Go Hatters!

Welcome to new and returning Student-athletes. The entire athletic department is delighted to have you back for another exciting year.

An incredible experience is waiting for you but you have to embrace the opportunity with all of your passion. Stetson’s faculty are prepared to guide your learning experience and help you grow and mature intellectually, while your coaches are prepared to lead you into competition against the best athletic programs in the country. This is an incredible opportunity and is limited to a very select population. Take the time to appreciate the opportunity you have and work hard to make your experience significant. We are here to help make your time at Stetson successful, rewarding and memorable.

The Student-Athlete Handbook is designed as a resource for you. The information in this book will help you become aware of the student-athlete resources including financial aid, academic support, sports information and sports medicine. We have also clarified the pertinent NCAA rules that affect all Division I student-athletes. Take a moment to become familiar with this handbook and utilize it throughout the year.

The Student Athlete Advisory Committee (SAAC) is an essential tool to allow all student-athletes the opportunity to have input into the decisions that impact their lives and the direction of college athletics. Take the time to get involved and help lead intercollegiate athletics at Stetson into a new era.

We look forward to working with you to make the Stetson experience second to none.

Go Hatters!

Jeffrey P. Altier  
Director of Athletics
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Athletic Department Mission Statement

Vision Statement:
Develop a culture of champions athletically, academically and within the community.

Mission Statement:
Stetson Athletics recruits and develops student-athletes, coaches and staff, creating a culture of champions within and outside of competition.

Core Values:

Championship Culture
- We create an environment that fosters an uncompromising commitment to winning championships.
- We hire and retain the best coaches and staff while providing the resources needed to succeed at a championship level.

Integrity
- We act with honesty, civility and respect.
- We are fiscally and socially accountable.
- We operate within the letter and spirit of all NCAA, conference and Stetson rules and regulations.

Excellence
- We are committed to the daily personal and professional development and total well-being of student-athletes, coaches and staff.
- Through preparation, discipline and perseverance, we are dedicated to being the very best in everything we do.

Pride/Tradition
- We recognize and honor our history.
- We foster pride, passion and loyalty in support of the Stetson Hatters and our traditions.
- We are dedicated to building and elevating the Stetson Hatters brand.
- We actively engage campus, the local community and alumni to increase participation and support for the Stetson Hatters.

Leadership
- We develop and empower student-athletes, coaches and staff to motivate, inspire and mentor others.
- We create an environment dedicated to positive leadership and invest in building relationships.
Atlantic Sun Conference

Made up of some of the strongest private schools and fastest growing state schools in the Southeast, the Atlantic Sun Conference boasts a mixture of old and new tradition, and change that cannot be matched.

Founded on September 19, 1978 by eight NCAA Division I Independents, the A-Sun (originally known as the Trans America Athletic Conference “TAAC”) has progressed and grown without changing its initial premise, "assist its member institutions in the maintenance of programs of intercollegiate athletics which are compatible with the highest standards of education and competitive sports." Stetson is the second oldest current member of the league.

A-Sun 2015-2016 membership includes eight (8) member institutions. The conference enters 2015-2016 with more outstanding student-athletes, excelling in the competitive arenas of both classroom and playing field, than ever before. Division I athletics at a great set of schools in a great set of cities.
Section 1: Student-Athlete Resources

I. The Faculty Athletic Representative
All NCAA member institutions are required to have a Faculty Athletics Representative (FAR). A FAR serves the general purposes of enhancing academic integrity, ensuring institutional control of the athletics program, and promoting student-athlete welfare. Stetson’s Faculty Athletic Representative (FAR) is appointed by and reports directly to President Libby. Our FAR is Dr. Mike Bitter, Professor of Accounting. His office is located in Room 201 of the Edmund Center and in Room 521 of the Lynn Business Center. His telephone number is 822-7422. The FAR has many duties, including the following that deal with student-athlete welfare:

- The FAR is responsible for assisting the Athletics Director in overseeing the commitment to student-athlete welfare, including to gender equity and diversity.
- The FAR participates in athletic orientation activities for student-athletes.
- The FAR participates in the student-athlete exit interview process and reviews results of annual student-athlete program evaluations and student-athlete exit interviews.
- The FAR supports the activities of the Student-Athlete Advisory Committee.
- The FAR reviews the equity and sports sponsorship reports, the Student-Athlete Handbook, and the athletics equity and diversity plans.
- The FAR reviews and approves travel schedules for all sports.
- The FAR coordinates the nomination process for NCAA and Atlantic Sun postgraduate scholarships and other NCAA academic scholarships.
- The FAR is available to consult with and/or assist student-athletes upon their request.
- The FAR plays a role in the formal student-athlete grievance process.
- The FAR conducts student-athlete transfer release appeal hearings and, when available, serves on athletics financial aid non-renewal appeal bodies.

II. Student-Athlete Advisory Committee
The Student-Athlete Advisory Committee (SAAC) is a committee comprised of two representatives from each sport. The group meets monthly with an athletic department administrator to discuss events, procedures and current issues, such as gender equity, financial aid, changes in NCAA regulations, etc. Representatives serve as the liaison from the athletics department to his or her sport. SAAC is a great way for student-athletes to get involved in the direction of Stetson Athletics including:

- Generating a student-athlete voice within the athletic department.
- Soliciting student-athlete response to proposed NCAA legislation.
- Organizing community service efforts.
- Creating a vehicle for student-athlete participation as a campus organization.
- Creating a vehicle for student-athlete representation on campus-wide committees (e.g. Student Government committees).

III. Academic Support & Other Student-Athlete Support

The Athletic Academic Support Office is designed to offer all student-athletes the opportunity to enhance their academic skills in order to achieve greater success. Consequently, our office works strategically with Student Success to provide student-athletes with supplemental resources. We offer:

- One-to-one success coaching,
- Group success coaching,
- Departmental tutoring,
- Academic workshops,
- Disability resources,
- And other supplemental resources.

The Associate AD for Student-Athlete Services and the Academic Success Coordinator work collaboratively with coaches, faculty, Student Success, and other campus constituents to foster and enhance academic success. Through these initiatives, the Academic Athletic Support Office and Student Success provide student-athletes with the resources necessary to reach their full academic potential.

A) Student-athletes with Learning Disabilities

Any student-athlete who has a documented learning disability is encouraged to contact the Academic Success Center (386-822-7127, asc@stetson.edu). The Academic Success Center ensures equal access to all students who have a documented learning disability. Listed below are the steps required to obtain official academic accommodations.

1. First, submit a recent evaluation conducted by a qualified professional that describes your disability and supports the need for accommodations. A student can submit an evaluation via email or fax, but also has the option to deliver it to the Academic Success Center.
2. Next, make an appointment with a member of the ASC staff to conduct an initial interview concerning your needs and the specifics of accommodations.
3. After determination of accommodations, the student acknowledges a request of accommodations and the ASC will notify the student's professors of the specific accommodations; the student must sign the Accommodations Notification Form, and then we strongly encourage students to meet with the professor and discuss the specifics of each accommodation and how each can be met.
4. Finally, once fully registered with the ASC, students must request their accommodations prior to or at the beginning of each semester (within the first two weeks) in order to have professors notified of accommodations.
B) Student-Athletes Requesting Individual Tutoring

Stetson University’s Athletic Academic Support Office is able to provide student-athletes who require additional academic assistance with an individual tutor. However, the student-athlete must follow specific steps before acquiring an individual tutor.

1. The student-athlete will fill out the “Tutor Request Form” on the GoHatters.com website. This form is located under the “Inside Athletics” tab found in the “Academic Information” link.

2. Next, the student-athlete will be required to meet with his/her professor and discuss the academic insufficiencies and what steps should be taken in order to improve in that course.

3. If the professor suggests tutoring, the student-athlete will be required to utilize the departmental tutoring. These tutoring sites are the first option for additional academic assistance and available to all Stetson students.

   *Most all subjects have departmental tutoring; however, there are some departments that do not provide this service. If a student-athlete is in a course in which departmental tutoring is not available, the Academic Success Coordinator will hire the student-athlete an individual tutor after he/she speaks with the professor and tries success coaching.

4. After filling out the “Tutor Request Form”, meeting with the professor, and utilizing departmental tutoring, the student-athlete will then be asked to meet with the Academic Success Coordinator for success coaching. During this meeting, the Academic Success Coordinator and the student-athlete will review the Tutor Request form and discuss possible options for further academic assistance. At this time, the Academic Success Coordinator will determine if the student-athlete requires an individual tutor.

5. If the student-athlete is permitted to have an individual tutor, he/she will fill out a Student-Athlete Tutoring Contract. The student-athlete will not be allowed to begin tutoring unless this form is completed.

Cancellation Policy

If a student-athlete is permitted to work with an individual tutor, he/she is not allowed to miss or cancel tutoring appointments unless there are extreme circumstances. If these extreme circumstances occur, they must contact the Academic Success Coordinator to cancel the appointment. The Academic Success Coordinator is responsible for:

- Contacting the tutor via phone to let them know the session has been cancelled,
- And emailing the tutor about cancelling the session.

The student may not cancel a tutoring appointment because they had a test that day in the course. These appointments are reoccurring throughout the entire semester and should only be cancelled if the Academic Success Coordinator terminates the tutoring session. If the student-athlete must make a last minute cancellation is it his/her responsibility to contact the Academic Coordinator by phone and make the cancellation. The penalties listed below will still be applicable to last minute cancellations.

Penalties
If a student-athlete does not attend to the tutoring appointment and does not officially cancel it with the Academic Success Coordinator, he/she will be subject to the following penalties.

1. First offense - Warning.
   a. The Academic Coordinator will make the coach aware of the infraction and speak with the student-athlete about missing tutoring sessions.

2. Second Offense - Dismissal.
   a. If the student-athlete misses two tutoring sessions, they will no longer be allowed to have an individual tutor. If they need help with a course, they will report to departmental tutoring. If in the future he/she would like an individual tutor that will be up to the discretion of the Academic Coordinator.

C) Departmental Tutoring
The University provides tutors and tutoring labs in many disciplines including writing, economics, math, physics, and accounting. These tutors and labs are accessible to all student-athletes and are open during the academic week. Hours are scheduled by each of the departments and posted on the Academic Success Center’s website (www.stetson.edu/asc). A list of the departmental tutoring sessions will be available at the Athletic Academic Support Office.

D) Student Success Workshops
The Student Success Workshops are workshops that focus on the values of Stetson University. Intellectual development, global citizenship, and personal growth are all integral pieces of the workshops series. From active reading strategies to learning about privilege identity, Student Success focuses on holistic development. We encourage first year students to attend these workshops as they aid in the transition from high school to college.

E) Computer Labs
Stetson offers students, with valid I.D, access to the Information Technology (IT) Computer Labs. The labs are located in the Lynn Business Center basement, the library, Davis Hall and other locations throughout the campus. Labs are available to students seven days a week for up to sixteen hours a day. Students should check with their professors for the areas in their buildings available to students. Students can also take advantage of the many hands-on computing seminars that are offered by IT to help students update their computing skills. Laptop computers and tablets are available in the office of the Associate Athletic Director for Student Services Academics and Compliance for students to check out when traveling for competition. These items are offered on a first come, first served basis.

F) Study Hall
Athletic Study Hall is held in the Wilson Athletic Center during the academic year. Athletic Study Hall may held in the Hollis Student Family Success Center (at discretion of your coach). The schedule is available on the “Academic Information” tab on gohatters.com. Study hall hours are determined by the coaching staffs, but study hall is supervised by the Academic Success Coordinator and a team of athletic tutors and study hall monitors. Study hall is open throughout the week, and for limited hours on the
weekend. Student-athletes in study hall must follow study hall rules, or may be subject to being dismissed from study hall and losing their hours for that week.

G) Class Advising and Registration
Student-athletes must consult with their assigned faculty academic advisor in selecting courses. Student-athletes should make every effort to register for courses that meet their academic degree program requirements in order to maintain their eligibility in accordance with NCAA rules.

i) Priority Registration (First-year students)
First year student-athletes competing in the championship segment of their season will be allowed to register prior to other students in their peer group. (Year of enrollment is based on number of credits earned.) For example, a first year student-athlete whose championship season takes place in the spring (baseball, basketball, rowing, golf, beach volleyball, lacrosse and tennis) will be allowed to pre-register during the fall semester for courses for the following spring semester prior to their peers in the general student population. First or second year fall sport (volleyball, soccer, cross country and football) student-athletes will be allowed to pre-register in the spring semester for courses for the following fall prior to their general student population peer group. Students who receive priority registration are required to meet with their faculty advisor prior to their scheduled registration time.

ii) Priority Registration (Upperclassmen)
All student-athletes with 24 credits or more will register on the day before their class registration opens.

H) Academic Monitoring
The Athletic Academic Support Office works closely with faculty, staff and coaches to promote academic success for our student-athletes. Twice each semester, academic evaluations are sent to student-athletes’ professors to monitor progress in each course. Upon receipt of the evaluations, the Academic Success Coordinator will reach out to those students who need additional support. All student-athletes on academic warning or have received two or more mid-term deficiencies will be required to meet with the Academic Success Coordinator to create a plan for the remainder of the semester.

I) Counseling Center
Learning to balance academics, athletics, and life in college can be difficult. In the event that a student-athlete is experiencing difficulties that are beyond the help of other services, he/she may be referred to the Counseling Center for further assistance. The Counseling Center offers students individual and group counseling dealing with personal, social, and educational issues in an effort to guide students toward a more fulfilling college career. The Counseling Center includes a Sports Psychologist.

J) Career and Professional Development and Academic Advising
The Career and Professional Development, Academic Advising and Athletics Student Services offices offer students a plethora of resources to enhance their academic and professional goals. From resume writing and networking with alumni, to developing a plan for graduation, this office provides insightful, professional guidance to a meaningful collegiate experience. For more information, contact your Academic Success Coordinator, Career and Professional Development (career@stetson.edu), or Academic Advising (academic.advising@stetson.edu).

K) Student Health Services
Stetson University provides health services for all students. Services include: a primary care clinic, referrals, pharmacy, and health education programs. If at any time a student-athlete is in need of medical care, Health Services is staffed and equipped to treat the needs of the individual.

L) Residential Life
One of the many challenges faced by the student-athlete is remaining on campus during the break periods when other students go home. In support of the athletic programs, Residential Life works with the Athletic Department to coordinate housing during these times. Your coaches and resident advisors can help in making plans to stay in your dormitory over breaks. Residential Life is also available to assist with any other housing needs.

M) Leadership Academy
The Leadership Academy is conducted through the Janssen Sports Leadership Center. The Academy has three programs: Emerging Leaders, Veteran Leaders and Leadership 360. All members are nominated by their coaching staff each year, with an official invitation coming from the Director of Athletics, noting his or her appointment.

EMERGING LEADERS PROGRAM:
Designed for a select group of “high potential” sophomore and junior student-athletes, the Emerging Leaders program provides prospective leaders with the insights, strategies, and skills necessary to become effective leaders on their team, on campus, and in the community. Through ongoing workshops, interactive exercises, action learning experiences and readings, the year-long Emerging Leaders program provides a strong foundation for student-athletes to develop into effective team leaders. The emphasis of the program at this level is creating effective Leaders by Example while setting the stage for Vocal Leadership.

Program Objectives:
• Identify and develop high potential leaders in their sophomore or junior years
• Create solid Leaders by Example and set the stage for developing Vocal Leaders
• Build a strong network of peer leaders
• Develop leaders who support and learn from current team captains/leaders (succession planning)
• Teach prospective leaders how to gain respect and develop leadership skills with their peer group
VETERAN LEADERS PROGRAM:
Designed for team captains and veteran student-athlete leaders from all teams, the Veteran Leaders program provides established team leaders with advanced leadership training and support. The program teaches student-athletes the critical team leadership skills and insights necessary to be effective Vocal Leaders as they manage and conquer the day-to-day responsibilities and challenges of leadership.

In addition to the education, the Veteran Leaders program also provides student-athlete leaders with a strong peer network to lean on and learn from throughout the school year. Student-athletes meet regularly to learn and reinforce leadership principles and share successes, frustrations, and lessons.

Program Objectives:
• Encourage established leaders to step up and be Vocal Leaders on their teams
• Provide established leaders with ongoing support as they tackle the tough issues of team leadership
• Provide established leaders with a solid peer network for guidance and support
• Review and extend the insights and skills necessary to be a responsible and respected leader
• Establish a solid, cooperative and ongoing partnership with the coaching staff

LEADERSHIP 360:
Designed for senior leaders who have successfully completed both the Emerging and Veteran Leaders programs, Leadership 360 focuses on applying leadership skills to positively impact the team, athletic department, campus, and community at large.

A significant component of the Leadership 360 program is for each leader to undergo a 360 degree evaluation of their leadership skills. The 360 evaluation involves teammates and coaches anonymously rating their leaders using the Team Leadership Evaluation. Based on averaging the ratings of their teammates and coaches and comparing them to their self-ratings, the leaders are able to clearly see their leadership strengths and areas for improvement. The leaders then create a comprehensive and customized Leadership Development Plan to build upon their strengths and target their areas to improve.

Program Objectives:
• Help leaders clearly see their strengths and areas to improve by undergoing a 360 Evaluation
• Develop a comprehensive and customized Leadership Development Plan to maximize strengths and minimize blindspots
• Provide leaders with the skills and support to effectively troubleshoot the challenges they face throughout the school year
• Encourage leaders to apply their leadership skills to impact the campus and community
• Provide leaders with high level leadership training and experiences that make them highly attractive to interested employers.
Section 2: Financial Aid and Scholarships

I. Institutional Financial Aid
Institutional financial aid may be awarded for any term during which a student-athlete is in regular attendance as an undergraduate with athletic eligibility remaining (as determined by the NCAA), or as a graduate student during post-baccalaureate participation.

If a student-athlete qualifies, he or she may receive academic scholarships, athletic scholarships (“athletic grant-in-aid”), grants from the G.I. Bill, payments for participation in ROTC, a Pell Grant, and certain other government benefits. Student-athletes may also borrow money from a legitimate lender, such as a bank, and may receive legitimate loans that are based upon a regular repayment schedule, available to all students and administered on the same basis to all students. Please contact the Financial Aid Office in order to determine if you are eligible to receive any student loans or federal grants.

Be advised that receipt of any financial aid (provided by the institution or financial aid provided from an outside source) may impact a student-athlete’s maximum individual limit of aid that he/she is permitted to receive under NCAA rules. A student-athlete’s ability to receive financial aid is contingent upon a number of factors. Therefore, if you have questions regarding your financial aid package, contact the Athletic Coordinator in the Financial Aid and/or the Assistant Athletic Director for Compliance for additional information regarding your financial aid award and the implications thereof.

II. Athletic Grant-In-Aid Agreement (GIA)
Student-athletes may have been awarded an athletic grant-in-aid (GIA), frequently called an "athletics scholarship," because of their athletic ability. The GIA is considered institutional financial aid and may range from a small stipend to a full grant-in-aid covering tuition and fees, room and board, and required course-related books. Athletic scholarships may only be applied to the cost of tuition, fees, University-owned campus housing (double occupancy rooming), University board (maximum 19 meals/week plan), and required course-related books as determined by the Office of Financial Aid. Scholarships including Cost of Attendance (COA) have been approved for Men’s Basketball and Women’s Basketball. All other sports are capped at a full grant-in-aid. If your athletic and/or academic scholarship is above the costs set forth by the University, your athletic scholarship and/or academic scholarship will be reduced accordingly. Full GIA’s account for “university owned, shared bedroom” housing and the 19 meals/week plan, so extra charges may apply if the student-athlete chooses to make different accommodations.

III. Renewals and Non-Renewals of Grants-In-Aid
 A) Institutional Obligation
The renewal or nonrenewal of the GIA shall be made on or before July 1st prior to the academic year in which it is to be effective. The institution shall notify in writing each student-athlete who received a GIA the previous academic year and who has eligibility
remaining in the sport in which the GIA was awarded the previous academic year whether aid has been renewed for the ensuing academic year and at what amount. Official notification of GIA renewals and non-renewals must come from the Office of Financial Aid and not from the athletics department.

**B) Hearing Opportunity Required**

If the institution decides not to renew or decides to reduce the GIA for the ensuing academic year, the institution shall inform the student-athlete in writing that he or she, upon request, shall be provided a hearing before the institutional agency making the award. The institution has established reasonable procedures for promptly hearing such a request, which is available from the Director of Financial Aid and is provided to the student-athlete with the notice of non-renewal or reduction. The decision to renew or not to renew the GIA is left to the discretion of the institution, to be determined in accordance with its normal practices for students generally.

**IV. Book Voucher Program**

Student-athletes eligible for the Book Voucher Program (those on a full grant-in-aid) will be provided with books on a semester-by-semester basis. They may purchase books at the Stetson University bookstore **only for themselves and only for courses in which they are registered** (including any courses where an incomplete grade is pending and a book is retained from the previous semester). Any student-athlete who is found to have given away a book, sold a book, used the book voucher to purchase a book for someone else, or used the book voucher to purchase books for courses in which he or she is not enrolled, will immediately be deemed ineligible and will be charged for the full price of the book. Any questions regarding the program should be directed to the Assistant Athletic Director for Compliance.

**A) Process**

Book vouchers are available only to student-athletes who were awarded athletically-related financial aid to cover the cost of books. Before the beginning of the academic year, the process for purchasing required books will be provided to student-athletes receiving book vouchers.

**B) Permitted “Purchases”**

The NCAA regulates what Stetson University is permitted to provide under this program. Stetson University can only provide required books, materials, and supplies required for the course. Course supplies (e.g., calculators, art supplies, computer disks, subscriptions) may only be provided if such course supplies are required of all students in the course and specified in the institution's catalog or course syllabus, or the course instructor indicates in writing that the supplies are required. The purchase of course supplies with book vouchers is subject to approval by the Assistant Athletic Director for Compliance and/or the Office of Financial Aid. **Suggested or recommended books or materials and course supplies may not be purchased with a book voucher.**
C) Dropped Classes
If a student-athlete drops a course during the semester, the book must be returned to the Athletics Compliance Office within one week of the date of the drop. **Failure to return the book within this time will result in the student-athletes account being charged the full price of the book, regardless of whether the student-athlete returns the book at a later date.**

D) Lost Books/Sale Policy
Lost or stolen books must be replaced by the student-athlete at full purchase price. Books cannot be given or sold to any other students or student-athletes. If a book is stolen and the student files a police report the student may petition to have the book replace via the Special Assistance Fund.

V. NCAA Transfer Bylaws

A) Recruiting Contact with Other Institutions – NCAA Bylaw 13.1.1.3
An athletics staff member or other representative of the institution's athletics interests shall not make contact with the student-athlete of another NCAA or NAIA four-year collegiate institution, directly or indirectly, without first obtaining the written permission of the first institution's athletics director (or an athletics administrator designated by the athletics director) to do so, regardless of who makes the initial contact.

B) Four-Year College Transfers – NCAA Bylaw 14.5.5.1
A transfer student-athlete from a four year institution shall not be eligible for intercollegiate competition at a member institution until the student-athlete has fulfilled a residence requirement of one full academic year at that member institution.

C) One-Time Transfer Exception – NCAA Bylaw 14.5.5.2.10
A transfer student-athlete from a four-year collegiate institution is not subject to the residence requirement for intercollegiate competition if the following conditions, among others, are met:

(a) The student-athlete is a participant in a sport other than basketball and baseball, bowl subdivision football, or ice hockey at the institution to which he or she is transferring.

(b) The student-athlete has not transferred previously from one four-year institution unless, in the previous transfer, the student-athlete received an exception per NCAA Bylaw 14.5.5.2.6.

(c) The student-athlete is in good academic standing and meets satisfactory progress requirements. The transferring student must be one who would have been academically eligible had he or she remained at the institution from which the student transferred, and he or she also must be eligible at the certifying institution as a regularly enrolled, full-time, degree-seeking student who was admitted in accordance with the regular, published entrance requirements of the institution.
(d) The student-athlete’s previous institution shall certify in writing that it has no objection to the student-athlete being granted an exception to the transfer-residence requirement.

VI. Stetson Transfer Policy-General
Stetson University recruits student-athletes in good faith, offering all the support possible to develop each student-athlete to his or her fullest potential, without compromising the basic academic objectives of the University. Therefore, if a student-athlete requests to transfer to another institution, Stetson University reserves the right to grant or not grant a release or permission to contact in accordance with NCAA guidelines.

A) Procedure (Requesting Permission to Contact and Releases)

i) Written Request
A Stetson University student-athlete wishing permission to contact another institution or who wants a release from Stetson shall submit a written request via email to the Athletics Compliance Office. The Athletics Compliance Office will discuss the request with the student-athlete. The Athletics Compliance Office will then consult with the head coach, the Associate A.D. for Student Services, Academics and Compliance and if necessary, Sport Administrator and the Director of Athletics. Approval of the request may be contingent upon the completion of a withdrawal form by the student-athlete.

ii) Notification
Notification of the decision shall be provided to the student-athlete in writing. If the decision is to grant the request, the Athletics Compliance Office will prepare the necessary paperwork. If the decision is to deny the request, the notification document will inform the student-athlete of his or her right to appeal the decision to the Faculty Athletics Representative.

Please note that once the Athletics Compliance Office (or designee) receives a written request from a student-athlete requesting permission for another institution to contact the student-athlete about transferring or requesting a release, Stetson University shall grant or deny the request within seven business days of receipt of the request. If Stetson fails to respond to the student-athlete's written request within seven business days, permission shall be granted by default and Stetson shall provide written permission to the student-athlete.

B) Appeal Process (Upon Denial of Request)
If a Stetson University student-athlete is denied permission to contact another institution or is not granted a release, he/she, once notified, will have 72 (seventy-two) hours to notify the Faculty Athletics Representative (FAR) in writing via email that he/she wishes to appeal the athletics department’s decision. The FAR shall schedule the hearing and provide written results of the hearing to the student-athlete within 15 business days of receipt of the student-athlete's written request for a hearing. If Stetson University fails to schedule the hearing or provide the written results to the student-athlete within 15 business days, permission to contact the student-athlete shall be granted by default and Stetson shall provide written permission to the student-athlete.
The hearing shall be conducted either in-person or via telephone and will be audio taped (if the student-athlete declines the opportunity to appear in-person or participate in the hearing via telephone, the hearing will be conducted solely based on written materials). The hearing shall be limited to the following parties: the student-athlete, the student-athlete’s adviser(s) (maximum of two), two representatives of the athletics department (including the Director of Athletics or his designee), and any witnesses that either party or the FAR may wish to testify. Witness participation in the hearing will be limited to relevant testimony. The student-athlete’s adviser(s) is/are permitted to advise the student-athlete throughout the hearing, but will not be permitted to address the FAR, the representatives from the athletics department, or any witnesses.

After providing introductions and background information, the FAR will hear the basis of appeal from the student-athlete. The representative from the athletics department will then explain the basis for denial of the student-athlete’s request for permission for other institutions to contact the student-athlete. Both parties will be permitted one rebuttal opportunity. The FAR will be permitted to question both parties, both parties’ witnesses, and any witnesses that the FAR has called to testify. Neither party may question the other; however, each party may question the other party’s witnesses. At the conclusion of the hearing, the FAR will begin deliberations. Deliberations may include discussion with additional witnesses or other parties (such as the head or assistant coach, the compliance officer, the NCAA, or the Conference). The FAR will then notify both parties of his decision in writing within a reasonable period of time following completion of the hearing, but no later than 15 business days from the date of the student-athlete’s scheduled hearing. The decision of the FAR will be final at the institutional level.

Section 3: Other Financial Resources
I. Special Assistance Fund
The NCAA provides a fund for student-athletes to help meet their needs of an emergency or essential nature for which financial assistance otherwise is not available. This fund is known as the Special Assistance Fund. The following guidelines are required of a student-athlete for procurement of these funds.

A) Eligibility to apply for funds:
- Pell Grant-eligible student-athletes, except non-qualifiers in their initial year of residence.
- Student-athletes who are receiving countable athletically-related financial aid and who have demonstrated financial need as determined by an analysis conducted consistent with federal methodology used for all students at Stetson University.
- For a foreign student-athlete, an official foreign student advisory entity of our institution (Director of Financial Aid) outside the athletics department must certify in writing that the student-athlete has unmet financial need.

B) Permissible uses of the fund:
- Cost of clothing and other essential expenses (not entertainment) for Pell-eligible student-athletes and full and partial grant-in-aid student-athletes who demonstrate financial need.
- Course supplies (not books) that are required for all students enrolled in a course.
- Medical and dental costs not covered by another insurance program.
- Family emergencies.

C) Limits:
- Medical and dental cost reimbursement will be determined by the funds available.
- Cost related to family emergencies (e.g., cost of travel home) are approved on a case-by-case basis.
- The funds are available to those who qualify and apply first. Once the funds are depleted the program ends until the next year.

D) Application Process:
- Conference applications are available in the athletic department. Ms. Cheryl Carlson, Business Office Coordinator administers the program.
- Once the application is completed, it will be forwarded to the financial aid office for validation.
- Once the application is approved and returned to the athletic department, a check will be requested in the name of the student-athlete applicant.
- The student-athlete is required to provide receipts totaling the amount of the check. Medical and dental expenses must be pre-approved through the Director of Sports Medicine, Glenn Brickey and receipts should be submitted through Mr. Brickey. Receipts related to family emergencies and clothing receipts should be submitted through Cheryl Carlson.
- Receipts must be submitted within 14 calendar days of check disbursement. There will be no exceptions without prior approval. It is the responsibility of the STUDENT-ATHLETE to maintain and deliver necessary receipts in the allotted time frame. Anyone not complying will automatically be banned from further participation in the program and may be required to repay the special assistance funds disbursed to him or her.
II. Student-Athlete Opportunity Fund (SAOF)
The NCAA has established a pool of funds to provide student-athletes with resources not previously available. The NCAA has established the following broad guidelines:

A) NCAA Guidelines
- All student-athletes, including international student-athletes, are eligible to receive SAOF benefits, regardless of whether they are Grant-In-Aid recipients, have demonstrated need or have either exhausted eligibility or no longer participate due to medical reasons.
- Benefits are intended to pay costs that arise in conjunction with participation in intercollegiate athletics, enrollment in an academic curriculum or recognition of academic achievements.
- Prohibited uses include salaries, undergraduate tuition, room, board and books, capital improvements and stipends for students-athletes.

B) Stetson Guidelines
- The Student Athlete Advisory Council (SAAC) will be allocated funds for activities that impact the entire student-athlete population. The SAAC will budget this allocation at the discretion of its Executive Committee and contingent upon approval of the SAAC advisor and Director of Athletics. Furthermore, from this allocation the SAAC must include an allocation to permit two (2) student-athletes and one (1) advisor to attend the A-Sun Student Athlete Advisory Council meeting.
- Medical and dental costs not covered by parental insurance may be available for participating student-athletes that are not eligible for the Special Assistance Fund. Requests will be reviewed on a case-by-case basis, and contingent upon available funds from this account.

III. Student-Athlete Employment
Prior to the start of any employment on- or off-campus (including work-study), all student-athletes must register this employment with the Compliance Office by completing the required employment form online through the JumpForward Athletics student-athlete portal. If a student-athlete has received assistance from Stetson University in securing employment, the student-athlete should remember that, as a representative of Stetson University, he or she is expected to behave responsibly and perform job duties to the best of his/her ability. Coaches may assist student-athletes in securing employment. Earnings from a student-athlete’s on- or off-campus employment that occurs at any time is not counted in determining a student-athlete’s full grant-in-aid or in the institution’s financial aid limitations provided the above criteria are met.

A) General Employment Guidelines
NCAA rules permit student-athletes to receive income from employment. Compensation may be paid to a student-athlete provided the following criteria are met:

- The student-athlete’s reputation, based on athletics ability, is not the basis for employment;
- The student-athlete is compensated only for work done;
- The student-athlete is paid at a rate commensurate with the going rate in that locality for similar services;
- Payment in advance of hours worked is not permitted;
- Transportation to the job site may be provided only if such transportation is made available to all employees.

*The student-athlete is responsible for complying with employment rules and is to report any irregularities in employment compensation or benefits to the Director of Athletics or Assistant Athletic Director for Compliance.

B) Fee-for-Lesson Instruction

Student-athletes may also receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

- No Stetson facilities may be used (including recreational facilities);
- Playing lessons shall not be permitted;
- The student-athlete provides Stetson with documentation of the recipient of the lesson(s) and the fee for the lesson(s) provided during any time of the year;
- The compensation is paid by the lesson recipient (or the recipient's family) and not another individual or entity.
- Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time.
- The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions.

C) Camp or Clinic Employment

A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor as long as NCAA rules are followed. A student-athlete with remaining eligibility is not permitted to conduct his or her own camp or clinic.

A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- The student-athlete must perform duties that are of a general supervisory character in addition to any coaching or officiating assignments.
- Compensation provided to the student-athlete shall be commensurate with the going rate for camp or clinic counselors of like teaching ability and camp or clinic experience and may not be paid on the basis of the value that the student-athlete may have for the employer because of the athletics reputation or fame the student-athlete has achieved. It is not permissible to establish varying levels of compensation for a student-athlete employed in a sports camp or clinic based on the level of athletics skills of the student-athlete.
- A student-athlete who only lectures or demonstrates at a camp/clinic may not receive compensation for his or her appearance at the camp/clinic.
Section 4: Impermissible Benefits

I. Extra Benefits
An extra benefit is defined by the NCAA as any special arrangement by an institutional employee or a booster to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by the NCAA. Receipt of a benefit is permissible if the same benefit is generally available to Stetson students or their relatives or friends, or to a particular segment of the student body (e.g., international students), AND the benefit is determined on a basis unrelated to athletics ability. In general, a student-athlete should avoid any benefit that is “free” or “special” unless he or she is certain that the benefit is equally available to all students and he or she has discussed the situation with the Assistant Athletic Director for Compliance. Extra benefits can come from anyone including but not limited to coaches or representatives of athletics interests, also known as "boosters.” A representative of athletics interests (“booster”) is an individual, independent agency, corporate entity or other organization who is known to:

- Have participated in or to be a member of an agency or organization promoting Stetson's intercollegiate athletics program;
- Have made financial contributions to the athletics department or to a Stetson’s athletics booster organization;
- Be assisting or to have been requested (by the athletics department staff) to assist in the recruitment of prospective student-athletes;
- Be assisting or to have assisted in providing benefits to enrolled student-athletes or their families; or
- Have been involved otherwise in promoting Stetson's athletics program.

II. Preferential treatment
Preferential treatment occurs when an individual or entity, other than Stetson or its boosters, provides a student-athlete with special treatment, benefits or services because of the student-athlete’s athletics reputation, skill or pay-back potential as a professional athlete and Stetson does not have knowledge of the preferential treatment.

III. Examples and Consequences
Accepting extra benefits or preferential treatment are serious violations of NCAA rules. It can cost a student-athlete his or her eligibility and athletic scholarship. Each student-athlete shares the responsibility of making sure that he or she is not the recipient of any of these benefits. The following are some of the benefits which are in violation of the rules:

- Transportation which is not paid for by the student-athlete;
- Gifts or loans of money, clothes or personal items;
- Long distance telephone calls not paid for by the student-athlete;
- Arrangement for the purchase of an automobile on "favorable" conditions;
- Allowing the student-athlete to use an automobile not his or her own (for example, a coach's car);
- Free admission or a special discount not available to other students or the general public;
- Special favors to parents or legal guardians;
- Unusual housing or living arrangements;
- Selling (or allowing the sale of) the student-athlete’s tickets to an athletic event; and
- Special entertainment not available to other students.
Section 5: Academic Policies and Procedures

I. Class Attendance
Attendance is a must if a student is to get the most out of a course. In addition, one’s attendance contributes to the learning experience of his or her classmates. Class attendance policies are established by each college/school at the University and specific attendance requirements of the instructor will be indicated in the syllabus of each class. Ultimately, each student has the responsibility to be aware of and to comply with the attendance and punctuality requirement for their classes. A student-athlete should never miss a class except for valid reasons. Those reasons normally include illness (or injury), a scheduled trip for competition, or home competition. Per NCAA Bylaw 17.1.6.6.2, no class time missed for practice activities is permitted, except when a team traveling is to an away-from-home contest and practice is in conjunction with the contest.

Per NCAA Bylaw 17.1.6.6.1 Student-athletes who are members of the baseball, cross country, lacrosse, soccer, softball and volleyball teams are not permitted to miss class in conjunction with non-championship segment competition, including activities associated with such competition (e.g. travel and other pre and post-game activities).

A) Professor Letters
During the first week of classes, coaches will provide each team member with a letter addressed to each professor, along with a copy of their competition schedule and a travel itinerary. The student-athlete is to deliver this letter to his/her professors and discuss with them the coursework and/or tests that they may miss. When a student-athlete does miss a class due to travel for games or a home competition, he or she should remind each professor prior to the missed class in order to arrange a time to make up the work and/or tests which he or she may have missed. Missing class for a University-approved event does not automatically excuse the student-athlete from missing class. It is the student-athlete’s responsibility to make up any work or tests missed.

II. Academic Eligibility
The NCAA has established certain academic standards for student-athletes. These standards include the number of credit hours that must be passed each semester, the number of hours a student-athlete must carry during the academic term, and the total number of credits which must be earned during the academic year. Student-athletes are ultimately responsible for their own eligibility. Student-athletes must meet all NCAA, Conference and Stetson University academic requirements including:

A) Full Time Enrollment
To be eligible for practice or competition in intercollegiate athletics, a student-athlete must be enrolled in at least a minimum full time program of studies leading toward a specific degree program. At the time of competition, the student-athlete must be enrolled in not less than 12 semester credits to be classified a full-time student. Whenever a course load falls below this limit (12 credits), the student-athlete immediately becomes ineligible. Note: The only exceptions to the above requirements are for a graduate student and/or a student-athlete who
is in their last term before graduation and who is in their final year of eligibility. This requires written confirmation for the students’ academic advisor and prior approval from the Registrar’s Office.

B) Stetson Requirements (Academic Standing)
The student-athlete must satisfy the University's general requirements for good academic standing and satisfactory progress. To be classified as being in good academic standing, a student-athlete must have attempted 12 or more credits with a grade point average of 2.00.

   i) Academic Warning
Students who do not maintain a 2.00 grade point average are placed on academic warning. A cumulative average of a "C" (2.00 GPA) is required for graduation. Students placed on academic warning place themselves in jeopardy of being academically suspended from the university. Students on academic warning who maintain certain grade point averages will be considered as making satisfactory progress towards graduation and may remain in school.

C) Credits Passed
During the academic year (or the twelve month period) immediately preceding the term in which the playing season begins, each sophomore student-athlete must have earned 24 semester credits, including at least 18 semesters credits in the preceding two regular (e.g., fall and spring) semesters. In addition, all student-athletes (other than first semester freshmen) must have earned at least six credits in the preceding regular academic semester. Further, all student-athletes at the sophomore level or above must meet minimum GPA requirements as set by the NCAA and Stetson University (below). Note: Once a student-athlete begins his/her 3rd year of enrollment and has declared a major, a minimum of 6 credits passed each full time semester (fall and spring) must be degree applicable.

D Satisfactory Progress (for student enrolled at Stetson on or after August 2009)
Students entering Stetson University for the first time beginning August 2009 will be required to earn 128 credits for graduation. Percentage of degree requirements for these student-athletes will be as follows:

- after 2nd year of collegiate enrollment 40% or 52 degree applicable credits must be earned;
- after 3rd year of collegiate enrollment 60% or 77 degree applicable credits must be earned;
- after 4th year of collegiate enrollment 80% or 103 degree applicable credits must be earned.
E) Satisfactory Progress-School of Business (for students enrolled at Stetson on or after August 2010)

Students entering Stetson University for the first time beginning August 2010 and obtaining a major with the School of Business will be required to earn 132 credits for graduation. Percentage of degree requirements for these student-athletes will be as follows:

- after 2nd year of collegiate enrollment 40% or 53 degree applicable credits must be earned;
- after 3rd year of collegiate enrollment 60% or 80 degree applicable credits must be earned;
- after 4th year of collegiate enrollment 80% or 106 degree applicable credits must be earned.

III. Summer School (at Stetson and at other institutions)

If, despite the student-athlete's best efforts, it becomes necessary to attend summer school to maintain athletic eligibility, the Associate Athletic Director for Student-Athlete Services will notify the head coach and they will make a recommendation to the Athletic Director. Due to budgetary constraints, it is usually not possible for the Athletic Department to fund summer school costs. However, if necessary, every effort will be made to assist the student-athlete.

Student-athletes wishing to attend summer school at a college or university other than Stetson should obtain approval from the Registrar, who can certify that the credits will be transferable, and the Associate Athletic Director for Student-Athlete Services prior to enrolling in the course. Once the student-athlete completes the course, he or she must request that a final transcript be sent from the summer institution to the Stetson Registrar’s Office. Students taking these classes must achieve a grade of “C” or better for the credit to transfer. Credits transfer, not grades, so the student-athletes GPA will not be affected, positively or negatively, by courses taken at other schools. The Department of Athletics does not pay for courses taken at other universities.

IV. Declaring or Changing a Major

Academic majors may be declared or changed through the dean’s office in the appropriate school or college. NCAA rules require a student-athlete to declare an academic major no later than the beginning of his/her third year of full-time enrollment. Once a student-athlete has declared a major, the evaluation of continuing eligibility will be based upon the completion of degree-countable credits. If a student-athlete decides to change his/her major, he/she must notify the Associate Athletic Director for Student-Athlete Services immediately. **Changing a major may impact your future eligibility.**

V. Honor Code

Please be advised that any violations of Stetson University’s Honor System can affect a student-athlete’s participation in athletics and receipt of athletically-related aid. For more information about the Honor System, please access [http://www.stetson.edu/other/honor-system](http://www.stetson.edu/other/honor-system).
Section 6: Student-Athlete Conduct

I. Policy
The Athletics Department totally supports the mission and standards of the university and is committed to being represented by student-athletes who exhibit the behavior expected of all enrolled students. Being a student-athlete and representing the institution in a public manner is a privilege that requires a responsibility above and beyond the normal institutional standards. More Specifically:

- The head coach of each individual sport has the right to set conduct and participation standards for that team.
- The confirmed use of any illegal substance by a student-athlete may result in immediate suspension from athletic participation for a period of at least one calendar year.
- The Athletics Department and specific sports will not tolerate misuse or abuse of social media (Facebook, Twitter, etc.) to the detriment of the Athletics Department, a specific team or any staff member or coach. Misuse of social media can result in suspension or dismissal from the team.
- NCAA rules permit student-athletes to receive income from employment. Compensation may be paid to a student-athlete provided the following criteria are met:
  - The student-athlete’s reputation, based on athletics ability, is not the basis for employment;
  - The student-athlete is compensated only for work done;
  - The student-athlete is paid at a rate commensurate with the going rate in that locality for similar services;
  - Payment in advance of hours worked is not permitted;
  - Transportation to the job site may be provided only if such transportation is made available to all employees.
    - *The student-athlete is responsible for complying with employment rules and is to report any irregularities in employment compensation or benefits to the Director of Athletics or Assistant Athletics Director for Compliance.
- The Athletics Department will not tolerate public or private behavior that might bring discredit to the University, its athletics program or its reputation and will punish such behavior based upon the circumstances surrounding the behavior. Behavior includes but is not limited to adult entertainment, sexting etc.

Section 7: Athletics Communications

I. General
During your years at Stetson, you may be called upon by the Associate Athletic Director for Communications or his staff for interviews, comments, photos and features. All of these media/institutional requests must be set-up and approved by the Athletics Communications office. It is very important that the student-athlete be on time for any interview or photo request. Interviews should not be conducted over the phone unless approved by the Athletics Communications. A student-athlete's telephone number will not be released to a media member unless prior arrangements are made.

The athlete should dress appropriately for all appointments, remembering that he or she is representing himself/herself and Stetson when dealing with the media. The utmost respect should be shown to the media, teammates and opponents. Interviews should not conflict with class or practice.
Student-athletes should contact a member of the Athletics Communications office if there are any questions about how to conduct interviews or how to handle media requests. The Athletics Communications office works hard to maintain a positive relationship with the media in the community. The main objective is to gain positive exposure for Hatter athletic programs and each student-athlete's effort in working with the media are greatly appreciated.

II. Interview Tips for Student-Athletes
1. Be sure to give proper credit to teammates and coaches. Do not discuss teammates or coaches in a critical manner.
2. Do not discuss teammates’ injuries, especially on social media.
3. Always say complimentary things about opponents before and after games.
4. Ask a reporter to repeat a question it is not clear.
5. Do not be afraid of silence. If more time is necessary to think about your answer, do so. Broadcasters can and will edit the interview.
6. Always keep direct eye contact. People with wandering eyes are often considered untrustworthy.
7. Speak in short, clear sentences. It prevents reporters from distorting your answers.
8. Be aware of your hedges (e.g., “uhm,” “you know”) and try to avoid them.
9. Avoid slang and technical terms.
10. Refer any difficult or controversial questions to the coach or the Athletics Communications office.
11. Always take time to thank the media person for their time and attention.

III. Purchasing Photos
Various action photos from Stetson University athletic contests as well as Atlantic Sun Conference tournaments can be viewed and purchased on-line at http://gohatters.photoshelter.com

Photos can not be provided to student-athletes or family members free of charge.

IV. Social Media Strategy
1. Every day is a job interview. Be respectful. Anything you post in your role as a Stetson University student-athlete reflects either positively or negatively on the University. Be professional and respectful.
2. Take pride in who/what you represent. Stetson University, the Athletics Department, family, church, organization, etc.
3. If you can’t say it in front of your mother, grandmother, pastor or another family member, then don’t say it.
4. Listen. “Listen” to online conversations on your preferred tools to maintain a clear and current understanding of what is relevant and of interest to the community.
5. Be active. Engage and be active on social media. Don’t go weeks without a post.
6. Twitter is a telephone, not a megaphone. Don’t use it as an outlet to complain about your life.
7. Have some common sense. Think before you post, remembering that anything you share within social media, even within a closed network, is not private.
8. Don’t engage in Twitter arguments. No one wins. Ignore them.
9. What happens behind closed doors stays there. Don’t tweet or post something about a heated argument in the office or what happened in the locker room. Things said in private settings should never see the light of the internet.

V. Social Media Awareness – R.A.I.S.E. Principle
When using social media for personal or professional use (including student-athletes), be sure to utilize the R.A.I.S.E. principle:

- Respectful
- Authentic
- Intentional
- Smart
- Engaging

VI. Social Media Philosophy

We want our presence in social media to be highly interactive and a two-way conversation - not a one-way advertisement or information push. Think of it like this: Twitter/Social Media is a TELEPHONE, not a MEGAPHONE. We want to position GoHatters.com and our social media accounts as a hub of all Hatters content as well as the official source. We are in direct competition with other media outlets when it comes to Stetson Hatters information and coverage. We want to leverage our access and position as the owner of content to promote our brand. We want to be engaged with our fans, listening to and leading the conversation about the Hatters, amplifying our messaging, and developing online brand advocates.

**Goals and Strategy:**
- Fan Engagement/Fan Community
- Listen to and Lead the Conversation
- Spread our Information and Amplify messaging
- Position ourselves as the official source
Media Guidelines For Student-Athletes

As a student-athlete at Stetson University, you have an obligation to work with the media to promote your team and your University. Fans and friends are interested in your intercollegiate experience. Our policy is that you work through the Athletics Communications Office to schedule all interviews or meetings with members of the media.

Remember the following things when talking with the media:

- Don't compare...Don't knock...and Don't criticize your opponents. Only praise them. Coaches will be the spokespersons for the teams.
- Be confident, but not boastful. Talk about your teammates. Whenever you receive recognition, someone gave you the opportunity! Praise your team!
- Do not take your complaints to the media. The coaches' office is the only place for these. Keep it in the family.
- Do not say anything about what we do as far as technical plays.
- Do not say anything that would help our opponents or end up on their bulletin board.
- Be kind and courteous to the media. Be prompt for appointments.
- Always take time to think about what you want to say before answering questions.

After Contests

- You are entitled to a 10-minute cooling-off period following any contest. If you are approached prior to the cooling-off time, say “Please see our Communications staff. I'll talk to you in 10 minutes.”
- The acceptance of Stetson University, our teams, and players is partially developed by impressions made through contacts with the media. Your positive contribution to this process is very important. The opportunity to deal with the media is a learning experience in developing communications skills. Those skills can be helpful during your intercollegiate experience as well as in your future professional and business career.

Role of the Athletics Communications Office

- To coordinate all interviews involving the media. Let them help you. Contact them any time.
- Associate AD Ricky Hazel – (W) 386-822-8130, (C) 334-372-7032, jhazel@stetson.edu @Ricky.Hazel
- Assistant Director Jamie Bataille – (W) 386-822-8131, (C) 386-478-4586, jbataill@stetson.edu @HatsJamieB
- Assistant Director Cris Belvin – (W) 386-822-8937, (C) 918-625-2152, cbelvin@stetson.edu @SID_Belvin

Tips for Dealing With the Media

- Be prompt and available for interviews and treat the media with kindness and courtesy.
- Always be friendly with the media and make an effort to provide fresh material about yourself.
- Think carefully about what you are going to say before you say it. Remember, there's no such thing as “off the record.” Discuss only those things you would not mind seeing in print, on radio or television.
- Handle the interview as a “team player”. Do not second-guess your teammates or coaches.
- Avoid bulletin board material with your answers. Don't let the interviewer put words in your mouth. If you do not prefer to comment, say, “I'd rather not discuss that.” Or “That Is something you should ask my coach.”
Always be positive and give due credit when answering questions about coaches, school, opponents, teammates and yourself. Don't make excuses.

Respect your privacy and the privacy of your teammates. Keep all phone numbers private and direct all personal questions about teammates to them or the communications office.

Understand the value of poise and restraint, especially in emotional situations. Take your time and give careful thought to each question. Make your point with short and precise answers.

Always project a positive image by having a neat appearance when being interviewed. Make the most of the opportunity to showcase yourself and your university. Look at the interviewer, not the camera.

If games end late, make a point to get to post-game interviews as quickly as possible to help reporters meet their deadlines.

"Never pick a fight with someone who buys ink by the barrel. You will never get the last word."
Social Media Guidelines For Student-Athletes

"Social media is like a gun. Smart people will use it as a useful tool, not-so-smart people will shoot themselves in the foot with it."

Four Things to Keep in Mind:
1. It's a tool, not a toy.
   a. Social media isn't just something for your own entertainment. If used effectively, social media can be an asset to help your individual brand, your community, your team and your school.
2. Nothing is truly private... ever.
   a. There are two types of social media users: Those who realize they are in public and those who don't.
      i. You can delete a tweet or your Facebook profile, but content posted can last forever.
      ii. Keep in mind that tweets, Facebook statuses, or Instagram photos could end up being viewed by thousands of people, including potential future employers.
3. If you retweet it (or share it), you own it.
   a. Freedom of speech does not equal freedom from consequences.
   b. It may be funny, but if you retweet it, then it is yours forever.
4. Personal branding: Every tweet reflects who you are.
   a. How do you choose to represent yourself? Are you sending the right message about yourself to the public?
   b. What does your social media portfolio say about you?

What Should You Post?
1. Say thank you. Always a good option. Take time to thank those who support you. (Fans, teammates & family)
2. Support others. Provide a positive example for other students by sending positive messages about peers in other sports or activities around campus.
3. Share news and humor. Social media is meant to be fun. Join in conversations and share things you find interesting or entertaining, but remember to keep it clean.
4. Engage in discussion with those you admire. Follow them on Twitter and learn what they're talking about and even interact with them.
5. Post anything consistent with your personal brand. Again, how do you want to present yourself in public?

What Should You NOT Post?
1. Venting of frustration or anger. One simple statement can turn into a firestorm for you and your team.
2. Use Profanity or discuss adult subjects. If you’d be ashamed to say it to your mother or pastor, then don’t say it. Even if it is a joke or is funny, it leaves people with a sour taste in their mouths and bad impression of you.
3. Leak Team News. Coaching changes, players leaving the program or any injury information is all fodder for opponents or gamblers. Don’t even wish an injured teammate a speedy recovery.
4. Respond to Negative Comments. Don’t let an angry fan get the best of you. Resist the urge to defend yourself and engage in a fight with a negative follower. You won’t win and will only risk doing damage to your reputation.
5. Comments on “Lightning Rod” Issues. No one wants to censure you if you’re passionate about politics, religion, or racial issues, but know that if you post, there will be consequences. You could
alienate fans and create a negative situation for yourself. It is wiser to stay away from hot button issues that are likely to polarize fans.

6. **Don’t Drink and Post.** Give your phone to a friend, leave it at home or turn it off. Alcohol impairs judgment and you cannot afford to take the risk.

7. **Recruiting Information.** No public communication of any kind with prospects related to their recruitment. No publicity of a prospect’s visit to campus.

8. **Commercial Products.** As a student-athlete you are not allowed to endorse or promote any commercial products or services

**Other Thoughts**

- **Don’t Abandon Your Page.** If you aren’t using it, delete it.
- **The Camera is Always On.** No matter where you are or who you are with, everyone has a camera. Nothing that happens, even in a private setting, will stay private forever. That includes private texts, voicemails or photos.
- **Traditional Media Always Has the Last Word.** Anything you say or do on social media can, and will turn up on the evening news or in the newspaper.

"Live your life, don't tweet your life."

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**Section 8: NCAA Rules Relevant to the Student-Athlete**

(Check with your coach and/or Compliance Office before you engage in anything that you feel would even remotely affect your eligibility)

**I. Sportsmanship**

Student-athletes shall conduct themselves with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.
II. Unethical Conduct
   A) Examples
   • Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or Stetson University;
   • Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
   • Knowingly furnishing or knowingly influencing other to furnish the NCAA or Stetson University false or misleading information concerning the individual's involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation;
   • Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or Stetson University's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, etc.) or amateur status;
   • Fraudulence or misconduct in connection with entrance or placement examinations;
   • Engaging in any athletics competition under an assumed name or with intent to otherwise deceive; or

   B) Failure to Report NCAA Violations
   The NCAA stipulates that each student-athlete is responsible for his or her violation of the NCAA regulations. That condition applies to the period of recruitment as well as participation in college. Each student-athlete is also required to reveal whatever knowledge he or she has about violations by others.

III. Playing and Practice Seasons
   A) In-Season
      i) Time Limits
      A student-athlete may participate in a maximum of 20 hours per week of countable athletically related activities, with a maximum of four hours per day. Exception: Golf-qualifying rounds can exceed four hours, however the 20 hours rule remains.

      ii) Game Day
      All competition and any associated athletically related activities on the day of competition shall count as three hours, regardless of the actual duration of these activities.

      iii) Prohibitions
      No practice or other countable athletically related activities may occur after competition, unless it occurs between contests, rounds or events during a multi-day or multi-event competition (e.g., doubleheaders in softball or baseball, rounds of golf in a multi-day tournament). Countable athletically related activities are prohibited one calendar day per week (seven consecutive days) and no activities may occur between midnight and 5am unless it involves:
      • Participation in a conference or NCAA championship;
      • Participation in any competition that begins before midnight and concludes after midnight;
      • Participation in a promotional practice activity (e.g., first practice of the season).
B) Out of Season
The remaining days during the academic year not included in the in-season period are considered out-of-season.

i) Permissible Activities
Required weight-training, conditioning, physical fitness class conducted by a member of the athletic department staff and skill-related instruction (2 hours max) for a total of 8 hours per week. *Note: Prior to September 15 and after April 15, skill-related instructions shall be limited to four team members. See Compliance Office for Baseball exceptions regarding skill instruction.*

ii) Impermissible Activities
No conditioning drills that simulate offensive or defensive alignments. No equipment related to the sport may be used during conditioning. ALL athletically related activities are prohibited one week prior to the institutions final exam period. Participation cannot be required during a vacation period outside the declared playing and practice seasons.

iii) Days Off
Student-athletes must have two calendar days off per week out of season.

C) Additional Playing and Practice Season Rules for Football
Additional playing and practice season rules apply to football depending upon the time of year: See NCAA BI-LAW 17.10.2.4 www.

iii) 17.9.6.2 - Conditioning Activities. In championship subdivision football, student-athletes may participate in conditioning activities pursuant to Bylaw 17.1.6.2 (a student-athlete may not participate in any countable athletically related activities outside the playing season during any institutional vacation period and/or summer - strength and conditioning coaches with department-wide duties or countable coaches who are certified strength and conditioning coaches may design and conduct specific workout programs for student-athletes, provided such workouts are voluntary and conducted at the request of the student-athlete). Between the conclusion of the academic year and the institution's reporting date for the preseason practice, an institution shall conduct its summer conditioning period as follows:

(a) An institution shall designate nine consecutive weeks as its summer conditioning period. During this nine-week period, institutions shall designate one week as student-athlete discretionary time.

(b) During the remaining eight weeks of the summer conditioning period, student-athletes may be involved in voluntary weight training and conditioning activities pursuant to Bylaw 17.1.6.2.1.2 and prospective student-athletes may be involved in voluntary weight training and conditioning activities pursuant to Bylaw 13.11.3.7. Such activities are limited to eight hours per week.
(c) All remaining days between the conclusion of the academic year and the institution's reporting date for preseason practice that are not part of the institution's designated summer conditioning period and not already designated as student-athlete discretionary time shall be considered student-athlete discretionary time.

**Student-athlete discretionary time is time that a student-athlete may only participate in athletics activities at his or her discretion. There shall be no required workouts and institutions are not permitted to recommend that student-athletes engage in weight-training or conditioning activities; however, if the student-athlete opts to work out, the strength and conditioning coach may monitor the facility in use for health and safety purposes.**

iv) 17.9.6.4 - Spring Practice. Fifteen postseason practice sessions [including inter-squad scrimmages and the spring game permitted in Bylaw 17.9.5.2-(a)] are permissible. An institution is not required to count as one of its 15 designated days any day during which countable athletically related activities are limited solely to required conditioning activities and/or review of game film. Practice sessions must meet the following conditions:

(a) All practice sessions are conducted within a period of 34 consecutive calendar days, omitting vacation and examination days officially announced on the institution's calendar and days during which the institution is closed due to inclement weather.

(b) Any such practice sessions held during vacation days may not be of longer duration than those normally held when academic classes are in session.

(c) Only 12 of the practice sessions may involve contact, and such contact shall not occur prior to the third practice session.

(d) The noncontact practice sessions may involve headgear as the only piece of protective equipment.

(e) Of the 12 permissible contact sessions, eight sessions may involve tackling, and not more than three of the eight tackling sessions may be devoted primarily (greater than 50 percent of practice time) to 11-on-11 scrimmages.

(f) Tackling shall be prohibited in four of the 12 contact sessions. An institution has the discretion to determine the practice activities (other than tackling) that may occur during the four contact non-tackling sessions as well as the protective equipment to be worn by the student-athletes.

(g) If an institution conducts a "spring game" per Bylaw 17.9.5.2-(a), the game shall be counted as one of the three sessions that may be devoted primarily to 11-on-11 scrimmages.

(h) The amount of time that a student-athlete may be involved in such postseason countable athletically related activities shall be limited to a maximum of four hours per day and 20 hours per week.
The following chart lists activities that are permissible and activities that aren’t permissible during the out-of-season period:

<table>
<thead>
<tr>
<th>Permissible Countable Athletically Related Activities During the Out-of-Season Period</th>
<th>Impermissible Activities During the Out-of-Season Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required weight training and conditioning activities supervised by an athletics department staff member.</td>
<td>Conditioning drills may not simulate offensive or defensive alignments.</td>
</tr>
<tr>
<td>Skill Instruction (sports other than baseball) ▶ Participation in up to two hours per week of skill</td>
<td>No equipment related to the sport may be used during conditioning activities.</td>
</tr>
</tbody>
</table>
Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations.

Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.

### A) Examples
Practices, Conditioning/Weight Training, Competition, required participation in Camps/Clinics, film review or “chalk talk”, meetings called by coaches, on-court/field activities called by a member of the team and confined primarily to members of that team.

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### Skill Instruction (baseball) –
- Participation in up to two hours per week of skill instruction from institution’s first day of classes to one week prior to the beginning of the final examination period at the conclusion of the academic year.
- More than four student-athletes may be involved in skill-related instruction with their coaches from September 15 to one week prior to the final examination period for the fall term, and from January 15 through April 15.
- No more than four student-athletes may be involved in skill-related instruction with their coaches at any time in any facility prior to September 15, from the opening day of classes of the institution’s second academic term to January 15, and after April 15.

### Skill Instruction (baseball) –
- No participation in any other countable athletically related activity that may have been permissible during the in-season period.

### Any voluntary athletically related activity in which the student-athlete chooses to participate (does not count in the eight hours). For example, activities initiated by student-athlete, no coach present, and no attendance taken.

### All athletically related activities are prohibited one week prior to the beginning of the institution’s final exam period through the conclusion of each student-athlete’s final exams.

### Participation in a physical fitness class conducted by a member of the athletics department staff.

### No required participation in any countable athletically related activities during any institutional vacation period outside the declared playing and practices season (includes the summer).

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**IV. Countable Athletically Related Activities**

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by, one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities.
B) Non-Countable Athletically Related Activities
Compliance meetings, NCAA mandated meetings, meetings with coaches initiated by student-athletes, study hall, traveling to competition sites, recruiting activities (student-host), banquets and meals, community service, voluntary weight training with no coach of any kind present.

V. Voluntary Activities
Voluntary activities must meet the following conditions:

- The student-athlete must not be required to report back to a coach or other athletics department staff member (e.g., strength coach, athletic trainer, manager) any information related to the activity. In addition, no athletics department staff member who observes the activity (e.g., strength coach, athletic trainer, manager) may report back to the student-athlete's coach any information related to the activity;
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any athletics department staff member may require the student-athlete to participate in the activity at any time;
- The student-athlete's attendance and participation in the activity (or lack thereof) may not be recorded for the purposes of reporting such information to coaching staff members or other student-athletes; and
- The student-athlete may not be subjected to penalty if he or she elects not to participate in the activity. In addition, neither the institution nor any athletics department staff member may provide recognition or incentives (e.g., awards) to a student-athlete based on his or her attendance or performance in the activity.

VI. Exceptions to Daily and Weekly Hour Limitations

- During preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier.
- A practice round of golf may exceed the four hours-per-day limitation, but the weekly limit of 20 hours shall remain in effect.
- During an institution’s term-time official vacation period (e.g, Thanksgiving, spring break), as listed in the institution’s official calendar, and during the academic year between terms when classes are not in session. If a vacation period occurs during any part of a week in which classes are in session, (e.g. Thanksgiving from Wednesday to Saturday but Sunday through Tuesday are not part of the vacation period) the daily and weekly hour limitations still apply during the portion of the week when classes are in session.

VII. Use of Outside Consultants
It is permissible for student-athletes to seek instructional assistance from individuals outside of Stetson (e.g., consultant, professional instructor) without the individual being counted in the institution's coaching limitations, provided the following conditions are met:

- Stetson is not involved in any way in arranging for such activity;
- Stetson coaching staff members do not observe such activity;
- The activity does not occur at a Stetson facility; and
- The student-athlete(s) pays all the fees (at the going rate) associated with the activity and does not receive preferential compensation arrangements (e.g. discount rate, deferred payments) not available to the general public.

VIII. Seasons of Competition
A) 5 Years to Play 4-General Rule
A student-athlete shall not engage in more than four seasons of intercollegiate competition in any one sport and must complete this participation in a five year window. “Competition” includes: representing the institution in any contest against outside competition; competes in the uniform of the institution or, during the academic year, uses any apparel received from the institution that includes institutional identification; or, competes and receives expenses from the institution for the competition. Any competition, regardless of the length of participation, during a season in an intercollegiate sport shall be counted as a season of competition in that sport, with the following exceptions:

i) Volleyball, Men’s Soccer and Women’s Soccer
A student-athlete may engage in outside competition during the spring season only without using a season of competition.

ii) Preseason Exhibitions/Preseason Practice Scrimmages During Initial Year
During a student-athlete's initial year of enrollment at the certifying institution, he or she may compete in preseason exhibition contests and preseason practice scrimmages (as permitted in the particular sport per NCAA Bylaw 17) without counting such competition as a season of competition.

iii) Alumni Game, Fundraising Activity or Celebrity Sports Activity
A student-athlete may engage in outside competition in either one alumni game, one fundraising activity or one celebrity sports activity during a season without counting such competition as a season of competition, provided the event is exempted from Stetson’s maximum number of contests or dates of competition.

iv) Medical Hardship
A student-athlete may be granted an additional year of competition by the Atlantic Sun Conference or the Pioneer Football League, Metro Atlantic Athletic Conference if the student-athlete suffers an incapacitating injury or illness, the injury/illness occurs prior to the second half of the season that concludes with the NCAA championship and results in an incapacity to compete for the remainder of that season, and the injury/illness occurs when the student-athlete has not participated in more than three contests/dates of competition or 30% of Stetson’s scheduled or completed contests.

B) Club Sports
An individual is charged with a season of intercollegiate competition for participation as a member of a Stetson’s club team if that sport is sponsored as a varsity intercollegiate sport at the institution.
C) Outside Competition Affecting Eligibility (Non-Stetson Team)

Participation on any team outside of Stetson University can affect your eligibility. Before engaging in any outside competition, you must complete the Outside Competition Form and return it to the Assistant Athletic Director for Compliance at least five days before your participation.

i) For student-athletes in any sport OTHER THAN BASKETBALL

Any participation during the academic year as a member of any outside team in any non-collegiate, amateur competition renders the student-athlete ineligible for intercollegiate competition. A student-athlete is permitted to practice on such a team. Exceptions include:

- A student-athlete may compete on an outside, non-collegiate, amateur team IF the competition is during an official vacation period as published in Stetson’s bulletin (i.e. summer baseball team). Check with the Compliance office on player limitations.
- It’s permissible for a student-athlete to participate in outside competition as an individual during the academic year in the student-athlete’s sport, as long as the student-athlete represents only himself/herself in the competition. The individual may not have anything to do with any team or receive, use or wear anything relating to Stetson, and may not receive instruction from Stetson coaches.
- In individual sports, units such as “pro-am” golf teams and doubles tennis teams are not considered to be outside teams.

ii) For student-athletes participating in BASKETBALL

A student-athlete who participates in any organized basketball competition, except while representing Stetson in intercollegiate competition, becomes ineligible for any further intercollegiate competition. Outside basketball competition, including competition involving teams with fewer than five players, is considered “organized” if ANY one of the following conditions exist:

- Teams are regularly formed or team rosters are predetermined;
- Competition is scheduled and publicized in advance;
- Official score is kept;
- Individual or team standings are maintained;
- Official timer or game officials are used;
- Team uniforms are used;
- Admission is charged;
- A team is privately or commercially sponsored; or
- Competition is either directly or indirectly sponsored, promoted or administered by an individual, an organization or any other agency.

iii) Basketball Summer Leagues

Once a student-athlete has reported for the squad, or enrolls at Stetson if recruited, this prohibition against outside organized basketball competition remains in effect until the student-athlete’s intercollegiate basketball eligibility has been exhausted. It is permissible for a basketball student-athlete to compete in a summer league that has been certified by the NCAA, provided all required conditions have been met, including the receipt of written permission from the Assistant Athletic Director for Compliance.
IX. Complimentary Admissions
Both the NCAA and conference affiliates have strict rules and regulations regarding student-athlete complimentary admissions. Stetson University maintains a complimentary admissions program that accommodates the reasonable needs of our student-athletes within the parameters established by the conference and national governing body. However, complimentary admissions are a privilege, not a given right.

A) Applicable Rules and Procedures
The Assistant Athletic Director for Compliance and the Director of Tickets will be in charge of administering the complimentary admissions program. Those who have questions at any time during the season should call one of these individuals. General rules and procedures are as follows:

- Each student-athlete, in his or her sport (practice or competition), may receive four complimentary admissions to home contests, regardless of whether or not he or she actually competes in the contest.

- Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall not be issued. The individual utilizing the complimentary admission must present identification or they will not be allowed admittance. The individual then shall be treated as a general-admission ticket holder.

- Student-athletes and individuals designated by student-athletes to receive complimentary admissions cannot sell their complimentary admissions or exchange them for something of value.

- No changes to the pass list will be accepted after the ticket gate has opened.

- Stetson University reserves the right to deny admission to anyone.

- Student-athletes participating in another sport may receive admission to athletic contests with the presentation of their student identification card.

- Student-athletes who wish to grant their complimentary admission to another player should do so at the time when the pass list is completed.

- All guest bust be approved at least 3 hours prior to the competition. Any Abuse of these policies and procedures could result in the loss of complimentary admission privileges and/or eligibility and participation in college athletics.

X. NCAA Prohibitions and Bans
The NCAA stresses the importance of chemical free competition and fair play. Therefore, it has promulgated rules regarding the following impediments to this goal.

A) Use of Illegal Drugs
Student-athletes must sign a “NCAA Drug Testing consent form” to be drug tested before being allowed to practice and compete in intercollegiate athletics each year. Failure to complete the Consent form will result in ineligibility. Note: the NCAA drug testing program is separate and apart from Stetson’s intercollegiate drug testing program.

i) Positive Test
If a test reveals that any prohibited drugs have been used, the student-athlete may be declared ineligible for an entire season or even permanently. Depending upon the particular sport and other circumstances, the team and the university may also be penalized.

ii) Prohibited Substances
Coaches and athletic trainers have lists of prohibited drugs that MUST be avoided. In addition, a list of all substances banned by the NCAA will be provided to each student-athlete and a copy of the list is posted in the Wilson Athletic Center Weight Room and Athletic Training Center Weight Room.

B) Tobacco Policy
All Tobacco products are banned for coaches and student-athletes in all intercollegiate contests. This ban applies in locker rooms, practice sessions and all playing fields/courts.

C) Gambling
The NCAA opposes all forms of legal and illegal sports wagering. The NCAA considers sports wagering contrary to its mission to promote fair and legitimate competition. Any student-athlete found to have engaged in sports wagering activities may permanently lose all remaining regular-season and postseason eligibility in all sports.

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. All student-athletes are required to attend a gambling seminar prior to engaging in competition. Wagering is a serious issue which can not only lead to ineligibility but also violation of federal or state law. The NCAA has deemed the following activities impermissible:

- Providing information to individuals involved in organized gambling activities concerning intercollegiate athletics competition;
- Soliciting a bet on any intercollegiate team;
- Accepting a bet on any team representing the institution;
- Soliciting or accepting a bet on any intercollegiate competition for ANY item (e.g., cash, shirt, dinner) that has tangible value; or
- Participating in any gambling activity that involves intercollegiate athletics or professional athletics through a book-maker, a parlay card, or any other method employed by organized gambling.
- Participating in pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.
XI. Amateurism

A) General
Student-athletes must be amateurs and in no way, shape or form be considered professionals while they are in college. An individual loses amateur status and shall not be eligible for intercollegiate competition in a particular sport if the individual:

- Uses his or her athletics skill (directly or indirectly) for pay in any form in that sport;
- Accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
- Signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received or signs with an agent;
- Receives, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations;
- Competes on any professional athletics team per Bylaw 12.02.4, even if no pay or remuneration for expenses was received;
- After initial full-time collegiate enrollment, enters into a professional draft (exceptions may apply).

B) Employment
Student-athletes seeking employment are able to do so with pay, per Bylaw 12.4. Employment forms can be found in JumpForward.

General Compensation Criteria

a. 12.4.1—Compensation may be paid to a student-athlete:
   i. Only for work actually performed
   ii. At a rate commensurate with the going rate in that locality for similar services

b. 12.4.1.1—Such compensation may not include any remuneration for value or utility that the student-athlete may have for the employer because of the publicity, reputation, fame or personal following that he or she has obtained because of athletic ability.

ii) Camp/Clinic Employment
a. 12.4.3—A student-athlete may be employed by his or her institution, by another institution, or by a private organization to work in a camp or clinic as a counselor, unless otherwise restricted by NCAA legislation (see Bylaw 13.12 for regulations relating to camps and clinics). Out-of-season playing and practice limitations may restrict the number of student-athletes from the same institution who may be employed in that institution’s camp (see the specific sport in Bylaw 17 for these employment restrictions and Bylaw 13.12).

C) Awards-Prohibition
Student-athletes must get permission with their coach and/or the Assistant Athletic Director for Compliance before competing in any outside competition and before accepting any prize money or awards as a result of their competition.
i) Academic Year
If student-athletes compete in outside competition, student-athletes may not receive awards that include cash, gifts, gift cards, memberships, or any item that is negotiable for cash or trade or other services, benefits or merchandise for athletics participation. Student-athletes may receive an award such as a trophy or medal, subject to the applicable pre- and post-enrollment awards limits – please see the Assistant Athletic Director for Compliance for these limits.

ii) Summer
Awards received by student-athletes participating in an event while not representing Stetson University, shall conform to the regulations of the recognized amateur organization that governs the competition. Such awards may include gift certificates and gift cards, but **may not include cash unless the conditions below are met:**

- In individual sports, a student-athlete may only accept prize money based on his/her place finish or performance in an open athletics event under the following conditions:
  - The event is “open” (not invitation only);
  - The competition occurs outside the institution’s declared playing and practice season AND during the institution’s summer vacation period;
  - The prize money does not exceed the individual’s actual and necessary expenses (the calculation of actual and necessary expenses shall not include the expenses or fees of anyone other than the student-athlete (i.e. no coach’s fees or expenses, or parents expenses); and
  - The prize money is provided only by the sponsor of the open event.

*However, please remember that while it is acceptable per the NCAA bylaws to accept prize money as long as the above conditions are met, it might not be permissible to accept prize money according to the amateur guidelines of the amateur sports organization governing that sport.*

D) Promotional Activities and use of Name, Image and Likeness
i) General
Student-athletes must complete a *PROMOTIONAL ACTIVITIES REQUEST FORM* and return it to the Assistant Athletic Director for Compliance before engaging in any promotional activity to determine the legality. In general, as a student-athlete, it is permissible to participate in institutional, charitable or educational promotions as long as the following conditions are met:

- The student-athlete receives written approval to participate from the Director of Athletics or designee (not necessarily the coach);

- The specific activity or project in which the student-athlete participates does not involve co-sponsorship, advertisement or promotion by a commercial agency. Some exceptions may apply;

- The name or picture of a student-athlete with remaining eligibility may not appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated if the commercial entity's officially registered regular trademark or logo also appears on the item;
• The student-athlete does not miss class;

• All money derived from the activity or project go directly to the member institution, member conference or the charitable, educational or nonprofit agency;

• The student-athlete may accept actual and necessary expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity;

• The student-athlete’s name, image or likeness is not used to promote the commercial ventures of any nonprofit agency;

• Any commercial items with names, likenesses or pictures of multiple student-athletes may be sold only at the member institution at which the student-athletes are enrolled, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event). Items that include an individual student-athlete's name, picture or likeness (e.g., name on jersey, name or likeness on a bobble-head doll), other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold; and

• The student-athlete and an authorized representative of the charitable, educational or nonprofit agency sign a release statement ensuring that the student-athlete’s name, image or likeness is used in a manner consistent with the requirements of this section.

ii) Advertisements and Promotions After Becoming a Student-Athlete

After becoming a student-athlete, an individual becomes ineligible for participation in intercollegiate athletics if the individual:

• accepts any payment for OR permits the use of his or her name, picture, or appearance to advertise, recommend or promote directly the sale or use of a commercial product or service of any kind, regardless of whether the student-athlete is wearing Stetson apparel and/or demonstrating his/her athletics skill; or

• receives payment for endorsing a commercial product or service through the individual’s use of such product or service.

E) Professional Teams
i) Student-Athlete Responsibility
Any student-athlete in the situation where they will have ANY interaction with a POTENTIAL professional team must first notify and discuss the situation with their coach and the Assistant Athletic Director for Compliance.

ii) Definition
A “professional team” is an organized team that declares itself to be a professional team or provides any of its players more than the following actual and necessary expenses:

- Meals related to competition or practice;
- Lodging related to competition and/or practice;
- Apparel, equipment and supplies;
- Coaching and instruction;
- Health/medical insurance;
- Transportation related to competition or practice;
- Medical treatment and physical therapy;
- Facility usage;
- Entry fees; and
- Other reasonable expenses.

iii) Competition with Professionals – AFTER Initial Full-Time Enrollment in a Collegiate Institution
After initial full-time collegiate enrollment, an individual shall not be eligible for intercollegiate athletics if the individual ever competed on a professional team, regardless of whether the individual knew (or had reason to know) that the team was a professional team.

iv) Tryouts with professional teams after initial full-time collegiate enrollment
After initial full-time collegiate enrollment, an individual who has eligibility remaining may try out with a professional athletics team (or participate in a combine including that team) at any time, provided the individual does not miss class. The individual may receive actual and necessary expenses in conjunction with one 48-hour tryout (starting when the individual arrives at the tryout location) per professional team (or a combine including that team). At the completion of the 48-hour period, the individual must depart the location of the tryout immediately in order to receive return transportation expenses. A tryout may extend beyond 48 hours if the individual self-finances additional expenses, including return transportation. A self-financed tryout may be for any length of time, provided the individual does not miss class. During a tryout, an individual may not take part in any outside competition (including games or scrimmages) as a representative of a professional team.

v) Practice without competition – AFTER initial full-time collegiate enrollment
An individual may participate in practice sessions conducted by a professional team, provided such participation meets the above-listed tryout requirements and the individual does not receive any compensation for participation in the practice sessions, enter into any contract or agreement with a professional team or sports organizations, or take part in any outside competition (games or scrimmages) as a representative of a professional team.

vi) Draft-General
An enrolled student-athlete in a sport other than basketball, may enter a professional league’s draft one time during his or her collegiate career without jeopardizing his or her eligibility in
the applicable sport, provided the student-athlete is not drafted and within 72 hours following the draft he or she declares his or her intention to resume participation in intercollegiate athletics. The student-athlete’s declaration of intent shall be in writing to the institution’s director of athletics.

vii) Men’s and Women’s Basketball
Men’s and Women’s basketball have fluid rules regarding professional drafts. Any student-athlete considering entering a basketball draft before his/her eligibility expires should first consult with the coach and the Assistant Athletic Director for Compliance to ensure proper procedure is followed.

F) Contracts
An individual shall be ineligible for participation in an intercollegiate sport if he or she has entered into any kind of agreement to compete in professional athletics, either orally or in writing, regardless of the legal enforceability of that agreement. An individual who signs a contract or commitment that does not become binding until the professional organization's representative or agent also signs the document is ineligible, even if the contract remains unsigned by the other parties until after the student-athlete's eligibility is exhausted.

G) Agents
   i) Definition. An agent is any individual who, directly or indirectly represents or attempts to represent an individual for the purpose of marketing his or her athletics ability or reputation for financial gain; or seeks to obtain any type of financial gain or benefit from securing a prospective student-athlete's enrollment at an educational institution or from a student-athlete's potential earnings as a professional athlete. An agent may include, but is not limited to, a certified contract advisor, financial advisor, marketing representative, brand manager or anyone who is employed or associated with such persons.

   ii) Ineligibility
Any student-athlete who has agreed to be represented by an agent will be immediately deemed permanently ineligible. Therefore, a student-athlete must not enter into an agreement, written or oral, with an agent and must not accept anything of value from such a person or any of their representatives, even if there is an agreement to repay the value given at a later date.

   iii) Future Considerations/Marketing
Additionally, a student-athlete who enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after eligibility exhaustion in that sport, or allows an agent to market his/her athletics ability or reputation will become immediately ineligible.

   iv) Permission to speak to an agent
Any contact by an agent, or person associated with an agent (i.e. “runner”) to you or any of your team members should be referred to the Assistant Athletic Director for Compliance immediately. Student-athletes can only talk to agents after:
   • The student-athlete notifies the Assistant Athletic Director for Compliance that he/she has been contacted.
• The Assistant Athletic Director for Compliance verifies that the agent is properly registered with state and other proper organizations.
• The agent completes the *Stetson University Player-Agent Registration* form.
• The Assistant Athletic Director for Compliance gives permission for student-athlete to talk with agent.

**H) Legal Counsel**

Getting advice from a lawyer concerning a proposed professional sports contract shall not be considered contracting for representation by an agent, unless the lawyer also represents the individual in negotiations for such a contract. A lawyer may not be present during discussions of a contract offer with a professional organization or have any direct contact (in person, by telephone or mail) with a professional sports organization on behalf of the individual. A lawyer’s presence during such discussion is considered representation by an agent. Student-athletes who retain legal counsel or financial advisors must pay the normal fee charged by legal counsel/financial advisors for these services, unless a discount for these services is provided to the general public. However, payment for legal services MUST be made, even if the attorney otherwise provides such consultations for free to others.

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**Section 9: Department of Athletics Grievance or Appeals Procedure for Student-Athletes**

**I. General**
The Department of Athletics is committed to developing and maintaining a supportive, respectful learning environment. It is recognized that grievances directed towards the Athletic Department or staff may occur. Procedures have been established to provide a fair resolution to these problems.

**A) Procedure**
In the event that a student-athlete is dissatisfied with a policy or decision specifically implemented within the Athletic Department, a student-athlete should take the following steps toward resolution:

• The student-athlete should first bring the matter to the coach or staff member involved and attempt an informal resolution of the issue.
• If satisfactory resolution does not occur in an informal manner, the student-athlete should bring the matter to the appropriate sport supervisor.
• If the student-athlete is dissatisfied with the outcomes of discussion with the supervisor, the student-athlete should bring the matter to the A.D for assistance in resolving the issue.
• If the student-athlete is dissatisfied with the outcomes of discussion with the A.D, the student-athlete should bring the matter to the FAR for assistance in resolving the issue.
• Finally, if still dissatisfied with the proposed solution(s), the student-athlete may choose to access the University’s “Grievance Procedures Against Faculty and Staff,” or the Student Judicial Procedure as outlined in “Connections: University Policies and Procedures/Campus Life and Student Service.”

15.3 Anonymous Reporting

Stetson University expects faculty, staff and students to exhibit the highest standards of personal integrity and professional responsibility and we are committed to an environment of open and honest communication.

We want the Stetson community to feel comfortable in approaching a supervisor, manager or leadership team for most instances when you have concerns. Our university policies help guide us in these matters.

However, if you believe that serious violations of policies or standards have occurred and you do not feel comfortable speaking directly with a member of your management or leadership team, you can use this service, hosted by a third-party provider, EthicsPoint. Refer to the Office of Community website page.
http://www.stetson.edu/administration/community-standards/index.php

This reporting tool is not intended for use when normal work-related disagreements arise, such as disagreements with work schedules, leave approvals, work assignments, performance evaluations, co-workersed disagreements, general working conditions and so forth. Rather, this hotline is intended to report matters of serious departure from business norms or legal requirements, both of which would have serious consequences to Stetson University as a whole.

Section 10: Sports Medicine

I. Practice or Games Participation
Decisions of the availability of a student-athlete for practice or game competition shall be the responsibility of the team physician(s), and/or supervising Certified Athletic Trainer.

II. Eligibility for Service
Student-athletes are permitted all available services provided by the sports medicine staff as long as the student-athlete adheres to the athletic injury and medical policy and remains a member in good standing of a Stetson University varsity intercollegiate athletic team. Sports Medicine services cease upon the completion of intercollegiate eligibility by each student-athlete. Tryouts and/or practices for national teams or all-star teams will not be covered by the Department of Sports Medicine.
III. Eligibility for Athletic Participation
Stetson University values the safety of its student-athletes and also wants you to be able to compete at your optimal level. Therefore, each student athlete must undergo a physical examination, and attend a mandatory student-athlete meeting to establish medical clearance prior to participation in intercollegiate athletics. The NCAA recommends that all student athletes be tested to determine Sickle Cell Trait status.

A) Required Forms for Medical Clearance
All students participating in intercollegiate athletics will receive an e-mail providing on-line information and access to documents necessary for obtaining a physical examination at Stetson University. Student-athletes must provide the following forms:
- Parental insurance authorization form,
- Self-Insurance Authorization form (if necessary)
- Enlarged copy of parental insurance card (both sides),
- An Authorization for Treatment of a Minor Form if the student athlete is under 18 years of age.
- Completed medical history form and any related medical records. Note: these documents must be received by the Division of Sports Medicine prior to a student being approved for a physical examination.

B) Physical Examination Requirement
All students participating in intercollegiate athletics must be examined and approved by the Team Physician(s) and/or their authorized representatives before being permitted to practice with any team. The exam is effective for one year; however, the team physician(s) may re-examine and change the student-athlete's status at any time.

C) Disclosure Requirements (Prior Illness or Injury)
All student-athletes are required to fill out a Pre-season History Questionnaire prior to a physical exam. Student-athletes who have sustained any injuries five years prior to being a team candidate are required to report these injuries to the Director of Sports Medicine or team physician(s). Student-athletes who have had any infectious diseases or other serious illnesses including surgical problems during the previous calendar year must report these problems to the supervising certified athletic trainer and Team Physician(s) prior to the pre-participation examination.

Note: Failure to report such injuries or illnesses relieves Stetson University of all liability, in the event that the student-athlete sustains a subsequent injury or re-injury to the affected part, provided the original injury was a contributing factor to the subsequent injury in the opinion of the Team Physician(s).

D) Procedure for Physical Examinations
- A schedule for physical examinations and further testing for incoming student-athletes will be provided to the head coach of each sport. Student-athletes MUST attend this scheduled physical examination or face the financial responsibility of a make-up exam scheduled with the Director of Sports Medicine. Incoming student-athletes must also undergo sickle cell screening and student athletes competing on all sport teams must take baseline concussion and balance testing through IMPACT and SCAT III. Acceptable cancellation of original scheduled physical examinations will be considered if the Director of Sports Medicine is contacted a minimum of 48 hours prior to the scheduled exam and the reason is compelling.
- All returning student-athletes will complete a questionnaire and be interviewed by a certified athletic trainer. During this interview, past injuries and problems will be discussed, as well as any conditions that have developed. If in the opinion of the athletic
trainer, the student-athlete should be further examined by the Team Physician(s), the referral will be made at that time. The student-athlete may also request to see a Team Physician during their interview by a certified athletic trainer. Physical examinations may be required of returning student-athletes if that is the opinion of the Team Physician(s), the Director of Sports Medicine or the attending team athletic trainer. Some returning student-athletes may be required to take another IMPACT test and SCAT III which will be determined by the Sports Medicine staff per the SU Concussion Management Protocol.

- Subsequent late starters or walk-ons after the scheduled exam dates will be responsible for scheduling their physical with the sports medicine staff on a priority basis as determined by the Director of Sports Medicine. Walk-ons for cheerleading who are invited to short-term scheduled group tryouts must complete and provide the following:
  - A medical history questionnaire and a release of liability tryout waiver. Minors (<18) must have the waiver signed by a parent/guardian and an Authorization to Treat a Minor Form completed and submitted to the attending team athletic trainer.
  - Adequate proof of insurance coverage.
  - This information must be received by the attending team athletic trainer a minimum of 48 hours prior to the scheduled tryout.

E) Final Clearance
Upon the completion of team physical examinations, the Director of Sports Medicine will provide a status report of those student-athletes who are cleared for full participation to the Head Coach. Additional information will be included on this report regarding all student-athletes who have not completed the entire physical examination process as well. This report will also be provided to the Equipment Supervisor and the Compliance Officer. Note: Each student-athlete must receive full medical clearance before being allowed to use any athletic department facility or be issued any equipment or uniforms as provided by the Department of Athletics. This includes strength and conditioning facilities and services.

IV. Special Medical Circumstances
A) Pregnancy Policy
A pregnancy policy has been established for the protection of female student-athletes.

- Any woman who is pregnant will not be allowed to participate in contact sports (basketball, lacrosse, softball, volleyball, soccer, sand volleyball and cheerleading) after her third month of pregnancy, and she will only be allowed to participate during the first three months of pregnancy with written approval from her attending physician.
- Any woman who is pregnant will be allowed to participate in non-contact sports (crew, cross country, golf and tennis) through her sixth month of pregnancy as long as she presents a written statement of approval from her attending physician.
- Any woman who aborts must have a release from her attending physician stating approval to return to competition and must be cleared by the Team Physician(s).

B) Loss of an Organ
Loss of one of any paired organs (e.g. eye, kidney, testicle, etc.) is of great concern in any intercollegiate student athlete. If any paired organ is absent then the potential student athletic must submit any and all documentation regarding this medical condition to the sports medicine staff for review by our team physician(s). This information must also include written documentation that the remaining paired organ is functioning within normal limits and that there is no current structural damage to the remaining organ. Release for participation and a full description of any and all
reasonable accommodations (including protective devices) must be obtained from the attending physician of the potential student athlete. This information will be reviewed by our team physicians at the time of the physical examination for consideration for approval for medical clearance for participation in intercollegiate athletics. Annual submission and proof of continued normal function of the remaining organ may be required. The potential student athlete and/or his parents will be required to complete a letter of understanding of the risks of participation with the missing paired organ and appropriate release of liability will be required prior to final medical clearance by our team physician(s) for participation by the student athlete.

C) Dental Care
The Athletics Department provides selected contact sports participants with a fitted, contour mouthpiece at no expense to the athlete. In return, the athlete must be wearing the mouthpiece when any dental injury occurs; if not, the Athletic Department shall not be responsible for expenses incurred with the repair or replacement of sound natural teeth. The athlete should immediately notify the athletic trainer on duty of any dental injury and provide the mouth guard that was worn when he/she was injured. If a mouthpiece becomes badly worn or is lost, it is the responsibility of the athlete to inform a member of the Sports Medicine staff to fabricate a new mouth guard. Exceptions to the “mouthpiece rule” for certain positions, (i.e., catcher, etc.) are allowed with prior approval of the Director of Sports Medicine.

Whenever possible, the emergency and routine dental care associated with athletic dental injuries shall be cared for by the Team Physician, Team Dentist, and/or the Director of Sports Medicine. Any deviation from this procedure shall be interpreted as the student-athlete’s willingness to meet the financial obligation for such dental care on their own.

The Athletic Department shall not be responsible for payment of normal dental care, not directly related to an athletic injury to sound natural teeth (i.e. cleaning, fillings, gum infections, etc).

D) Glasses and Contact Lenses
Eyeglasses worn by an athlete while participating in a formal practice or contest must have shatter-proof, fire-polished type lenses. The Department of Sports Medicine shall not be responsible for the purchase of eye glasses or contact lenses. It will, however, assume financial responsibility for the replacement or repair of eye glasses broken or lost while participating in a formal practice session or intercollegiate contest as long as such breakage or loss is reported to the Sports Medicine staff immediately. The Athletic Department will not be responsible for the payment of replacement of a contact lens unless:

- The student-athlete reports the loss to a representative of the Sports Medicine staff immediately.
- The student-athlete provides a copy of the contact lens prescription when requested by the Director of Sports Medicine at the time of pre-participation physical examination and orientation meetings. Proof of replacement insurance for contact lenses will be requested if the student-athlete possesses such coverage.
- Sports Medicine will not provide eye glasses or contact lenses for any student-athlete unless a change in vision occurs due to the direct result of an official athletic related injury.

E) Sickle Cell Trait
Sickle Cell disease is an inherited disorder that affects red blood cells. Sickle cell trait is a condition in which there is only one gene for the formation of sickle hemoglobin and one for the formation of normal hemoglobin. During intense or extensive exertion, the sickle hemoglobin can change the shape of red cells from round to quarter-moon, or “sickle”. This change, exertional sickling, can pose a grave risk for some athletes. Sickle cells can “logjam” blood vessels and lead to collapse from ischemic rhabdomyolysis, which can be life-threatening.

Please note that a positive Sickle Cell trait test does not mean that you cannot participate in Stetson University Athletics. It simply means that you, as well as the Stetson University Coaches and Athletic Trainers, need to monitor your condition and your hydration level more closely.

E) Medical Hardships (“Redshirt”)
Medical hardships are processed by the Director of Sports Medicine. It is the responsibility of the Head Coach of each sport to discuss each specific student-athlete’s injury status to determine the feasibility of such an appeal. Hardship petitions should be processed immediately following the conclusion of the playing season.

F) Women’s Basketball “Practice Players” - For the 2016-2017 academic year the department will continue the trial program with individuals to serve as practice players for the women’s basketball team. They will be required to meet all of the medical requirements listed in this document and must obtain medical clearance for participation. They will be eligible for sports medicine services for injuries that are the result of athletic related practice or scrimmage participation.

V. Departmental Liability
A) General
The Athletic Department will assume (to the limit of the athletics insurance policy), the financial responsibility for the payment of expenses incurred for the examination, treatment, or hospitalization of a student-athlete injured while participating in an official practice, an authorized intercollegiate contest or traveling to and from such a contest by authorized transportation. Such charges shall include the pharmacy utilized to obtain medication prescribed by the Team Physician or other retained medical consultants. The financial responsibility covers only those costs in excess of any insurance benefits available from parental group insurance, the student insurance program, or any personal insurance applicable.

B) Adherence to Procedure
The University’s liability for medical expenses resulting from injuries and illnesses for student athletes is contingent on adherence to the following guidelines:

i) Immediate Reporting
The student-athlete is responsible for reporting to the Sports Medicine staff all athletic injuries or illnesses associated with the athletic practice or competition as soon as possible. The athletic trainer will bring these problems to the attention of other medical care providers as necessary.

ii) Emergency Procedure
In the event of an on campus emergency as the result of an athletic injury, the athlete may be transported to the University Student Health Services or local medical care facilities and necessary medical attention dispensed. The athlete is not permitted to seek medical
attention without prior authorization from the Sports Medicine Staff, except in emergencies.

iii) Rehabilitation Expectation
The athletic training room has standard hours of operation and appointments are available when arranged in advance. Treatments will be available to all student-athletes; however, in-season student-athletes will have priority for treatment. Failure of an injured student-athlete to keep treatment and/or rehabilitation appointments will be interpreted as his or her unwillingness to cooperate, with little desire to return to early athletic competition. The coach will be informed of a student-athlete who fails to keep scheduled appointments.

iv) Referrals
If, in the opinion of the supervising athletic trainer, a student-athlete should be referred to the team physician(s) or another medical specialist for consultation due to an athletic injury, the following procedures must be followed to ensure University financial responsibility:

- The supervising athletic trainer will make an appointment with the consultant.
- The supervising athletic trainer will fill out a referral form.
- This referral form must be completed by the consultant and returned to the athletic training room by the student-athlete.
- The supervising athletic trainer will make arrangements for transportation.

(Note: The Athletic Department will not be responsible for any expense incurred by examination of a consultant if this procedure is not followed)

v) Referrals (Surgery)
If, in the opinion of the Team Physician, a student-athlete should be referred for possible surgery due to an athletic injury the following will occur:

- The Team Physician or attending physician will contact the student-athlete’s parents, guardian, and/or spouse and discuss the medical problem and make recommendations.
- If the team physician or attending physician is not available, the parent, guardian, and/or spouse will be contacted by the supervising team athletic trainer, who will discuss the case. He or she will inform parent, guardian, or spouse that the team physician or attending physician will be available for discussion upon their request.
- All follow-up medical care will be carried out under the direction of the team physician(s) or the attending physician as referred by the team physician(s).

C) Authorization for Medical Service
The Athletic Department will not be financially responsible for any medical service that was not properly authorized by the Department of Sports Medicine. The following guidelines must be adhere to in the following circumstances:

i) Post eligibility
Arrangements for the care of injuries requiring medical attention following the student-athlete’s discontinuation of competition, completion of eligibility, or graduation must be made prior to the occurrence of the above-mentioned events. Authorization is obtained by procuring a referral slip authorizing the necessary medical care from the Director of Sports Medicine.
ii) Delay in Care
Arrangements for medical care that have been postponed for whatever reason (academic conflict, surgery schedules, etc.) must be made within two weeks of the completion of the student-athlete’s competitive season. These arrangements must be made with the Director of Sports Medicine to ensure proper medical care and financial responsibility. Failure to arrange this follow-up care will release Stetson University of any further responsibility.

iii) Emergencies
In instances of emergency where the Director of Sports Medicine or supervising athletic trainer cannot be contacted, the student athlete should make an attempt to contact his/her Head Coach or the Athletic Director. If the injury is not life-threatening and the student-athlete is ambulatory, he or she should report to WAC or ATC athletic training room or the University Student Health Services for evaluation and treatment. Further referral via the sports medicine staff or University Student Health Services staff may be indicated.

- **Life-threatening emergency:** If the injury is increasing in severity or becomes life threatening, the student-athlete should contact one of the staff members mentioned above as soon as possible and report to the Emergency Room at Florida Hospital – DeLand. If the student-athlete does not have transportation, he or she may contact Stetson University Public Safety (x 7300) for transportation.

D) Referral to Medical Specialist
If, in the opinion of the Team Physician, an athlete should be referred to a medical specialist for consultation, the following procedures must be followed:

- The Team Physician will endeavor to make the referral.
- Referral information will be processed under the direction of the Director of Sports Medicine.
- The Sports Medicine staff shall make an appointment with the physician designated by the Team Physician. Arrangements for transportation to the consultant’s office, if the athlete cannot provide his/her own, will be made by the Sports Medicine staff.

*Any deviation of the above procedure without prior approval of the Director of Sports Medicine shall be at the expense of the student-athlete. Student-athletes are not permitted to seek medical attention without consulting the Team Physician and/or Director of Sports Medicine and assume the Athletics Department will pay for such medical attention. Coaches are not permitted to make direct referrals.*

E) Outside Medical Services
If the student-athlete and/or family or guardians prefer to seek other medical care of their choice, the Athletics Department will NOT assume any financial responsibility or render any follow-up care. Student-athletes will not be allowed to participate in their sport until the following conditions have been met:

- The Sports Medicine Department has received a detailed written report and other required medical records from the attending physician. This report must include a written release for practice and/or competition within the student-athlete’s specific sport.
- The student-athlete has demonstrated full skills and abilities necessary to compete in his or her selected sport.
• The student-athlete passes a pre-participation physical examination by the team physician, if deemed necessary, by the Team Physician and/or Director of Sports Medicine.

*These guidelines above are also in effect for any student-athlete who seeks medical care for an off-season non-athletic injury.

VI. Exceptions to Departmental Financial Responsibility for Injury

A) Prior Injury/Illness
The Athletics Department will not be financially responsible for any injuries or illness sustained prior to a student-athlete’s release for participation on an intercollegiate team.

B) Off-Season
The Athletics Department will not be financially responsible for injuries or illness when the student-athlete is not actively engaged in a coach supervised official practice, strength/conditioning session or a game during the traditional and non-traditional seasons. Official dates of in-season practices are controlled by the NCAA and are available in the Compliance Office. Absolutely no charges will be honored against the Athletics Department.

C) Outside Care
The athletic department will not be financially responsible for any expense incurred when a student-athlete or his family or guardians prefer to seek other medical care of their choice, including physician consultations for “second opinions” unless referred by the Team Physician or attending physician. Second opinions requested by student-athletes or their families will NOT be covered. For guidelines on “Outside Medical Services”, see above.

D) Teeth
The athletic department will not be financially responsible for injury to sound, natural teeth or permanent bridges incurred while participating in an official game or practice IF the student-athlete was not wearing a provided protective mouthpiece.

E) Jewelry
The NCAA prohibits the wearing of (i.e. necklace, earring, etc) during athletic practice and competition. The only exception is the wearing of a medal that possesses religious significance. Such medals must be fixed to the body in a manner that is safe to the student-athlete, his or her teammates and his or her opponents. The Athletics Department will not be responsible for injuries that occur to any student-athlete who wears jewelry to any competition or practice and fails to adhere to the above-mentioned policy.

VII. Medical Expenses (Policy and Billing Procedure)

A) Primary Insurance
The Athletics Department shall have the student-athlete use personal insurance available through the parents’ insurance program or through the student health insurance program for all types of medical services. Student-athlete’s and their parents are required to utilize such insurance to make primary payment of all hospital and medical expenses. Any remaining balances after an applicable insurance policy has been applied will be covered by the secondary insurance provided by the Athletic Department. This policy applies to all athletically related injuries.
B) Rehabilitation
The Athletics Department shall only pay for rehabilitation or reconditioning therapy services if deemed necessary by the Team Physician, Attending Physician or Director of Sports Medicine. Most rehabilitation and reconditioning will be handled by the Stetson University sports medicine and strength and conditioning staffs.

C) Procedure
To bill the Athletics Department for approved medical services and medication, a student-athlete must have official preseason medical clearance, and the billing must be related to an official practice or competition injury that occurs during the official NCAA sport season which is on record with the compliance staff.

Section 11: 2016-2017 Stetson University Intercollegiate Athletic Drug Screening Program

I. General
The Stetson Intercollegiate Athletic Drug Screening Program (Program) is separate and distinct from the NCAA drug testing program (a copy of which is on file in the Sports Medicine Department and the Athletic Directors office. An additional copy is also available online for your review).

A) Philosophy
The Stetson Athletic Department condemns the use of any illegal chemicals and the abuse of any legal chemicals that endanger the safety of student-athletes. If drug use can be deterred for four years, hopefully, our student-athletes will carry a “drug-free” atmosphere away with them when they graduate. The Program is put in place to benefit everyone connected with intercollegiate athletics at Stetson, and it is designed to make Stetson student-athletes better informed to make intelligent decisions with reference to drug use.

B) Program Objectives
- Protect the health and welfare of all Stetson University student-athletes competing in intercollegiate athletics
• Identify any student-athletes that may be using drugs and to identify the drug.
• Educate student-athletes as to the effect(s) such drug use may have on the athlete and his/her team.
• Address and treat any chronic dependency.
• Provide reasonable safeguards that every student-athlete is medically competent to participate in athletic competition.

II. Program Implementation

• A pre-enrollment email will be forwarded to you outlining the drug testing policy and screening process.
• A presentation will be made at the beginning of the academic year to all intercollegiate student-athletes to outline and review the Program, its purposes and implementation.
• A copy of the Program will be given to each first year student-athlete in the Student Athlete Handbook, and a copy of the Program will also be mailed to the parent(s) or legal guardian(s) of any student-athlete who is under 18 years of age. The Program is also available online for viewing on the Athletic Department website.
• All student-athletes will then be asked to sign a form acknowledging that they have received a copy of the Program and understand what is expected of them.
• The student-athletes will then be asked to voluntarily consent to the administration of urinalysis testing and a release of testing information to the following select group of athletic personnel: the Athletic Director, the Team Physician(s), the Head Coach of the athlete’s sport, the Assistant Athletic Director of Compliance, the Director of Sports Medicine, and/or the supervising team athletic trainer.

A) Failure to Cooperate
The Program is being initiated expressly to identify, assist, and educate athletes with drug-related problems and is not intended to be punitive. The Program relies on voluntary cooperation from all parties involved. However, an athlete’s refusal to sign the drug testing consent form or to submit a urine sample will be dealt with immediately by the Athletic Director. A lack of cooperation on the part of the student-athlete will jeopardize his/her medical status and privilege of participating in intercollegiate athletics at Stetson University.

B) Drug Screening
On an on-going basis, student-athletes will be subject to random drug screening. Precautions will be made to assure the randomness of the testing. Stetson University, through its Athletic Department, reserves the right to test any athlete at any time. Student-athletes will be notified prior to the drug screening as specified in the “Drug Screening Protocol.” The drug screening shall consist of the collection of a urine sample from the athlete under the supervision of the Team Physician(s), clinical laboratory technicians, or a full-time athletic trainer. Any scheduled drug screening that is missed by a student-athlete will be considered a positive test and will carry the same ramifications. Student-athletes unable to void at the time of the test will be required to remain at the testing area until a sample can be obtained. Each urine sample shall be analyzed for the presence of the following drugs: Amphetamines, Barbiturates, Cocaine, Opiates, Morphine, Codeine, Tetrahydrocannabinial (THC or Marijuana) and any other drugs that may be added to the list at any time as deemed necessary by the sports medicine staff. Other common screenings
include, but are not limited to performance enhancing drugs, diuretics, stimulants for learning disabilities, etc.

i) Drug Screening Protocol

- All test selections will be random. The Athletics Department will determine whether random selections are made by sport, sex, or general selection. *Note: Exception is that two (2) student athletes should always be repeat tested from the most recent prior test. The two student-athletes being repeat tested will be randomly selected from the previously selected testing population.* Testing for instances of probable cause or suspicion of use may also be included during any scheduled testing session.
- The Assistant Athletic Director of Compliance or the Director of Sports Medicine will alert those student-athletes randomly selected, along with the Athletic Director, of the time and place the sample collection will take place. This notification will take place anywhere from immediately prior to the test to a maximum of 24 hours before the test. Unique circumstances may result in modifications of this notification timeline.
- The student-athlete will report to the specified testing site at the specified time.
- The student-athlete will be asked to sign and date a drug-testing consent form to confirm the student-athlete’s participation in the institutional drug testing program.
- The signing of the institutional consent form will be witnessed by a full-time athletic trainer and signed accordingly.
- The student-athlete will select a specimen sample sheet with their random number on it and asked to note any medications they may be currently taking. This information will remain confidential among the Team Physicians and Sports Medicine staff.
- The student-athlete will be directed to the sample collection area.
- The certified laboratory technician or full-time athletic trainer will take the specimen sample sheet and have the student-athlete select a random specimen cup.
- The student-athlete will be asked to wear a minimal amount of clothing and demonstrate that no items are being taken into the drug screening area. The student-athlete will then prepare to provide the urine sample.
- In the event a blood sample is required, clothing removal will not be necessary.
- The certified laboratory technician or full-time athletic trainer will witness all sample collections (blood or urine) and take immediate possession while maintaining security of all samples.
- The chain of custody will remain with the clinical laboratory and their staff.
- All urine specimens will then be screened and all positive tests will be immediately re-tested and confirmed by GC/MS or LC/MS from the same sample at the lab.
- All confirmed positive test samples will be stored for a minimum of one year at the lab.
- The lab will provide the Director of Sports Medicine with all test results as soon as possible upon the completion of the test.

ii) Outside Agency
An outside agency contracted by the University will analyze the samples. The outside agency shall report all test results to the Director of Sports Medicine, who, in turn, will review such results to determine which, if any, of the test results are positive. This process will be completed under the supervision of the Team Physicians. Every possible step will be taken to assure and maintain the accuracy and confidentiality of the test results including the maintenance of a documented chain of specimen custody to insure the identity and integrity of the sample throughout the collection and testing process. All results reported by the laboratory will be screened by immunoassay, GC/MS, or LC/MS and confirmed by GC/MS or LC/MS. Results shall be confirmed and certified by the laboratory.

C) Positive Result (Thresholds, Procedure and Re-testing)
For purposes of the Program, a positive result shall mean a test result which indicates, in the opinion of the outside agency performing such testing, the presence of one or more of the above listed drugs (see: “Drug Screening”) in the athlete’s urine. The student-athlete will be immediately notified of a positive test result. Those who, at any time, experience a positive test can expect further screenings to be done on a consistent basis, as recommended by the substance abuse counselor and/or Team Physician(s). After any positive test result, the student-athlete may need to submit a negative test and be approved by the Team Physician(s) prior for return to participation in intercollegiate athletics. This requirement is in addition to the all other penalties listed below.

i) First Positive Test
After the positive result is verified and confirmed, the Director of Sports Medicine will notify the Athletic Director (A.D), the Assistant Athletic Director of Compliance, the Head Coach and the Team Physician(s) concurrently. The team athletic trainer will also be informed. The athlete will be required to attend a mandatory drug counseling assessment, which shall be arranged by the Sports Medicine staff. The drug counselor shall determine the length and manner of said counseling to best suit the student-athlete. The student-athlete will be suspended from practice or play for a period of seven (7) consecutive days, to include a minimum of one traditional season, intercollegiate competition. The Assistant Athletic Director of Compliance or in their absence the Director of Sports Medicine will initiate immediate contact with the student-athlete’s parent(s) or legal guardian(s) and/or spouse to advise them of the positive result. Refusal to participate in the counseling program as set forth in this paragraph will be treated and handled as a SECOND positive test result.

ii) Second Positive Test
After the second positive result is verified and confirmed, the Director of Sports Medicine will notify the A.D, the Assistant A.D. of Compliance, the Head Coach, and the Team Physician(s) concurrently. The team athletic trainer will also be informed. The student athlete will be required to, as promptly as possible, participate in a conference telephone call between the athlete, his/her parent(s) or legal guardian(s), or spouse, and the Head Coach wherein the athlete advises his/her parent(s) or legal guardian(s) or spouse of the second positive test results. This phone call will be made by the Assistant Athletic Director of Compliance or in their absence by the Director of Sports Medicine. The student athlete will be suspended from 25% of the total traditional season, regularly scheduled contests which will carry over to the next season if necessary. The student-athlete will be required to participate in continued and further counseling as directed by the Team Physician(s)/Substance Abuse Counselor/Director of Sports Medicine. Refusal to participate as set forth in this paragraph will be treated and handled as a THIRD positive test result.
iii) Third Positive Test
After the third positive result is verified and confirmed, the Director of Sports Medicine will again notify the A.D, the Assistant Athletic Director of Compliance, the Head Coach, the Team Physician(s) concurrently. The team athletic trainer will also be notified. The parent(s), guardians or spouse will also be notified by the Assistant Athletic Director of Compliance or in their absence by the Director of Sports Medicine. At this time, it must be assumed that the student-athlete has a very serious problem and/or has made some conscious value judgments as to his/her own behavior and this must be treated very seriously. In addition to the requirements resulting from a second positive test as set forth above, the student-athlete will be suspended from athletic participation for a minimum of one (1) calendar year. (Additionally, the student-athlete could possibly face loss of his/her financial aid for the current academic year and/or non-renewal of financial aid for the following year). Prior to the implementation of the suspension period, the student-athlete will have an opportunity to fully discuss the matter with the A.D and present evidence of any mitigating circumstances which he/she feels important. Reinstatement of the student-athlete to athletic participation would be made only after the provision of proof of the successful completion of a certified Drug Rehabilitation Program.

III. Safe Harbor Program
Student-athletes are encouraged to voluntarily come forward to seek assistance with an alcohol or drug related problem without punitive sanctions. Requests should be made to the Director of Sports Medicine. Student-athletes who come forward will be given a request form to sign that will be kept in his/her file in the athletic training room. This program requires you to ask for “Safe Harbor” upon your time of notification, consent and sign up for your first semester via our Docu-Sign drug screening forms processing protocol and prior to the first testing date of the academic year. This testing may begin after your team arrival (pre-season for fall sports) or upon the completion of the mandatory student-athlete meeting. This will be a student-athlete’s one and only opportunity for “safe harbor” while participating in Stetson University athletics. Counseling is always available to assist with problems or circumstances that could lead to a positive alcohol or drug test result.

A) Effects of Safe Harbor Submission
Once you declare “Safe Harbor” a student-athlete submits to the following:
- A baseline test for drugs and/or alcohol as deemed necessary.
- Evaluation by the Stetson Counseling Center, a contracted substance abuse consultant and/or Team Physician (as deemed necessary based on the test results).
- Completion of a recommended counseling/treatment plan.
- Drug/alcohol testing at a frequency recommended by your counselor or Team Physician.
- Remaining in “Safe Harbor” until released by the counselor and/or Team Physician for a period not to exceed 30 days.

Note: Student-athletes in the Safe Harbor program will not be subject to random institutional testing, but will remain eligible for drug testing by the NCAA.

B) Additional Safe Harbor Regulations (Notification)
The Athletic Director, Director of Sports Medicine, Team Physician(s) and team athletic trainer may be informed of your request for Safe Harbor. Other university officials may be informed only the extent necessary for the implementation of this policy. The Team Physician and the Director of
Sports Medicine may suspend the student-athlete from all athletic participation if medically indicated. Failure to comply with any aspect of the counseling program or any subsequent positive drug test indicating new or increased use of a banned substance will result in removal from the Safe Harbor program. The student-athlete will then be re-enrolled in the regular institutional Drug Testing Program and disciplinary action can be enforced according to Program policy.

IV. Grievance or Appeals
A) General
The Department of Athletics and its Sports Medicine staff are committed to developing and maintaining a supportive, respectful learning environment. It is recognized that grievances directed towards the Program may occur, and procedures have been established to provide a fair resolution to problems.

B) Procedure
In the event that a student-athlete is dissatisfied with a policy or decision within the Department of Athletics regarding the Program, a student-athlete must take the following steps toward resolution:

- Present his or her grievance, in writing, to the Director of Sports Medicine. The Director of Sports Medicine may consult with other sports medicine staff, including the Team Physician(s) before rendering a decision in writing to the grievant.
- If the student-athlete is dissatisfied with the decision of the Director of Sports Medicine, the student-athlete must then present the grievance, in writing, along with supporting documentation to the Athletic Director (A.D). The A.D will review the materials presented, and, at his sole discretion, may request interviews with the student-athlete and the Director of Sports Medicine. A decision regarding the grievance will be issued to the student-athlete by the A.D within seven (7) business days of receipt of the grievance and all supporting documentation.
- If the grievance involves the A.D, or if the student-athlete is not satisfied with the decision of the A.D, the student-athlete may appeal the decision to the FAR, who upon investigation of the matter, shall make recommendation for an administrative resolution to the President or Senior Vice President for Administration.
- If the student-athlete is dissatisfied with the solution(s) proposed in step 3 above, the student-athlete may choose to access the Faculty/Staff Grievance Procedure as outlined in “Connections: The Campus Life Handbook.”
Section 12: Drug Testing – NCAA

I. General
Be advised that as of June 2004 the NCAA Division Championships and Competition Cabinet approved and recommended funding to expand the out-of-competition (year-round) drug-testing program to all Division I institutions for all sports.

A) Rules
- Every Division I institution may be drug tested at least once each academic year beginning in the fall. Please know, however, that any institution may be selected for testing more than once each academic year.
- Every Division I sport at our institution is now subject to out-of-competition (year-round) drug testing.
- All Stetson University student-athletes are subject to drug testing before, during or after their competitive season.
- A student-athlete who tests positive for a banned substance, as set forth in Bylaw 31.2.3, shall be declared ineligible for further participation in championship season and non-championship season competition in accordance with ineligibility provision in Bylaw 18.4.1.5.1.

B) Summer Testing-Student-Athlete Availability
Be advised that as of April 2006 the NCAA Division of Championships and Competition Cabinet approved and recommended the expansion of the NCAA Drug Testing Program to include the summer months. Please be reminded that all Division I and II student-athletes are subject to summer drug testing, whether they are on-campus or away from campus. It is imperative that each student-athlete provide their updated summer residence, telephone and cellular phone
numbers to the Assistant Athletic Director of Compliance and the sports medicine staff prior to your departure at the end of the spring semester.

**NCAA Drug-Testing Program**

The NCAA Drug-Testing Program was created to protect the health and safety of student-athletes and to ensure that no one participant might have an artificially induced advantage or be pressured to use chemical substances.

- Banned Drugs
- Banned Drug List (one-page handout)
- NCAA Drug-Testing Program Book
  - Relevant Legislation
  - Program Protocol
  - Institutional Drug Testing
- Drug Testing Exceptions Procedures
- Appeals Process
- Compliance Forms
- Site Coordinator Manual
- Questions and Answers
- Overview of NCAA Postseason Drug-Testing Program – September 2001
- Overview of NCAA Year-Round Drug-Testing Program – September 2001

Visit the National Center for Drug-Free Sport Web site for additional information concerning the NCAA’s drug testing program.

Note: Nutritional supplements are not strictly regulated and may contain substances banned by the NCAAA. For questions regarding nutritional supplements, contact the Dietary Supplement Resource Exchange Center (REC).
### DO YOU KNOW THE FACTS

If you’re an NCAA student-athlete, it is your responsibility to know about NCAA banned substances.

<table>
<thead>
<tr>
<th>Drug Class (example)</th>
<th>NCAA Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Prohibited in Riflery</td>
</tr>
<tr>
<td>Anabolic steroids</td>
<td>Prohibited</td>
</tr>
<tr>
<td>Beta2 Agonists (e.g., asthma meds)</td>
<td>Prohibited or Restricted</td>
</tr>
<tr>
<td>Beta Blockers</td>
<td>Prohibited in Riflery</td>
</tr>
<tr>
<td>Corticosteroids (e.g., prednisone)</td>
<td>Allowed</td>
</tr>
<tr>
<td>Dietary Supplements</td>
<td>WARNING*</td>
</tr>
<tr>
<td>Diuretics</td>
<td>Prohibited</td>
</tr>
<tr>
<td>Local Anesthetics</td>
<td>Restricted</td>
</tr>
<tr>
<td>Masking Agents</td>
<td>Prohibited</td>
</tr>
<tr>
<td>Peptide Hormones (e.g., growth hormone)</td>
<td>Prohibited</td>
</tr>
<tr>
<td>Stimulants (e.g., ephedrine)</td>
<td>Prohibited (except pseudoephedrine)</td>
</tr>
<tr>
<td>Street Drugs (e.g., marijuana)</td>
<td>Prohibited</td>
</tr>
</tbody>
</table>

**Prohibited**: drug class may not be used.  
**Restricted**: drug class may be used under special circumstances defined by the NCAA.  
**Allowed**: category may be used, assuming the use is legal, appropriate or medically justified.

### *DIETARY SUPPLEMENT WARNING*

Products sold as over-the-counter dietary supplements might contain NCAA banned substances. No one can guarantee the purity of a dietary supplement. You are solely responsible for what you consume. If you use, you use at your own risk! This information is for educational purposes only. If you have any questions about NCAA banned substances, contact:

[www.drugfreesport.com/rec](http://www.drugfreesport.com/rec)

**The REC does not provide dietary supplement recommendations or**

This document is available free of charge from The National Center for Drug Free Sport, www.drugfreesport.com.
2016-17 NCAA Banned Drugs

Download: 2016-17 NCAA Banned Drugs (pdf)

It is your responsibility to check with the appropriate or designated athletics staff before using any substance.

The NCAA bans the following classes of drugs:

1. Stimulants;
2. Anabolic Agents;
3. Alcohol and Beta Blockers (banned for rifle only);
4. Diuretics and Other Masking Agents;
5. Street Drugs;
6. Peptide Hormones and Analogues;
7. Anti-estrogens; and

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

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

Drugs and Procedures Subject to Restrictions:

1. Blood doping;
2. Gene doping;
3. Local anesthetics (under some conditions);
4. Manipulation of urine samples; and
5. Beta-2 Agonists permitted only by prescription and inhalation.

NCAA Nutritional/Dietary Supplements Warning:

Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff. There are no NCAA approved supplement products.

1. Dietary supplements, including vitamins and minerals, are not well regulated and may cause a positive drug test result.
2. Student-athletes have tested positive and lost their eligibility from using dietary supplements.
3. Many dietary supplements are contaminated with banned drugs not listed on the label.
4. Any product containing a dietary supplement ingredient is taken at your own risk.
Check with your athletics department staff prior to using a supplement.

**Some Examples of NCAA Banned Substances in Each Drug Class**

*There is NO complete list of banned substances.*

*Do not rely on this list to rule out any label ingredient.*

1. **Stimulants:**

   amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; methamphetamine; methylphenidate (Ritalin); synephrine (bitter orange); methylhexanamine (DMAA); “bath salts” (mephedrone); Octopamine; DMBA; phenethylamines (PEAs); etc.

   *exceptions:* phenylephrine and pseudoephedrine are not banned.

2. **Anabolic Agents** (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione):

   androstenedione; boldenone; clenbuterol; DHEA (7-Keto); epi-trenbolone; testosterone; etiocholanolone; methasterone; methandienone; nandrolone; norandrostenedione; stanozolol; stenbolone; trenbolone; SARMS (ostarine, ligandrol, LGD-4033); etc.

3. **Alcohol and Beta Blockers** (banned for rifle only):

   alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. **Diuretics (water pills) and Other Masking Agents:**

   bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triamterene; trichlormethiazide; etc.

5. **Street Drugs:**

   heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (e.g., spice, K2, JWH-018, JWH-073)

6. **Peptide Hormones and Analogues:**

   growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); IGF-1 (colostrum); etc.

7. **Anti-Estrogens:**
anastrozole; tamoxifen; formestane; ATD, clomiphene; SERMS (nolvadex); Arimidex; clomid; evista; fulvestrant; aromatase inhibitors (Androst-3,5-dien-7,17-dione), etc.

8. **Beta-2 Agonists:**

bambuterol; formoterol; salbutamol; salmeterol; higenamine; norcoclaurine; etc.

Additional examples of banned drugs can be found at [www.ncaa.org/drugtesting](http://www.ncaa.org/drugtesting).

*Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!*

Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center (REC) at 877/202-0769 FREE or [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec) password: ncaa1, ncaa2 or ncaa3.

*It is your responsibility to check with the appropriate or designated athletics staff before using any substance.*
2016-17 Drug-Testing Exceptions Procedures (Medical exceptions)

Procedures

The NCAA list of banned drug classes (NCAA Bylaw 31.2.3) is composed of substances that are generally reported to be performance enhancing and/or potentially harmful to the health and safety of the student-athlete.

The NCAA recognizes that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA allows exception to be made for those student-athletes with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: anabolic agents*, stimulants, beta blockers, diuretics, anti-estrogens, beta-2 agonists and peptide hormone* (see subpart 2 below).

Procedures for Exceptions

1. Alternative non-banned medications for the treatment of various conditions exist and should be considered before an exception is pursued.

2. In the event that the student-athlete and the physician (in coordination with sports-medicine staff at the student-athlete's institution) agree that no appropriate alternative medication to the use of the banned substance is available, the decision may be made to continue the use of the medication. However, the use of an *anabolic agent or peptide hormone must be approved by the NCAA before the student-athlete is allowed to participate in competition while taking these medications. The institution, through its director of athletics, may request an exception for use of an anabolic agent or peptide hormone by submitting to the NCAA medical documentation from the prescribing physician supporting the diagnosis and treatment.

3. The institution should maintain documentation that supports the use of medication in
the student-athlete’s medical record on campus. The documentation can be a letter or copies of medical notes from the prescribing physician that documents how the diagnosis was reached, and that the student-athlete has a medical history demonstrating the need for regular use of such a drug. The letter should contain information as to the diagnosis (including appropriate verification of the diagnosis), medical history and dosage information.

4. Unless requesting a review for the medical use of an anabolic agent or peptide hormone, a student-athlete’s medical records or physicians’ letters should not be sent to the NCAA unless requested by the NCAA. Also, the use of any substance need not be reported to the drug-testing crew at the time of NCAA drug testing.

5. In the event that a student-athlete is tested by the NCAA and tests positive for a substance for which the institution desires an exception, normal procedures for reporting positive test results will be followed (See NCAA Drug-Testing Program Protocol Section No. 8.0). The institution, through its director of athletics, may request an exception at the time of notification of the positive drug test (A sample) by submitting to The National Center for Drug Free Sport the prescribing physician’s letter and any other medical documentation demonstrating the need for regular use of the drug (see subpart 3 above) which the institution wishes to have the NCAA consider. A medical exception will be considered by the NCAA and the student-athlete will remain eligible during this time if the institution has provided medical documentation to Drug Free Sport before the "B" sample is reported as positive, confirming the positive finding. If the institution fails to provide medical documentation to Drug Free Sport before the "B" sample is reported as positive to the institution, the student-athlete will be withheld from competition until such time the documentation is received, reviewed and the medical exception granted.

6. Requests for exceptions will be reviewed by the chair of the drug-testing and drug-education subcommittee and the physicians of the NCAA Committee on Competitive
Safeguards and Medical Aspects of Sports.

7. Drug Free Sport will inform the director of athletics regarding the outcome of the exception request. In the event that the exception is not granted, the institution may appeal this action according to Section 8.0 of the drug-testing protocol.

Sources:

NCAA Drug Testing Program, 2016-17

The National Collegiate Athletic Association
August 2009
Supplements
Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA. For questions regarding nutritional supplements, please visit the National Center for Drug Free Sport Resource Exchange Center (REC) Web site.

Bylaw 31.2.3.1.1 - Drugs and Procedures Subject to Restrictions
The use of the following drugs and/or procedures is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in these guidelines and/or quantities of these substances used:

(a) Blood Doping. The practice of blood doping (the intravenous injection of whole blood, packed red blood cells or blood substitutes) is prohibited and any evidence confirming use will be cause for action consistent with that taken for a positive drug test.

(b) Local Anesthetics. The Executive Committee will permit the limited use of local anesthetics under the following conditions:
(1) That procaine, xylocaine, carbocaine or any other local anesthetic may be used, but not cocaine;
(2) That only local or topical injections can be used (i.e., intravenous injections are not permitted), and
(3) That use is medically justified only when permitting the athlete to continue the competition without potential risk to his or her health.

(c) Manipulation of Urine Samples. The Executive Committee bans the use of substances and methods that alter the integrity and/or validity of urine samples provided during NCAA drug testing. Examples of banned methods are catheterization, urine substitution, and/or tampering or modification of renal excretion by the use of diuretics, probenecid, bromantan or related compounds, and epitestosterone administration.

(d) Beta 2 Agonists. The use of beta 2 agonists is permitted by inhalation only.

(e) Additional Analysis. Drug screening for select nonbanned substances may be conducted for nonpunitive purposes.

The contact for this page is mwilfert@ncaa.org

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Wilson Athletic Center & Athletic Training Center Athletic Training Room Rules

1. The athletic training room is a medical facility, NOT A LOUNGE! If a student-athlete is not receiving treatment or being taped, he or she will be asked to leave.
2. All student-athletes must be in the proper practice or game uniform before receiving pre-practice/pre-game treatment or other medical services.
3. All student-athletes must shower before receiving post-practice/post-game treatment, other medical services, or the cold plunge tank unless otherwise specified by the supervising athletic trainer.
4. Each student-athlete is responsible for all medical equipment issued to them. Loss or damage to such equipment will be the financial responsibility of the athlete.
5. The athletic training room is a coeducational facility. Minimum dress of shirts and shorts is required at all times unless removal is necessary for medical treatment. Proper attire must be worn in the cold plunge tanks.
6. No cleats, turf shoes, or other outdoor shoes are permitted in the training room. Shoes needed for lower extremity rehabilitation are the only exception.
7. Profanity and other derogatory/abusive language will not be tolerated.
8. No food or beverages will be permitted in the athletic training room.
9. No tobacco products will be permitted in the athletic training room at any time. This includes: smoking, chewing tobacco, or "dip".
10. All student-athletes are required to sign in the daily treatment log before receiving treatment.
11. The athletic training room telephones, television and stereo are for professional use only!
12. The modalities in the athletic training room are for supervised use by the Sports Medicine Staff only.
13. The supervising certified athletic trainers are responsible for use of all athletic training room equipment (television, stereo, etc.) and the maintenance of proper conduct in the facility by all student-athletes and guests.
14. Please keep talking to a minimum. Loud noise creates confusion. Appropriate behavior and conduct will be enforced by all members of the Sports Medicine Staff.
15. Please turn off all cell phones and other electrical devices upon your arrival to the athletic training room.
16. It is the sole responsibility of the student athlete to report all injuries to a member of the Sports Medicine Staff to insure proper and expedient care.
17. Unless otherwise directed, no one is to be in the WAC/ATC Athletic Training Room unless supervised by a sports medicine staff representative.
18. Unless otherwise directed, self-treatment will not be tolerated in the Athletic Training Room. Please see a Sports Medicine Staff member for proper care and application of all treatments.
19. In season student-athletes have priority for treatments and taping during their regularly scheduled practice/competition times. Out of season student-athletes should receive their treatments to prevent conflicts and delays in service.
Wilson Athletic Center and Athletic Training Center Strength & Conditioning Facility Rules and Policies

- Use of the facility is limited to: student-athletes in good standing, Athletic Department coaches/staff, contracted physical therapy patients (WAC ONLY), Fitness Club Members (WAC Only!)
- All guests and visitors must report to the Head Strength and Conditioning Coach or the Director of Sport Medicine for approval to use the facility and signing of liability forms.
- Prior to usage of the facility, individuals must undergo an orientation covering common risks involved in strength training, proper execution of various exercises proper use of equipment, and the possible consequences if proper technique is not employed.
- No one is allowed in the facility without a qualified supervisor present.
- Participants should not use equipment or attempt lifts with which they are not familiar without instruction from a qualified supervisor.
- No horseplay, loud or offensive language, and no inappropriate behavior during your training time. Use proper weight room etiquette.
- Proper training attire must be worn at all times including a T-shirt, shorts, and closed toe shoes. Compression shorts must be accompanied by athletic shorts worn over them.
- No dropping or throwing of implements unless specified by strength or athletic training personnel.
- Utilize collars and spotters at all times.
- Rack all weights when each lift has been completed. Keep equipment off the floor.
- On-duty supervisors have the authority over all room conduct and use of equipment, including the sound system. Music selection, volume level and times of use will be supervised and controlled in accordance with the overall function of the WAC & ATC and in the best interests of the patients, student-athletes and surrounding activities.
- Failure to follow WAC & ATC Weight Room rules or misuse of equipment may result in expulsion from the facility.
- The following are banned from use in this facility: cell phones, tobacco (all forms), food, chewing gum, glass bottles, cans, cups, drugs or any other substances banned in accordance with Stetson and NCAA policies and procedures.
- Injuries or facility/equipment irregularity should be immediately reported to the supervisor on duty.
Consensual Relations Policy

*PLEASE REFER TO* [https://www.stetson.edu/other/policies-and-procedures/media/section-4-personnel-policies%20020316.pdf](https://www.stetson.edu/other/policies-and-procedures/media/section-4-personnel-policies%20020316.pdf)

Sexual Harassment Policy and Procedures

*PLEASE REFER TO* [https://www.stetson.edu/other/policies-and-procedures/media/section-4-personnel-policies%20020316.pdf](https://www.stetson.edu/other/policies-and-procedures/media/section-4-personnel-policies%20020316.pdf)

Student Grievance Procedures

*PLEASE REFER TO* [http://www.stetson.edu/administration/human-resources/media/hotline/faculty-staff-grievance-procedure.pdf](http://www.stetson.edu/administration/human-resources/media/hotline/faculty-staff-grievance-procedure.pdf)
Other Important Phone Numbers

*All numbers are preceded by 822 unless otherwise noted

Academic Support Services ................................................................. 8823
Admissions .......................................................................................... 7100
Athletic Department Main Office .......................................................... 8100
Athletic Ticket Office .......................................................................... 734-HATS
Athletics Communications ................................................................. 8130/8131/8718
Campus Life ....................................................................................... 7210
Career Services ................................................................................... 7315
Compliance Office ............................................................................... 7490
Counseling Center ............................................................................... 8900
Faculty Athletics Representative ......................................................... 7422/8136
Florida Hospital Physical Therapy ....................................................... 740-7748
Health Services .................................................................................. 8150
Information ......................................................................................... 7400
One Stop .............................................................................................. 7050
Public Safety ....................................................................................... 7300
Registrar ............................................................................................. 7140
Residential Life ................................................................................... 7201
Sports Medicine .................................................................................. 8112
Student Financial Planning ................................................................. 7120
Emergency .......................................................................................... 911
Fire Department ................................................................................... 734-1499
City of Deland Police Department ....................................................... 734-1711