

STUDENT-ATHLETE HANDBOOK

PHILOSOPHY

Newberry College has established a tradition of ethical conduct at all levels of college life. In accordance with tradition, all student-athletes involved in the intercollegiate athletics program are expected to represent Newberry College in an honorable and exemplary manner at all times. Membership on an athletic team at Newberry College is considered a privilege. In order to maintain that membership, student-athletes are expected to abide by all college policies, team rules, NCAA and South Atlantic Conference rules, as well as all state and federal laws.

Governing Authorities

Standards of ethical conduct are established and enforced by:

The National Collegiate Athletic Association

Student-athletes are subject to the rules and regulations of the NCAA governing unsportsmanlike behavior, non-therapeutic drug use, gambling, bribery, and the acceptance of non-permissible awards, benefits and expenses, as well as other forms of misconduct. All such rules and regulations are found in the [NCAA Manual](#).

Department of Athletics

All Newberry College students are bound by the Newberry College Student Handbook published each year by the department of Student Affairs. In case of any discrepancy in regulations between the student-

athlete handbook and the student handbook, the student handbook will govern first and foremost. Student-athletes must also abide by all rules and guidelines set forth in the Newberry College Student-Athlete Handbook. Additionally, team rules may be established by each individual sport's Head Coach and his/her staff within parameters set by the Director of Athletics, the Student-Athlete Advisory Committee, and the College.

In addition to specific rules and regulations for individual sports, general conduct policies are set forth below.

PERSONAL CONDUCT AND RESPONSIBILITIES

The Department of Athletics makes every effort to offer a program that assists each student-athlete in securing a degree and fulfilling the objectives of the College. The acceptance of athletic financial aid and participation as a member of an athletic team carry with them definite academic and athletic responsibilities for the student-athlete. They are as follows:

Academic

1. Attend all classes and complete all academic assignments.
2. Consult with academic advisors and attend tutoring sessions, and/or academic enrichment as directed.
3. **Maintain a minimum of 12 credit hours per academic semester (fall and spring)** and make satisfactory progress toward a degree.
4. Accept responsibility for maintaining academic eligibility.

5. Strive to obtain a college degree within four (4) years.

Athletic

1. Abide by all team, department, college, SAC, and NCAA rules.
2. Maintain oneself in top physical condition, within accepted health standards.
3. Attend all organized practices unless officially excused in advance.
4. Take proper care of equipment and return it in good condition.
5. Treat officials and opponents with respect, and avoid confrontations. (see Sportsmanlike Conduct below)

General Conduct

1. Maintain proper standards of grooming and dress. Shower after practice and competition, pants worn at the waist, proper footwear.
2. Obey residence hall policies and regulations.
3. Obey all federal, state, and city laws.
4. Abstain from using tobacco, alcohol, and non-therapeutic drugs. (see NCAA Banned Drug List)

ONLINE ACTIVITY

1. Do not participate in or post inappropriate photography or other content that may ultimately lead to disciplinary action (underage drinking, drug use, racially charged comments, hazing, etc).
2. Refrain from affiliating yourself (and in turn, your team) with topics that are potentially

offensive or degrading (racism, domestic violence, binge drinking, etc).

3. Do not post derogatory or misleading comments about fellow student-athletes, coaches, athletics department staff, NC faculty or staff, or student-athletes and coaches of other institutions because this may ultimately lead to disciplinary action or removal from your team.

WHAT YOU NEED TO KNOW ABOUT SOCIAL ONLINE NETWORKS & TIPS FOR BEING WEB SAVVY

- Judicial Affairs can adjudicate students based on content put online (e.g. underage drinking).
- It is recommended that you not post personal information (cell phone, address, class schedule) for safety reasons.
- Online communications puts one at greater risk for stalking.
- Consider that future employers will review your site and any content posted on the Internet.
- Understand that fans for opposing teams have downloaded images or information and used it to taunt or humiliate that individual during a contest.
- Be mindful that online content is not private and that there could be long-term ramifications (photos altered, taken out of context, once on the web, always on the web).

Student-athletes are encouraged to obtain clarification of any departments, college, SAC or NCAA rules and regulations which he or she does not understand from a member of the coaching staff, the Center for Student

Success, a member of the athletic department administration staff, or the FAR.

SPORTSMANLIKE CONDUCT

Sportsmanlike conduct means more than the absence of negative actions in public. The Director of Compliance, as well as individual Head Coaches, provides student-athletes instruction on appropriate conduct including positive techniques for handling the following playing-field situations:

- Communicating with officials and opponents on routine matters during athletic events;
- Maintaining control during emotionally charged situations, including assisting a teammate or colleague who appears to be losing control; and
- Reacting in a positive manner to an aggressive action by an individual or a group.

Coaches define actions which constitute inappropriate conduct, and suggest ways to avoid such behavior. Unacceptable behavior on the playing field includes, but is not limited to, the following:

- Breaking a federal, state, or local law;
- Physically abusing officials, coaches, opponents, or spectators;
- Throwing objects;
- Seizing equipment from officials or the news media;
- Inciting players or spectators to negative actions or to any behavior which results or defiles an opponent's traditions;
- Using obscene or otherwise inappropriate language or gestures;

- Making public statements which are negative, controversial, or outside the Athletic Department's media policy; or
- Participating in any action which violates generally recognized ethical standards of intercollegiate athletics participation.

The SAC investigates violations of sportsmanlike conduct rules, which could result in penalties and sanctions to the student-athlete.

ALCOHOL ABUSE

The Athletic Department, in support of its stand on the non-use of drugs, does not sanction the use of departmental funds for the purpose of purchasing alcohol for student-athletes, athletic functions, or banquets. Additionally, the department will not authorize any outside individual agency permission to provide alcoholic refreshments for athletic functions or banquets, at reduced or free rates.

GAMBLING AND BRIBERY

The NCAA has established specific guidelines concerning involvement in gambling and bribery at the intercollegiate sports level. In order to educate the student-athlete regarding illegal organized gambling, the department has developed and implemented a comprehensive program which is intended to educate the student-athlete about the nature and prevalence of intercollegiate gambling and bribery, as well as the risks involved for the individual and for the entire college.

In addition to awareness of the gambling and bribery threat to the integrity of intercollegiate sports, student-athletes are responsible for the following:

1. Reporting any offers of gifts, money, or favors in exchange for supplying team information or for attempting to alter the outcome of any contest;
2. Maintaining a clear understanding of what constitutes gambling and bribery activities and reporting any suspected infractions;
3. Contacting the coach or other departmental personnel (i.e. Media Relations Office staff) when questions concerning appropriate release of team information occur; and
4. Increasing one's awareness that participation in gambling or bribery activities can result in disciplinary actions by the College and the NCAA (see "Enforcement" below), as well as local, state, and/or federal prosecution of the involved individual(s).

NCAA BYLAW 10.3 GAMBLING ACTIVITIES

The following individuals shall not knowingly participate in sports wagering activities, including fantasy leagues online, NCAA March Madness Pools, or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur, or professional athletics competition:

- a) Staff members of an institution's athletics department.
- b) Nonathletics department staff members who have responsibilities within or over the athletics department (e.g., chancellor or president, faculty athletics representative, individual to whom athletics reports);
- c) Staff members of a conference office; and

- d) Student-athletes.

10.3.1 Scope of Application

The prohibition against sports wagering applies to any institutional practice or any competition (intercollegiate, amateur, or professional) in a sport in which the NCAA conducts championship competition, in bowl subdivision football, and in emerging sports for women.

10.3.2 Sanctions

The following sanctions for violations of Bylaw 10.3 shall apply:

- a) A student-athlete who engages in activities designed to influence the outcome of an intercollegiate contest or in an effort to affect win-loss margins (i.e., “point shaving”) or who participates in any sports wagering activity involving the student-athlete’s institution shall permanently lose all remaining regular-season and postseason eligibility in all sports.
- b) A student-athlete who participates in any sports wagering activity through the Internet, a bookmaker, or a parlay card shall be ineligible for all regular-season and postseason competition for a minimum of one year from the date of the institution’s determination that a violation occurred and shall be charged with the loss of a minimum of one season eligibility. If the student-athlete is determined to have been involved in a subsequent violation of any portion of Bylaw 10.3, the student-athlete shall permanently lose all remaining regular-season and postseason eligibility in all sports.

YOU CAN WIN WITHOUT GAMBLING

Gambling is known as the “hidden addiction” because there are few outward signs. For HELP or more information regarding gambling, alcohol, or other drugs, contact the Office of Alcohol and & Drug Programs SC Gambling Helpline 1-877-452-5155.

AGENTS

It is essential that student-athletes know the NCAA rules related to professional sports. A violation of the rules concerning agents could have severe negative consequences for the College and the student-athlete (see “Maintaining Amateur Status” in Student-Athletes Eligibility, Policy 502C). NCAA rules forbid a student-athlete to:

- Agree, either orally or in writing, to be represented by an agent or organization in the marketing of his or her athletic ability or reputation until after completion of the last intercollegiate contest, including post-season games;
- Negotiate or sign a playing contract on a professional league’s draft list;
- Accept payment of expenses or gifts of any kind (including meals and transportation) from an agent;
- Receive preferential benefits or treatment (for example, loans with deferred pay-back basis) because of reputation, skill, or pay-back potential as a professional athlete; or
- Retain professional services for personal reasons at less than normal charge from a representative of his/her school’s athletics interests.

In accordance with the laws of the State of South Carolina, any agent who wishes to represent a former Newberry College student-athlete who is still enrolled at the institution MUST register with the South Carolina Department of Consumer Affairs before initiating contact with the student. Failure to do so may result in the agent being charged with a misdemeanor and assessed a monetary fine. In addition to state regulations, agents MUST also register with the Athletics Department.

For assistance with the selection of professional agents, after eligibility has been exhausted, student-athletes should contact the Associate Athletic Director for Compliance.

ADMINISTRATIVE PROCEDURES CONCERNING AGENTS

1. Once the student-athlete has been contacted by an agent or runner they should report it immediately to a member of their coaching staff. If possible, the student-athlete should obtain as much information about the agent as possible.
2. When a student-athlete or member of the athletic department is contacted by an agent they should let the agent know they must be registered with the State of South Carolina and register with Newberry College before they can speak with our coaching staff and student-athletes.
3. Once the agent has completed the registration process they can contact the athletic

department for further contact with the student-athlete.

4. If a student-athlete would like to speak with an agent the meeting must be arranged by the head coach.

Do not make any agreements verbally or in writing about future representation. The student-athlete is at risk to lose all years of remaining eligibility due to illegal contact with agents.

5. All agent mail is kept on file in the compliance office. This mail is made available to student-athletes once their eligibility has been exhausted.

To verify registration of a possible agent with the State of South Carolina or if you have any questions regarding agents in South Carolina please contact:

Darlene Dinkins
2221 Devine Street, Suite 200
SC Department of Consumer Affairs
PO Box 5757
Columbia, SC 29250
803.734.4209
ddinkins@scconsumer.gov

ENFORCEMENT

Any student-athlete who is **arrested** will be automatically suspended from his/her team and will not be permitted to participate in **any team** activities until the situation has been investigated and a disposition determined in favor of the student-athlete. A meeting must be immediately initiated by the student-athlete with the Athletics Director to discuss the situation. The

Athletics Department Contact (ADC) and/or the coaching staff will notify the student-athletes regarding setting up this meeting.

When an arrest is made, the student-athlete is given written notification of the suspension. While on suspension, the student-athlete may not practice or compete with the team. However, financial aid will remain in place and the student-athlete's name will remain on the squad list. He/she may utilize student-athlete academic support services. The student-athlete is expected to continue attending all academic responsibilities.

Based on all available information, the Athletics Director may lift or modify the suspension, prior to the case being decided by the legal system. A determination regarding further action by the department and the college is made once the charge has been resolved by the court system.

The established protocol should be used to address issues regarding student-athletes' arrests and emergency situations. Campus police is notified by local law enforcement agencies and hospitals when a student-athlete is involved in an accident. Campus police notifies the designated person who is the Athletics Department Contact (ADC) of the incident and the ADC communicates the details of the information received to the officials below. All efforts are done with the best interest of the student-athlete, college, and the community considered.

LAW ENFORCEMENT PROTOCOL

- Local Law Enforcement Agencies inform Campus Security/Dean of Student Affairs of all incidents regarding Newberry College student-athletes who may have been arrested and/or involved in other emergency circumstances.
- Campus Security/Dean of Student Affairs notifies the Athletics Department Contact (ADC) and the President's office of the situation. The athletics director will also make appropriate notifications.
- After receiving the call, the ADC tries to ascertain information regarding the student-athletes' attitude upon arrest and other specific details and notifies the following:
 1. Athletics Director's Office
 2. Designated Sport Administrator
 3. Head Coach (or designee)
 4. Director of Media Relations
 5. Director of Sports Medicine (for arrests involving alcohol or drugs) to arrange immediate drug testing.
- Once the police report is obtained from Campus Security, the report is forwarded to the Athletics Director along with other pertinent information based on the Athletics Director's criteria used to make an informed decision.
- The Athletic Director's office creates a suspension letter to be given to the student-athlete. The ADC receives the original letter (and a copy) and the ADC or designee will deliver it to the student-athlete. A copy of the suspension letter is forwarded to the respective Head Coach and Sport Administrator.

- The ADC assists the office of Judicial Programs and/or Division of Student Affairs as needed.

STUDENT JUDICIAL AFFAIRS TIPS

Top 5 Avoidable Foibles Made by Freshmen:

1. Believing that a Solo cup at a tailgate party convinces the seven patrolling police agencies that you're not drinking alcohol.
2. Accidentally presenting a fake ID when asked for real ID– the alcohol and nervousness combined when approached by a police officer or RA will make this happen more often than you realize.
3. Being the Big Man by refusing to cooperate with the police by using phrases such as, "Why do you need my ID?", or "You have no right to search". This just asks for a Disorderly Conduct charge in addition to what the police originally stopped you for (and maybe a free trip to jail).
4. Risking the health of a teammate or friend by not calling for help when he or she passes out or needs medical attention from too much alcohol or a drug overdose. Fear of disciplinary repercussions should not outweigh health risks. There will be follow-up, but there will be no permanent judicial record for either student for doing the right thing.
5. Urinating on steps of buildings, out of a residence hall window, or in the bushes on college grounds. Go before you leave the house.

6. Walking on public sidewalks or streets in the city of Newberry with an open container of alcohol.

TOP 4 WAYS TO GET REMOVED FROM HOUSING &/OR NEWBERRY COLLEGE:

(Any student removed because of his/her violation is not eligible for a refund)

1. Assault – Sexual Assault (including coercion and use of alcohol), threat of physical assault, and physical assault
2. Drugs – selling any drugs, repeatedly being caught with possession, failing drug screens
3. Jeopardizing others – stealing and tampering with fire equipment
4. Possession of a weapon – guns/knives

POLICY FACTS:

- If you're in the same room / car as alcohol or drugs, you will likely be ticketed by the police and sent to judicial affairs even if it is not yours.
- The Newberry College Code of Conduct applies on AND off campus – the rules cover students, not locations.

SEXUAL HEALTH & VIOLENCE PREVENTION

Sexual Health & Violence Prevention and Research offers highly visible, convenient, and accessible programs and services which enable students to live at high levels of wellness and live in an environment which is safe to achieve their academic goals and aspirations. In order to attain this mission, we design our programs and services to create a balance of physical, emotional,

social, intellectual, spiritual, and sexual health that encourages students to respect the dignity and rights of others while developing a strong sense of their personal self-esteem and development. Areas of emphasis include, but are not limited to, building healthy relationships, developing communications skills, reducing interpersonal violence, and promoting sexual health.

CLASS REGISTRATION

Student-athletes must be advised by their academic advisor before they are cleared to register. Students use Wolf Den (my.newberry.edu) to access class registration, checking grades, and fees. Wolf Den also permits students to Access schedules, apply financial aid and scholarships to student accounts, register for college technological services, and access many other services offered by Newberry College.

DROPPING A CLASS

As a student-athlete, you are required to maintain full-time enrollment at the College during any period of competition as well as meet NCAA academic performance requirements. Therefore, **prior** to dropping a class, your coach and Director of Compliance must grant permission through the College's registration system. Please notify your coach as soon as you feel a change in your schedule is needed.

CHANGE OF MAJOR

To initiate a change of college/school or major, student-athletes who are in good academic standing (2.0 GPA or higher) must:

- Meet with the Director of Compliance to discuss how major changes can impact NCAA eligibility and progression requirements
- Meet with a campus academic advisor
- Request approval of both the Dean of the college/school in which they are seeking release and enrollment
- Student-athletes are required to declare a major prior to the start of their 5th semester of full time collegiate enrollment.

TRANSFER STUDENT-ATHLETES

Student-athletes may transfer up to 72 hours from community/junior/technical colleges as part of hours needed for their Newberry College degree. Transfer students must supply official transcripts from every college(s) attended.

CONTINUING ELIGIBILITY

****Student athletes must pass a minimum of 6 credit hours each full time semester to be eligible the next for the NCAA. For Newberry College, students are required to pass 9 credit hours each semester to avoid probation the next.**

****Student-athletes must pass 75% of their credit hours during the traditional fall and spring terms, which comes out to a minimum of 18 credit hours during one academic year. Student-athletes may take up to 6 credit hours towards eligibility each summer, however, for GPA purposes, students may take additional classes during the summer ****

****Students must first be in good academic standing at the institution prior to applying the following NCAA continuing eligibility rules (see Academic Catalog)****

****Student-athletes need to use the following guidelines for continuing eligibility:**

- 1. Pass 24 hours during the current academic year (18 fall/spring - minimum & 6 summer – max) and maintain a 2.0 cumulative GPA**
- 2. OR Average 12 hours per semester and maintain a 2.0 cumulative GPA**

| Semester | NCAA PTD Requirements | NCAA Required GPA |
|---|--|--------------------------|
| After the 2nd Semester | 18 Hours during fall and spring semesters | |
| Before 3rd Semester | 24 Hours | 1.8 |
| Before the 5th Semester | 48 Hours | 1.9 |
| Before the 7th Semester | 72 Hours | 2.0 |
| Before the 9th Semester | 96 Hours | 2.0 |

CLASS ATTENDANCE

Students are obligated to complete all assigned work promptly, to all attend classes, and to participate in whatever class discussion may occur. Absence from scheduled class sessions, whether excused or unexcused, may be considered excessive and the instructor may choose to exact a grade penalty for such absences. The instructor's attendance policy should be ascertained by the student at the beginning of the

semester. It is of particular importance that a student who anticipates absences in scheduled class sessions receives prior approval from the instructor before the last day to change schedules as published in the academic calendars on the registrar's Web site.

Faculty members should notify classes, specifically in the course syllabi, the attendance policy which they intend to follow in each class.

For the purpose of this policy, the following may be considered by faculty as examples of approved college sponsored activities:

- Participation in an authorized College activity (such as musical performances, academic competitions, or varsity athletic events in which the student plays a formal role in a college sanctioned event)
- Required participation in military duties
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled, participations in legal proceedings, or administrative duties that require a student's presence.

In addition, it is suggested that faculty give due consideration to absences relating to the following events as possible cases of approved absences:

- Death or major illness in a student's immediate family
- Illness of a dependent family member
- Religious holy day
- Illness that is too severe or contagious for the student to attend class.

ACADEMIC ATTENDANCE POLICY

I. POLICY

It is the expectation of the Newberry College Athletics Department that student-athletes (including extended aid and medically exempted student-athletes) attend classes, arrive at class on time, complete all assignments in a timely manner, and demonstrate behavior in the classroom conducive to learning and appropriate for an academic environment. Student-athletes are expected to attend every class and laboratory session for all courses in which they are enrolled, unless such absence is otherwise excused in advance. Student-athletes are responsible for obtaining their professor's class attendance policies at the beginning of the semester, informing their professors of scheduled class absences due to competition in advance, and making arrangements to complete all missed academic work in advance. Further, student-athletes must attend and be prepared for all scheduled tutoring sessions, academic enrichment sessions and academic meetings.

The expectation of all student-athletes is to attend class and all Head Coaches have access through Wolf Den to view each student-athlete's class attendance record and grades to track student-athlete

academic performance for eligibility purposes. Those student-athletes who fail to attend class or other required academic sessions or meetings scheduled by the Athletics Department are subject to sanctions, including being withheld from practice and/or competition.

Some teams may have a separate attendance policy in which different sanctions are enforced. Those policies must be approved by the Director of Athletics. If those policies are approved, each student-athlete participating on that team will receive the policy in writing and will sign a statement indicating that he/she received the policy. It is the student-athletes' responsibility to understand the policies of their respective teams.

MISSED CLASS FOR TEAM TRAVEL

On occasions when your team's travel conflicts with class attendance, the Athletic Department will write and provide a travel roster to academic affairs to confirm the schedule. **Attention:** This travel roster is not a class excuse and some professors limit absences regardless of the reason for missing class. You must arrange, in advance, for any missed assignments, tests, quizzes, notes, or other forms of participation prior to the scheduled travel.

CELL PHONE POLICY

Due to recent court decisions and the liability attached, with respect to photos/pictures taken with cell phones

in locker rooms and posted inappropriately on various social networking vehicles, the Newberry Athletic Department **PROHIBITS** the use of all cell phones, smart phones, cameras, and pda's in any locker room area.

GRIEVANCE POLICY

The Newberry College Athletics department strives for open lines of communication between the administration and student-athletes. If a student-athlete has a grievance, the following protocol for filing is in place.

- I. File a grievance with the Head Coach of your Sport.
- II. Contact the Associate Athletic Director, Faculty Athletic Representative, Senior Woman Administrator, or Athletic Director to file either a written or verbal grievance if unable/uncomfortable to file the grievance with the Head Coach.
- III. File the grievance with the SAAC, either written or verbally.
- IV. Express grievance through the Exit Interview Process to the Head Coach, Athletic Director or the Associate Athletic Director.

THE STUDENT-ATHLETE ADVISORY COMMITTEE

Newberry College has a Student-Athlete Advisory Committee (SAAC), an organization made up of student-athlete representatives from each sport team within the Athletics Department. Meetings are conducted twice per month. SAAC has been active in promoting department-wide community service projects and student-athlete camaraderie. In addition, SAAC is

designed to be a means for student-athletes to communicate with athletics administration about issues that affect student-athletes. Team representatives are responsible for sharing information about SAAC with their teammates. The SAAC selects leaders to represent Newberry College at the bi-annual South Atlantic Conference SAAC Meetings and various conference calls.

ATHLETICS SCHOLARSHIPS

The NCAA defines “Financial Aid” as funds provided to student-athletes from various sources to pay, or to assist in paying, their cost of education at the institution. The following sources of financial aid are among those considered to be institutional aid: scholarships, grants, tuition waivers, employee dependent tuition benefits, and loans. An athletics scholarship is a form of institutional financial aid.

NCAA rules mandate that if a student’s athletics ability is considered in any degree in awarding financial aid, such aid shall neither be awarded for a period in excess of one academic year nor for a period less than one academic year. Therefore, all athletics scholarships are awarded on an annual basis. The award may be renewed for successive years during which a student-athlete has athletics eligibility remaining, but such renewal is not automatic and no advance commitment for renewal is permitted to be made by anyone. Student-athletes will be notified, in writing, prior to July 1 of each year whether or not an athletics grant-in-aid will be renewed for the following academic year.

WHAT DOES A SCHOLARSHIP COVER?

In accordance with NCAA regulations, an athletics scholarship may only cover:

- Required course-related textbooks
- Tuition and required fees (such as the matriculation fee, technology fee, and laboratory fees)
- Room
- Board

REDUCTION OR NON-RENEWAL OF ATHLETICS SCHOLARSHIPS

An athletics grant-in-aid will not be increased, reduced or cancelled during the period of the award on the basis of the following: athletics ability, performance, illness or injury that affects student athlete's participation in athletics or for any other reason based on athletics.

However, an athletics grant-in-aid may be immediately reduced or cancelled during the term of the award if a student-athlete:

- Fraudulently misrepresents himself/herself by giving false information on an application for admission, letter of intent, or financial aid agreement.
- Violates college, Athletics Department, or team policies approved by the director of athletics.
- Becomes ineligible for intercollegiate competition (e.g., failure to meet NCAA progress-toward-degree requirements).
- Voluntarily withdraws from a sport for personal reasons.

An athletics grant-in-aid **MUST** be reduced or cancelled if a student-athlete:

- Signs a professional sports contract for his/her sport.
- Accepts money for playing in an athletic contest.
- Agrees, orally or in writing, to be represented by an agent and/or accepts money from such a person.
- Receives other forms of financial aid that cause him/her to exceed allowable individual aid limits.
- Fails to remain enrolled in a minimum of 12 credit hours at all times.

Should an athletics scholarship be reduced or non-renewed, either during the period of award or from one academic year to the next, the student-athlete has a right to appeal that decision to a committee designated by the institution to hear such appeals. At Newberry College, this committee is chaired by the Director of Student Financial Aid & Scholarships.

In order to request a hearing to appeal a reduction or non-renewal decision, the student-athlete must send a request in writing to Missy Lutz, Director, Office of Student Financial Aid, Newberry College, 2100 College Street Newberry, SC 29108.

The letter of appeal must be received in the Office of Student Financial Aid & Scholarships within fifteen days from the date the student receives notice of the initial reduction or non-renewal decision. Upon receipt of the written request, the student will be notified of the appeal process as well as the date, site, and time of the hearing. The appeal will be heard by a committee

independent of the Athletics Department. Please direct all questions or requests for assistance regarding this process to the Office of Student Financial Aid & Scholarships.

COMPLIMENTARY ADMISSIONS TO ATHLETICS EVENTS

NCAA regulations permit an institution to provide a complimentary admission for each student-athlete to each of the institution's regular season home intercollegiate athletics events for sports other than the one in which the student-athlete participates. This admission must be administered via a student ID. No hard tickets will be issued. Proof of identity may be required for admission, and the student-athlete is required to enter the stadium/arena immediately upon presenting identification.

Per NCAA regulations, a student-athlete may be provided with up to four complimentary admissions to each home contest in his/her respective sport. Complimentary admissions shall be provided only through a pass list for individuals designated in advance by a student-athlete. Individuals utilizing complimentary admission must sign the pass list and show proof of identification. NCAA Regulations prohibit student-athletes from receiving any form of payment or benefit in exchange for complimentary admission.

Student-Athletes who violate NCAA, SAC, or institutional policies and procedures governing complimentary admissions may have their access to complimentary admissions revoked for future athletics contests.

TRANSFER POLICY

Newberry College Athletic Department will adhere to NCAA Bylaw 14.5.1 which requires residency for one full academic year at the certifying institution before being eligible to compete, unless the student satisfies the applicable transfer requirement or receives an exception or waiver.

Newberry College Athletic Department **will not** issue a release, granting the one time transfer exception, to any institution in the South Atlantic Conference Institution as per SAC Policy. Student athletes wanting to transfer should first contact their Head Coach and set up a meeting with the Associate Athletic Director for Compliance (AAD-C). If a student athlete is uncomfortable approaching their Head Coach, they may set up a meeting directly with the AAD-C. Student athletes may request permission to contact other four year institutions and discuss transfer options with the administration and come to realization of the opportunities out there and the possibility of a onetime transfer exception. If permission to contact any institution is denied, the student athlete may appeal the decision within 14 days in writing to the AAD-C. If a onetime transfer exception is denied, the student athlete may also appeal that decision within 14 days in writing to the AAD-C. Newberry College is not required to grant a onetime transfer exception to any student-athlete, these are viewed on a case by case basis by the athletic administration staff.

Please refer to the Compliance section on the Newberry Athletics Website for additional information on the transfer process.

Per NCAA Bylaw 14.5.5.3.10(c), a student-athlete may request an appeal hearing regarding the decision of the Athletic Department. The appeal request must be made in writing to the Director of Athletics. A committee to hear this appeal will convene within 30 days of receipt of the hearing request.

APPEAL COMMITTEE HEARING POLICY

- 1) The Faculty Athletic Representative will chair the appeals committee and arrange for the membership of the committee using the FAR, student-athletes, and nonathletics faculty and/or staff members. The Associate Athletic Director will be attend the appeal hearing in order to present the policy on releases to the committee.
- 2) The committee chair will request a statement from the student-athlete.
- 3) The student-athlete may present their case, identifying where they would like to transfer and any mitigating circumstances that the committee should consider.
- 4) The Associate Athletic Director will present the case for the Athletic Department. This will include NCAA legislation regarding residence requirements for transfer students as well as

Newberry College and the South Atlantic Conference policy.

- 5) The student-athlete, any supporting representatives, and the Associate AD will depart the meeting.
- 6) The committee will review both oral and written documentation, deliberate and make a decision.
- 7) The student-athlete will be notified of the committee decision that day, with a written follow-up for their records.

ANNUAL REVIEW AND EXIT INTERVIEWS

Student-athletes will be requested to complete an annual review of their sport after the completion of their competition season. In addition, student-athletes will be required to complete an exit interview upon the completion of their athletic eligibility.

HOSTING A RECRUIT

The role of a STUDENT HOST is very important in the recruiting process for our athletics teams. The host has a responsibility to understand and abide by the NCAA, SAC, and institutional regulations. Please **carefully** review the following rules:

- a. The institution may assign a student host to entertain a prospect on an expense paid (i.e., official) visit. The host must be a **full-time Newberry College student**.

- b. A maximum of **\$30** may be provided for each day of the visit to cover all actual costs of entertaining the student-athlete, the prospect's parents, legal guardians or spouse, excluding the costs of meals and admission to campus athletics events. These funds may not be used for the purchase of souvenirs such as T-shirts or other institutional mementos. Cash should never be given to the prospect!
- c. The student host may receive a complimentary meal to dine with a prospect during an official visit.
- d. Student hosts may not use vehicles provided for or arranged by any coach, institutional staff member, or booster of the college. Never allow the recruit to use or drive a car. Great liability exists if there were to be an accident.
- e. Prospects may not be transported more than 30 miles from campus. The purpose of the visit is for the prospect and his/her family to become familiar with Newberry College's campus and the city of Newberry.
- f. Conversations are not permitted to occur between the prospect and a booster. If an unplanned meeting occurs, only an exchange of greetings is permissible.
- g. A student host may receive a complimentary admission (no hard tickets) when accompanying a prospect to a campus athletics event.
- h. Alcohol, drugs, adult entertainment, gambling, and/or criminal activities are prohibited in the presence of a prospect.

STUDENT-ATHLETE EMPLOYMENT

A student-athlete may be employed during the academic year and/or the summer. Earnings from a student-athlete's on- or off-campus employment is exempt and not counted in determining a student-athlete's cost of attendance or in the institutions financial aid limitations, provided:

- The student-athlete's compensation does 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 athletics ability;
- The student-athlete is compensated only for work actually performed; and
- The student-athlete is compensated at a rate commensurate with the going rate in that locality for similar services.

A student-athlete is required to register his/her employment with Compliance PRIOR TO beginning work.

EXTRA BENEFITS

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests (i.e., booster) to provide a student-athlete, or the student-athlete's relative or friend with a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by a student-athlete or his/her relatives or friends is not a violation of NCAA legislation if it is determined that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the

student body (e.g., foreign students, minority students) determined on a basis unrelated to athletics ability.

WELLNESS PROGRAM: ALCOHOL, DRUGS AND HEALTH (Drug Testing)

Participation in the Wellness Program is required of all Newberry College student-athletes, including scholarship and non-scholarship student-athletes, and other students directly associated with the Athletics Department, including cheerleaders, dance team, student athletic trainers, and equipment managers (collectively referred to in this policy as “student-athletes”). Student-athletes whose eligibility has expired or who no longer participate in intercollegiate athletics but who continue to receive athletic aid are subject to the Wellness Program.

The Athletics Department is concerned about the potential use and abuse of drugs and alcohol by student-athletes at Newberry College. This concern includes the use of illegal drugs, the use of anabolic steroids, the use of drugs that are not medically indicated, the misuse of prescription drugs, the use of alcohol, and the use of diuretics and “masking agents” designed to prevent the detection of such drug and alcohol use.

The Athletics Department believes that drug and alcohol use and abuse, in addition to being a violation of team rules, poses a significant threat to the health, growth, development and overall physical and mental well-being of its student athletes; results in diminished academic and athletic performance increases the risk of injury to student-athletes and, in team sports, to their

teammates and opponents; may retard the healing of injuries; and may produce dependence and addiction problems that can have devastating societal, financial, and career ramifications.

Therefore, the Athletics Department has adopted a Wellness Program, including a mandatory program of drug testing, education, and counseling, in an effort to protect the health, safety, and well being of student-athletes associated with the Athletics Department. Please refer to the athletic training policies and procedures manual for details on all institutional wellness program policies.

BANNED DRUGS

NCAA BANNED-DRUG CLASSES

The NCAA list of banned-drug classes is subject to change by the NCAA Executive Committee. Contact NCAA education services or an athletic staff member for the current list. The term “related compounds” comprises substances that are included in the class by their pharmacological action and/or chemical specifically listed as an example.

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) do not strictly regulate the supplement industry; therefore, purity and safety of nutritional dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete’s own risk. Student-athletes should contact their

institution's team physician or athletics trainer for further information.

CHAMPIONSHIP TESTING

Drug testing can occur at any phase of an NCAA championship (e.g., first round, second round, quarterfinals, semi-finals, or finals).

Drug testing can occur more than once at a championship (e.g., first round and finals).

Participating institutions and student-athletes are not given any advance notice that drug testing is being conducted at the championship.

At team championships (e.g., basketball, bowling, ice hockey) immediately after the game, an NCAA drug-testing crew member will provide an institutional representative with a list of student-athletes who have been selected for drug testing.

At individual/team championships (e.g., cross country, golf, tennis, or wrestling), official drug testing couriers will notify student-athletes of their selection for drug testing.

NUTRITIONAL SUPPLEMENT POLICY

The Athletics Department will not approve any nutritional supplements not acknowledged by the *National Center for Drug Free Sport*. The use of dietary supplements is completely at the student athlete's own risk. Ingestion of dietary supplements may cause a positive test for prohibited substances, even if not disclosed on the product label. Any students who test

positive will face prescribed disciplinary action according to the athletic training policies and procedural manual.

NCAA POSITIVE DRUG TEST

The consequences for a positive NCAA drug test are as follows:

- I. The Student-Athlete will be withheld from competition in ALL sports for a minimum of 365 days from the drug test collection date and shall LOSE a year of eligibility.
- II. The Student-Athlete has an opportunity to appeal the positive drug test.
- III. A Student-Athlete who tests positive a second time for the use of any drug, other than a “street drug” shall lose ALL REMAINING regular season and post season eligibility in ALL sports. A combination of two positive tests involving street drugs (marijuana, THC, or heroin) in whatever order, will result in the loss of an additional year of eligibility.
- IV. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug.
- V. If a Student-Athlete immediately transfers to a non-NCAA institution while ineligible and competes in collegiate competition within the 365 day period at a non-NCAA institution, the student athlete will remain ineligible for all NCAA regular-season and post season competition until the Student-

Athlete does not compete in a collegiate competition for 365 days.

**Newberry College Athletic
Department
Drug & Alcohol Testing & Education
Program
2012-2013**

Introduction

The health and safety of Newberry College student-athletes is one of the main priorities of the Newberry College Athletic Department. The Department also seeks to promote fair competition among intercollegiate athletics. Drug use, both performance-enhancing and illicit, as well as irresponsible alcohol consumption compromise a student-athlete's health and fair competition. Therefore, the Newberry College Athletic Department has implemented this Drug & Alcohol Testing & Education Program. The all-encompassing purpose of drug and alcohol testing in sport is to promote fair and

equitable competition while protecting the health and safety of student-athletes. By subjecting student-athletes to drug and alcohol testing, no one participant will have an artificially induced advantage, be pressured to use chemical substances in attempting to remain competitive, or be exposed to the health risks associated with using potentially dangerous drugs and other substances. The goals of this drug testing program are to define substances that the NCAA and Newberry College has deemed banned, to deter the use of these substances, to identify individuals who suffer from substance abuse problems, and to provide access to treatment for such problems.

Purpose

1. To define substances that the NCAA and Newberry College has deemed banned
2. To inform those eligible for drug testing of exceptions to the NCAA's list of banned substances
3. To define those eligible for drug and alcohol testing

4. To establish for drug and alcohol testing procedures
 - a. Periodic Randomized Institutional
 - b. Reasonable Suspicion
 - c. Team
 - d. Periodic Randomized NCAA
 - e. NCAA Championship

5. To define a positive test

6. To establish consistent sanctions for a positive test

7. To inform eligible individuals of the appeals process for a positive test

8. To inform student-athletes of the Newberry College Athletic Department's and the NCAA's position on tobacco use

9. To provide those eligible for drug testing with options for drug abuse education and treatment

NCAA Banned Substances

A complete list of all drugs and substances the NCAA bans for athletic participation and competition can be found as an attachment. The NCAA does ban some dietary supplements. If you have any questions about a specific dietary supplement, please see a member of the Athletic Training Staff or visit the Resource Exchange Center at www.drugfreesport.com.

Exceptions to the List of Banned Substances

The NCAA allows exceptions for a specific list of banned substances that may be used for medical treatment. If part of a student-athlete's medical treatment involves the use of these exceptions, the Athletic Training Staff and team physicians will follow the appropriate procedures as established by the NCAA. **If you are taking **any** prescription medication, you must provide a document from your medical physician on letterhead to the Athletic Training Staff providing 1) the medication and dosage, 2) the reason you are taking the medication, 3) any lab results that led to the diagnosis, 4) the amount of time you have been prescribed the medication, and 5) whether or not your physician has considered other treatments and why. A sample letter is available from the Athletic Training Staff.**

Substances that Newberry College May Test For

Newberry College may test for the following but is not limited to:

- 1) The NCAA listed of banned drug classes:
 - a. Stimulants
 - b. Anabolic Agents
 - c. Diuretics
 - d. Street Drugs
 - e. Peptide Hormones and Related Substances
- 2) Alcohol
- 3) Beta-blockers
- 4) Opiates
- 5) MDMA (Ecstasy)
- 6) Amphetamine/Methamphetamine
- 7) Flunitrazepam (Rohypnol)
- 8) Prescription or over-the-counter drugs not medically indicated

Newberry College's Drug & Alcohol Testing & Education Program is separate and distinct from the NCAA drug testing programs, including but not limited to, banned substances and sanctions imposed.

Those Eligible for Drug and Alcohol Testing

All students involved with Newberry College athletics will be eligible for drug and alcohol testing. These individuals include:

1. Student-athletes currently listed on a Newberry College sports' roster. Redshirt student-athletes and student-athletes who are medically unable to participate are subject to both Institutional and NCAA testing. These sports include:
 - a. Baseball
 - b. Men's Basketball
 - c. Women's Basketball
 - d. Cheerleading
 - e. Men's Cross Country
 - f. Women's Cross Country
 - g. Football
 - h. Men's Golf
 - i. Women's Golf
 - j. Women's Lacrosse
 - k. Men's Soccer
 - l. Women's Soccer
 - m. Softball
 - n. Men's Tennis
 - o. Women's Tennis
 - p. Volleyball
 - q. Wrestling

2. Student managers directly involved with the aforementioned sports

3. Student athletic trainers directly involved with the Athletic Training Department

All student-athletes, managers, and student athletic trainers are required to sign a drug and alcohol testing consent and agreement form before participation.

Procedures for Drug Testing

For both Randomized Institutional Testing and Randomized NCAA Testing, each coach will be provided a list of individuals to be tested within 24 hours of the time of the test. It is the coach's responsibility to notify each individual that is to be tested in person or via telephone. Emails, phone messages, or text messages are not forms of acceptable notification. If a coach is not available to notify his or her student-athlete(s) of the test, the Test Site Coordinator will contact the student-athlete(s). Testing will take place between the hours of 6:00am and 8:00am the following day. *Note that failure for an individual to be present for testing will be considered a positive test.* The aforementioned procedures do not apply to a test performed due to reasonable suspicion, as defined below. Institutional

and NCAA testing may occur during both traditional and non-traditional seasons. The NCAA also has a Summer Drug Testing program.

Newberry College uses a third party organization to conduct its drug testing. Drug Free Sport provides specimen collectors and laboratory support. The NCAA also uses a third party organization, Drug Free Sport, to conduct its drug testing. Individuals are tested through urinalysis. Tested individuals will be observed during collection by a member of the drug testing crew of the same gender. Except for academic reasons, a tested individual will not be allowed to leave the test site until an adequate specimen is provided. If an individual must leave for class, he or she must return immediately after class to provide an adequate specimen.

1. Randomized Periodic Institutional Drug and Alcohol Testing
 - a. Newberry College conducts drug testing periodically during the Fall and Spring semesters. A computer program will randomly choose a pre-established percentage of individuals from each team roster. Every eligible individual will have an equal probability to be subjected to drug testing.

2. Reasonable Suspicion

- a. Newberry College can selectively test an individual based on specific objective facts and reasonable inferences drawn from those facts. Reasonable suspicion testing must be based on:
 - i. Physical symptoms or manifestations of being under the influence, including but not limited to:
 1. Impaired short-term memory
 2. Decreased manual dexterity
 3. Periods of unusual hyperactivity, irritability, or drowsiness
 4. Body odor
 5. Failure to attend class
 6. Significant decrease in GPA
 7. Failure to attend practice
 8. Increased injury rate or illness
 9. Physical appearance changes
 10. Academic/athletic motivation level
 - ii. Direct observation or evidence of prohibited use
 - iii. Possession and/or sale of prohibited drugs

- b. An individual notified of reasonable suspicion testing must immediately submit to a drug and/or alcohol test. Refusing to do so will result in a positive test result.
- c. The following will result in an automatic positive test:
 - i. Hospitalization or transportation to the Emergency Room related to the use or consumption of prohibited substances
 - ii. Arrest or conviction for a criminal offense related to the possession, transfer, or use of prohibited drugs or substances
- d. Requests for reasonable suspicion testing may be made by:
 - i. The Athletic Director
 - ii. Associate/Assistant Athletic Director
 - iii. Head Coach
 - iv. Assistant Coach
 - v. Head Athletic Trainer
 - vi. Assistant Athletic Trainer
 - vii. Team Physician
 - viii. Academic Counselor
- e. The Head Coach or supervisor (in the case of a manager or student athletic trainer) will be notified of a Reasonable Suspicion Test before the individual is tested.
- f. Reasonable suspicion tests will be conducted by the Head Athletic Trainer

in the presence of and witnessed by the Director of Athletics, Associate/Assistant Athletic Director, or a designee. A urine sample will be testing using a drug testing dip stick. If a positive result appears according to the test's instructions, the sample may be sent to a laboratory for further testing upon the student-athlete's request and at his or her expense.

3. Randomized Periodic NCAA Drug Testing
 - a. The NCAA conducts randomized drug tests during traditional and non-traditional seasons as well as during the summer. The NCAA may test an institution multiple times during the school year.

4. NCAA Championship Competition Testing
 - a. The NCAA can test a student-athlete at any phase of the championship (e.g. first round, second round, semifinals, finals)
 - b. The NCAA can test a student-athlete more than once during a championship (e.g. first round and semifinals)
 - c. Participating institutions and student-athletes are not given any advanced notice that drug testing is being conducted at the championship
 - d. **At team championships (e.g. basketball, soccer, volleyball):**

immediately after the game, an NCAA drug-testing crew member will provide an institutional representative with a list of student-athletes who have been selected for drug testing. The student-athletes must submit to testing immediately. Failure to do so will result in a positive test.

- e. **At individual/team championships (e.g. wrestling, tennis, cross country):** official drug-testing couriers will notify student-athletes of their selection of drug testing.

Definition of a Positive Test

A “positive test” occurs when:

1. A tester reads a dip-stick test as “positive” according to the test’s instructions
2. A lab that has been consulted by Drug Free Sport or Newberry College reports that a banned substance is present in a urine sample
 - a. Alcohol
 - i. Under 21 years-of-age: ANY amount of alcohol discovered in a urine sample will constitute a “positive test”
 - ii. 21 years-of-age and older: A “positive test” constitutes any

amount of alcohol discovered in a urine sample 48 hours before a competition, a scrimmage, or an exhibition

3. The Director of Residence Life and/or the Dean of Students reports to the Athletic Training Staff that an individual has been found guilty of a drug or alcohol violation as established by Student Affairs and Residence Life
4. An individual is hospitalized or transported to the Emergency Room due to consumption of a prohibited substance
5. An individual is arrested for, or convicted of, a criminal offense related to the possession, transfer, and/or consumption of prohibited substances

Sanctions of a Positive Test

Sanctions imposed by the Department of Athletics are not in lieu of any sanctions imposed by the Department of Student Affairs and/or any state or federal laws

****ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE STUDENT-ATHLETE'S ELIGIBILITY****

If a student-athlete tests positive during a non-NCAA (Institutional) drug test:

1. First Positive Drug Test:
 - a. The Head Athletic Trainer will notify all appropriate staff including, but not limited to, the Athletic Director and Head Coach.
 - b. The Head Athletic Trainer will meet with the individual personally to inform him or her of the positive test.
 - c. The Head Athletic Trainer will send a certified letter to the individual's parent or guardian informing him or her of the positive drug test.
 - d. Notification of the positive test will be provided to the Department of Student Affairs for inclusion in the student's disciplinary file.
 - e. The individual will be referred to the School Counselor for 3 counseling sessions. If the Counselor deems it necessary, he or she may refer the individual to Westview Behavioral Health Services for counseling at the individual's financial expense. If an individual fails to complete the required counseling sessions after diligent effort by the counselor to schedule and conduct, he or she will be subject to further sanction as determined by the Athletic Director.

- f. A student-athlete will be suspended for 10% of the regular season's total games. The student-athlete may continue to practice. Such sanction constitutes the minimum level of punitive action. Each Head Coach, with the Athletic Director's approval, retains the authority to institute penalties in excess of the minimum sanction up to immediate dismissal from the team and/or loss of athletic scholarship.
- g. If a 10% game suspension cannot be satisfied in the present regular season, it will be carried over into the next regular season. If the infraction occurs during the non-traditional season, the student-athlete will be suspended from 10% of the following regular season's games.
- h. If the individual is not a student-athlete, the supervising staff, with the permission of the Athletic Director, will determine the appropriate penalties up to dismissal from involvement with Newberry College Athletics and loss of any associated scholarship.
- i. The individual will be subject to random drug screenings every seven to ten days for up to one year (365 days) at the individual's expense.

2. Second Positive Drug Test:

- a. The Head Athletic Trainer will inform appropriate staff of the second positive test including, but not limited to, the Athletic Director and the Head Coach.
- b. The Head Athletic Trainer will meet with the individual personally to inform him or her of the second positive test.
- c. The Head Athletic Trainer will send a certified letter to the individual's parent or guardian informing him or her of the second positive drug test.
- d. Notification of the positive drug test will be provided to the Department of Student Affairs for inclusion in the student's disciplinary file.
- e. The individual will be referred to Westview Behavioral Health Services for counseling and education sessions at his or her financial expense. If an individual fails to attend counseling session(s), at Westview Behavioral Health Services, he or she will be subject to further sanction as determined by the Athletic Director.
- f. The student-athlete will be suspended from 50% of the regular season's games. The student may continue to practice. Such sanction constitutes the minimum level of punitive action. Each Head Coach, with the Athletic Director's approval, retains the authority to institute penalties in excess of the minimum sanction up to immediate

dismissal from the team and/or loss of athletic scholarship.

- g. A 10% game suspension for the First Positive Test (as described in the previous section) must be served before the 50% game suspension begins.
- h. If a 50% game suspension cannot be satisfied in the present regular season, it will be carried over into the next regular season. If the infraction occurs during the non-traditional season, the student-athlete will be suspended from 50% of the following regular season's games.
- i. If the individual is not a student-athlete, the supervising staff, with the permission of the Athletic Director, will determine the appropriate penalties up to dismissal from involvement with Newberry College Athletics and loss of any associated scholarship.
- j. The individual will continue to be subject to random drug screenings every seven to ten days for a full year (365 days) at his or her financial expense.

3. Third Positive Drug Test:

- a. The Head Athletic Trainer will inform appropriate staff of the third positive test including but not limited to, the Athletic Director and the Head Coach.

- b. The Head Athletic Trainer will meet with the individual personally to inform him or her of the positive test.
- c. The Head Athletic Trainer will notify the individual's parent or legal guardian of the third positive test via certified letter.
- d. Notification of the positive drug test will be provided to the Department of Student Affairs for inclusion in the student's disciplinary file.
- e. A student-athlete must continue both counseling and education programs at Westview Behavioral Health Services at his or her financial expense. If an individual fails to attend counseling session(s) at Westview Behavioral Health Services, he or she will be subject to further sanction as determined by the Athletic Director.
- f. The student-athlete will be suspended from athletic competition for a full year (365 days), beginning after the 50% suspension for a "Second Positive Test" (as described in the previous section) is served. The student-athlete will not be able to practice during that year. The student-athlete will not be able to regain that year of eligibility. Such sanction constitutes the minimum level of punitive action. Each Head Coach, with the Athletic Director's approval, retains the authority to institute penalties in excess of the minimum

sanction up to immediate dismissal from the team and/or loss of athletic scholarship.

- g. If the individual is not a student-athlete, the supervising staff, with the permission of the Athletic Director, will dismiss the individual from all involvement with Newberry College Athletics, and he or she will lose all associated scholarship. The individual may continue counseling and education programs at Westview Behavioral Health Services at his or her financial expense.

If a student-athlete tests positive for alcohol:

1. First Positive Alcohol Violation
 - a. The Head Athletic Trainer will inform appropriate staff of the positive test including but not limited to, the Athletic Director and the Head Coach.
 - b. The Head Athletic Trainer will meet with the individual personally to inform him or her of the positive test.
 - c. The Head Athletic Trainer will notify the individual's parent or legal guardian of the positive test via certified letter.
 - d. Notification of the positive drug test will be provided to the Department of Student Affairs for inclusion in the student's disciplinary file.

- e. The individual will be referred to the School Counselor for 3 counseling sessions. If the Counselor deems it necessary, he or she may refer the individual to Westview Behavioral Health Services for counseling at the individual's financial expense. If an individual fails to complete the required counseling sessions after diligent effort by the Counselor to schedule and conduct, he or she will be subject to further sanction as determined by the Athletic Director.
- f. The student-athlete will be required to complete 20 hours of community service under the direction of the Department of Student Affairs. Such sanction constitutes the minimum level of punitive action. Each Head Coach, with the Athletic Director's approval, retains the authority to institute penalties in excess of the minimum sanction up to immediate dismissal from the team and/or loss of athletic scholarship.
- g. If 20 hours of community service are not completed to the satisfaction of the Department of Student Affairs by the end of the regular school year, any remaining hours will roll over to the following regular school year.
- h. These sanctions apply also to those who are involved in the Athletic Department

but are not necessarily student-athletes.

2. Second Positive Alcohol Violation:
 - a. The Head Athletic Trainer will notify all appropriate staff including, but not limited to, the Athletic Director and Head Coach.
 - b. The Head Athletic Trainer will meet with the individual personally to inform him or her of the positive test.
 - c. The Head Athletic Trainer will send a certified letter to the individual's parent or guardian informing him or her of the positive drug test.
 - d. Notification of the positive test will be provided to the Department of Student Affairs for inclusion in the student's disciplinary file.
 - e. The individual will be referred to Westview Behavioral Health Services for counseling and education sessions at his or her financial expense. If an individual fails to attend counseling session(s), at Westview Behavioral Health Services, he or she will be subject to further sanction as determined by the Athletic Director.
 - f. A student-athlete will be suspended for 10% of the regular season's total games. The student-athlete may continue to practice. Such sanction constitutes the minimum level of

punitive action. Each Head Coach, with the Athletic Director's approval, retains the authority to institute penalties in excess of the minimum sanction up to immediate dismissal from the team and/or loss of athletic scholarship.

- g. If a 10% game suspension cannot be satisfied in the present regular season, it will be carried over into the next regular season. If the infraction occurs during the non-traditional season, the student-athlete will be suspended from 10% of the following regular season's games.
- h. If the individual is not a student-athlete, the supervising staff, with the permission of the Athletic Director, will determine the appropriate penalties up to dismissal from involvement with Newberry College Athletics and loss of any associated scholarship.

3. Third Positive Alcohol Violation:

- a. The Head Athletic Trainer will inform appropriate staff of the third positive test including, but not limited to, the Athletic Director and the Head Coach.
- b. The Head Athletic Trainer will meet with the individual personally to inform him or her of the second positive test.
- c. The Head Athletic Trainer will send a certified letter to the individual's parent

or guardian informing him or her of the second positive drug test.

- d. Notification of the positive drug test will be provided to the Department of Student Affairs for inclusion in the student's disciplinary file.
- e. The individual will be referred to Westview Behavioral Health Services for counseling and education sessions at his or her financial expense. If an individual fails to attend counseling session(s), at Westview Behavioral Health Services, he or she will be subject to further sanction as determined by the Athletic Director.
- f. The student-athlete will be suspended from 50% of the regular season's games. The student may continue to practice. Such sanction constitutes the minimum level of punitive action. Each Head Coach, with the Athletic Director's approval, retains the authority to institute penalties in excess of the minimum sanction up to immediate dismissal from the team and/or loss of athletic scholarship.
- g. A 10% game suspension for the First Positive Test (as described in the previous section) must be served before the 50% game suspension begins.
- h. If a 50% game suspension cannot be satisfied in the present regular season, it will be carried over into the next regular season. If the infraction occurs

during the non-traditional season, the student-athlete will be suspended from 50% of the following regular season's games.

- i. If the individual is not a student-athlete, the supervising staff, with the permission of the Athletic Director, will determine the appropriate penalties up to dismissal from involvement with Newberry College Athletics and loss of any associated scholarship.

4. Fourth Positive Alcohol Violation:

- a. The Head Athletic Trainer will inform appropriate staff of the third positive test including but not limited to, the Athletic Director and the Head Coach.
- b. The Head Athletic Trainer will meet with the individual personally to inform him or her of the positive test.
- c. The Head Athletic Trainer will notify the individual's parent or legal guardian of the third positive test via certified letter.
- d. Notification of the positive drug test will be provided to the Department of Student Affairs for inclusion in the student's disciplinary file.
- e. A student-athlete must continue both counseling and education programs at Westview Behavioral Health Services at his or her financial expense. If an individual fails to attend counseling

session(s) at Westview Behavioral Health Services, he or she will be subject to further sanction as determined by the Athletic Director.

- f. The student-athlete will be suspended from athletic competition for a full year (365 days), beginning after the 50% suspension for a "Second Positive Test" (as described in the previous section) is served. The student-athlete will not be able to practice during that year. The student-athlete will not be able to regain that year of eligibility. Such sanction constitutes the minimum level of punitive action. Each Head Coach, with the Athletic Director's approval, retains the authority to institute penalties in excess of the minimum sanction up to immediate dismissal from the team and/or loss of athletic scholarship.
- g. If the individual is not a student-athlete, the supervising staff, with the permission of the Athletic Director, will dismiss the individual from all involvement with Newberry College Athletics, and he or she will lose all associated scholarship. The individual may continue counseling and education programs at Westview Behavioral Health Services at his or her financial expense.

If a student-athlete tests positive on an NCAA drug test:

1. First Positive Test:
 - a. The student-athlete cannot compete in *any* NCAA intercollegiate sport for one year (365 days) following the test.
 - b. The student-athlete loses a minimum of one of four years of eligibility in *all* sports.
 - c. The student-athlete is not able to compete in *any* NCAA intercollegiate sport until he or she tests negative on an NCAA drug test.

2. Second Positive Test:
 - a. The student-athlete loses all remaining eligibility in all NCAA sports and is permanently banned from NCAA intercollegiate competition.

Appeals Process

When an individual tests positive on a Newberry College (Institutional) drug test, he or she possesses the opportunity to challenge the result before a committee appointed by the Athletic Department. *The committee shall consist of the Athletic Director, the Head Athletic Trainer, the Dean of*

Students, the School Counselor, and a representative from Academic Support Services. The Athletic Director will preside over this committee. The individual may act as his or her own advocate or may seek outside counsel at his or her own financial expense. The individual may have his or her urine sample retested at a laboratory of his or her choice at the individual's financial expense. Any evidence, technical experts, or third party administrators presented before the committee is the sole responsibility of the individual making the appeal. After the hearing, the committee's decision will ultimately be accepted and any subsequent sanctions applied.

When a student-athlete makes an appeal to the NCAA for a positive drug test, the student-athlete will be represented by the Newberry College Athletic Department. A student-athlete may not make a direct appeal to the NCAA.

If the NCAA declares a student-athlete ineligible for competition, Newberry College may conduct an investigation. If the college determines that the student-athlete was wrongfully declared ineligible, it may present the case to the NCAA in an attempt to get the student-athlete reinstated as a student-athlete eligible for intercollegiate competition.

NCAA and Newberry College Tobacco Policy

NCAA Bylaw 17.1.9 states, “The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.” If any student-athlete is observed using tobacco products during a practice or competition, he or she will be removed immediately from said practice or competition. If a manager or student athletic trainer is observed using tobacco products during a practice or competition, he or she will be removed immediately from the venue. Use of tobacco products does not constitute a positive drug test as outlined in the Newberry College Drug & Alcohol Testing & Education Program, but the Head Coach, with the permission of the Athletic Director, maintains the authority to institute penalties beyond dismissal from practice or competition. In the case of a manager violating the Tobacco Policy, the supervising Head Coach, with the permission of the Athletic Director, maintains the authority to institute penalties beyond dismissal from a practice or competition venue. In the case of a student athletic trainer violating the Tobacco Policy, the Head Athletic Trainer, with the permission of the Athletic Director, maintains the authority to impose penalties beyond dismissal from a practice or competition venue.

NCAA Bylaw 11.1.5 states, “The use of tobacco products is prohibited by all game personnel (e.g.,

coaches, trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.” The Athletic Director will sanction game or practice personnel (including Head Coaches and Assistant Coaches) who violate this tobacco policy on a case-by-case basis.

Tobacco products are not to be used or observed in any venue governed by Newberry College Athletics. This includes but is not limited to all practice and competition sites, the weight room, the Athletic Training Room, the Physical Education Building, and O.L. Casey. If a coach or staff member violates this policy, he or she shall be sanctioned by the Athletic Director on a case-by-case basis.

Educational Opportunities

If you have any questions regarding drug use and abuse, your coaches, athletic trainers, Student Affairs, and Wellness Services all have information and resources to provide answers, medical help, and off-campus counseling services if necessary. Don't wait until a positive test to seek help.

NEWBERRY COLLEGE ATHLETIC TRAINING

ATHLETIC TRAINING ROOM RULES

1. Treat the athletic training staff, including student athletic trainers, with the same respect as the coaching staff
2. Student-athletes will be treated and/or taped in the order in which they come to the athletic training room...first come, first serve.
3. All student-athletes **MUST** sign in or they will not be treated.
4. No food, drinks, shows, books, cell phones or athletic equipment are allowed in the athletic training room and no hats are to be worn in the facility
5. **ALL CLEATS MUST BE LEFT OUTSIDE THE DOOR OF THE ATHLETIC TRAINING ROOM.**
6. Tobacco products of any kind are not allowed in the athletic training facility.
7. All Newberry College Intercollegiate athletic injuries should be reported to a Certified Athletic Trainer **IMMEDIATELY**.
8. Only a Certified Athletic Trainer is to make referrals to physicians. If you have any questions about this, please see the Head Athletic Trainer. Failure to do so will jeopardize the reporting of the claim to Newberry College's secondary insurance company. This can negate any financial responsibility of Newberry College's insurance company and can make the student-athlete or parent financially responsible for all medical bills.

9. Student-athletes will **CONTINUE** to receive treatment until released by a Certified Athletic Trainer or a Team Physician.
10. Student-athletes who are injured need to receive treatment before and after every practice or game. Missing a treatment is like missing a practice; your coach will be notified.
11. If you seek medical care outside of The Moore Orthopaedic Clinic, it is your responsibility to have your progress notes forwarded and a plan of action is to be provided. Also, you will not be allowed to return to participation until written notification from that medical provider is brought to a Certified Athletic Trainer.
12. NO ONE is permitted in the athletic training facility, except:
 - a. While receiving injury care
 - b. By a request of a member of the Athletic Training StaffIf an Athletic Trainer asks a student-athlete to wait outside the athletic training facility, the student-athlete is expected to cooperate since crowded conditions simply slow down the work process.
13. Student-athletes are expected to shower after training before receiving treatment.
14. Student-athletes will be fully clothed upon entering the Athletic Training Room and will remain so unless otherwise instructed for treatment/evaluation purposes.
15. No Athletic Training items (tape, wraps, scissors, etc.) should be taken from the Athletic Training Room without the consent of a

member of the Athletic Training Staff. In some cases, a cooler, crutches, or other items may be checked out to the student-athlete. **If not returned, then the student-athlete will pay the cost of having it replaced.**

16. Athletic Training supplies and equipment will not be used for “cosmetic” purposes. For example, tape for socks or shirts, pre-wrap for hair.
17. Only a member of the Athletic Training Staff is permitted to turn on/off any machines (whirlpools, electric stimulation, ultrasound, etc.) in the Athletic Training Room.
18. All cell phones are to be silenced or shut off prior to entering the training room.
19. The Newberry College policies pertaining to insurance have been explained to me and I fully understand them.
20. Questions or concerns that may arise throughout the course of the year should be referred to the Head Athletic Trainer.

Athletic Training Hours of Operation

1. The Athletic Training Room’s normal hours of operation while classes are in session will be:
 - a. Monday – Friday: 8:00am to 11:30am for general evaluation, treatment and rehabilitation 1:00pm to 2:30pm for general evaluation, treatment and rehabilitation 2:30pm to

- 5:00pm for in-season practice and competition preparation
- b. Saturday: As needed to cover in-season practice and competitions
 - c. Sunday: As needed to cover in-season competition. Practices, if Scheduled will not be covered onsite
 - d. School Holidays: As needed to cover in-season practice and competition

Medical Expenses and Insurance

Newberry College provides secondary insurance coverage for all student-athletes as required by the NCAA. All Newberry College student-athletes must have a primary health insurance policy that includes minimum of \$10,000 of athletic injury coverage. If a student-athlete sustains an injury, and he/she is referred by a Newberry College Athletic Training staff member to receive care beyond the staff's capabilities and/or qualifications, the student-athlete's primary insurance will be filed first. As soon as the primary insurance has made payment, Newberry College's secondary insurance will then be filed. After both insurances have been filed, any remaining balance is the student-athlete's responsibility. Newberry College will make no direct payment for medical expenses incurred as a result of athletic practice or competition outside the limitation of our secondary insurance policy.

It is the responsibility of the student-athlete to notify Newberry College Athletic Training of any changes in or lapses of coverage. If a student-athlete fails to notify Newberry College Athletic Training of such changes or lapses, he/she is solely responsible for any charges incurred. If a student-athlete chooses to obtain medical care without the referral of a Newberry College Athletic Training staff member, he/she is responsible for the filing of proper paperwork with his/her insurance company and Newberry College Athletics secondary insurance policy. **Newberry College Athletics secondary insurance will be filed for injuries sustained as a direct result of participation in Newberry College Athletics sponsored events only.**

Pre-Participation Screening

All new and returning student-athletes are required to pass a Pre-Participation Physical Exam (PPE). The NCAA and Newberry College require this screening to be completed on the provided form by a physician (MD or DO) or a physician assistant (PA-C) before each year of competition. Exams conducted by nurse practitioners will not be accepted. Also all new student-athletes are required to provide a complete and detailed medical history according to the provided form. Second Semester transfer student-athletes may bring a copy of the PPE they received at their previous institution. Newberry College does not accept financial responsibility for a PPE. If a student-athlete requires further follow-up for a condition discovered during the PPE, the follow-up is the sole financial responsibility of that student-athlete.

Required forms to be completed before a student-athlete's arrival to campus (All forms are to be completed in their entirety before a student-athlete is allowed to participate):

- 1. Medical History – completed once before a student-athlete's first year of participation**
- 2. Pre-Participation Physical Exam**
- 3. Student/Parent Information and Insurance Form**
- 4. Copy of Insurance Card, front and back**
- 5. Insurance Specifics Form**
- 6. The Moore Orthopaedic Clinic Consent/Release Waiver**
- 7. The Moore Orthopaedic Clinic Authorization to Disclose Protected Health Information**
- 8. Sickle Cell Testing Acknowledgement Form**

Required forms to be completed once a student-athlete arrives on campus (All forms are to be completed in their entirety before a student-athlete is allowed to participate):

- 1. Consent to Participate**
- 2. Helmet Warning – for football players only**
- 3. Release of Medical Records/Information**
- 4. Athletic Training Room Rules**
- 5. Drug Testing Agreement Form and Wavier**

Newberry College does not accept financial responsibility for injuries sustained away from school while not participating in Newberry College Athletics, nor will it accept financial responsibility for any pre-existing medical conditions.

Doctor's Appointments

1. The primary Certified Athletic Trainer will be the contact for all communications between the student-athlete and coach.
2. Appointment requests will be called in/scheduled within 24 hours, depending on doctor/assistant availability.
3. Student-athletes are responsible for driving themselves or finding a ride to doctor's appointments. In the event that the student-athlete cannot find any form of transportation, the Athletic Training Department will attempt to help the student-athlete find a ride.

Sickle Cell Testing Requirement

Introduction

Sickle cell trait is the inheritance of one gene for sickle hemoglobin and one for normal hemoglobin. During periods of intense exercise commonly seen in collegiate athletics, the sickle trait can change the shape of red

blood cells from round to quarter-moon or “sickle” shaped. When this transformation occurs, these sickled red blood cells can accumulate in the bloodstream. The accumulation of sickled red blood cells can cause deprivation of blood to the muscles causing the student-athlete to collapse due to a condition called ischemic rhabdomyolysis, which is the rapid breakdown of muscle cells that are deprived of blood. Sickling generally occurs during periods of all-out exertion, but it also may start within 2 to 3 minutes of activity. There are complications from sickling that can be confused with other less serious conditions, such as heat cramping, but can cause serious health issues or even death if the student-athlete continues to attempt to struggle through the activity. Heat, dehydration, altitude, asthma, and other medical conditions may increase the risk for and worsen the sickling, even in light to moderate intensity workouts.

Population Risk

Sickle cell anemia is more commonly found in the African American (1 out of 12), Middle Eastern, Central and South American populations compared to the Caucasian population (1 out of 2,000 – 10,000). Currently, the U.S. Department of Health and Human Services requires mandatory testing for **ALL** newborns to test if the trait is present. This complication may result in a decreased amount of oxygen to the tissues of the body. There are **NOT** any restrictions to athletic participation, but the recommendations by the National Athletic Trainers Association have been proposed during exertional exercise for those individuals with sickle-cell trait. Although the consequences can be severe, sufficient rest, hydration, and cooling may be

the treatment required to prevent most cases of “exertional sickling”.

The National Athletic Trainers Association has provided a consensus statement (2007), and the NCAA has published guidelines (revised June 2001) regarding sickle cell trait. The consensus of the task force is the following:

1. Student-athletes with sickle cell trait can participate in all sports.
2. Red Blood cells can sickle during intense exertion, blocking blood vessels and posing grave risk for student-athletes with sickle cell trait.
3. Screening and simple precautions may prevent deaths and help the student-athlete with sickle cell trait thrive in his or her chosen sport.
4. Efforts to document newborn screening results should be made during the pre-participation exam.
5. In the absence of newborn screening results, institutions should carefully weigh the decision to screen based on the potential to provide key clinical information and targeted education that may save lives.
6. Irrespective of the screening process, institutions should educate staff, coaches, and student-athletes on the potentially lethal nature of this condition.
7. Education and precautions work best when targeted at those student-athletes who need it most; therefore, institutions should carefully weigh this factor in deciding whether to screen. In all accounts, the case for screening is strong.

In light of the above information, Newberry College is requiring **ALL student-athletes** to provide documentation of the results of their sickle-cell trait test. Please see the attached sickle-cell documentation form that **MUST** be completed prior to coming on campus.

There are two options to obtain this documentation:

1. Have the **sickle-cell trait testing** completed by their physician prior to arrival on campus. The student-athlete will be responsible for any expenses incurred due to this testing. This is the preferred method to provide adequate documentation.
2. Provide **documentation of their test results if they were tested at birth**. Contact their respective state Health Department (birth state) or pediatrician to obtain this documentation. The student-athlete will probably have to sign a release of information and complete other paperwork based on the requirements of the respective health department. There might be some complications with this option.

This documentation is mandatory and has been implemented as a part of the student-athlete required paperwork before participation in intercollegiate athletic activities. **This policy will be effective August 1, 2012 and the student-athlete will NOT be medically cleared until the documentation is provided regarding this medical condition.**

Recommendations and Treatment for student-athletes with sickle cell trait:

- Build up training slowly with paced progressions, allow for longer rest and recovery periods. Student-athletes should be involved in preseason strength and conditioning to enhance preparedness of student-athletes.
- Student-athletes with sickle cell trait should be excluded from participation in performance tests such as mile runs, serial sprints, etc.
- Cessation of activity with onset of symptoms (muscle “cramping”, pain swelling, weakness, tenderness, the inability to “catch breath”, fatigue, etc.)
- Allow sickle-cell trait student-athlete to set their own pace.
- The student-athlete should be involved in year around strength and conditioning programs.
- Student-athletes with sickle-cell trait that perform repetitive high speed sprints and/or interval training that induces a high level of lactic acid should be allowed extended recovery between repetitions.
- Allow student-athletes to seek evaluation once symptoms arise.
- Encourage proper hydration.
- Asthma, heat illness, and altitude CAN increase the likelihood of sickling.
- Sickle cell trait student-athletes should NOT participate when they are ill.
- Educate student-athletes about the signs and symptoms and encourage them to report these symptoms.

- Student-athletes with positive test results, family medical history, or other indicators of sickle cell disease are encouraged to share their test results and relevant medical information with the primary care physicians and seek individualized medical advice and counsel.
- **Student-athletes understand and agree that this policy and procedure are not substitutes for proper medical care, advice, and treatment.**

**Newberry College
Athletic Department
Administrative Directory**

Offices located in the O. L. Casey Center

Sr. Vice President for Intercollegiate Athletics
Brad Edwards brad.edwards@newberry.edu
803-321-5101

Associate Athletic Director / Compliance /
Academic Services
Matthew Finley matthew.finley@newberry.edu
803-947-2064

Associate Athletic Director / Athletic Club
Mike Hold Mike.hold@newberry.edu
803-321-5247

Assistant Athletic Director / SWA / SAAC
Emily Bikowski Emily.bikowski@newberry.edu
803-321-5199

Assistant Athletic Director / Athletic Communications
Josh Manck Josh.manck@newberry.edu
803-321-5667

Athletic Ticket Manager / Executive Assistant
Kitwanda Smith Kitwanda.smith@newberry.edu
803-321-5101

Director of Facilities / Game Day Operations
Brian Henry Brian.henry@newberry.edu
803-321-5154

**Newberry College
Athletic Department
Athletic Training Directory**

Offices located in Maclean Gymnasium

Assistant Athletic Director / Sports Medicine
Chris Greenleaf Chris.greenleaf@newberry.edu
803-321-5184

Assistant Athletic Trainer
Rachel Geoghegan
Rachel.geoghegan@newberry.edu
803-321-5170

Assistant Athletic Trainer
Jim Riser Jim.riser@newberry.edu
803-321-5170

Director of Strength / Conditioning / Sports
Performance
David Helms David.helms@newberry.edu
803-321-5188
Office located in Physical Education Complex