



**Student-Athlete Handbook/  
Planner  
2009-2010**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

Dear Student-Athlete:

Welcome to Elon University, a new academic year, and to our Department of Athletics! I hope you are excited about a new year and that you are looking forward to an outstanding year of competition in the Southern Conference. As a department of administrators, coaches, and staff members, we are collectively committed to assisting you in reaching your academic and athletic potential.

As an intercollegiate athlete, you are special because of the opportunities afforded you and the responsibilities required of you relative to your sport. As a student-athlete here at Elon, you are unique in terms of your goals, your time commitments, and your required work ethic. You must be organized and disciplined to be successful in the classroom and in competition. As a representative of Elon University and our athletic department, you will be expected to represent both entities with integrity, sportsmanship, and a positive attitude at all times. As a department, we represent the University at all times, but just as importantly, we represent all of our sport programs at all times as well.

A major goal of our department is to ensure a superior athletic experience that maintains integrity, equal opportunity and fulfillment, while co-existing with a University that demands superior academics. Therefore, we encourage you to pursue opportunities in co-curricular activities on campus, as we believe that an experience that integrates your athletic career into the University as a whole will support your development as a well-balanced Elon graduate beyond your experiences here at Elon University.

The Student-Athlete Handbook is your reference book to serve you during your tenure as a student-athlete here at Elon. The handbook describes services available to you and provides helpful information about our University. It also explains the expectations we have for you as a student-athlete along with the regulations that you must follow in order to maintain your athletic eligibility and/or your athletic financial aid. Your coaches will be able to assist you with questions you may have, but we also encourage you to feel free to visit any members of the administrative team as well.

We are committed to doing all we can to assist you with having a wonderful experience at Elon University. Best of luck to you in the upcoming year.

Go Phoenix!

Dave Blank  
Director of Athletics

**Non-Discrimination Policy**

Elon University does not discriminate on the basis of age, race, color, creed, sex, national or ethnic origin, disability, sexual orientation, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs. Students with documented disabilities may request in writing reasonable special services and accommodations. Questions should be directed to the Coordinator of Disability Services, Duke 108, 336-278-6500.

**Notice to Student-Athletes**

This handbook is provided as a resource to the student-athlete and should not be considered a contract between Elon University and the student. Elon University reserves its right to make changes to academic requirements, the academic calendar, and to policies related to student-athlete behavior and conduct as deemed appropriate by university and/or Southern Conference officials. Every effort will be made to minimize inconvenience to students.

**TABLE OF CONTENTS**

Academic.....7  
Finances.....13  
Conduct.....14  
Behavioral Resources/ Drug Testing.....18  
Compliance.....22  
Athletic Training Services.....49  
Sports Information.....28  
Phoenix Club.....30



## ELON UNIVERSITY ATHLETICS MISSION STATEMENT

Elon University embraces the mission of an academic community that influences and transforms mind, body, and spirit. The Elon University Intercollegiate Athletics program seeks to offer opportunities that enrich the lives of student-athletes and that are consistent with and complementary to the University's mission.

Elon University is committed to offering the following:

Equitable opportunities for a diverse population of students and staff in an athletics program that reflects traditional and current interests of student-athletes and a commitment to advance participation and staffing of under-represented personnel.

Adherence of all personnel to a code of conduct that emphasizes student-athlete welfare, good sportsmanship, integrity, personal responsibility, discipline, loyalty and strong leadership.

A program that emphasizes and rewards academic responsibility, consistent academic progress toward graduation, and preparation for successful living.

Programs that promote physical fitness and wellness, enhance development of psychomotor skills, and enable students to fulfill individual as well as team goals.

An environment in which both home and visiting cheerleaders, musicians, faculty, staff, alumni, and fans can participate in and enjoy a wholesome, entertaining, and enriching athletic experience.

Positive promotion of the student-athletes, coaches, support personnel, athletics department, and the university through successful athletic competition.

Revised May 2002

## ELON UNIVERSITY ATHLETICS DEPARTMENT ADMINISTRATIVE PERSONNEL LISTING

Athletic Department	336-278-6800
<u>Administrative Staff</u>	<u>Extension</u>
Director of Athletics- Dave Blank	6718
Senior Assoc. Dir. Of Athletics - Clay Hassard	6707
Senior Assoc. Dir. of Athletics - Kyle Wills	6706
Associate Director of Athletics/SWA- Faith Shearer	6790
Associate Director of Athletics - Brian Tracy	6797
Faculty Athletics Representative - Eric Hall	5880
Director of Academic Support- Cayce Crenshaw	6710
Academic Coordinator – Jayme Price	6987
Academic Coordinator – Ashley Theirer	6986
Director of Athletic Training - Eric Storsved	6716
Director of Sports Medicine and Team Physician – Dr. Ken Barnes	6716
Asst. Athletic Trainer – Martin Baker	6713
Asst. Athletic Trainer – A.J. Lukjanczuk	6714
Asst. Athletic Trainer – Jodi McConnell	6807
Asst. Athletic Trainer – Elly Shearman	5802
Asst. Athletic Trainer – Derek Lawrance	6817
Head Strength & Conditioning Coach – Aaron Walker	6838
Asst. Strength & Conditioning Coach – Megan McCollum	6835
Director of Media Relations – Erica Roberson	6711
Program Assistant- Lisa Layne	6719
Program Assistant- Linda Somers	6720

## HELPFUL PHONE NUMBERS

<u>Office</u>	<u>Extension</u>
Academic Advising	6500
Admissions	3566
African Am. Resource Room	7260
<b>ATHLETICS</b>	<b>6800</b>
Athletics Weather Line	7660
Astronomy Hotline	6328
Bursar	5300
Campus Police	5555
Campus Recreation	7529
Campus Shop	5400
Career Services	6538
Chaplin	7729
Computer Help Desk	5100
Counseling Services	7280
Elon Volunteers!	7250
Financial Planning	7640
Health Services	7230
Honors Program	5617
International Programs	6700
Job Line	5566
Leadership Development	5323
Library	6600
Library Information Desk	6599
Lost and Found	5555
Mail Room- Moseley	5433
Media Services	6598
Multicultural Affairs	7243
Moseley Front Desk	7215
Parking/Traffic	5555
Radio Station- WSOE	9763
Registrar's Office	6677
Residence Life	7300
Safe Rides	7433
SGA	7254
Student Life	7200
Student Loan Collections	5272
Student Union Board	7208
Koury Athletic Training Facility	6752
Alumni Athletic Training Facility	6716
Weight Room	6835
Writing Center	5651

**ELON UNIVERSITY**  
**2009 - 2010 ACADEMIC CALENDAR**

**Fall Semester 2009**

August 28	(Friday)	Orientation
August 29	(Saturday)	Orientation; Registration
August 31	(Monday)	Drop-Add Day
September 1	(Tuesday)	Classes Begin
September 7	(Monday)	Last Day for Late Registration
October 16	(Friday)	Mid-Semester Grades Due at 3:00 p.m.
October 16	(Friday)	Fall Break Begins at 2:50 p.m.
October 21	(Wednesday)	Fall Break Ends at 8:00 a.m.
October 23	(Friday)	Last Day for Dropping Course with "W"
November 2	(Monday)	Last Day to Remove Incomplete and "NR" Grades
November 4	(Thursday)	Preregistration Begins for Winter Term & Spring
November 24	(Tuesday)	Thanksgiving Holiday Begins Following Evening Classes
November 30	(Monday)	Thanksgiving Holiday Ends at 8:00 a.m.
December 8	(Tuesday)	Classes End
December 9	(Wednesday)	Reading Day (Evening Exams Begin)
December 10-15	(Thurs-Tues)	Examinations
December 17	(Thursday)	Grades Due at 10:00 a.m.

**Winter Term 2010**

January 4	(Monday)	Registration
January 5	(Tuesday)	Classes Begin
January 6	(Wednesday)	Last Day for Late Registration
January 14	(Thursday)	Last Day for Dropping Course with "W"
January 18	(Monday)	Martin Luther King Jr. Holiday
January 25	(Monday)	Classes End
January 26	(Tuesday)	Examinations
January 28	(Thursday)	Grades Due at 10:00 a.m.

**Spring Semester 2010**

February 1	(Monday)	Registration
February 2	(Tuesday)	Classes Begin
February 8	(Monday)	Last Day for Late Registration
March 19	(Friday)	Mid-Semester Grades Due at 3:00 p.m.
March 19	(Friday)	Spring Break Begins at 2:50 p.m.
March 29	(Monday)	Spring Break Ends at 8:00 a.m.
March 31	(Wednesday)	Last Day for Dropping Course with "W"
April 5	(Monday)	Easter Holiday
April 9	(Friday)	Last Day to Remove Incomplete and "NR" Grades
April 12	(Monday)	Preregistration Begins for Summer and Fall
April 27	(Tuesday)	SURF
May 11	(Tuesday)	Classes End
May 12	(Wednesday)	Reading Day (Evening Exams Begin)
May 13-18	(Thurs-Tues)	Examinations
May 19	(Wednesday)	Senior Grades Due By 9:00 a.m.
May 21	(Friday)	Grades Due at 10:00 a.m.
May 22	(Saturday)	Commencement; Last Day of School

## ACADEMICS

Elon University recognizes the often demanding pressures placed on the student-athlete. You have to balance academics, athletics, family and social obligations. Coaches and administrative personnel are available to answer questions and assist with the academic process. However, the student-athlete is ultimately responsible for maintaining eligibility. It is important that student-athletes communicate frequently with their athletic academic coordinator and coaches regarding class schedules and academic progress towards a degree.

### ADVISING

Every student is assigned an academic advisor. For the first semester and until you have declared a major, your Elon 101 teacher will be your academic advisor.

After you consult with your advisor about your schedule for the following semester, meet with the Athletics Academic Support Staff to confirm that class times do not conflict with practice and travel times. If you make changes to your schedule, you must then contact your academic advisor to inform him/her of the change. The Director of Academic Support for Athletics is also available for general advising, initial career counseling, study skills assistance, and tutoring referrals.

### ACADEMIC ADVISING OFFICE

The Academic Advising Office is located on the first floor of Duke. Here, you will find academic advisors who can help you with anything from adding a class to thinking about a major.

### DECLARING/CHANGING A MAJOR

You must declare a major prior to the beginning of your fifth semester of academic work, usually the end of your second year. This must be done in writing at the Academic Advising Office located in the Duke Building.

If you are thinking about changing from one major to another, it is important to consult with your coach and the Athletic Academic Support Staff. It is extremely important to make the changes correctly so as not to lose hours and endanger eligibility as per NCAA Bylaw 14.4.3.2.

### PREREGISTRATION/REGISTRATION

Each student-athlete at Elon University is assigned an academic advisor in his/her major to help suggest and plan a course schedule for each semester. **Plan ahead. Consult with your coach for the following semester's practice times and travel dates.** Each semester, student-athletes should do the following to ensure NCAA eligibility and satisfactory progress toward a degree:

- Registration for upcoming semesters takes place in November (for Winter and Spring) and April (for Summer and Fall).
- **Make an appointment with your Academic Advisor early!! At least 1-2 weeks before preregistration.**
- If you do not know who your advisor is, check with Academic Advising in Duke 108 (x6500).
- Meet with your academic advisor for advisement and completion of a preregistration form. Be sure to: schedule at least 12 hours (12 is the minimum, not a goal), discuss practice and travel schedules, and discuss alternate courses just in case your first selections are not available.
- ***Choose alternate (second choice) classes in case the classes you want are filled. Have two alternates for every class.***
- Meet with the Athletic Academic Support Staff early if you have any concerns about your schedule, especially if there is only one available section for a course necessary for your major.
- Know what day and time you register! Classes are open on a first-come first-serve basis.
- Register by computer (using OnTrack) on your day and time. **DO NOT skip class or leave class early to register.** If you will be away from campus or practice during your scheduled time to register, you may bring your schedule to the Director of Academic Support for Athletics to be turned in for you.
- *The only way to get into a class that is closed is to get the department chair's written permission.*

### DROPPING A COURSE

Adjustments to your schedule should not be made without consulting your academic advisor, coach, and the Director of Academic Support for Athletics. The following procedure should be followed by student-athletes desiring to drop a class:

- Meet with Athletics Academic Support Staff to discuss the consequences of dropping the class.
- Check the academic calendar for the last day to drop the course with a "W".
- Get a drop/add slip from the Registrar's office and get the signature of the professor and your academic advisor.

### REPEATING A CLASS

Repeating a class allows you to improve your GPA. You may repeat a class to remove the initial poor grade, as long as you do so within **four** semesters of your first attempt. If you repeat a class in which you received a "D", you can only count that class one time toward the hours required for maintaining your athletic eligibility. Do not repeat a class unless you have approval of the Director of Academic Support for Athletics. While the initial grade will still appear on your transcript, the second grade will be the one calculated into your GPA.

### CALCULATING GRADE POINT AVERAGES

Your GPA can be calculated by dividing the total number of quality points earned by the number of hours attempted. The GPA is based only on courses taken at Elon University and does not include courses with grades of "P", "S", "WD", or "W".

Use the chart below to determine the number of quality points earned based on the number of credits.

Grade	1 s.h.	2 s.h.	3 s.h.	4 s.h.
A	4.0	8.0	12.0	16.0
A-	3.7	7.4	11.1	14.8
B+	3.3	6.6	9.9	13.2
B	3.0	6.0	9.0	12.0
B-	2.7	5.4	8.1	10.8
C+	2.3	4.6	6.9	9.2
C	2.0	4.0	6.0	8.0
C-	1.7	3.4	5.1	6.8
D+	1.3	2.6	3.9	5.2
D	1.0	2.0	3.0	4.0
D-	0.7	1.4	2.1	2.8
F	0.0	0.0	0.0	0.0

*example:*

<u>Course</u>	<u>Hours Attempted</u>	<u>Grade</u>	<u>Quality Pointed Earned</u>
HST 112	4	B+	13.2
ENG 110	4	B-	10.8
HED 110	2	A	8.0
ELN 101	(1)*	S	*
SOC 111	4	C-	6.8
	<u>14</u>		<u>38.8</u>

**38.8 / 14 = 2.77 GPA**

**\*not calculated in GPA unless grade is "U"**

For subsequent semesters, divide total quality points earned by total hours attempted to determine cumulative GPA (Elon courses only). When repeating a course, the second grade replaces the first grade in GPA calculations.

**REMEMBER:** At Elon, you need an overall GPA of 2.0 and a 2.0 (or above- see your departmental requirements) in your major to meet graduation requirements.



## **MAINTAINING ATHLETIC ELIGIBILITY: WHAT YOU NEED TO KNOW**

There are a number of rules and regulations that both Elon University and the NCAA require all student-athletes follow in order to maintain eligibility for participation in their chosen sport. Please review the rules below carefully and remember that as a student-athlete, it is your responsibility to maintain your own athletic eligibility.

### **FULL TIME ENROLLMENT:**

While you are participating in your sport, you must take at least 12 credit hours a semester. If you take less than this 12 hour minimum you will be immediately ineligible for practice and competition for the remainder of the current semester. Do not drop a class prior to meeting with the Director of Academic Support for Athletics. If you are in your final semester and have less than 12 hours left to graduate, meet with the Director of Academic Support for Athletics to obtain permission in writing to enroll in less than 12 hours (remember this could also impact your financial aid and insurance status).

### **24 HOUR RULE:**

In your first year as a student-athlete, you must pass at least 24 hours.

### **PROGRESS TOWARD DEGREE REQUIREMENTS:**

<u>At the beginning of:</u>	<u>Total Hours Complete</u>	<u>Cumulative GPA Earned</u>
<b>Academic Year 2</b>	24	1.8
<b>Academic Year 3</b>	53 (40%)	1.9
<b>Academic Year 4</b>	80 (60%)	2.0
<b>Academic Year 5</b>	106 (80%)	2.0

- **Student-Athletes must complete at least 6 hours per semester.**
- **Student-Athletes must complete at least 18 hours per academic school year.**
- **A Student-Athlete's GPA is certified on a term by term basis.**
- **Student-Athletes must declare a major before their fifth semester, and all PTD requirements must be completed within that major.**
- **Changing majors can inhibit appropriate degree progress.**

## **PROGRAMS AND SERVICES**

### ***ACADEMIC ENHANCEMENT PROGRAM***

Elon University works to ensure the academic success of all student-athletes from their recruiting visit through graduation. Working in conjunction with University academic advising, the Academic Support for Athletics program assists student-athletes in appropriately balancing their academic and athletic responsibilities.

- All freshmen and high risk upperclassmen are required to attend a weekly meeting with their Academic Coordinator to discuss academic progress and concerns
- Study hall requirements are determined for each team by the coach and Academic Coordinator
- Academic Coordinators monitor daytime study hall hours Monday-Thursday in Belk Library and nighttime study hall hours Sunday-Wednesday in Alamance

### ***TUTORING***

Tutoring is available free of charge on campus in two different formats. You can either go to "walk-in" hours and get help in a subject or call a tutor for an individualized appointment. Athletic Academic Coordinators can assist you with this process. You should obtain a tutor report form from your Athletic Academic Coordinator prior to meeting with a tutor to document the time spent with the tutor.

You may also make your own appointment by going to [www.elon.edu/tutoring](http://www.elon.edu/tutoring).

You should set up a regular schedule with your tutor. Student tutors are busy and have lots of demands on their time (like you). Having a set schedule when you can meet will avoid scrambling for help at the last minute. If you need a tutor for a class that is not listed, speak with the Athletic Academic Support Staff.

### ***WRITING CENTER***

The Writing Center is located in Belk library. There, writing tutors can help you at any point in your paper. You will receive individualized attention and advice for paper grammar and structure.

### **CAREER CENTER**

The Career Center is located on the first floor of Duke. In this office, you will find information on internships, help in major/career decisions, resume writing assistance, and general career counseling. Internships are an excellent way to get practical experience and credit while also completing your Experiential Learning Requirement (ELR). Staff in this office can assist you in finding an internship right for you.

### **LEARNING DISABILITIES**

Students with confirmed learning disabilities should bring documentation to the disability services coordinator in Duke 108, 278-6500. She will assist with accommodations and scheduling.

### **LAPTOP COMPUTER CHECKOUT POLICY**

Laptop computers are available for student-athletes to check-out when traveling to an away competition. They are available on a first-come, first-serve basis. Reservations may be made up to one week in advance. Student-athletes must return the computer on time and in the same condition as prior to checkout. Failure to follow these rules may result in a suspension of check-out privileges.

### **CHANGE OF ADDRESS**

If you change your address, phone number, or any other contact information while in school (in the middle of the semester or if you move off campus), be sure to notify the Registrar's Office (in Alamance) and your coach. Failure to communicate this information may result in missing important information you need for registration, financial aid, and graduation.

## **POLICIES FOR STUDENT-ATHLETES PERTAINING TO CLASS ATTENDANCE AND MISSED CLASS TIME**

### **Student-Athlete Class Attendance Commitment**

The Department of Athletics recognizes the importance of class attendance to the student-athletes' academic development and success and fully supports University policies and efforts toward this end. The Department is committed to limiting the number of class absences due to athletic contests while encouraging student-athletes to plan ahead to responsibly handle absences that are necessary. Missed class time due to sport practice is not permitted. Additionally, the Elon athletics training staff shall not schedule "in-house" treatment and/or rehabilitation sessions at times that would conflict with class attendance.

### **Student-Athlete Responsibility for Class Attendance and Missed Class Time**

Regular class attendance is vitally important to success in college. Each professor sets an attendance policy and announces and/or distributes this policy in writing. In order to facilitate communication between student-athletes and faculty members, the Director of Academic Support for Athletics produces an approved team travel schedule and distributes that schedule to each student-athlete at the beginning of each semester. *Within the first week of school, student-athletes are expected to provide each of their professors a copy of this schedule clearly indicating which classes will be missed due to approved athletic competition and are expected to discuss with the faculty member when and how any missed assignments will be made up. Student-athletes are expected to attend class each day except in the case of illness, emergency or approved game or match conflict.*

Any absence due to illness, family emergency or other crisis should be immediately reported by the student-athlete to the Director of Academic Support for Athletics. The Academic Advising Office will then be notified, as will the professors of the student-athlete.

### **Class Attendance and Examination Policy**

#### **University Class Absence Policy** (taken from the Faculty Manual, Section II-13)

It is the institutional policy to urge students to attend class meetings on a regular basis, recognizing that such attendance is an integral part of learning. With this policy in mind, the following procedures and guidelines have been adopted by the Elon faculty:

1. Each department should establish a policy on class attendance. Policies should address excused absences due to official institutional functions. Each faculty or staff member who is in charge of an official institutional program which will require a student to be absent from class is required to file with the registrar's office a notice of students in the program.

2. Faculty members should inform each class of the absentee policy in effect. This policy should be incorporated into the class syllabus.
3. Excused absences may also include: absence when the faculty member is satisfied that each absence is due to illness, or emergency, or absence for a job, graduate school admittance interview or similar reason with prior approval of the faculty member concerned.
4. Before a student exceeds the absence criterion established for that class, the faculty member should make an attempt to contact the student, either through e-mail, through the student's advisor, or through counseling services, and determine the reason for the excessive absence.
5. If the student persists in being absent, the faculty member should notify the school/college dean and recommend that the student be dropped from the class.
6. Students should be apprised that they are responsible for material and assignments whether or not the absence was excused.

**Missed Test and Examinations Policy** (taken from the Faculty Manual, Section II-13)

The university expects students to attend examinations as scheduled. The university policy is that faculty will work with a student who has a legitimate need to reschedule. The following Procedures apply:

1. Test

When a student misses an announced test, he/she must secure permission from the professor to make up the test. Each professor should make clear the departmental policy and outline the procedure to be followed in validating the reasons for missing a test. This information should be carefully explained at the beginning of each semester and included in the course syllabus.

2. Single Final Exam

When a student misses an individual final examination, permission for a make-up examination must be secured from the appropriate department chairperson.

3. Multiple (or all) Examinations

If a student misses final examinations in all courses during a semester, the student must secure permission.

a. Medical Reasons

- 1.) Medical Emergency. Students who have completed sufficient work to complete a course but who become ill or injured just prior to or during the final exam period should contact the assistant vice president for academic affairs in the provost's office (Alamance 120) to present verification. The AVPAA will notify instructors of the student's situation. As soon as they are able, students should contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of the semester, the student should contact the department chairperson.
- 2.) Medical Leave of Absence (WD). If a student has a documented medical condition that has impacted his/her from taking exams, the student should consult the associate dean of students for a medical leave of absence which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical withdrawal must withdraw from all courses. They may not obtain a medical withdrawal from only selected courses. Students with medical withdrawals will not be permitted to complete courses.

- b. Other Documented Excuses for Missing Exams. Occasionally, a student will find him/herself in a situation that may be best resolved by not taking final examinations as scheduled. In this event, the student should consult the assistant vice president for academic affairs to discuss his/her case. When the reason for missing exams is justifiable and the student provides verification for the absence, the AVPAA will notify appropriate parties that appropriate verification has been received. Students should, as soon as they are able, contact individual instructors to discuss arrangements for completing work. In cases where the instructor is no longer employed at Elon after the end of a semester, the student should contact the department chairperson.

## **CHAMPS/LIFE SKILLS TEAM CHALLENGE**

The Elon University CHAMPS/LifeSkills Team Challenge consists of four categories of achievement. Teams who achieve the goals set in each of the four categories will be recognized annually at the athletics awards banquet for having met The Challenge!

CHAMPS/LifeSkills Team Challenge Categories:

1. Athletes Supporting Athletes
  - Team attends at least one contest of six other teams
  - 75% or more of the team has to attend (30 or more players for football)
  - Must attend at least one hour of competition
2. Academic Achievement
  - Team earns a term GPA of 3.0 or better for either the fall or spring term during the calendar year  
**OR**
  - Team GPA for the calendar year increases 0.2 from previous calendar year
3. Community Service
  - 75% of team participates in at least 6 dates of community service
4. Team Development
  - Team participates in 4 personal development activities
  - Two of the four may be athletics department-wide speakers or workshops (drug/alcohol speakers, career workshops etc.)
  - One event must be an on-campus cultural event or speaker

## **STUDENT-ATHLETE ADVISORY COUNCIL (SAAC)**

The SAAC is a committee consisting of two student-athlete representatives from each team. The Council meets monthly and provides a forum for informal discussion of issues that relate to the student-athlete. SAAC generally supports community service programs and social gatherings among student-athletes. New SAAC representatives are selected each April and the new executive board is voted on at the first SAAC meeting in May.

### **2009-2010 Student-Athlete Advisory Council Representatives**

Baseball	Niko Frasier, Jimmy Reyes
Women's Basketball	Tiffany Davis, Kallie Hovatter
Men's Basketball	Adam Constantine, Daniel Watts
Cheerleading	Kelsey Norkett, Chelsey McGinnis
Women's Cross Country	Caitlin Beeler, Emily Fournier
Men's Cross Country	Matt Richardson, Justin Gianni
Dance	Liz Harrington, Lauren Bowen
Football	Lionel Shoffner, Khirey Walker
Women's Golf	Virginia Mayer, Tara McFadden
Men's Golf	John Somers, Caleb Luther
Women's Soccer	Noell McCain, Molly Calpin
Men's Soccer	Ben Lunka, Greg Mader
Softball	Caitlin McGowan, TBA
Athletic Training	TBA
Women's Tennis	Laura Graybill, Paige Kensrue
Men's Tennis	Philip Nemecek, Cody Stauffer-MacDowell
Track and Field	Jennine Strange, Melissa Turowski
Volleyball	Sarah Schermerhorn, Lizzie West
SGA Representative	Emily Regan

## FINANCIAL PLANNING

All athletic-related financial aid is strictly regulated by institutional, federal and NCAA policies. An athletics grant-in-aid is awarded by the Financial Planning Office of Elon University for participation in intercollegiate athletics based upon the recommendation of the head coach and the approval of a senior athletics administrator. The grant-in-aid is subject to the recipient fulfilling the admission requirements of Elon University and meeting and maintaining the requirements for athletics participation and financial aid of the NCAA, the Southern Conference and the institution. Violation of the terms and conditions as printed on the grant-in-aid may result in cancellation.

The maximum amount of athletically related financial aid available to a student-athlete is limited to tuition and fees, room (residence hall rate), books and board. The grant-in-aid document is specific with reference to the amount of the award and the length of the grant (cannot exceed one academic year). The monetary amount cannot be changed during the length of the award as stated on the grant.

Annual notification of the renewal or cancellation of a grant is required to be given no later than July 1 of each year that eligibility remains. This notification is in writing and identifies the appeal process should there be a disagreement with the terms of a non-renewal or reduction.

Other forms of financial aid, not athletically related, are also available through the university's financial planning office. Student-athletes who have not received athletics aid or who have additional unmet needs are encouraged to apply for this aid through the Financial Planning Office.

### ATHLETICS GRANT-IN-AID

Grant-in-aid are awarded for a period not exceeding one year and can be full or partial. If you have any questions regarding financial aid, please contact Clay Hassard, Senior Associate Director of Athletics. Athletic grant-in-aid does **not** cover the following:

- Educational supplies other than books
- Course required additional fees
- Residence hall damage fines or cost for key replacements
- Health center fees
- Telephone bills
- Parking fines

### NOTICE:

Any funds you receive from scholarships, benefits, fellowships, and grants from Elon University or any other source that, combined, exceed the cost of tuition, fees, books and required equipment and supplies are considered **taxable income**. This includes Federal Pell Grants, but not federal loans. Since you are required to report taxable awards to the Internal Revenue Service (IRS) as income, you should keep a detailed record of your expenditures for tuition, fees, books, and required equipment and supplies. Housing and food are considered non-exempt, so scholarship/fellowship money spent on those items is subject to income tax. For more detailed information, consult IRS Publication #520 (Scholarships and Fellowships), a qualified tax consultant or Certified Public Accountant.

### STUDENT-ATHLETE GRIEVANCE AND DUE PROCESS PROCEDURE- Grants-in-Aid

- A. Discuss with appropriate coach or supervisor.
- B. If unresolved, appeal to the Director of Athletics within 48 hours.
- C. If unresolved, the grievant may appeal in writing to the Provost stating the reason for the appeal within 48 hours. The Associate Provost, the VP for Student Life, the Faculty Athletic Committee Chair and the President of SGA or their designees will hear the appeal. The decision of this appeals committee will be final.

*Note: The student athlete may secure a current student or current faculty/staff person to serve as his/her advisor but such advisor shall not be permitted to speak during the hearing of the appeal process nor actively participate in the hearing process. Each step of the appeal process must be presented in writing and state the nature (reason) for the appeal.*

## **SPECIAL ASSISTANCE FUND FOR STUDENT-ATHLETES**

The Special Assistance Fund has been established from money provided by the NCAA and is administered by the Southern Conference Office. Students with Pell Grants and students with unmet need, as determined by the Office of Financial Planning, are eligible for the Special Assistance fund.

### **Permissible uses of the special assistance fund are:**

- Medical expenses (except those covered by another insurance program);
- Hearing aids;
- Vision therapy (e.g. contact lenses, eye glasses);
- Off-grounds psychological counseling;
- Travel expenses for parents or student-athletes related to family emergencies;
- Purchase of expendable academic course supplies (e.g notebooks, pens) and rental of nonexpendable supplies (e.g. computer equipment, camera) that are required for all students enrolled in the course;
- Articles of clothing and essential items up to \$500

**For more detailed information relative to the Fund, please see your coach or the Associate Athletics Director/SWA.**

## **HOUSING**

- All participants are required to pay the Reservation fee to the Bursar's Office by March 1.
- A completed Housing application and housing agreement must be submitted to the Office of Residence Life by the appropriate deadline.
- All freshman and sophomores are required to live on campus.
- If you have questions about housing, contact the Office of Residence Life in Moseley 213.

## **CONDUCT**

### **SOUTHERN CONFERENCE CODE OF CONDUCT**

#### Preamble

Believing that well-managed intercollegiate athletic competition is an important component of higher education and therefore should be governed by faculty, administrative direction and control, we do associate ourselves for the purpose of providing a regular and orderly means of competition between the teams of student-athletes in our respective academic institutions.

#### Constitution

##### **Article One**

###### **Name**

The name of this association shall be The Southern Conference, hereinafter, referred to as the Conference.

##### **Article Two**

###### **Purpose**

It is the purpose of the Conference to:

- Facilitate intercollegiate athletics competition for both men and women;
- Promote a proper balance between academics and athletics;
- Foster integrity and excellence in both athletics and academics;
- Foster competitive amateur opportunities of a high quality for student-athletes in a broad spectrum of sports and championships;
- Promote an atmosphere of respect and sensitivity for the dignity of every person;
- Refrain from discrimination with respect to governance policies, educational programs, activities, and employment policies;
- Expect fair play and sportsmanship from all member institutions and their representatives to maximize the benefits received from athletics;

- Sustain intercollegiate athletics in the proper perspective while representing the autonomy and character of each member institution;
- Anticipate and plan for the future needs of intercollegiate athletics in a spirit of cooperation and mutual benefit of the member institutions;
- Enhance the Conference enterprise and the visibility of the Conference and member institutions; and
- Comply with principles of responsible fiscal management of athletics by, of, and for the Conference and the member institutions.

### **Article Three**

#### Governance

Section 1: The Conference shall be governed by its Constitution, Bylaws, Administrative Regulations and Sport Regulations. In the event of a conflict, the Constitution shall prevail.

Section 2: The Conference shall be a Division I member of the National Collegiate Athletic Association (NCAA). Member institutions are bound by NCAA rules and regulations except where the Conference rules are more restrictive.

### **Article Four**

#### Principle of Conduct

Section 1: Institutional Control. It is the responsibility of each member institution to control its intercollegiate athletics program, and to operate it in compliance with the rules and regulations of the Conference and the NCAA.

Section 2: Ethical Conduct. It is a privilege for students to participate in intercollegiate athletics. Intercollegiate athletics is designed, in part, to promote character development of participant, student-athletes, coaches, and all others associated with these athletics programs. Events should adhere to such fundamental values as respect, fairness, sportsmanship, civility, honesty, and accountability. These values should be manifest not only in athletics participation but also in the broad spectrum of activities affecting the athletics program. In addition, it is the responsibility of each institution to:

- A. Establish policies for sportsmanship and ethical conduct in intercollegiate athletics consistent with the educational mission and goals of the institution; and
- B. Educate, on a continuing basis, all constituencies about policies.

## **ELON UNIVERSITY BEHAVIOR/CONDUCT STATEMENT & REGULATIONS**

### **I. Purpose:**

To offer a clear statement of expectations regarding the conduct and behavior of all personnel directly associated with Elon University Athletics when representing the institution in practices, scrimmages, games, matches, or contests.

### **II. Expectations**

- A. To promote good sportsmanship at all times displaying truthworthiness, respect, responsibility, fairness, caring and citizenship.
- B. To strive to restrain own teammates and associates if inappropriate outbursts occur.
- C. To refrain from using alcohol, tobacco, and illegal substances while representing and/or engaging in any event associated with the Elon University Athletics Program.
- D. To refrain from abusive, derogatory, vulgar verbal exchange, taunting, or demeaning offensive gestures or tactics.
- E. To refrain from engaging in any physical contact with opponents, officials, coaches or team members that is not directly associated with normal conduction of the game.

- F. As a student-athlete you represent not only yourself and your team, but Elon University as a whole. Incidents which are public domain can result in safety, judicial, legal, personal, and professional consequences (such as charges for underage drinking or losing a job due to a subject matter posted). ***Therefore, the expectations of all student-athletes is to refrain from the use of videos, web sites such as Facebook, MySpace or like modes of technology that cast a negative image on you, your team and athletics department and while doing associates you in any manner with Elon University athletics.*** Examples of such action include but are not limited to derogatory, vulgar, abusive exchanges, demeaning gestures, tactics, photos, or caricatures. Consequences for these actions could include the loss of grant-in-aid assistance. Regular monitoring of these described sites will be conducted by coaches and authorized athletics administrative personnel.

### **III. Procedures/Sanctions**

- A. All official NCAA and Southern Conference sanctions will be applicable.
- B. Any player ejected from a game, contest, or match is subject to suspension from participating in the next scheduled contest whether or not a suspension is automatic according to the sport specific official rules or Conference sanctions.
- C. After any and all ejections, notification of such shall be filed with the Director of Athletics within 24 hours.
- D. Upon ejection a second time in a given season, the player shall have a conference with the sport supervisor with the expectation of additional suspension(s) up to or including suspension from any remaining contests, games or matches that season.
- E. Persistent violations of this Code or the “good sportsmanship” intent shall be considered grounds for forfeiture of grants-in-aid and/or permanent dismissal. Drug Test violations are included in this sanction.
- F. Hazing of any kind will not be tolerated and will be subject to sanctions including dismissal from the team and forfeiture of grant-in-aid.
- G. The Athletics Director may summon the coach and player, the coach or player alone, or other involved parties at his discretion for a conference and impose sanctions if warranted. Appeals may be made through the due process procedure (see below).

***NOTE: Each athletic team has its own rules and regulations established by the Head Coach. Student-athletes are expected to abide by the rules established by their Head Coach in addition to the Departmental Code of Conduct. If you have any question regarding your team rules, please see your Head Coach.***

### **IV. Student Athletes Grievance and Due Process Procedure- Behavior and Conduct**

- A. Discuss with appropriate coach or supervisor.
- B. If unresolved, appeal to Director of Athletics within 48 hours.
- C. If unresolved, the grievant may appeal in writing to the Provost, within 48 hours, stating the reason for the appeal. The Associate Provost, the VP for Student life, the FAC chair and the President of SGA or the designees will hear the appeal. The decision of this appeals committee will be final.

*Note: The student athlete is advised to secure a current student or current faculty/staff person to serve as his/her advisor during the appeals process. The advisor may attend but not actively participate in the hearing process. Each step of the appeal process must include in writing the basis for the appeal.*

### **ACADEMIC CONDUCT**

Elon articulates expectations for academic conduct in the student handbook. Specifically, the Academic Honor Code outlines these expectations.

Elon students are expected to: refrain from cheating, including plagiarism; refrain from lying; express opinions with civility and with consideration for the opinions of others; respect shared intellectual property and resources; promote the importance of the Honor Code in all their interactions for the benefit of the learning community.

Students who contribute to other students’ honor violations may also be held accountable for their actions. This includes supplying information to other students while knowing or having reason to know that such materials will be used to commit an Honor Code violation. Maintaining the integrity of the academic community rests with each individual member.



## **ALCOHOL POLICY**

The laws of the state of North Carolina set the minimum age for drinking and purchasing alcohol to 21 years. Those older than 21 are prohibited from purchasing and selling alcohol to those under the minimum age. All students of Elon University are expected to follow all local, state and university regulations regarding alcohol possession.

The Department of Athletics does not tolerate illegal use or possession of alcohol. In addition, those of legal age are expected to use good critical thinking skills in making decisions regarding alcohol consumption. Upperclassmen and those of legal age are expected to serve as role models and citizens who abide by all local, state and university laws and regulations.

All student-athletes are prohibited from the consumption of or being under the influence of alcoholic beverages in connection with any team function. A team function for purposes of this policy includes the following:

1. When traveling to or from a site or at that site with a team, as a representative of the team or coaching staff, and/or serving in an official capacity for the Department of Athletics.
2. At any intercollegiate athletic event and/or practice session(s), including sanctioned team parties, on or off campus; and
3. At any time while representing the team or the University (ex. Summer camps, clinics, recruiting activities, community service, speaking engagements, etc.)

Any student-athlete violating these policies may be subject to disciplinary action by his/her coach, the Department of Athletics, Elon University, the state of North Carolina, and local government law enforcement agencies. A driving under the influence or driving while intoxicated conviction will count as a first offense of the Drug Testing Policy. See page 37 for details.

Additionally, events involving alcohol or other drugs in your residence hall room are your responsibility, and you will be held accountable to residence life, Elon, and NCAA regulations.

## **RESPECTING DIVERSITY/EQUAL OPPORTUNITY**

Elon University does not discriminate with regard to race, color, religion, sex, age, national or ethnic origin, veteran status or disability.

As a collegiate community, Elon University will not support or condone behaviors that violate the integrity of any individual or group. While the university respects the right of its community to exercise free speech, behaviors will not be tolerated that may be considered harassment, destruction of property or acts of violence. Incidents of harassment or discrimination should be reported to the Office of Judicial Affairs in Moseley 211.

The Elon University Board of Trustees has also issued the following statement of inclusion: In the spirit of the Elon University mission statement, Elon University regards discrimination against gay and lesbian members of the community as inconsistent with its goal of providing an atmosphere of mutual respect in which students, faculty and staff may learn, work and live.

## **HAZING**

Definition - to aid, abet or to annoy any person by playing abusive or ridiculous tricks upon him/her, to subject anyone to personal indignity or danger, or to use peer pressure or innuendo to cause involuntary exercises, personal servitude, etc.

Scope - all encompassing.

Sanctions: Individuals - normally, not less than preliminary suspension and campus restitution hours nor more than permanent separation from the university.

Organizations - normally, not less than loss of campus housing, suspension of official university recognition for one academic year nor more than permanent removal of official university recognition.

## **SEXUAL HARRASSMENT**

Definition - the threatening of verbal abuse, harassing phone calls, and/or other inappropriate actions or comments that are sexually explicit in nature directed toward any member of the community. Any comments or behaviors that are hurtful or derogatory to a specific gender via any medium (bodily, print, verbal, telephone, electronic, etc.) are prohibited.

Scope - all encompassing

Sanctions: First Offense- normally, not less than preliminary suspension and campus restitution hours and possible permanent separation.

Second Offense- normally, not less than disciplinary suspension and possible permanent separation.

## TOBACCO

The use of tobacco is generally discouraged even where not prohibited by law. Teams may have individual policies regarding tobacco use. The NCAA has certain rules governing the use of tobacco. According to the section 11.1.5 of the NCAA rules:

**The use of all tobacco products is prohibited by players, coaches and all game personnel** (e.g., athletic trainers, managers, and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rule-making committees and sports committees with rule-making responsibilities) shall be established for such use.

***Further, the use of tobacco products by student-athletes in any university athletics facilities (locker rooms, meeting rooms, offices, etc.) or mode of transportation is prohibited.***

Sanctions are administered at the discretion of the Head Coach and the appropriate sport supervisor.

## BEHAVIORAL RESOURCES/DRUG TESTING

### STUDENT ASSISTANCE REFERRAL AND INTERVENTION PROGRAM

The Student-Athlete Assistance, Referral and Intervention Program exists to assist student-athletes who exhibit behaviors inconsistent with a healthy personal, academic or athletic experience. These types of behaviors may include, but are not limited to: disordered eating; alcohol abuse; stress or other emotional/mental health issues that adversely affect a student-athletes performance in or out of the classroom. Drug use issues are addressed by the Elon Athletics Drug Testing and Education/Rehabilitation Program.

Concerns can be brought to a member of the Student-Assistance and Referral Team which includes the Head Athletics Trainer, Director of Academic Support for Athletics and Senior Woman Administrator. This group will work together in conjunction with the director of the Elon University Counseling Office and the Office of Student Life to determine a course of action to provide assistance to the student-athlete.

Concern for a student-athlete may be expressed in the following ways:

- Student-athlete seeks assistance directly;
- Team member, coaching staff, or other professional staff member expresses concern for the student-athletes well being;
- Family member notifies the athletic department of a previous history or concern for the student-athletes well being; or
- Elon University counseling center expresses a concern for the student-athlete.

The Student-Athlete Assistance, Referral and Intervention Program will be presented to all athletic coaches and athletic administrators at the beginning of the academic year. This will also include a list of behavioral and physical characteristics of eating disorders and mental health disorders.

Student-athletes will be informed of the Student-Athlete Assistance, Referral and Intervention Program at the beginning of the academic year during the institutional compliance meetings or at pre-participation health screenings. A copy of the Student-Athlete Assistance, Referral and Intervention Program will also be available to all student-athletes on the Elon University Athletic website.

When determined necessary, a member of the Student-Athlete Assistance, Referral and Intervention Program, member of the Elon University Counseling Center, or guest speaker will be asked to speak to a specific team(s) or high risk group regarding disordered eating, nutrition, mental health disorders, and alcohol use.

Elon athletics disordered eating intervention and referral protocol:

#### Process:

1. In instances of possible disordered eating behaviors the student-athlete assistance and referral team will turn the expressed concern over to the certified staff athletics trainer responsible for the specific student-athletes sport. Coaches will be asked to provide objective performance measurement information in writing. **Only the staff athletic trainer is to approach the student.**
2. The staff athletic trainer will conduct a confidential meeting with the student-athlete. The student will be advised that they are being referred to the Counseling Center for evaluation and an appointment will be set.
3. The student-athlete will be evaluated over a minimum of 2 appointments. Consent to release information documents will be signed at this time. Medical referrals may be made at this time.

4. If a medical assessment is required, costs associated with medical testing will be the responsibility of the student-athlete.

Conditions for safe athletics participation:

In instances when treatment is required beyond the evaluation appointments, the student-athlete and staff certified athletics trainer will receive written participation guidelines for treatment from the medical provider. These guidelines will include detailed requirements to resume participation in sport, and a schedule of counseling sessions. The staff certified athletics trainer will be responsible for monitoring the student on a day-to-day basis, including weight checks, BMI calculations and monitoring of performance testing data.

After reviewing the participation guidelines, the student-athletes will sign an agreement indicating that the plan was presented, discussed and accepted. The student will also be asked to sign a consent form so that parents can be notified of non-compliance or medical risk. Failure to comply with participation guidelines can result in suspension from the athletics participation and may jeopardize renewal of athletics aid.

In instances of alcohol abuse or emotional issues not related to eating disorders, the student assistance and referral team will use the following protocol:

Process:

1. The student assistance and referral team will determine which staff member or combination of staff members are best suited to conduct a confidential meeting with the student-athlete.
2. A confidential meeting will be conducted with the student-athlete. The student-athlete will be advised that they are being referred to the Counseling Center for evaluation and an appointment will be set.
3. The student-athlete will be evaluated over a minimum of 2 appointments. Consent to release information documents will be signed at this time. Medical referrals may be made at this time.
4. If a medical assessment is required, costs associated with medical testing will be the responsibility of the student-athlete.

Conditions for athletics participation:

In instances when treatment is required beyond the evaluation appointments, the student-athlete and the student assistance, referral and intervention team will receive written guidelines for treatment from the Counseling Center and/or medical provider. These guidelines will include detailed requirements to resume participation in their sport, and a schedule of counseling sessions. A staff member will be assigned by the student assistance, referral and intervention team to monitor the day-to-day progress of the student-athlete.

After reviewing the participation guidelines, the student-athletes will sign an agreement indicating that the plan was presented, discussed and accepted. The student will also be asked to sign a consent form so that parents can be notified of non-compliance or medical risk. A copy of this agreement will be filed in the office of the athletics director. Failure to comply with participation guidelines can result in suspension from the athletics participation and may jeopardize renewal of athletics aid.

The actions of the Student-Assistance Referral team do not alter or replace existing administrative policy, disciplinary procedures, contractual agreements or state law. All appeals in this process should be submitted to the Director of Athletics within 48 hours, stating the reason for appeal. The decision of the Director of Athletics will be final. All records and discussions of personal issues will be kept confidential. Costs for diagnostic and treatment services outside the university are the responsibility of the student.

Counseling Services:

Office Hours: 8 a.m. – 5 p.m. Monday – Friday

After Hour Emergencies: Contact Campus Safety at  
(336) 278-5555

Office Location: R.N. Ellington Health and Counseling Center

Phone: (336) 278-7280

For more information, contact:

Bruce Nelson, Director of Counseling Services

Phone: (336) 278-7282, Fax: (336) 278-7294

Mail: 2040 Campus Box Elon, NC 27244

## **DRUG TESTING AND EDUCATION/ REHABILITATION PROGRAM**

### **OBJECTIVES OF THE PROGRAM**

1. To serve as a mean of deterrence for our student-athletes regarding illegal drug use.
2. To identify those student-athletes who participate in illegal drug use, as defined by the NCAA and the institution.
3. To provide a program of education/rehabilitation for those student-athletes who test positive.
4. To revoke the privilege of participation in intercollegiate athletics at Elon University for those student-athletes, who despite the education/rehabilitation program, continue to abuse illegal drugs.

### **ADMINISTRATION**

Any student-athlete who has a drug abuse problem is encouraged to seek help before punitive action is taken by the Department of Intercollegiate Athletics. Student-athletes may receive on-campus counseling through Elon University Counseling Services (in conjunction with the Office of Student Life). A number of off-campus, private facilities are available in the Burlington/Elon University/Alamance County area.

At various times throughout the academic year, student-athletes will be selected to participate in the drug test program. Upon notification, the student-athlete will be directed to report to the R.N. Ellington Campus Health Center (infirmary) or other designated area where they will be asked to provide a urine sample for drug screening purposes. All male and female student-athletes are subject to drug-testing. The urine samples will be collected in accordance with chain of custody procedures established by the Department of Health and Human Services and the Department of Transportation then sent to an independent laboratory for testing. Each sample will be tested to determine if drugs are present. In the event that a positive test indicates the presence of one or more substances, the sample will be re-tested immediately to validate the initial test reliability. All positive results will be communicated to the Athletic department's Medical Review Office (MRO) who will inform the Athletics Director, the Head Athletic Trainer, and the Coach for that athlete's particular sport. Little or no notice may be given for a forthcoming drug test. However, all athletes are expected to provide a urine sample of sufficient quantity to be properly tested.

In the event the sample is still of insufficient quantity, the participant may be suspended from any team activity, practice, or game. Re-test will be administered at the discretion of the Department of Athletics. The drug screening process includes, but is not limited to the following substances:

- Amphetamines
- Marijuana (Cannabinoid)
- Cocaine (Benzoyllecgonine)
- Opiates
- PCP (Phencyclidine)

### **NCAA Banned Drugs**

Please note that the list of banned drugs is subject to change by the NCAA Executive Committee, and the institutions and student-athlete shall be held accountable for all banned drug classes on the current list. Updates to the list of banned drugs can be found via the NCAA website ([www.ncaa.org](http://www.ncaa.org)).

The term "related compounds" comprises substances that are included in the class by their pharmacological action or chemical structure.

No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example.

### **Supplements**

Nutritional supplements are not strictly regulated and may contain substances banned by the NCAA. For questions regarding nutritional supplements, please visit the National Center for Drug Free Sport Resources Exchange Center (REC) website ([www.drugfreesport.com](http://www.drugfreesport.com)).

## SANCTIONS

### A. First Offense

1. Following the first positive drug test, the following personnel will be informed by the Medical Review Officer (MRO).
  - a. Athletics Director
  - b. Head Athletic Trainer
  - c. Head Coach of the Athlete's Sport
  - d. Student-Athlete
2. The parents will be informed by the student-athlete in the presence of the Head Coach and the Head Athletic Trainer via telephone.
3. Mandatory participation and completion of the drug education/rehabilitation program.
4. The student-athlete is suspended for ten percent of his or her in-season participation and must sit out the championship segment (Not to be less than one contest and any fraction of a game will be rounded up to the next number. For example: 1.10 contests would result in a two game suspension.).
5. A second drug test is given within six months of the first positive test.

### B. Second Offense

1. Following a second positive drug test, the following athletic personnel will be informed by the MRO:
  - a. Athletics Director
  - b. Head Athletic Trainer
  - c. Head Coach of Athlete's Sport
  - d. Student-Athlete
2. The parents will be informed by the student-athlete in the presence of the Head Coach and Head Athletic Trainer via telephone.
3. Termination of participation in intercollegiate athletics at Elon University.
4. Forfeiture of athletic grant-in-aid.

### C. Cocaine/Heroin/Hallucinogens

Due to the well-documented danger of cocaine, heroine and hallucinogens, the Department of Athletics has chosen to put these substances in a special class of substance abuse. Anyone testing positive for cocaine, heroine, or hallucinogens will automatically be dealt with in the same manner as a second-time offender- **immediate dismissal and termination of athletic grant-in-aid.**

### D. Driving While Impaired

Driving while impaired can cause harm to others as well as the offender. Consequently, the Department of Athletics will deal with anyone convicted of Driving While Impaired as a first-time offender.

It should be noted that any athlete who fails to willingly participate in the drug testing program and/or fails to comply with the program is treated the same as an athlete with a first or initial positive drug test. Also, any student-athlete that does not complete and/or participate in the education/rehabilitation program is considered to have sustained a second positive drug test and the student-athlete is subjected to the sanctions of that offense. Lastly, all positive tests for drugs are cumulative throughout an athlete's career at Elon University.

## **EDUCATION/REHABILITATION PROGRAM**

Within 72 hours after the initial positive drug test and notification by the Athletic Department, a student-athlete will be referred to the counseling services in conjunction with the Office of Student Life.

Following the initial assessment the counseling service staff will make a recommendation as to follow-up based on the outcome of the assessment and the individual needs of the student-athlete referred. Treatment regimes would typically follow one of the following:

- A. Referral to an on-campus counselor for individual sessions. Sessions typically last up to eight weeks. If the student-athlete needs longer term therapy, he or she will be recommended to an off-campus practitioner.
- B. Independent of or perhaps in conjunction with individual therapy, the student-athlete may be required to attend an on-campus group. These groups are usually psycho-educational and last six to eight weeks.
- C. Referral to an out-patient therapy group. Local facilities include Alamance Regional Medical Center and Fellowship Hall in Greensboro, NC. Every effort will be made to work with the parent/guardian of the student-athlete in the selection of a facility that is acceptable both to the family and the Athletic Department.
- D. Referral to an in-patient treatment program. These programs usually last 28 days at a minimum. Local facilities include Alamance Regional Medical Center and Fellowship Hall in Greensboro, NC. Every effort will be made to work with the parent/guardian of the student-athlete on the selection of a facility that is acceptable both to the family and the Athletic Department.

*It should be noted that regimes A and B do not result in cost to the student-athlete, unless a student is referred off campus. Regimes C and D generate a cost and will be the responsibility of the parents and student-athlete. The secondary/excess athletic insurance policy offered by the athletic department would not cover such costs. Cost estimates for off-campus (outpatient) treatment are available on request.*

Because the minimum length of time for the education/rehabilitation program is eight weeks, it is recommended that the student-athlete serves his or her game or game suspension and be allowed to resume athletic competition as long as the student-athlete continues the education/rehabilitation program to completion. If at any time the student-athlete violates any provision of the education/rehabilitation program, that would constitute a second positive offense and the student-athlete would be dismissed from the program (See Sanctions).

**If you have any question regarding this program, please contact the Head Athletic Trainer of the Department of Intercollegiate Athletics at Elon University.**

## **COMPLIANCE**

The NCAA Manual contains many rules and regulations affecting your eligibility to participate in intercollegiate athletics. It is important to have an understanding of these rules so that you are able to identify a situation that may endanger your eligibility. Some, but not all of these rules are summarized below. If you have questions regarding any compliance issues, see the Senior Associate Athletics Director for Compliance.

### **GAMBLING**

The NCAA opposes all forms of gambling and adamantly opposes all forms of sports gambling. The NCAA opposes sports gambling because it undermines and carries the potential to undermine the integrity of sports contests and because it sends the wrong message concerning the purpose and meaning of "sport".

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. (NCAA Bylaw 10.02.1)

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value. (NCAA Bylaw 10.02.2)



*NCAA Legislation Governing Gambling*

**NCAA Bylaw 10.3:** The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

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

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

**10.3.1.1 Exception.** The provisions of Bylaw 10.3 are not applicable to traditional wagers between institutions (e.g., traditional rivalry) or in conjunction with particular contests (e.g., bowl games). Items wagered must be representative of the involved institutions or the states in which they are located.

**10.3.2 Sanctions.** The following sanctions for violations of Bylaw 10.3 shall apply:

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

**EMPLOYMENT**

- Compensation received must be for work performed;
- Compensation does not include any remuneration for the value that the student-athlete may have for the employer because of the publicity, reputation, or personal following that he/she obtained because of athletics ability;
- Compensation must be commensurated with the going rate in that locality for similar services.

**\*\*\* Anyone not getting prior approval from the Senior Associate Athletics Director could jeopardize his or her athletic eligibility.**

**See the Senior Associate Athletics Director for the Student-Athlete Employment Written Statement which must be filled out and signed before beginning employment.**

**COUNTABLE ATHLETIC ACTIVITIES**

Countable athletically related activities include any required activity with an athletics purpose involving student-athletes and at the direction of, or supervised by one or more of an institution's coaching staff (including strength and conditioning coaches) and must be counted within the weekly and daily limitations under Bylaw 17.1.6.1 and 17.1.6.2. Administrative activities (e.g., academic meetings, compliance meetings) shall not be considered as countable athletically related activities. (NCAA Bylaw 17.0.2.1)

The playing (practice and competition) season for a particular sport is the period of time between the date of an institution's first officially recognized practice session and the date of the institution's last practice session or date of competition, whichever occurs later. An institution is permitted to conduct officially recognized practice and competition each academic year only during the playing season as regulated for each sport in accordance with the provisions of this bylaw. The institution must conduct the same playing season for varsity and subvarsity teams in the same sport. (NCAA Bylaw 17.1.1)

The playing (practice and competition) season for a particular sport is the only time within which a member institution is permitted to conduct countable athletically related activities (see Bylaw 17.02.1)

except as set forth in Bylaws 17.1.6.2 and 17.11.6. However, a coaching staff member may engage in coaching activities with a student-athlete during the student-athlete's participation in events listed in Bylaws 16.8.1.3-(a) and 16.8.1.3-(b) (for sports that allow individual skill workout sessions in the summer) or Bylaw 16.8.1.3-(b) (for all other sports). (NCAA Bylaw 17.1.1.1)

### **OUTSIDE COMPETITION**

Outside competition is athletics competition against any other athletics team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution. (NCAA Bylaw 17.02.9)

Outside competition rules vary by sport. Please see the Director of Compliance before engaging in any outside competition.

### **TEAM TRAVEL**

In general, all team members must travel to and from an away event with their teammates and must stay with them at assigned lodging. However, exceptions may be made at the discretion of the Head Coach, with approval of the administrator who manages the sport. Students may be granted permission to depart site of competition with their parents or legal guardians only. If approval is granted to a team member to travel separately, the student-athlete must sign a letter of release, along with his/her parents or legal guardian, which is co-signed by the Head Coach. Granting such waivers should be for exceptional circumstances and not as a consistent or routine occurrence. It is the Athletics Administrative position that "TEAM" should be just that and win, lose, or tie, the "TEAM" should remain together.

### **AMATEURISM**

Only the amateur student-athlete is eligible to compete in intercollegiate athletics in a particular sport. Amateur status may be lost if the student-athlete:

- Accepts pay or promise of pay for using his/her athletic ability.
- Signs a contract or any other type of agreement to play professional athletics.
- Competes on a professional team.
- Enters into a professional draft or an oral or written agreement with an agent to negotiate a professional contract.

### **NCAA AGENT REGULATIONS**

12.3.1 General Rule. An individual shall be ineligible for participation in an intercollegiate sport if he or she ever has agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

12.3.1.1 Representation for Future Negotiations. An individual shall be ineligible per Bylaw 12.3.1 if he or she enters into a verbal or written agreement with an agent for representation in future professional sports negotiations that are to take place after the individual has completed his or her eligibility in that sport.

12.3.1.2 Benefits from Prospective Agents. An individual shall be ineligible per Bylaw 12.3.1 if he or she (or his or her relatives or friends) accepts transportation or other benefits from:

- (a) Any person who represents any individual in the marketing of his or her athletics ability. The receipt of such expenses constitutes compensation based on athletics skill and is an extra benefit not available to the student body in general; or
- (b) An agent, even if the agent has indicated that he or she has no interest in representing the student-athlete in the marketing of his or her athletics ability or reputation and does not represent individuals in the student-athlete's sport.

### **COMPLIMENTARY TICKETS**

The NCAA regulations regarding complimentary tickets is as follows:

*NCAA BYLAWS 16.2.1.1 Institutional Contest in the Student-Athlete's Sport.*

*An institution may provide four complimentary admissions per home or away contest to a student-athlete in the sport in which the individual participates (either practices or competes), regardless of whether the student-athlete competes in the contest.*

**NCAA BYLAW 16.2.1.2 Division 1 Regulations**

16.2.1.2 General Regulations. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. "Hard tickets" shall not be issued. A violation of this administrative procedure shall be considered an institutional violation per Constitution 2.8.1; however, such a violation shall not affect the student-athlete's eligibility. The student-athlete's eligibility shall be affected by involvement in action contrary to the provisions of Bylaws 16.2.1.1 and 16.2.2.1 (receipt of more than the permissible four complimentary admissions or the sale or exchange of a complimentary admission for any item of value).

Complimentary admission will not be given to anyone who is not on the list. Be sure to list each person individually. If you have any questions regarding complimentary tickets, see the Director of Ticket Operations.

\*Football ticket lists will be posted on the Tuesday afternoon before games and must be completed by Thursday afternoon at 4pm.

**PROMOTIONAL/SPEAKING ENGAGEMENT PARTICIPATION**

Per NCAA bylaw 12.5.1.1, the following criteria must be met for a student-athlete (with eligibility) to participate in institutional, charitable or educational promotional activities.

The Director of Athletics must approve this request prior to the student-athlete(s) participation.

The activity in which the student-athlete participates may not involve co-sponsorship, advertisement or promotion by a commercial agency other than a sponsoring company's trademark or logo on printed materials. Personal names, messages and slogans (other than an officially registered trademark) are prohibited.

The name or picture of a student-athlete with remaining eligibility cannot appear on an institution's printed promotional item (e.g., poster, calendar) that includes a reproduction of a product with which a commercial entity is associated.

The student-athlete cannot miss class to attend the activity.

All moneys derived from the activity must go directly to the member institution, member conference or the charitable, educational or nonprofit agency.

The student-athlete may accept legitimate and normal expenses from the member institution, member conference or the charitable, educational or nonprofit agency related to participation in such activity, provided it occurs within North Carolina or, within a 100-mile radius of Elon University's campus.

The student-athlete's name, picture or appearance cannot be utilized to promote the commercial ventures of any nonprofit agency.

Any commercial items with names or pictures of student-athletes (other than highlight films or media guides per Bylaw 12.5.1.9) may be sold only at Elon University, institutionally controlled (owned and operated) outlets or outlets controlled by the charitable or educational organization (e.g., location of the charitable or educational organization, site of charitable event during the event); and

The student-athlete(s) involved and an authorized representative of the charitable, educational or nonprofit agency must sign this release statement ensuring that the student-athlete's name, image or appearance is used in a manner consistent with the above stated requirements.

**Please see the Senior Associate Athletics Director for Compliance before you agree to participate in a promotion (calendar, poster) or a speaking engagement.**

## HOSTING PROSPECTIVE STUDENT-ATHLETES

As an Elon University student-athlete, you may be asked to host a prospective student-athlete. Acting as a student host is an important service to Elon University and our Athletics Department. Appropriate conduct is required of you by your coach, Elon University, the Athletics Department, and NCAA standards.

### STUDENT HOST INSTRUCTION/RECEIPT

Student Host: \_\_\_\_\_ Sport: \_\_\_\_\_

Acting as a student host is an important service to Elon University and our Athletics Department. Reasonable and acceptable conduct is required of you by your coach and any and all Athletics Department or other Elon University personnel involved in the process. The Southern Conference and NCAA regulations (NCAA Bylaw 13.6) are required. In addition, adherence to:

- **No use of alcohol**
- **No use of drugs or sex as a recruiting device**
- **No activity that violates criminal law**
- **No gambling/gaming activities**
- **No use of strippers, gentlemen's club or an equivalent, or escort services**
- **No failure to return to lodging before any applicable curfew**
- **No activities or events at any location that may cause a perception of impropriety**

- A. You must be enrolled at Elon University. If you are a freshman student, you must have been a high school qualifier. If you are not sure of your freshman eligibility status, check with the compliance coordinator prior to serving as a student host.
- B. Only YOU shall be provided money with which to entertain only yourself, the prospect and the prospect's parents, legal guardians or spouse. Other students may assist with hosting the prospect but shall pay for their own entertainment. Submit all receipts to your coach at the conclusion of the visit retuning any unused balance.
- C. \$30.00 per day may be provided to cover all actual costs of reasonable and acceptable entertainment of the prospect. NOTE MULTIPLE HOSTS: If several students host a prospect, the \$30.00 per day entertainment allowance may be used to cover the actual and necessary expenses incurred by the prospect and all hosts.
  1. Excludes the cost of meals and admissions to campus athletics events.
  2. These funds may not be used to purchase souvenirs such as t-shirts or other institutional mementos.
  3. You may be provided with an additional \$15.00 per day for each additional prospect YOU entertain.
  4. By reasonable and acceptable entertainment, we mean:
    - a. Movies, bowling, golf, putt-putt, etc. **ALCOHOL IS PROHIBITED!** Note: If recreational equipment (ex. boat, etc) is used to entertain the prospect, the normal retail cost of the use of such equipment shall be assessed against the \$30.00 per day entertainment figure. If the normal retail cost exceeds the \$30.00 per day entertainment allowance, such entertainment may not be provided.
    - b. Meals for the prospect are typically provided in the dining halls on campus. Your coach will provide you with passes for these individuals. Therefore, meals are excluded from the \$30.00 per day.
    - c. You are allowed one complimentary meal provided YOU (student host) accompany the prospect during the prospect's official visit. However, only one student host per prospect may be provided a free meal if restaurant facilities are utilized.
    - d. Elon University may **not** provide YOU (student host) or the prospect with a car to use during the official visit. Boosters may **not** provide cars for this purpose, either.
- D. **No cash** may be given to the visiting prospect or anyone else.



## ATHLETIC TRAINING SERVICES

The use of athletics' training facilities by Elon University student-athletes is a privilege which can and will be revoked if necessary. It is the responsibility of the athletic training staff to return sick and injured players to practice as quickly as possible without sacrificing the athlete's overall safety. It is the responsibility of the athlete to do everything in his/her power to get well as soon as possible such as: getting treatment, taking medications as directed, getting plenty of rest and eating right.

### **Nutritional Supplement Policy Statement**

Athletics Department employees are not to be involved in the advocacy of, use of, solicitation for, nor distribution of any nutritional substances, protein powders, or other such substances. Though such substances are not on the NCAA banned list and are not illegal, the empirical data on these type (creatine and the like) substances is less than definitive. Athletes interested in and inquiring about such substances should be provided educational information by well-informed personnel but staff members should not advocate for or against such use. Uninformed personnel should refer any and all such inquiries to the Athletic Training staff who will try to provide pertinent educational information. Failure to abide by this policy and the intent therein is subject to administrative sanctions.

Many supplement products marketed through the Internet or available in 'health food' stores or gyms contain substance banned by the NCAA. Contact a member of the Athletic Training staff before taking any medication or supplement that is not prescribed by a physician. The NCAA list of banned drug classes changes regularly. Access the NCAA Web site at [www.ncaa.org/sports\\_science/drugtesting/banned\\_list.html](http://www.ncaa.org/sports_science/drugtesting/banned_list.html) for the most recent list.

## MEDICAL ISSUES REGARDING STUDENT ATHLETES

### **Medical Records**

A medical record is kept for all student-athletes participating in intercollegiate athletics at Elon University. These records are confidential and kept in a secure location. Upon termination or graduation, these records are kept for seven years, and then are discarded.

### **Injuries Sustained by Student-Athletes**

- Treatment and/or rehabilitation of injuries is provided to student-athletes by a member of the athletic training staff regardless of origin or cause.
- A published schedule of athletic training facility hours is provided to the coaches.
- The assessment, treatment and rehabilitation of student-athletes should be referred to a member of the athletic training staff (except in the case of an emergency). This is especially important when the student-athlete is injured while participating in intercollegiate athletics.
- In order to provide a high quality of consistent care, the athletic training staff will refer a student to an off-campus medical provider.

### **Student-Athlete Insurance Protection**

- Elon University Athletics offers a secondary/excess policy covering student-athletes injured while participating or traveling to athletic events. In these cases, the parents' insurance is primary and the first to be utilized. After the parents' insurance policy has responded to the injury/claim, Elon's insurance policy considers any balances. Because Elon's policy requires the submission of a claim form by Elon regarding the injury, it is important to refer the injured student-athlete to a member of the athletic training staff. Only a staff athletic trainer can complete a claim form. Any questions regarding the insurance coverage for student-athletes should be referred to the Head Athletic Trainer who administers the program. Athletics staff *should not* obligate the payment of any charge or bill regarding injury.
- By institutional policy as well as NCAA regulations, only those injuries sustained while participating in supervised athletic events (practice or contests) or travel are eligible for coverage by Elon's secondary/excess insurance policy.
- The cost of medical care for accidents & injuries not covered by Elon's secondary/excess insurance policy **is the responsibility of the student-athlete and/or his/her family.**
- Insurance information is requested annually from the student-athlete and his/her parents in order to maintain up-to-date information. Along with this request a detailed information package is forwarded to the parents explaining the policy.

### **SPORTS INFORMATION**

During your years at Elon University, you may be called upon by the sports information office to appear for interviews and photographs. **All of these media/institutional requests must be coordinated through the Sports Information office.** It is very important that you be on time for any interview or photo request.

Please dress appropriately for all appointments and remember that you are representing yourself and Elon when dealing with the media. We will not schedule an interview that will conflict with your classes or practice. ***Classes and practice rank first.*** Do not conduct an interview over the phone unless approved by the Sports Information office.

If you have any questions about how to conduct interviews, please contact Director of Sports Information & Media Relations. Elon makes a strong effort to gain positive exposure for its athletics programs and your efforts in working with the media are appreciated.

In general, coverage of games and events will be posted on the athletics website the night following home events and by the next morning for away events.

### **TOP TEN INTERVIEW TIPS FOR STUDENT-ATHLETES**

1. Give proper credit to your teammates and coaches.
2. Do not discuss teammates or coaches in a critical manner.
3. Always say complimentary things about your opponents before and after games.
4. Ask a reporter to repeat a question that is not clear.
5. Do not be afraid of silence. If you need time to think about your answer, do so.
6. Keep direct eye contact—People with wandering eyes can be considered untrustworthy.
7. Speak in short, clear sentences. This prevents reporters from distorting your answers.
8. Avoid “ums”, “like”, “you know”...
9. Avoid slang and technical terms.
10. Have fun!!





Elon's fundraising organization for athletics is the **Phoenix Club** (formerly the Elon Athletics Foundation). The **Phoenix Club** provides financial assistance to worthy young men and women seeking an education at Elon. 100% of all **Phoenix Club** contributions directly funds scholarships for 16 NCAA Division I athletic teams.

The **Phoenix Club** has a membership composed of over 1700 alumni, parents, students, corporations and community members that support the athletics program. Membership levels begin at \$100 elevating to \$33,078 (full scholarship). Donors who give annually at the quarter, half and full scholarship amounts are members of the **IMPACT Circle (I Make Phoenix Athletics Competitive Today)**, Elon athletics premier giving club. **Phoenix Club** membership benefits include priority reserved seating and parking at Rhodes Stadium, reserved seating at Alumni Gymnasium, special event invitations, game program recognition, tax deduction, plus more.

For further information contact:

**Brian Tracy**

Assistant Athletics Director for External Affairs

(336) 278-6797

[btracy@elon.edu](mailto:btracy@elon.edu)

### **Elon Sports Hall of Fame**

The Elon Sports Hall of Fame recognizes those student-athletes, coaches and administrators who were truly outstanding in their sport while associated with Elon University. Requirements for Elon Sports Hall of Fame eligibility are the following for student-athletes:

- Completed at least two full seasons at Elon
- Been truly outstanding
- Been of good character
- Had 10 years elapse since his/her last year of intercollegiate competition

The induction ceremony takes place in the fall surrounding a football weekend.