect. This Notice takes effect on the date of your signature on the *CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION FORM* and will remain in effect until we replace it.

Participants in The University of West Alabama's athletics programs are students; therefore their medical records are student treatment records. Their health care information falls under the Family Education Right to Privacy Act (FERPA) Regulations. Student treatment records are specifically excluded from the Health Insurance Portability And Accountability Act of 1996 (HIPPA) requirements. But, the following privacy practices will ensure that information contained in the medical records will be protected per the requirements of both Acts.

We reserve the right to change our privacy practices and the applicable law permits the terms of this Notice at any time, provided such changes. We reserve the right to make the changes in our privacy practices and the new terms of our Notice effective for all health information that we maintain, including health information we created or received before we made the changes. Before we make a significant change in our privacy practices, we will change this Notice and make the new Notice available upon request.

You may request a copy of our Notice at any time. For more information about our privacy practices, or for additional copies of this Notice, please contact us using the information listed at the end of this Notice.

USES AND DISCLOSURES OF HEALTH INFORMATION

We use and disclose health information about you for prevention, evaluation, treatment, rehabilitation, and referral of injury/illnesses, as well as, healthcare operations. We also use and disclose healthcare information to the appropriate personnel for the payment of any bills incurred in the care of any athletic injury/illness you sustain. We also may use and disclose information to our sports information director for communication with the public media. Further detailed examples of use and disclosures are as follows:

Prevention, Evaluation, Treatment, Rehabilitation, and Referral: We may use or disclose your health information to a physician or other allied healthcare provider that potentially may be providing any of the listed to you. We may also use or disclose your health information to your coach or coaches, our director of athletics, the university president, the university attorney, or any member of the sports medicine staff (director of sports medicine, head athletic trainer, associate athletic trainers, assistant athletic trainers, graduate assistant athletic trainers, athletic training students, and team physicians)

Payment: We may use and disclose your health information to appropriate university personnel responsible for payment of healthcare/insurance claims. We may also use and disclose your health information to carry out payment through our insurance company.

Healthcare Operations: We may use and disclose your health information in connection with our healthcare operations. Healthcare operations include quality assessment and improvement activities, reviewing the competence or qualifications of healthcare professionals, evaluation practitioner and provider performance, conducting training programs, accreditation, certification, licensing or credentialing activities.

Your Authorization: In addition to our use of your health information for prevention, evaluation, treatment, rehabilitation, and referral of injury/illnesses, payment or healthcare operations, you may give us written authorization to use your health information or to disclose it to anyone for any purpose. If you give us an authorization, you may revoke it in writing at any time. Your revocation will not affect any use or disclosures permitted by your authorization while it was in effect. Unless you give us a written authorization, we cannot use or disclose your health information for any reason except those described in this Notice.

To Your Family and Friends: We must disclose your health information to you, as described in the Patient Rights section of this Notice. We may disclose your health information to a family member, friend or other person to the extent necessary to help with your healthcare or with payment for your healthcare, but only if you agree that we may do so.

Person Involved in Care: We may use or disclose health information to notify, or assist in the notification of (including identifying or locating) a family member, your personal representative or another person responsible for your care, of your location, your general condition, or death. If you are present, then prior to use or disclosure of your health information, we will provide you with an opportunity to object to such uses or disclosures. In the event of your incapacity or emergency circumstances, we will disclose health information based on a determination using our professional judgment disclosing only health information that is directly relevant to the person's involvement in your healthcare. We will also use our professional judgment and our experience with common practice to make reasonable inferences of your best interest in allowing a person to pick up filled prescriptions, medical supplies, x-rays, or other similar forms of health information.

Marketing Health-Related Services: We will not use your health information for marketing communications without your written authorization.

Required by Law: We may use or disclose your health information when we are required to do so by law.

Abuse or Neglect: We may disclose your health information to appropriate authorities if we reasonably believe that you are a possible victim of abuse, neglect, or domestic violence or the possible victim of other crimes. We may disclose your health information to the extent necessary to avert a serious threat to your health or safety or the health and safety of others.

Professional Sports: With your written permission, we may disclose your health information to scouts or representatives of professional sports organizations.

Appointment Reminders: We may use or disclose your health information to provide you with appointment reminders (such as voicemail messages, postcards, or letters).

Alternative Treatments: We may use or disclose your health information to provide you with treatment alternatives or services related to your health. You will have an opportunity to refuse to receive this information.

Worker's Compensation: Your health information regarding benefits for work-related injury/illness may be released as appropriate.

Health Oversight Activities: We may use or disclose your health information for audits, inspections, or investigations.

Research Projects: We may use or disclose your health information, with your consent, for the purpose of preparing research or case study projects.

Other Ways the Sports Medicine Staff May Use Your Medical Information:

- To prevent a serious threat to health or safety
- For law enforcement in response to a court order or other legal process
- Disaster relief agency if you are injured in a disaster situation
- National security and intelligence activities
- Lawsuits and disputes (We will attempt to provide you advance notice of a subpoena before disclosing any information)
- Anytime as required by law

PATIENT RIGHTS

Access: You have the right to look at or get copies of your health information, with limited exceptions. You may request that we provide copies in a format other than photocopies. We will use the format you request unless we cannot practically do so. You must make a request in writing to obtain access to your health information. You may obtain a form to request access by using the contact information listed at the end of this Notice.

Disclosure Accounting: You have the right to receive a list of instances in which we or our business associates disclosed your health information for purposes, other than treatment, payment, healthcare operations and certain other activities, for the last 6 years, but not before the date(s) of service.

Amendment: You have the right to request that we amend your health information. (Your request must be in writing, and must explain why the information should be amended.) We may deny your request under certain circumstances.

Electronic Notice: If you receive this Notice on our Web site or by electronic mail (e-mail), you are entitled to receive this Notice in written form.

QUESTIONS AND COMMENTS

If you want more information about our private practices or have questions or concerns, please contact us.

If you are concerned that we may have violated your privacy rights, or you disagree with a decision we made about access to your health information or in response to a request you made to amend or restrict the use or disclosure of your health information or to have us communicate with you by alternative means or at alternative locations, you may complain to us using the contact information listed at the end of this Notice. You also may submit a written complaint to the U.S. Department of Health and Human Services. We will provide you with the address to file your complaint with the U.S. Department of Health and Human Services upon request.

We support your right to the privacy of your health information. We will not retaliate in any way if you choose to file a complaint with us or with the U.S. Department of Health and Human Services.

Contact Officer: **Brad Montgomery, MAT, ATC**
Station #14, UWA
Livingston, AL 35470
Office: 205-652-3696 Fax: 205-652-3799

THE UNIVERSITY OF WEST ALABAMA

CONSENT FOR USE AND DISCLOSURE OF HEALTH INFORMATION

SECTION A: PATIENT GIVING CONSENT

Name: _____
Last First Middle

Address: _____
Street or P.O. Box City State Zip Code

Telephone: _____
Home Cell email

SECTION B: TO THE PATIENT - PLEASE READ THE FOLLOWING STATEMENTS CAREFULLY.

Purpose of Consent: By signing this form, you will consent to our use and disclosure of your protected health information to carry out prevention, evaluation, treatment, rehabilitation, and referral of injury/illnesses, as well as, healthcare operations. Your signature also confirms the fact that a copy of the Notice of Privacy Practices was provided for you.

Notice of Privacy Practices: You have the right to read our Notice of Privacy Practice before you decide to sign this Consent. Our Notice provides a description of our prevention, evaluation, treatment, rehabilitation, and referral of injury/illnesses, as well as, healthcare operations, of the uses and disclosures we may make of your protected health information, and of other important matters about your protected health information. A copy of our Notice accompanies this Consent. We encourage you to read it carefully and completely before signing this Consent.

We reserve the right to change our privacy practices as described in our Notice of Privacy Practices. If we change our privacy practices, we will issue a revised Notice of Privacy Practices, which will contain the changes. Those changes may apply to any of your protected health information that we maintain.

You may obtain a copy of our Notice of Privacy Practices, including any revisions of our Notice, at any time by contacting:

Brad Montgomery, MAT, ATC
Station #14, UWA
Livingston, AL 35470
Office: 205-652-3696 Fax: 205-652-3799

Right to Revoke: You will have the right to revoke this Consent at any time by giving us written notice of your revocation submitted to the Contact Person listed above. Please understand that revocation of this Consent will not affect any action we took in reliance on this Consent before we received your revocation, and that we may decline to treat you or to continue treating you if you revoke this Consent.

SIGNATURE:

I have had full opportunity to read and consider the contents of this Consent form and your Notice of Privacy Practices. I understand that, by signing this Consent form, I am giving my consent to your use and disclosure of my protected health information to carry out treatment, payment activities and health care operations.

Signature: _____ Date: _____

If a minor signs this consent, a parent or guardian must sign below.

**Parent or Guardian's
Printed Name:**

_____ Last First Middle

**Relationship to
Patient:**

Signature: _____ Date: _____

YOU ARE ENTITLED TO A COPY OF THIS CONSENT AFTER YOU SIGN IT.

Include completed Consent in the patient's chart

APPENDIX E

**FROM GULF SOUTH CONFERENCE OPERATING MANUAL
ARTICLE XV: UNSPORTSMANLIKE CONDUCT**

Section 1. General. The Gulf South Conference does not condone or ignore unsportsmanlike conduct by student-athletes, coaches, spectators, administrators, staff or officials. Coaches and student-athletes are warned that the Commissioner is empowered to take any action he/she deems necessary to penalize unsportsmanlike conduct, whether during the regular season, GSC Championships and Playoffs, or NCAA Regionals and Championships.

- A. **Definition.** Unsportsmanlike conduct includes, but is not limited to: physical and oral acts, written or spoken words and other actions that would incite spectators or student-athletes; threatening gestures and words; obscenities, and race-religious-, nationality- or sex-based statements (whether spoken, signed, gestured, written or printed); public criticism of officials, conference officers, the Conference in general, and other member institutions and their employees; confrontations between officials and student-athletes coaches, or confrontations between student-athletes from opposing teams and/or coaches from opposing teams that exceed socially acceptable behavior; baiting or taunting; and any other act of omission or commission that would discredit the institution, sport, conference or NCAA. The Commissioner has final judgment as to what constitutes an act of unsportsmanlike conduct.
- B. **Reports of Unsportsmanlike Conduct.** Any flagrant unsportsmanlike conduct by student-athletes, coaches, administrators, staff or spectators at an athletic event *must* be reported by the Director Athletics, FAR or CEO of *the* involved institution to the Commissioner within 24 hours of the incident. *This specifically includes the ejection of any player, head or assistant coach, staff member, graduate assistant, etc., regardless of the reason for the ejection.*

Reports must be *in writing*, signed by the AD, FAR or CEO, and received in the Commissioner's Office within 48 hours of the alleged unsportsmanlike conduct. FAXes are acceptable.

The Commissioner is authorized to investigate the incident and assess penalties, and will advise the Presidents of the disposition of the case. Any action by the Commissioner will be reported to the Presidents, AD's and party or parties involved within five days of the decision. Any appeal must be made within 14 days of receipt of the notice of decision.

- C. IF the Commissioner is personally present at an event and observes the unsportsmanlike conduct first-hand, the Commissioner may act to immediately penalize the offending party(s). This may include removal from the facility, suspension from the event, etc.

Section 2. Ban on Tobacco Products. The Conference enforces a *total ban* on the use of any tobacco products during practice, competition, warm-ups and at conference-sponsored events such as banquets, meetings and clinics. This restriction applies to all coaches, student-athletes, support personnel, staff and administrators. **It is more extensive and carries stronger penalties than NCAA bylaw 17.1.8.** Violators will be ejected from the event without warning and will not be permitted to participate in that event. Pre-game warm-up periods are considered part of the event for the purposes of this rule, so violations during those times will mean ejection from the next event in which the violator is supposed to participate. **At the June 2003 Meeting, the GSC Presidents re-affirmed their strong support of sanctions against anyone violating the tobacco policy and reminded all of their athletics administrators that this rule is to be strictly enforced.**