



STUDENT-ATHLETE'S HANDBOOK

THE UNIVERSITY OF HOUSTON-VICTORIA

2017-18

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## **Welcome from the Athletic Director**

Dear Jaguar,

Welcome to a new school year!

2017-18 begins the second decade of UHV athletics. We begin our third year in the Red River Athletic Conference while women's golf will compete as associate members of the Sooner Athletic Conference.

Each year, I expect us to continue to give back and live up to our commitment to the NAIA's Champions of Character program and its five core values: Respect, Responsibility, Sportsmanship, Servant Leadership, and Integrity.

It is these values that you will carry on the field when you compete, and these values that will also serve you well when you graduate from UHV and embark on your careers. This year we are expanding our efforts in community outreach endeavors that will benefit more people and organizations than ever before.

Please become familiar with the material in this handbook as it will serve as a valuable reference that will answer most of your questions about our program and what is expected of you as a UHV Jaguar.

We expect the best from you as a person, as a student, as an athlete and as a representative of UHV and Victoria. You are the key to your success and the legacy you leave behind at UHV.

Best of luck this season!

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, on the field and off, within a university academic environment. The Athletics Department operates in synergy with the University's stated 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 must meet all NAIA eligibility criteria. A student athlete must also meet all criteria 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 and participate in NAIA Champions of Character program.
- **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 community, 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 program's success and our expectations of student-athletes are high. Conduct that reflects poorly on either the university or the athletic department is unacceptable. Student athlete conduct is also governed by all federal, state and local laws as well as other policies of UHV and UH System including, but not limited to, the UHV Student Code of Conduct. Failure to conduct yourself appropriately as outlined in all policies could be grounds for dismissal from the team and other disciplinary actions. Such conduct may include, but is not limited to, the following:

- Conduct in violation of campus policies or conduct that result in citation or arrest by local law enforcement. If issued a citation or arrested, excluding minor traffic offenses, you are to notify your head coach and the athletic director as soon as you are able to do so.
- 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 or a minor on a visit or making alcohol accessible.

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. The penalty for violating this policy is a minimum one game suspension.

### **Tobacco**

UHV is a tobacco free campus and tobacco use is prohibited in any form, including e cigarettes, on any UHV property including leased facilities such as the Youth Sports Complex and Riverside Stadium. Per NAIA regulations, tobacco in any form may not be used during any practice or contest.

### **Drug Education and Testing Program**

UHV student-athletes will adhere to the policy and guidelines stated in the UHV Drug Education and Testing Program Handbook or are subject to the sanctions outlined in that document. Student-athletes shall not use banned or controlled substances at any time in season or out of season. Student Athletes must have proper documentation on file with the Athletic Training office for any prescription medications they are currently taking.

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 Student Code of Conduct 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 removal from the athletic program and/or expulsion from UHV. Student athletes may be referred for prosecution, and may be required to

satisfactorily participate in counselling and/or a drug and alcohol assistance or rehabilitation program as recommended by the University. Student athletes may also be subject to penalties administered outside of the athletic department. Refer to the UHV Student Code of Conduct for more information.

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 of distribution of illicit drugs and alcohol.

### **NAIA Drug Testing**

Beginning in 2017-18, The NAIA will conduct mandatory random drug testing at National Championships. You must have completed the NAIA forms regarding prescription drugs and the diagnosis prior to the start of the season.

### **Criminal Behavior**

It is the policy of the Athletic Department to investigate the criminal arrest of an athlete. In such a case, a student-athlete will be suspended indefinitely from games until meeting with the Athletic Director and head coach. The student-athlete may be suspended until the criminal proceedings are completed and reinstatement is warranted. Sanctions may include any or all of the following: suspension from competition, loss of athletic scholarship (all or in part). If found guilty, removal from the athletic program. If a student-athlete is found to have violated the UHV Student Code of Conduct further sanctions may be imposed by the University.

Athletes who engage in fights during competitions will serve a minimum of a one game suspension administered by the Department of Athletics in addition to any NAIA sanctions as a result of the fight. A hearing will be held following any fights and the suspension may range from one game to dismissal from the team. The AD and the coach of the team will participate in the hearing.

## **Hazing**

Hazing means those activities defined in the Texas Education Code Sec. 37.151 et seq., the Prohibited Conduct Section of the Student Code of Conduct regarding Hazing. Hazing is considered a crime under the Penal Code of the State of Texas.

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 Director of Athletics.

## **Social Media Policy**

With the increasing popularity and use of social media student athletes must be very aware of what they post on these sites. If your postings violate any of the team and/or athletic department and/or school policies you could face disciplinary action, including removal from teams and/or school.

## **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, 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.

## **Academic Policies**

### **Required Study Sessions/Tutoring**

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

### **Academic Honesty Policy**

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.

More information concerning the UHV Academic Honesty Policy as well as the consequences for violating the policy and policies and procedures are outlined in the Academic honesty Policy in the *UHV Student Handbook*.

## **Equipment Fee**

Athletes should be made aware that they are financially responsible for their used equipment, supplies, and uniforms. Under NAIA bylaws we cannot give you your workout gear. As a result, student athletes are charged \$50 for their used personal equipment.

### **Team Issued 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 any items not returned, or not returned in the condition in which they were issued to you, have been paid for.

## **Student Athlete Health and Wellbeing**

### **Health Insurance**

**All Student Athletes at UHV must have valid health insurance at all times that will cover athletic injuries. This is a requirement to participate in intercollegiate athletics. There are no exceptions. If at any time you cease to have valid health insurance coverage you will no longer be allowed to participate in intercollegiate athletics.**

#### **Insurance Information**

If you do not have insurance, the university does have insurance products available to purchase or you may do so on your own. The university does provide secondary insurance coverage to student athletes participating in sanctioned team activities.

#### **Insurance**

1. The student athlete's personal insurance is Primary. School insurance is Secondary.
2. All student athletes must provide proof of insurance to the athletic training staff
3. A copy of your current insurance card must be provided to the athletic training staff
4. If you are injured or ill, it is your responsibility to report the condition to the head coach and/or athletic trainer as soon as possible.
5. For treatment of an athletic related injury or condition, a student athlete must be referred by the athletic trainer to a physician or hospital for any practice or game related injury to have secondary insurance coverage under the University's athletic insurance.
6. If a student athlete goes to a physician or hospital for an injury that occurs during a game or practice without the athletic trainer's knowledge, those services will not likely be covered.
7. In an emergency situation, the athletic trainer will provide insurance information to the treating facility. The head coach will have a copy of the insurance information during all road games.
8. After an injury, the athletic trainer will complete an initial injury report and submit a claim with the insurance company.
9. The head athletic trainer will monitor progress of insurance claims.
10. Coverage under the school's policy is excess to all other insurance and claims must first be submitted to any other insurance.
11. Initial medical treatment must be incurred within 90 days from the date of the incident
12. Claims must be submitted within 180 days after the date of treatment
13. The student athlete is responsible for any charges incurred including deductibles and/or charges beyond usual and customary



## **Physical Examinations**

Athletes are required to have physicals **BEFORE** they participate in any practices or other team workouts. A date will be set up for the team 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, alternate arrangements will be made and scheduled by the athletic trainer, you may be responsible for paying for the cost of your make up physical.

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.

All student athletes will complete an end of the season injury report and conduct exit interview with an Athletic Trainer at the conclusion of their season and/or school year.

## **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 the head athletic trainer. 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**

- A coach will be on site at all practices and/or scrimmages.
- A coach has responsibility to monitor heat and provide water and breaks as necessary
- Athletic Training Services are not generally provided for practices
- Basic first aid supplies and an AED will be on-site
- If no coach is present or trainer present, **Session is Cancelled**

## **Injury at Practice Protocol**

1. In event of injury, Coach will manage the situation
  - a. assess seriousness of injury
  - b. refer the athlete to the Athletic Trainer
  - c. if serious injury, activate the Emergency Response System

2. Emergency Response System
  - a. Role of First Responder
    - i. Provide immediate care of the injured or ill individual
    - ii. Designate a person to retrieve Emergency equipment
    - iii. Call 911 if injury or illness is serious
    - iv. Provide your name, location, describe the emergency and the condition of injured or ill individual
    - v. Do not hang up until operator hangs up
    - vi. Designate a person to meet and direct EMS personnel to the scene
    - vii. Make sure any necessary accessible gates are unlocked
    - viii.
3. Athlete is referred to Athletic Training Staff for assessment and evaluation
4. Athletic Trainer will complete an Initial Injury Report
5. If the Student Athlete requires further medical treatment, the Athletic Trainer will refer to the appropriate medical provider
- 6 The Athletic Trainer will provide Athletic Insurance information to the Physician's Office, complete a Claim Form online, and submit a copy of the Initial Injury Report to the Insurance Company
7. The Student Athlete cannot return to practice or game activities until a written release is received from the physician.
8. The Athletic Trainer will follow up as necessary.

## Games

- A licensed athletic trainer (athletic trainer) will be on site at all home games
- The athletic trainer will monitor heat and weather conditions, along with providing water and breaks as necessary

Basic First Aid Supplies, AED, splints and crutches will be on site.

### Injury at/ during a game

1. In event of an injury, a licensed athletic trainer will assess injury, manage the situation and either return athlete to play or refer for additional medical care
2. If an injury occurs during a Road Game, the host athletic trainer will assess and evaluate the injury
  - a. The student athlete must follow up with the UHV athletic trainer upon returning to campus prior to returning to any practice or game activities.
3. If the injury or illness is serious, the athletic trainer will activate the Emergency Response System
4. Emergency Response System
  - a. Role of First Responder
    - i. Provide immediate care of the injured or ill individual
    - ii. Designate a person to retrieve Emergency equipment
    - iii. Call 911 if injury or illness is serious
    - iv. Provide your name, location, describe the emergency and the condition of injured or ill individual
    - v. Do not hang up until operator hangs up
    - vi. Designate a person to meet and direct EMS personnel to the scene
    - vii. Make sure any necessary accessible gates are unlocked
5. The injured athlete will follow up with athletic training staff for additional assessment and re-evaluation
6. The athletic trainer will complete an Initial Injury Report

7. If the student athlete requires further medical treatment, the athletic trainer will refer to the appropriate medical provider
8. The athletic trainer will provide the athletic insurance information to the Physician's Office, complete a claim form online and submit a copy of the initial injury report to the insurance company
9. The student athlete cannot return to practice or game activities until a written release is received from the physician
10. The athletic trainer will follow up as necessary.

## **Player Responsibilities**

1. Report all illness/ and injuries (team or non-team related) 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 and mandatory to participate in intercollegiate athletics
3. Any medical visits for practice or game related injuries without the knowledge of the head athletic trainer may not be covered by the university athletic Insurance. Medical facility visits for practice or game related injuries without the knowledge of the licensed athletic trainer may not be covered by university athletic insurance.
4. It is your responsibility to comply with your rehab and return to play instructions as written or prescribed. Failure to do so could delay your return to competing. You cannot return to play until cleared by your physician.

## **First Aid Kits and Emergency Equipment (AEDs)**

### Practice Sessions

Victoria Youth Sports Complex (softball)

Riverside Stadium (baseball)

UHV Soccer Field (soccer)

UHV Athletic Offices

UHV Sports Medicine Clinic

In the event of an emergency dial 911

## Class Attendance

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

You are expected to be on campus (in Victoria) Monday through Friday every week during the school year. If you must leave Victoria during this time or are expected to be out of town during any part of a weekday for any reason you must email your head coach and copy the athletic trainer.

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 by your coach, 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 (games and related travel). Practices are not considered an official university activity.

UHV's drug testing program utilizes random drug testing and a missed test will result in positive drug test as outlined in the Student Athlete Drug Testing and Education Policy.

Please refer to the Student Athlete Drug Testing and Education Policy for more information.

**University of Houston-Victoria**  
**Department of Athletics**  
**Student-Athlete Class Attendance Policy**

**Policy:** Student-athletes are expected to attend all classes unless excused (during season) for athletic competition or a documented illness from a doctor or the Athletic Training Staff, if applicable. Student-athletes are not to miss classes for practice, community service, fund raising or other athletic related activities without prior approval from their Head Coach and Director of Athletics and only after advance arrangements have been made with their professor.

Student-athletes who are late to class may be considered absent. It is very important to note that faculty attendance policies may differ from Athletics Department policies. For example, some faculty may allow for "excused absences" due to doctor's notes, family emergencies, etc. others simply allow for a certain number of absences regardless of the reason. The Athletics Department Class Attendance Policy strictly applies to student-athlete's status in the Athletics Department and does not override faculty members' class attendance policies.

**Procedure:** Athletics coaches and staff may randomly monitor class attendance for those student-athletes identified as "high risk" on a weekly basis. "High risk" is defined as being on academic probation, passing fewer than 12 hours in the previous semester, GPA issues, having a history of class absences or needing more than 12 hours to meet eligibility requirements.

Faculty are encouraged to communicate with coaches and the Athletic Director via e-mail, phone, to provide updates on class performance, discipline issues or to provide academic progress reports to monitor class attendance of all student-athletes. Faculty are encouraged to provide academic progress reports to student athletes and or a member of the coaching staff when they are requested by the student athlete or the coach. This is not a FERPA violation.

## Appeals

If a student-athlete believes the information related to absences is inaccurate, he has 24 hours from the time of notification to personally submit documented proof of attendance to the Director of Athletics.

Student-athletes may appeal any class attendance competition sanction to the Director of Athletics. The Director of Athletics, upon the recommendation of the Academic Advisor and the Head Coach may modify a student-athlete's suspension based upon the student-athlete's course performance, cumulative grade point average, the student-athlete's general progress toward degree, or other mitigating factors.

The Director of Athletics decision regarding an appeal is final and is not appealable.

## Penalties:

- The Head Coach is expected to handle each missed class within the established rules for such occurrences;
- upon notification of a student missing three hours of class time in any course, the Head Coach will meet with the student-athlete and the Director of Athletics will be notified of these absences;
- during the meeting with the Head Coach, the student-athlete must be informed that future unapproved absences will result in a loss of practice and/or playing time;
- The Director of Athletics will be notified by the Head Coach after this initial meeting takes place;
- On the third absence in a course, the student-athlete and his or her parents or guardians will receive a written warning that the next absence in any class will result in a practice sanction. The written warning will provide notice of the opportunity for the student-athlete to contest any unexcused absence with the Director of Athletics.
- **Practice Sanction – 3 absences:** On the next unexcused absence in any course, student-athletes will be suspended from practice for two days. On the fourth absence, the student-athlete and/or their parents or guardian will receive written notification that the next absence will result in exclusion from competition.
- **Competition Sanction: More than 4 absences:** For each absence in any class thereafter, student-athletes will be suspended from one competition. Suspension from competition will occur on the next scheduled event. This includes non-championship and post-season competitions. Additional sanctions may include the loss of complimentary admissions, exclusion from post-season attendance and competition, or non-receipt of athletic awards. Scrimmages and exhibition games do not count toward the suspension. Students suspended will also miss any such games until their suspension is satisfied.
- Coaches may impose more stringent team penalties for class attendance so long as they are in writing and distributed to all student-athletes at the beginning of the academic year

The Director of Athletics may establish additional penalties above and beyond withholding from practice or competition (i.e., suspension from all athletically related activities, etc.).

## Additional Expectations

In addition to the class attendance policy described above, student-athletes are reminded that attendance is expected in all academic areas; examples include, but are not limited to, study hall, tutor appointments, meetings with academic counselors. Failure to meet academic expectations will result in disciplinary action as determined by the Head Coach and Athletic Director. Failure to maintain academic standards could result in academic probation, academic suspension, and loss of eligibility, loss of scholarship or any combination of the above.

Tips to ensure compliance with Athletic Attendance Policy:

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.

### **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. 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.

## **NAIA Eligibility**

**All new NAIA student athletes or student athletes who have transferred to UHV from a non-NAIA school must be registered with the NAIA Eligibility Center at [www.playNAIA.org](http://www.playNAIA.org) to determine initial NAIA eligibility. This includes students transferring from an NAIA school but never played sports at that school. The NAIA does charge a fee for this service. The fee schedule and requirements can be found at the NAIA Eligibility Center website, [www.playnaia.org](http://www.playnaia.org).**

### **Grade Point Averages**

All student athletes at UHV must maintain a 2.0 GPA to be eligible to compete.

Transfer students must have a 2.0 GPA to be eligible and maintain a 2.0 at UHV to remain eligible  
All student athletes must maintain progress rules set for the by the NAIA.

### **Eligibility At UHV**

- Pass 12 hours a semester.
- Do not repeat classes,
- Maintain a UHV GPA of 2.0
- Developmental or remedial classes cannot be used for eligibility purposes.

### **Freshman Student-Athlete Eligibility**

Initial freshman eligibility is determined by the NAIA Eligibility Center. It is up to the student to maintain academic eligibility from the first semester through to the end of your student-athlete experience at UHV. The student must maintain institutional identification (enrolled in 12 semester credit hours at UHV) during any term of participation.

The student must have accumulated a minimum of nine (9) institutional credit hours prior to identification for the second term of attendance.

Only those institutional credit hours earned after identification (at any institution) may be applied toward meeting the nine (9) institutional credit hour rule for a second-term freshman.

After completion of the second semester term of attendance and from then on, a student must have accumulated a minimum of 24 institutional credit hours in the two immediately previous terms of attendance in a semester system or 36 institutional credit hours in the three immediately previous terms of attendance in a quarter system.

Freshman students must maintain a minimum GPA of 2.0 from the first semester at UHV on to be eligible to participate in athletic competition.

## Transfer Eligibility

*As a general rule*, sophomore students (2nd season of competition) must have a 2.0 GPA and have passed 24 credits that count at UHV toward graduation. Junior students (3<sup>rd</sup> 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 (4<sup>th</sup> 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 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. Transfer within member institutions of the Red River Athletic Conference is not permitted.

## 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 12 or more hours.

## 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: 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 compete when your schedule drops below 12 credits or if you are dropped from your classes. Developmental or remedial classes do not count towards the 12 hour rule. If you are taking a remedial class you must ensure you are enrolled in 12 hours of classes that grant credit.



**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 a junior college, you must take at least 12 hours at UHV. The remainder of the hours for eligibility must be transferable towards your degree.

***A student-athlete will not be allowed to change their schedule after initial eligibility is certified unless approved in writing by the Faculty Athletic Representative. Deadline to request a change in schedule is one-week before the UHV deadline. The schedule change form found at the back of this book must be completed and submitted to be eligible for the schedule change.***

### **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 second semester at UHV you must have a GPA of 2.0 or higher.

### **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.***

### **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.

Deadlines may be set for certifying eligibility. If a student does not have all forms in the athletic office prior to any deadline it may result in missed games and/or a redshirt year.

## **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.

## **Athletic Scholarship Notes**

Athletic scholarships are awarded at the discretion of the head coach in each sport. If you received an athletic scholarship award, information concerning the conditions associated with the award is as follows:

- NAIA bylaws allow the athletic scholarships to be used to cover the cost of tuition, mandatory fees, room and board and books and supplies.
- 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
  - Are arrested for a criminal offense.
  - Do not demonstrate commitment to your training requirements
  - Do not maintain eligibility
  - Do not participate in Champions of Character activities
  - Violate the UHV Student Code of Conduct
- Awards may be renewed or discontinued at the coach's discretion

If your athletic scholarship does not cover the full cost of attendance you are responsible for the balance. You may contact the Financial Aid Office to determine your eligibility for additional 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.

## Student Athlete Advisory Committee

The Student Athlete Advisory Committee (SAAC) is comprised of two members from each team at UHV. The committee meets at a minimum of twice a semester to discuss issues of concern to student-athletes at UHV.

The mission of the Student-Athlete Advisory Committee is to enhance the total student-athlete experience by promoting opportunity, protecting student-athlete welfare, and fostering a positive student-athlete image.

### 2017- 18 UHV SAAC Members

<b>Sport</b>	<b>Name</b>
<b>Baseball</b>	
<b>Golf (Men's)</b>	<b>TBD</b>
	<b>TBD</b>
<b>Golf (Women's)</b>	<b>TBD</b>
<b>Soccer (Men's)</b>	<b>TBD</b>
	<b>TBD</b>
<b>Soccer (Women's)</b>	<b>TBD</b>
<b>Softball</b>	

## **Facilities and Contact Information**

Emergency EMS Phone: 911

Baseball Coach Phone: 361.485.4420;

Softball Coach Phone: 361.485.4417;

Golf Coach Phone: 361.485.4419; Soccer Coach Phone: 361.485.4418;

Athletic Director Phone: 361.485.4424;

Athletic Office Staff: 361.485.4423; Head Athletic Trainer: 361.485.4467;

Assistant Athletic Trainer 361-485-4536

### **UHV Athletic Offices**

3302 North Ben Wilson, Victoria, TX 77901

### **Riverside Stadium (Baseball)**

405 Memorial Drive, Victoria, TX 77901

### **The Cage (UHV Soccer Stadium)**

3007 North Ben Wilson, Victoria, TX 77901

### **Victoria Youth Sports Complex (Softball)**

105 N. Ben Wilson, Victoria, TX 77901

### **UHV Sports Medicine Clinic**

3402 North Ben Wilson, Victoria, TX 77901 (located at rear of the building)

## **Student Athlete Request for Release Policy and Procedures**

A student-athlete will not be granted a release to transfer to another Red River Athletic Conference member institution. For a student athlete to transfer to another NAIA or NCAA school, he or she must submit a written request to his/her coach, as well as a copy of that request to the Director of Athletics. The coach may wish to meet with the athlete to discuss the request. The coach will forward both the transfer request and his/her recommendation to release or deny to the Director of Athletics, who will then review the release request and issue a decision within five business days following the receipt of the coach's recommendation.

A denial of the request may be appealed to the Faculty Athletic Representative (FAR), within 5 business days of receipt of denial.

The FAR will chair an appeals committee, and render a final decision within ten business days of receipt of the student-athlete's appeal.

The appeals committee will be comprised of the Associate Vice President of Student Affairs, a faculty member at large, a coach from a sport not involved in the appeal, and the FAR.

The appeals committee's decision is final and not appealable.

If a release is granted, one copy of the release will be sent to the student. If additional copies are requested there will be a \$10 charge per copy/request.

**UNIVERSITY OF HOUSTON-VICTORIA  
DEPARTMENT OF ATHLETICS**

**Request for Release by Student Athlete**

I hereby request a release from the athletic program at the University of Houston-Victoria.  
I am asking for a release based on the following reason or reasons (check all that apply):

- Financial Reasons  Academic Reasons  UHV does not offer my major  
 Desire to be closer to home  lack of playing time  demands of collegiate athletics  
 Other (please explain in space below, use back of sheet if necessary)

I acknowledge that a request for release does not imply that a release will be granted by the UHV athletic department.

I also acknowledge that an athletic release does not result in my release from any financial or other obligations I may have to the University of Houston-Victoria.

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**Print Name**

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**Student ID number**

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**Sport**

---

**Signature**

---

**Date**

**For official UHV Athletic use only**

**Date Received:**

**Coach recommendation: Release** \_\_\_ **Deny** \_\_\_

**Coach Signature:**

**Request Approved by Director of Athletics:**

**Request Denied by Director of Athletics:**

**Reason for denial (if applicable):**



**UNIVERSITY OF HOUSTON-VICTORIA  
DEPARTMENT OF ATHLETICS**

**Student Athlete Class Schedule Change Form**

After consultation with head coach and/or academic advisor,

I am requesting permission to make the following change to my academic schedule.

Name \_\_\_\_\_

ID \_\_\_\_\_

Add \_\_\_\_ Drop \_\_\_\_

Class name: \_\_\_\_\_ Class Number: \_\_\_\_\_

Effective as of the final signed date below for the **Fall / Spring** semester of the 2017-18 school year.

By signing this form, I am aware this change may impact my current and or future eligibility and, as a result, my ability to participate in NAIA intercollegiate athletics at the University of Houston-Victoria

Signed

\_\_\_\_\_  
Student-athlete

\_\_\_\_\_  
Date

Approvals:

\_\_\_\_\_  
Head Coach

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ashley Walyuchow, Director of Athletics

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeffrey DiLeo, Faculty Athletic Representative

\_\_\_\_\_  
Date

**UNIVERSITY OF HOUSTON-VICTORIA  
DEPARTMENT OF ATHLETICS**

**Student Athlete  
Disciplinary Action Contract**

I, (name of student athlete) \_\_\_\_\_, understand that on (date) \_\_\_\_\_,

I was found to have violated the following athletic department policy and/or UHV student code of conduct policy

\_\_\_\_\_.

This constitutes a First Offense \_\_\_\_\_ Second Offense \_\_\_\_\_ Third Offense \_\_\_\_\_.

Following a meeting with \_\_\_\_\_, I understand that I will follow the appropriate sanctions for the offense as outlined in the University of Houston-Victoria Department of Athletics Student Athlete Handbook and may include a meeting/participation counseling sessions with the UHV counseling department.

The sanctions and penalties are as follows:

Failure to comply with any of the above sanctions may result in suspension, dismissal, and /or adjustment or termination of my scholarship.

I have read, understand and agree to comply with the above.

\_\_\_\_\_  
Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletics Director  
Appendix D

\_\_\_\_\_  
Date

**UNIVERSITY OF HOUSTON-VICTORIA  
DEPARTMENT OF ATHLETICS**

**RECEIPT OF STUDENT-ATHLETE HANDBOOK**

**TO:** Director of Athletics  
University of Houston-Victoria

I hereby acknowledge that I have received a copy of the University of Houston-Victoria Student Athlete's Handbook. I further acknowledge that I have read said Handbook, that it has been outlined to me, and that I fully understand the provisions and policies contained in the Handbook and will abide by all rules and policies that govern me as a student-athlete at UHV.

\_\_\_\_\_

**Print Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**