

UHV Student-Athletes Handbook Index

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STUDENT-ATHLETE'S HANDBOOK

THE UNIVERSITY OF HOUSTON-VICTORIA

2008-2009

Welcome From the Athletic Director

Dear Jaguar,

Welcome to the University of Houston-Victoria. I am pleased that you have selected UHV as the place to pursue your higher education and to continue your participation in athletics.

This handbook was created in order to share information about university and the athletic program policies and procedures. You should be familiar with all of the material within this handbook. Familiarity with the department's policies, procedures and operations will assist you in having a rewarding athletic experience on the way toward the completion of your college degree.

If you have questions regarding the university, this handbook is a good resource to start looking for answers. If you have questions about eligibility, please come see me. If you have questions about your classes or degree plan, please see your academic advisor. If you have a question about a specific class, your professor can help you or the secretary of that school is also a good resource.

There should never be a doubt that your education should come before athletics. Athletics are meant to enhance your college experience. Athletic participation can enhance your life. This is the reason that I agreed to begin the program and the reason that I continue my involvement in it.

A minority of our country's population attends college. Even fewer have the ability to participate in intercollegiate athletics. I look forward to assisting you in the pursuit of your college degree and watching as you participate in your chosen sport.

This year we will support 2 intercollegiate sports, baseball and softball. Nearly 50 student athletes will be involved in the program. It is my hope that you get to know many of the athletes outside of your chosen sport and that you attend as many athletic events as you can. I also hope that you attend some of the many events held on campus and in the community that are sponsored by other student organizations and other community organizations.

Congratulations on your academic and athletic accomplishments to date. I wish you the best as you meet the challenges and opportunities that await you!

Ashley Walyuchow
Director of Athletics

Intercollegiate Athletics Mission Statement

Intercollegiate Athletics at UHV will afford prospective students the opportunity to compete in sports within an environment that is conducive to the achievement of their academic goals. The Athletic Department's coaches and staff will work to recruit student-athletes who are prepared to enter and compete successfully within a university academic environment. The Athletics Department operates in synergy with the University's state purpose and goals and is dedicated to the development of citizen leaders who are prepared to make positive contributions to the common good of society. Athletics will serve as a source of cohesion for the student body as well as the community.

UHV has a number of overriding principles that govern the operation of its intercollegiate athletic programs.

- **Commitment to Student Participants**
 - Since the overriding purposes of UHV's Intercollegiate Athletic program is to serve the well-being of students, UHV will provide to student participants academic counseling, encouragement and opportunities to develop a sound academic program and attain a degree, personal guidance and counseling to help participants develop as responsible and healthy individuals, realistic career planning, conditions during practice and competition which minimize the risk of injuries, and the best facilities, training, coaching and administration feasible.
- **Academic Standards**
 - Students who participate in intercollegiate competition must meet all appropriate academic standards for admission to UHV and for continued progress within an academic program. A student's academic work takes precedence over athletic activity. The University will not allow participation in intercollegiate athletics to interfere unreasonably with a student's academic program or progress towards a degree. A student may not participate in intercollegiate athletics unless he or she is continually making reasonable progress.
- **Personal Conduct**
 - Student participants in intercollegiate athletics carry a special responsibility as representatives for UHV. For the privilege of participating in intercollegiate athletics, UHV expects its student athletes to adhere to exemplary standards of personal behavior.
- **Institutional Integrity and Responsibility**
 - The University will operate its intercollegiate athletics program in conformation with its own institutional rules as well as the rules of the NAIA.
- **Equal Opportunity**
 - The University is committed to providing equal opportunities for all students, including women and minorities to participate in its intercollegiate athletic programs.
- **Recruiting**
 - UHV is committed to honest and responsible recruiting of student athletes who can benefit from a University of Houston System education, are a tribute to UHV as members of its academic and athletic programs, and can contribute to the success of the teams.
- **University Control**
 - Intercollegiate athletic programs are an integral part of UHV and are the responsibility of the University. Administration, the Director of Athletics and the coaches will thus administer all aspects of the programs with direct oversight by the President of the University. Support and involvement by alumni, booster groups and others are necessary and welcome and help serve the outreach mission of intercollegiate athletics, but all activities by such groups and individuals affecting intercollegiate athletics must be undertaken in conformance with applicable regulations and under the strict control of appropriate university personnel.

UHV Student Athlete Conduct Code

UHV student-athletes are ambassadors of the University and the athletic department at all times – both in and out of season as well as on and off the playing surface. A positive image is paramount to the programs success and our expectations of student-athletes are high. Conduct that reflects poorly on either the university or the athletic department is unacceptable. Such conduct may include but is not limited to the following:

- Conduct in violation of campus policies or conduct that results in citation or arrest by local law enforcement.
- Disrespect shown to any member of the campus community including other student athletes
- Behavior at any activity on or off campus, including UHV athletic events, that reflects poorly on the college or athletic department.
- Providing alcohol to a recruit on a visit or making alcohol accessible.

- **Violation Penalty** - assessed by the Head Coach and the Director of Athletics. Penalties may range from work service, suspension, to loss of grant-in-aid and expulsion from the program.

In addition, the Athletic Department has instituted the following specific policies for student-athletes:

Alcohol

- Consumption of alcohol by persons under the age of 21 is illegal. If student athletes of legal age choose to consume alcoholic beverages, they are expected to do so responsibly. Regardless of age, student-athletes shall not consume alcohol 48 hours prior to a competition.

- **Violation Penalty** - Suspension for a minimum of one contest.

Tobacco

- UHV Athletic Department recognizes that the use of tobacco in any form poses long-term health risks and strongly discourages use. Per NAIA regulations, tobacco in any form may not be used during any practice or contest. Student athletes are discouraged from smoking or the use of chewing tobacco in or out of season.

Controlled Substance

- Student-athletes shall not use controlled substances at any time in season or out of season.

- **Violation Penalty** - Penalties consistent with the NAIA policies including a one-year suspension and possible criminal charges.

Banned Substances

- Student-athletes are responsible for not using any substance which is banned by the NAIA.

- **Violation Penalty** - Penalties consistent with the NAIA policies including a one-year suspension and possible criminal charges.

If alcohol or drugs are used on a university trip, the athlete will be immediately removed from the team and will be banned from further athletic competition. Any athletic scholarship awards will be revoked.

Any student who admits to or is found to have violated the University's Campus Life Policies regarding the unlawful possession, use or distribution of illegal drugs and alcohol on campus or at university-sponsored events held off-campus, will be subject to disciplinary action up to and including expulsion, may be referred for prosecution, and may be required to satisfactorily participate in a drug and alcohol assistance or rehabilitation program as agreed upon by the student and the University. Further information concerning disciplinary action and appropriate procedures for students is available from the Office of Student Recruitment and Relations.

Students are also subject to criminal sanctions of varying severity as provided for by federal, state, and local laws if convicted of the unlawful possession, use or distribution of illicit drugs and alcohol.

It is the policy of the Athletic Department to investigate the criminal arrest of an athlete. In such a case, a hearing will be held to determine if eligibility for athletic competition and/or scholarship awards will continue. The Athletic Director will convene a hearing. The AD, the Faculty Athletics Representative and the coach of the team will participate in the hearing. The decision of the Athletic Director following the hearing shall not be subject to appeal. Consequences may include a warning, suspension or denial of further athletic participation.

Athletes who engage in fights during competitions will serve a minimum of a one game suspension. A hearing will be held following any fights and the suspension may range from one game to dismissal from the team. The AD, the Faculty Athletics Representative and the coach of the team will participate in the hearing.

Hazing

Group or individual activities which could result in physical harm or severe mental duress to an individual as a consequence of physical or verbal harassment is considered a crime under the Penal Code of the State of Texas. Such activities shall include, but not be limited to, the submission of a student to physical exertion, humiliation, or intimidation by threats of ostracism as a condition to becoming a member of any recognized university organization. Questions regarding the approval of an organization's activity can be discussed with the Manager of Student Services.

A person commits the offense of hazing if the person engages in hazing, solicits, encourages, aids or attempts to aid another in hazing, knowingly permits hazing to occur, or has firsthand knowledge that a specific hazing incident has occurred or may occur and does not report it to the proper university officials. An organization that knowingly engages in or encourages hazing also may be charged with the offense of hazing. This offense is punishable by a fine and/or confinement in jail.

It is not a defense to a charge of hazing that the person at whom the act was directed consented to or acquiesced in the hazing activity. If you have knowledge that a person or organization is planning or has committed an act of hazing, you must report the information to the Manager of Student Services.

Academic Policies

Required Study Sessions/Tutoring

As a general rule, the athletic administration does not require mandatory tutoring. Coaches may have set their own policy at their discretion. Tutoring is however necessary for some individuals to make satisfactory progress academically.

Academic Dishonesty

Student athletes should understand what academic dishonesty is and avoid engaging in it. When athletes are caught in acts of plagiarism, they bring dishonor to themselves and to their team.

You should avoid engaging in academic dishonesty.

Academic dishonesty includes giving, receiving or using unauthorized aid on any academic work.

- Plagiarism is a form of academic dishonesty. It includes the copying of language, structure or ideas of another and claiming it to be your own.
- It is assumed that all academic work submitted for grading is your own work.

Plagiarism is the most common form of academic dishonesty.

Plagiarism includes copying the work of others word-for word. It is necessary for you to place in quotations all significant words, phrases, clauses, or passages that have been taken directly from another source. You must also give the author credit within the text or at the end of your paper.

- Plagiarism includes paraphrasing the thoughts of another writer without acknowledgment.
- Plagiarism includes having any other person or organization prepare the paper and then submitting it as one's own work. This includes purchasing papers on the Internet. You should be aware that most faculty will submit your work for analysis and comparison with papers available on the internet. It is a bad idea to purchase papers on the Internet.

Athletes should be aware that the penalties for plagiarism may be as severe as failing an assignment or exam, failing a course, or expulsion from the University. The Vice-President for Student Affairs determines the punishment in cases of academic dishonesty. Your coach may add additional punishment if you are guilty of academic dishonesty.

More information concerning academic dishonesty as well as the consequences are outlined in the *UHV Student Handbook*.

Equipment

Athletes should be made aware that they are financially responsible for their used equipment, supplies, and uniforms. Students will be charged \$50 for their used personal equipment.

- At the beginning of the season you will complete an equipment checkout form.
- On the form you will list what was issued to you and sign the form.

At the end of the season you will be expected to turn in the items that were issued to you.

- A hold will be placed upon your student records if everything is not returned in good condition.
- The hold will be removed once the items are returned in good condition or have been paid for.

Policy on Financial Responsibility

Students incur charges for a variety of services provided by the UH System, the University and community colleges, including bookstore, security, parking and others. It is the expectation, as well as a condition of enrollment at the University of Houston-Victoria, that students satisfy their financial responsibilities in a timely manner. Students may be subject to one or more of the following sanctions if they are delinquent in meeting university financial obligations:

1. Financial stops paid by means of personal check are not cleared until the personal check has cleared banking processes. Financial stops paid by cash, money order, or credit card are lifted within 24 hours.
2. Late payment service fees may be assessed;
3. Financial stops will be placed preventing the release of transcripts and further enrollment at UHV or other UH campuses;
4. Credit and grades for work done may be held and grades may be changed to W for students who fail to pay by the end of the semester;
5. Degrees may be delayed or not conferred until financial obligations have been satisfied;
6. Non-payment by the end of the semester and after due notice will result in transfer of the student's account to an outside collection agency with assessment of substantial additional collection fees;
7. The delinquent account will be reported to the credit bureau which may adversely affect credit worthiness.
8. The delinquency will be reported to the State and a hold will be activated. This hold will prohibit reimbursement of funds payable to the student from any state agency.

LIABILITY AND INSURANCE

RESPONSIBILITIES OF THE STUDENT-ATHLETE

INSURANCE INFORMATION

All student athletes must provide proof of insurance as a condition of program participation, either your own policy or by remaining on your parents insurance. A copy of your current insurance card needs to be submitted

to the athletic director and the head coach of your sport. If you do not have insurance, the university does have insurance available to purchase or you may do so on your own.

If you are injured or ill, it is your responsibility to report the problem to the head coach as soon as possible.

It is also your responsibility to attend arranged treatment sessions and to follow the directions of the trainer or physician as prescribed.

PHYSICAL EXAMINATIONS

Athletes are required to have physicals **BEFORE** they participate in any practices. A date will be set up for the physicals.

The athletic department will cover the cost of the physical on the specified day for your team. If you do not choose to be there on the assigned date, you will be responsible for obtaining a physical at your own cost.

Each athlete must have his physical prior to any participation as a UHV athlete. This includes working out in the weight room or taking part in any organized practice activities.

LIABILITY WAIVER

Athletes must complete the liability waiver prior to any participation as a UHV athlete. This includes working out in the weight room or taking part in any organized practice activities. If under the age of 18, the parent or guardian must sign the waiver as well.

TREATMENT CONFIDENTIALITY

Each student-athlete signs an information release in the Medical History to permit the UHV Athletic Department to release medical information. However, every effort will be made to make this information of a general nature and not specific.

EMERGENCIES

If an emergency arises, you should contact your head coach and also notify the Athletic director, Ashley Walyuchow Cell: (361) 935-6215. If the emergency is life threatening call 911 immediately.

CATASTROPHIC INJURIES

The Athletic Department DOES have an insurance policy that covers some catastrophic expenses.

ATHLETIC INJURY PROTOCOL

Practice

- Either a coach or licensed athletic trainer (trainer) will be on site at all practice games.
- Coach has responsibility to monitor heat and provide water and breaks as necessary
- At practices, trainer services are not provided
- Basic first aid supplies are stocked and on-hand (below)
- If no coach or trainer, **Session is Cancelled**

Injury at Practice Protocol

1. In event of injury, Coach will manage the situation
 - a. assess seriousness of injury and either return athlete to play or refer for additional medical care
2. Role of First Responder
 - i. Provide immediate care of the injured or ill victim
 - ii. Emergency equipment retrieval
 - iii. Call 911 if injury is serious
 - iv. Provide name, location, describe emergency and condition of victim
 - v. Designate a person to meet and direct EMS personnel to the scene
 - vi. Make sure any necessary accessible gates are unlocked
3. If injury is not serious, student may seek further treatment, if they deem necessary. (Is this true?)
4. Coach will notify athletic department of injury and will complete an incident report with Campus Safety and Risk by the next business day after incident occurs.
5. Athletic insurance information will be supplied to student if medical treatment is necessary (See Insurance)
6. If referred to physician, student cannot return to practice or game play until written release is received from physician.
7. Athletic department will follow up as necessary.

Game

- An athletic trainer (trainer) will be on site at all home games
- Trainer will monitor heat and provide water and breaks as necessary
- Basic First Aid Supplies – Available from Trainer or host school

Injury at Game

1. In event of injury, licensed athletic trainer (trainer) will assess injury, manage the situation and either return athlete to play or refer for additional medical care
2. Role of First Responder
 - i. Provide immediate care of the injured or ill victim
 - ii. Emergency equipment retrieval
 - iii. Call 911 if injury is serious. Ambulance will transport injured or ill victim to hospital.
 - iv. Provide name, location, describe emergency and condition of victim
 - v. Designate a person to meet and direct EMS personnel to the scene
 - vi. Make sure any necessary accessible gates are unlocked

2. If injury is not serious, trainer will advise student on further treatment and student will seek further treatment, if necessary
3. Trainer or Coach will notify athletic department of injury and an incident report will be completed and filed with Business Services as soon as possible after incident occurs.
4. Athletic insurance information will be supplied to student if medical treatment is necessary (See Insurance)
5. If referred to physician, student cannot return to practice or game play until written release is received from physician.
6. Athletic department will follow up as necessary.

Insurance

1. The students personal insurance is Primary. School insurance is Secondary.
2. If the student goes to a physician or hospital for a practice or game related injury without the knowledge of the Licensed Athletic trainer, the services may not be covered by school insurance.
3. If medical treatment is required, athletic insurance information will be supplied to the student if needed.
4. In an emergency situation when the Trainer is not available, each coach will be provided with insurance claim forms to be given to the emergency care facility where the athlete is taken.
5. The Athletic Department will file and monitor progress of insurance claims and process payments for medical services for which the school will be paying.

Player Responsibilities

1. Report all injuries immediately or as soon as possible;
 - a. Practice Injuries – Report to the Coach
 - b. Game Injuries – Report to the Athletic Trainer
2. Personal Insurance is primary
3. Medical facility visits for practice or game related injuries without the knowledge of the licensed athletic trainer may not be covered by school insurance.

Contact Information

Emergency EMS Phone: 911

Baseball Coach: Phone: 361.570-4388 Cell:

Softball Coach – Phone: 361.570.4328 Cell:

Athletic Director – Phone: 361.570.4332 Cell:

Athletic Office – Staff: 361.570.4336 Cell:

Student Emergency Contact Information: Emergency Contact Information Available From UHV Athletic Office

First Aid Kits and Emergency Equipment

Practice Sessions

St. Joseph's High School – O'Connor Athletic Complex (softball)

Riverside Stadium (baseball)

Home Games

Same locations as above

Away Games
Various locations depending on schedule

Location and Directions to Practice Facility

St. Joseph's High School – O'Connor Athletic Complex (Softball)

3006 North Cameron Street, Victoria, TX 77901

Riverside Stadium (Baseball)

405 Memorial Drive, Victoria, TX 77901

ATTENDANCE POLICY

Time requirements

As a general rule, practices and required athletic activities should not take more than two to three hours a day. Game days will require greater commitments of time. If you feel that you are falling behind in your class work because of unreasonable demands being placed on your time, please discuss the matter with your coach. If there is no relief, please contact the Athletic Director.

You should be aware that a Professor may drop you for non-attendance. If you are dropped from a class, this may affect your eligibility. Class attendance correlates well with academic achievement. As a rule, you should attend all classes unless you are out of town on an official University activity.

Below is presented the attendance policy for students engaged in University-related activities.

At the start of the semester, share your competitive schedule with your professors and let them know that you will be missing classes on specific dates. Your coach should hand you additional information to share with your professors, specifically departure and return dates. Share these with your professors as well as the schedule.

You should remind your professors when you will be out of town and make arrangement to turn in work or take exams **EARLY** or upon return from the trip. ***The decision concerning when work is to be completed (early or late) will be left up to the professor.***

Problems concerning make-up work with specific Professors should be reported to the Athletic Director and/or Faculty Athletics Representative. Coaches shall not become involved with the affairs of the Faculty on behalf of their athletes.

Attendance Policy for Students Participating in University Sponsored Activities

Participation by students in **intercollegiate athletics**, official intercollegiate exchanges and recognized competitions is considered an important component of student life. This type of extracurricular activity provides avenues for cultural interaction with local and/or regional communities. When these activities require travel

away from campus during scheduled classes, the participants qualify for a reasonable opportunity to make up any missed work. An absence policy is therefore needed to ensure continuity of instruction and evaluation.

Organizations Covered Under Absence Policy

Covered under this policy are members of University sponsored organizations whose activities require travel away from campus for extended periods, such as student senate, **athletic teams** and similar organizations. In some cases, individuals selected to attend certain competitions or activities of an academic nature would also be included. To the extent possible, such organizations and/or activities requiring extended off-campus travel shall be listed with the Student Life Office for information purposes and/or validation.

Procedures

A student engaged in University sponsored activities as noted above must complete all requirements set forth in the course syllabus for any course in which the student is enrolled. Where absence from an academic class period is due to off-campus travel required by an organization or participation in a sponsored organization or activity, the student will be allowed a reasonable opportunity to make up work missed as a result of his/her participation.

To the extent possible, scheduled dates for activities requiring off-campus participation should be made available to all faculty in a timely manner by the person in charge of the participating organization or by Student Life personnel. However, it is the responsibility of the participating student to ensure that his/her instructors have been so notified of impending absence prior to the scheduled date of the event.

Travel

All student athletes must fill out and sign a travel request form prior to traveling for any planned trips. This form will be retained by the athletic department and is good for one academic year.

ELIGIBILITY

The Athletic Director, Registrar, your coach and the Faculty Athletics Representative certify your NAIA eligibility. Presented below are some guidelines for eligibility that may be of value to you.

Eligibility in a Nutshell

Here is what you really need to know about eligibility in a nutshell:

- Pass 12-15 hours a semester.
- Do not repeat classes.
- Get grades of a “C” or better in ALL CLASSES

Transfer Eligibility

As a general rule, sophomore students (2nd season of competition) must have a 2.0 GPA and have passed 30 credits that count at UHV toward graduation. Junior students (3rd season of competition) must have a 2.0 GPA and passed 48 credits that count at UHV toward graduation. Of the 48, 24 must have been taken in your previous 2 semesters and most recent summer term. Senior students (4th season of competition) must have a 2.0

GPA and passed 72 hours that count towards UHV graduation. At least 48 hours must count towards your major or be in general education. At all times, student athletes must be making reasonable progress towards a degree.

There are posters hanging in the athletic office that explain eligibility, as well as hardship guidelines.

If a transfer student, you **MUST** complete a transfer form as well as a competitive experience outside intercollegiate athletics form, if applicable.

If you were previously at a 4 year institution and received a release you may be eligible to compete immediately. If not, you must sit out 16 weeks.

Eligibility Certification

Athletes must have their eligibility certified **BEFORE** engaging in any scrimmages or scheduled events. Certification is a tedious process and requires time. The following individuals must sign the certification forms:

- Athletic Director
- Faculty Representative
- Registrar
- Coach
- Athlete

Given that all of these individuals must sign the forms, when athletes are added after the certification of the team's eligibility, it causes much inconvenience.

Transcripts in Athletic Office

An athlete **MUST** have **ALL** transcripts on file with the athletic office **BEFORE** the eligibility check takes place. This includes:

- All work taken during regular terms
- All work taken during summer school
- All work taken during mid-winter or Mini-sessions

Coaches and athletes should understand that certification cannot be made until transcripts have been received. The athlete should bring copies of non-UHV transcripts not made accessible to the Athletic Director directly to the athletic office. Official copies must also be given to the admissions office.

Ten Semester Rule

Athletes have a **TOTAL** of 10 semesters to participate in athletics. A semester consists of any academic term (except summer school) in which you attempt nine or more hours. If you attend any classes with the nine hour load, it counts as a semester of attendance. If you take fewer than nine hours, that term does not count toward your ten semester total.

24-Hour Rule

Athletes must pass 24 hours per academic year, which would include summer school. All of these hours must be required by UHV and receive a grade.

- Transfer students may use all credits that are required by their previous institution assuming that a grade and credit are given.
- After a transfer student's first semester at UHV, **ONLY** the credit earned at UHV and those credits **COUNTING** at UHV from the previous institution during the past semester count toward the **24-Hour PROGRESS RULE**. It is possible for an athlete who transfers to be eligible the first semester and not the second because of the **PROGRESS RULE**.

NOTE: Courses in which athletes received a D grade or better cannot be repeated and do not count toward the 24-hour rule.

NOTE: Repeat courses in which a grade of F is received can count toward the 24-hour rule and/or 12 hour rule.

Non-Academic Semester Rule

Of the 24 hours you are required to earn each year, no more than 12 of them can be taken outside of the fall or spring semester.

Twelve Hour Rule

Athletes must be a full-time student in order to participate. You become ineligible to practice or compete when your schedule drops below 12 credits or if you are dropped from your classes.

Graduating Senior Exception: If you are in your final semester and need less than 12 hours to graduate, you may take less than a full-time load but you **MUST** have completed a graduation check with your advisor and completed all paperwork with the registrar before competing.

Co-Enrollment Exception: If you are co-enrolled at another junior college, you must take at least 9 hours at UHV. The remainder of the hours for eligibility must be transferable towards your degree.

You cannot change your class schedule on your own once the eligibility certification process has been started. If you need to make a change to your schedule you must see the Athletic Director and receive his signature.

48-Hour Rule

Before playing a fourth year, you must have completed a minimum of 72 semester hours with at least 48 of them counting toward your degree.

GPA Rule

Before beginning your third season and/or once you have achieved a classification of junior (48 or more credits) you must have a GPA of 2.0 or higher.

- All college work is included in the computation of the GPA for **transfer students** in their first semester at UHV. From then on **ONLY** the UHV GPA is used to determine your GPA.
- Once you have attended UHV for a semester, only your UHV GPA is used to determine your eligibility.

End of Eligibility

A student who is eligible the last day of a term may retain eligibility until midnight of the 14th calendar day following the close of a term to allow an institution time to recertify eligibility. This regulation does not apply to students who complete all requirements for graduation or complete 10 semesters of attendance (or equivalent). Further, students declared ineligible by the institution or conference shall lose eligibility immediately upon such declaration.

NOTE: UHV graduates who attend graduate school at UHV may participate in athletics providing that they are full-time students (9 graduate hours) and have not attended school for more than ten semesters and have not played four seasons.

PROCESSING REQUESTS FOR AN EXCEPTIONAL RULING TO A STANDARD RULE

In exceptional cases, where extenuating circumstances exist, an institution may request an exceptional ruling to a standard rule. Such a request may be made before or after participation of the student(s) involve. If applicable, such student(s) shall be withheld from further competition until the case is closed.

Exceptional cases are to be processed as follows.

1. The request for an exceptional ruling must be submitted to the Eligibility Chair by the faculty athletics representative and the athletics director of the institution requesting the ruling. The request must include all pertinent information concerning the request. Transcripts, the standard rule in question, and the reasons why an exceptional ruling should be granted must be included.
2. The Eligibility Chair shall see that the request for an exceptional ruling is forwarded to the National Office along with the eligibility committee's recommendation. The Regional Chair/Conference Commissioner or President shall also receive a copy of the request and the eligibility committee's recommendation.
3. The institution requesting the exceptional ruling shall secure a recommendation from the conference (where applicable). The conference recommendation shall be sent to the National Office.
4. The institutional request and all documentation shall be sent to the National Eligibility Committee, through the national eligibility staff liaison, for a ruling. The ruling shall apply only to the specific case and will not establish a precedent.

RELEASE TO TRANSFER

If you want to transfer to another school, you may request a release. Another coach may not contact you or discuss a transfer without first notifying UHV's Athletic Director.

The athletic director will provide an athlete with one release if they request one. I will also provide a release if requested by another institution.

ATHLETIC SCHOLARSHIP NOTES

If you received an athletic scholarship award, you received detailed information concerning the conditions associated with the award:

- The awards are applied to tuition and fees only
- You may have the award revoked if you
 - Do not meet behavioral requirements
 - Violate the substance abuse policies of the department and/or the university
 - Do not demonstrate commitment to your training requirements
 - Do not maintain eligibility
- Awards may be renewed or discontinued at the coach's discretion

If your athletic scholarship does not cover the full cost of tuition and fees, contact the Financial Aid Office to determine your eligibility for financial aid, or the Bursar's Office for information on other methods of payment.

AMATEURISM

DEFINITION OF AN AMATEUR

1. To properly control competition in the NAIA program, only amateur students shall be eligible to participate in a given sport. An amateur is a student who engages in athletics contests for educational values, personal pleasure, satisfaction, and for the love of the sport, not for monetary nor material gain.
2. A student who becomes a professional in a particular sport recognized by the NAIA is considered a professional in that sport only and therefore is ineligible for intercollegiate competition in that sport, except as permitted by the governing legislation of the NAIA.

ACTS PERMITTED BY NAIA AMATEUR CODE

The following acts will **NOT** cause an athlete to lose amateur standing.

1. Playing with an amateur team against a professional team or player if under the sponsorship or approval of NAIA or the governing body of the sport concerned.
2. Participating as a member of a team while not receiving remuneration beyond actual expenses of travel, meals and lodging only from the immediately previous city to the event, even though other members of the team may receive remuneration in excess of NAIA amateur limits.
3. Receiving reasonable compensation for officiating or coaching in amateur, recreational or interscholastic programs.
4. Coaching at the intercollegiate level when compensation (if any) meets the criteria set forth in Article II, Section B of the Bylaws. Such compensation shall be considered athletic aid, as defined by official NAIA policy, and shall be reported as such.
5. Competing in a non-team athletics contest, certified as amateur by that sport's national governing body, and receiving financial reimbursement for such participation when such remuneration does not exceed the actual

expenses for travel, meals and lodging only from the immediately previous city to the event.

6. Participating in radio or television programs for the purpose of promoting an amateur athletic event where no remuneration is provided.

7. Receiving reasonable compensation for supervision of physical education, playground, or recreational activities.

RECOGNIZED AWARDS RECEIVED BY STUDENTS

The NAIA shall recognize the following award structure as conforming to the amateur regulations of this association.

Individual awards presented to a student in recognition of athletics participation shall be approved by the member institution and conference, if applicable, and shall conform to the following requirements.

1. All such awards must be of a personal nature. Cash awards or certificates redeemable for cash shall cause a student to lose amateur standing within the NAIA.

2. A student may receive more than one award while being recognized (example: a first place team trophy and an outstanding performer watch) but the value of each individual award shall not exceed \$500.00 nor shall the combined value of all such awards exceed \$600.00.

EXCEPTION: An individual participating in a recognized amateur event while not institutionally identified or in such events held during the summer in which the individual is not representing an institution shall adhere to the award regulations of the National Governing Body of that particular sport, provided such awards do not conflict with item 1 of this section.

OTHER INDIVIDUALS/ENTITIES

Boosters

Boosters are individuals who are supportive of the University and the Athletic Department. Boosters hope to see you and the athletic program become successful. In their zeal to assist the University, they may unknowingly offer you some or all of the following:

- Meals
- Cash
- Merchandise (shoes, clothing, etc.)
- The use of vehicles or other items

It is a violation of NAIA rules to accept anything from a booster directly. If offered any cash, goods or services by anyone other than your immediate family or guardians, please refuse the offer and inform the Athletic Director immediately. Accepting said items or services jeopardizes your eligibility and places your team and the department in peril.

The Athletic Department does have a means by which Boosters may offer financial support to specific teams or the program in general. They may make a donation to the Athletic department through the University Advancement Office.

Agents

You may not sign an agreement with a sports-agent. If you do, you lose your NAIA eligibility.

SPORTSMANSHIP

The UHV Athletic Department and the NAIA hold expectations for student athletes regarding sportsmanship. Following are some guidelines for sporting behavior during athletic events:

- Athletes may not strike or physically abuse any official, opposing coach, player or spectator. In cases where such attacks occur, there will be a hearing to gather the facts in the case and the athlete should anticipate serving a suspension or possible expulsion from the athletics program.
- Athletes should avoid intentionally inciting participants or the crowd.
- Athletes should avoid the use of profanity, vulgarity, or taunts.
- Athletes should avoid making obscene gestures to fans, opponents or officials.
- Athletes should not publicly criticize any game official

Acts resulting in complaints from opposing administrators, game officials, UHV Faculty, RRAC or NAIA officials may result in disciplinary action such as reprimand or suspension from competition.

Students must adhere to the values instituted in the NAIA's Champions of Character program and know, understand and sign the Champions of Character Student –Athlete Pledge.

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