

2011-2012

Our Lady of the
Lake University
Student-Athlete
Handbook



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I. Our Lady of the Lake University (OLLU) **Intercollegiate Athletic Policy**

A. MISSION STATEMENT

The Athletic Department of Our Lady of the Lake University's mission is to provide an environment encouraging academic freedom, a spirit of inquiry, and respect for individual worth and dignity.

Goal # 1 Every student-athlete is expected to graduate.

Goal # 2 Each respective sport should aspire to be competitive at the regional level.

Goal # 3 An efficient and cost-effective support system for the operation of the existing athletic program should be developed and maintained.

B. GENERAL STATEMENT OF ATHLETICS OBJECTIVE

Our Lady of the Lake University's athletic policies are consistent with the mission and objectives of the university as stated in the current catalog. The basic aims of the intercollegiate athletics program are as follows.

Objectives:

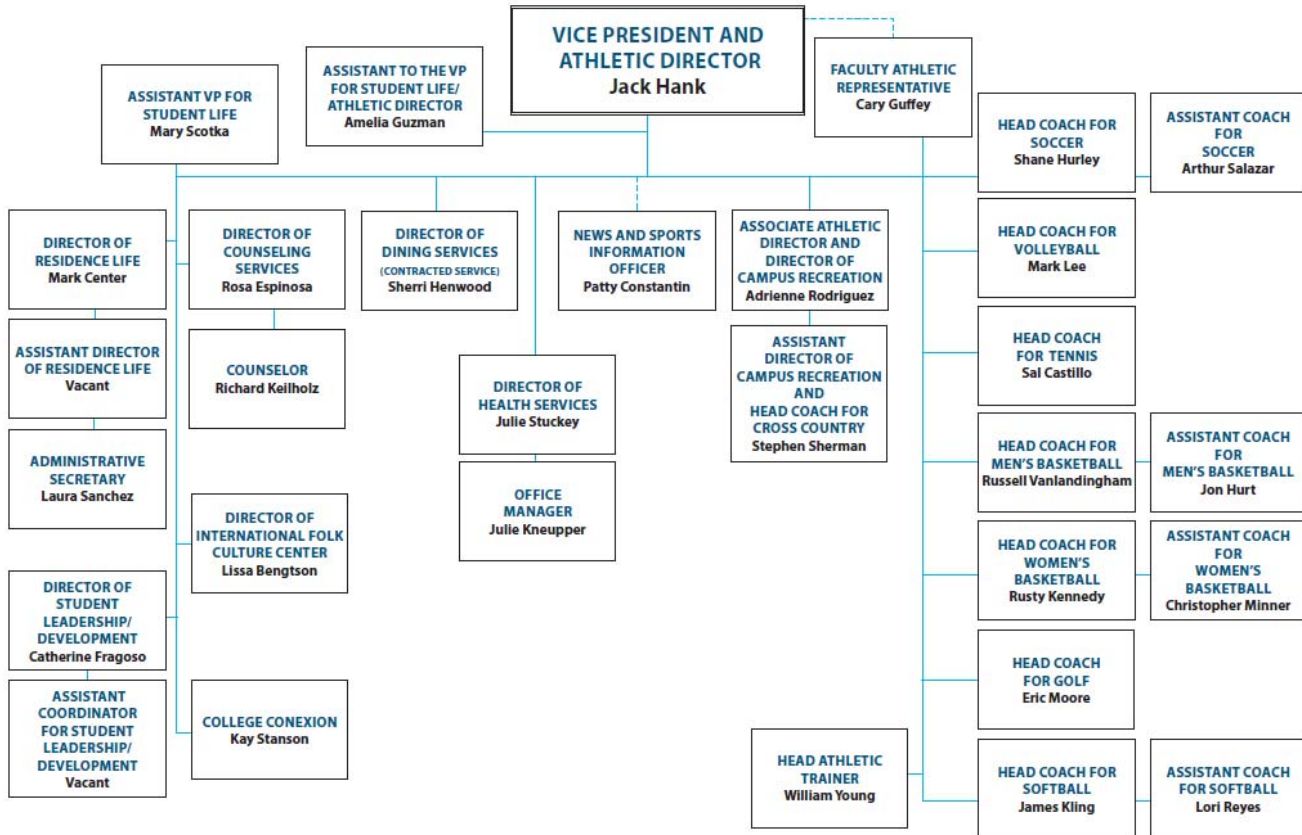
- To foster collaborative relationships with student-athletes in a nurturing environment enhancing intellectual, ethical, spiritual, athletic and social development.
- To provide all student-athletes equal opportunities to successful learning and an environment promoting academic and athletic excellence.
- To operate within the spirit of the rules and regulations of the University and athletic governing bodies.
- To ensure that athletic programs are an enduring source of pride for our student-athletes, staff, alumni and University community.
- To foster an environment that promotes community support from our employees, student-athletes, and alumni to uphold our moral duty of helping others.

C. STAFF DIRECTORY

Our Lady of the Lake University	Switch Board	434-6711
Vice President for Student Life/ Athletic Director	Jack Hank	431-3902
Director of Campus Recreation/ Associate Athletic Director	Adrienne Rodriguez	431-4154
Assistant Director of Campus Recreation and Head Cross Country Coach	Stephen Sherman	431-4116
Assistant to the Vice President	Amelia Guzman	431-3954
Head Soccer Coach	Shane Hurley	434-6711 x 2878
Assistant Soccer Coach	Arthur Salazar	431-2878
Head Volleyball Coach	Mark Lee	434-6711 x 2174
Assistant Volleyball Coach	Cristina Almeida-Anz	434-6711 x 2174
Head Tennis Coach	Sal Castillo	431-4184
Head Golf Coach	Eric Moore	431-4182
Head Men's Basketball Coach	Russell Vanlandingham	431-3975
Assistant Men's Basketball Coach	Jon Hurt	431-3975
Head Women's Basketball Coach	Rusty Kennedy	431-4106
Assistant Women's Basketball Coach	Christopher Minner	431-4113
Head Softball Coach	James Kling	431-4107
Assistant Softball Coach	Lori Reyes	431-4107
Faculty Athletics Representative	Dr. Cary Guffey	431-2446
News and Sports Information Officer	Patty Constantin	434-6711 x 2373
Director of Health Services	Julie Stuckey	431-2341
Athletic Trainer	TBA	434-6711 x 2724
Intramural Sports Coordinator	Derek Ezell	434-6711 x 2443

D. ATHLETIC DEPARTMENT ORGANIZATION STRUCTURE

STUDENT LIFE



II. Athletics Governing Association

- A. **National Association of Intercollegiate Athletics (NAIA)** The University Administration subscribes to the athletic policies of the National Association of Intercollegiate Athletics (NAIA).

The purpose of the NAIA is to promote the education and development of students through intercollegiate athletic participation. Member institutions, although varied and diverse, share a common commitment to high standards and to the principle that participation in athletics serves as an integral part of the total educational process.

The NAIA embraces the concept of the student and recognizes the importance of the individuality of each member institution, the value of the conference and regional structure, and the benefits of membership in a national association.

The NAIA supports gender equity. Gender equity is an atmosphere and a reality where fair distribution of overall athletic opportunity and resources, proportionate to enrollment, are available to women and men, and where no student-athlete, coach or athletics administrator is discriminated against in any way in the athletics program. That is to say, an athletics program is gender-equitable when the men's sports program would be pleased to accept as its own the overall participation opportunities and resources currently allocated to the women's sports program and vice versa. To achieve its purpose, the NAIA pursues the following goals for students, member institutions and the Association.

OLLU is a member of the Red River Athletic Conference in basketball, cross-country, golf, soccer, softball and volleyball. Members are from Texas, Oklahoma, New Mexico and Louisiana.

OLLU is a member of the NAIA unaffiliated group in tennis and bowling is a member of the NAIA emerging sports group.

III. General Policies and Procedures for Student-Athletes

A. CODE OF ETHICS FOR STUDENT-ATHLETES

The purpose of intercollegiate athletics is to provide an opportunity for each student-athlete to develop his/her potential as a skilled performer in a highly competitive yet, educational setting. Educational opportunities provide experiences in which student-athletes encounter a progression in self-discovery, growing emotionally, socially, and intellectually, in conjunction with the intercollegiate athletics program. All this gain is not without sacrifice, for student-athletes may lose some individual rights and privileges as they accept the policies of the program when inducted as members of a team.

The student, as a central focus of intercollegiate athletics, shall:

1. accept the responsibility to become an effective, contributing member of society;
2. perform as a positive role model on the campus and in the wider community;
3. fulfill academic responsibilities while progressing steadily toward meeting the requirements for a degree; and

4. maintain eligibility for participation in every athletic contest.

Our Lake of the Lake University student-athletes are expected to:

- Dress appropriately at all times. As representatives of the university, student-athletes must exhibit conduct in a first-class manner. Consideration and respect of others should be a priority.
- Attend all classes and be on time! Time management is imperative! Plan time well by preparing for assignments early throughout the semester and not at the last minute. The main priority and responsibility at Our Lady of the Lake is academic success followed by a commitment to your sport. Student-athletes are responsible for all class work missed during team travel.
- Willfully abide by the spirit of the rules, the letter of the rules of the NAIA throughout all games and practice.
- Respect and accept all decisions of the coach or athletic department staff.
- Take time to read and understand the mission of Our Lady of the Lake University, the philosophy, goals, standards of conduct and disciplinary procedures as outlined in the handbook and OLLU catalog. The Student Handbook provides a more comprehensive list of rules and regulations.
- Residence hall policies and procedures must be obeyed.
- Be grateful for the opportunities afforded by participation to those who make the opportunities available.
- Maintain a disciplined and consistent schedule regarding sleep habits, study time, diet, and personal grooming habits.
- Exert responsibility by communicating respectively with the Office of Financial Aid to utilize every resource available regarding educational expenses. Be aware of deadlines of financial aid forms.
- Lend a “helping hand” on campus and/or sponsored events.
- Keep personal disagreements away from practices and contests.
- Respect differing points of view.
- Contribute to the effort to make each practice a success. Exert maximum effort in all games and practice.
- Give primary responsibility and loyalty to the team and not to yourself. There is no “I” in team.
- Control emotions during athletic competition. Avoid arguing with officials, teammates, or members of the opposing team. Profanity will not be tolerated. It reflects poor judgment in sportsmanship, attitude of sport and negatively impacts the institution.
- Treat all athletic equipment and facilities with respect. Facilities are well maintained and in the process of being upgraded. Be proud of the facilities and display pride by assisting in to keep them in top shape.
- Maintain a positive attitude, a characteristic essential for success on or off the field. Strive for the highest degree of excellence, learn daily, and put forth the best effort at all times. Set a goal to work hard to improve physical and psychological conditioning to be successful in respective sport.
- Uphold the Champions of Character Core Values: ***Respect, Responsibility, Integrity Sportsmanship, and Servant leadership***

B. COACH'S JURISDICTION/TEAM RULES

1. The coach is responsible for conduct of his/her sport program.
2. All policies established by the coach are in the best interest of the student- athlete and shall be enforced without prejudice. All training rules, curfews conduct issues will be established by the coach. Each team member will be informed of expectations prior to the beginning of the season and/or at the time established.
3. All policies related to weight loss/diet or nutritional concerns shall be cleared with the Athletic Trainer prior to being established. It is the responsibility of the student-athlete to ensure proper nutritional habits, hydration, and under any circumstances, student-athletes must not eliminate fluid intake.

C. CONDUCT/PLAYER APPEARANCE/ALCOHOL AND DRUG POLICIES

- Player dress policies and appropriate conduct applicable to team travel and home events shall be established by the coach. Coaches will ensure players conduct themselves in a manner that positively reflects the university.
- Student-athletes shall refrain from the use of tobacco and consumption of alcohol in any form while representing Our Lady of the Lake University. All student-athletes enrolled at Our Lady of the Lake and represent the university and must adhere to mandated expectations.
- The intake of drugs to enhance performance or to modify mood/behavior at any time is prohibited. Medication prescribed by a physician for medical purposes must be cleared and supervised by the head Athletic Trainer. All medications should be listed on training record to ensure safety of athlete.

D. INTRAMURAL PARTICIPATION

Participation is not allowed unless specifically approved by the coach and Associate Athletic Director. If participation is allowed, members of intercollegiate athletic teams will not be permitted to participate in intramural competition in the same sport. (e.g., an intercollegiate tennis player may not enter intramural tennis competition).

E. FINANCIAL AID

Assignment of scholarships, grants-in-aid, or student loans shall be controlled by the faculty through the regularly constituted committee on student loans and scholarships.

Any financial aid or assistance to prospective or enrolled students in money or in kind, except that which comes from members of their immediate family or from those upon whom they are legally dependent, shall be administered by the institution under policies and procedures established by the institution through its regularly constituted committee on student loans and scholarships. Under no conditions may an individual or organization provide direct financial assistance to a previously enrolled or prospective student.

Scholarships, grants-in-aid, and student loans shall be awarded on such bases as will not discriminate for or against presumed or recognized athletes. Athletes and non-athletes shall be required to maintain the same minimum academic standing to qualify for such scholarships. All

donations to the general athletics program and/or the athletics scholarship fund by outside organizations shall be deposited in an institutional fund and be administered by appropriate institutional committees under the control of the chief executive officer.

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A member institution shall award no more financial aid to a student-athlete than the actual cost of:

1. tuition;
2. mandatory fees, books, and supplies required for courses in which the student-athlete is enrolled; and
3. board and room for the student-athlete only, based on the official board and room allowance listed in the official institutional publication.

Further financial assistance to a student-athlete, other than listed above, by a member institution is prohibited.

This regulation regarding maximum financial aid to a student-athlete is not intended to place pressure on any member institution to increase its program to this level. This regulation is made to protect the NAIA from overly ambitious programs and to help protect the amateur status of student-athletes.

F. TRAVEL

Schedules for all sports are competitive and designed to provide the best athletic experiences possible. Coaches assume the responsibility to prepare players for championship play by providing opportunities to test perseverance against competition prior to each season's competitive schedule. A travel competition opportunity for student-athletes requires preparation to leave and return to campus as a team. Special travel arrangements may be made in consultation with a coach under extenuating circumstances such as (1) inability to leave at the scheduled departure time due to required class meeting or examination, (2) parents arriving to an away event and wishing to accompany the student athlete for a weekend at home, etc. In these cases, arrangements must be made in advance. Whenever traveling with a team, athletes must keep in mind students are representative of the university and all actions and behavior will reflect the reputation of Our Lady of the Lake University.

G. UNIFORMS AND EQUIPMENT

Student-athletes will be provided with equipment and uniforms appropriate for specific sport. Each student athlete is expected to care for equipment and uniforms issued and must receive clearance of equipment return prior to leaving for mid-term breaks and/or summer vacation. Replacement for lost or unduly damaged articles is the student athlete's responsibility. Any damage in equipment/uniforms will result in a hold placed on the student athlete's record until the equipment is returned.

H. PLAYER INFORMATION RELEASE POLICIES

An electronic form must be filled out online with all pertinent information, some of which will be included in player bios online. Personal information, such as address, phone number and

birthdate year will not be included, but will be needed for contact information by the News and Sports Information Officer. The form authorizes the marketing department to publicize information on the player throughout the season.

I. MEDIA RELATIONS POLICY

All media contact between players and coaches must be managed by the News and Sports Information Officer. No student or coach should be contacted directly by the media person; if this occurs, please forward the call to the NSID immediately. When possible, the NSID shall be present for all interviews. When speaking with media members (with NSID present), student-athletes should always present themselves in a dignified manner. Student-athletes should respond truthfully to questions without making negative comments resulting in an adverse outcome on the team or the University. Superior sportsmanship NEVER blames a loss on officiating nor speaks negatively about an opponent. Unlike most other small college programs, OLLU Athletics has the benefit of extensive media coverage and it is imperative to use this source of information to positively benefit OLLU.

J. GRIEVANCES

Any concerns, suggestions, complaints or compliments should always be addressed with coaching staff. Coaches will make every effort to address the situation to positively benefit the team and players. The coaching staff at Our Lady of the Lake University is genuinely interested with the well-being and concerns of student-athletes.

After taking the first step, if issue has not been resolved, the following protocol should begin: Schedule an appointment with the Director of Athletics to request a hearing. The Director of Athletics decision will be final.

K. SUPPLEMENTS

It is a violation of OLLU Athletic Department rules to use any performance enhancing supplements and/or weight control supplements. Exceptions to this rule must be approved, in writing, by a doctor. Additionally all athletes will adhere to the guidelines for the NAIA.

L. SUBSTANCE ABUSE AND DRUG-TESTING POLICY:

The purpose of the Our Lady of the Lake University drug/banned substance education and screening will be done to:

- Help athletes avoid improper involvement with drugs/banned substances per Our Lady of the Lake University, NAIA rules and regulations, and federal law as well as to educate the student-athletes. The Our Lady of the Lake University Athletic Department understands the pressures on young people and a primary purpose of this program is to give student-athletes a reason to “say no” to drug use.
- Detect possible drug/substance abuse through a screening program based on a periodic testing designed to reveal the use of drugs/banned substances.
- Assist in the rehabilitation of persons found to be misusing drugs/substances.

- Disassociate from OLLU's athletic programs any person who is found to be engaged in chronic, improper use of drugs/banned substances, drug trafficking and/or who does not respond to rehabilitation efforts.

Prohibited Drugs/Banned Substances

A student-athlete, during the period of either their membership on or affiliated with an intercollegiate athletic team, may not use the drugs/banned substances specified in Appendix A (NCAA list of banned substances and non-prescribed drugs) found at the end of this document. Substance abuse is not limited to "street drugs" (i.e. marijuana, cocaine, alcohol). In the best interests of the student-athletes, coaches, staff and university, "performance enhancing" drugs (e.g. steroids) are also prohibited by OLLU. Any use of these or other non-prescribed substances is expressly prohibited, whether such use occurs before, during, or after the student-athletes competitive season. Any student-athlete who has a medical condition for which the use of a prescribed drug is authorized, a physician must provide a statement of such authorization and a copy of the prescription to the Athletic Training Staff at Our Lady of the Lake University. This documentation will be kept in the student-athlete's medical file.

Educational Activities

If a student-athletes tests positive for drugs/banned substances he/she will be referred to an outside substance abuse group and will be prescribed through the counseling service a number of sessions based on the evaluation by the staff.

Voluntary Admission and Request for Counseling

Any athlete may come forward at any time and seek help by contacting their Head Coach, Athletic Trainer, or Athletic Director. In such cases, the student-athlete will adhere to the consequences of impermissible drug/substance abuse.

Athletic Substance Abuse Philosophy, Education, Drug testing Policy, and Screening Policy

Our Lady of the Lake University (OLLU) acknowledges pressures on student-athletes to excel on the court/field and in the classroom. Student-athletes are highly visible representatives of OLLU and it is of the utmost importance not only to the team but the university to adhere to mandated policies regarding substance abuse.

First and foremost, Our Lady of the Lake University student-athletes are subject to random drug testing during their competitive season.

One of the major problems encountered by student-athletes as a result of the pressures of competition, class work and high visibility is enticement to abuse alcohol and use non-therapeutic drugs, banned substances and tobacco. The Athletic Department at OLLU, Coaches, Administrators and Athletic Trainers are committed to providing a safe, healthy environment for all student-athletes.

In light of health, safety and social concerns, the Athletic Department has instituted a departmental substance-abuse policy. While problems with alcohol, tobacco and drug use are

not confined to student-athletes, they are of special concern because student-athletes are official representatives of OLLU.

The use of alcohol and tobacco will not be tolerated during the student-athlete's competitive season. Therefore, student-athletes are required to refrain from the use of all tobacco products and alcohol during their competitive season. The use of non-therapeutic drugs and illegal drugs are prohibited at all times. Some student-athletes use supplements for a competitive edge, to gain/lose weight, or to make up for dietary deficiencies. Many student-athletes misuse supplements and are at risk of endangering their health. Many supplements contain substances that are not FDA-approved and are considered dangerous. Student-athletes must use caution when electing to use dietary supplements. Please consult with the Athletic Trainer for further information and guidance.

The Our Lady of the Lake University Athletic Department will conduct random drug testing of student-athletes throughout the competitive season. Prior to beginning practice at the start of the season, a student-athlete must be informed of the banned-substance list and agree to sign a Drug Testing Consent Form. Testing will be conducted by an OLLU designated representative. A positive drug test will render the student-athlete ineligible to participate in regular and postseason competition for the remainder of the season in which they are tested and he/she shall be charged with the loss of a minimum of one season eligibility of competition in all sports.

The student-athlete shall remain ineligible for future seasons, until he/she tests and passes mandatory drug testing protocol. The student-athlete will have the opportunity to restore eligibility upon consent of the Athletic Trainer, Coach and Athletic Director. Penalties for missing a scheduled drug test will result in the same consequences of a positive drug test. If a student-athlete self-reports drug use, he/she will be ineligible until he/she passes drug testing. Upon clearance, the student-athlete will be permitted to complete the season at the discretion of the Athletic Trainer, Coach and Athletic Director.

APPENDIX A: NCAA DRUG/BANNED SUBSTANCE CLASSIFICATIONS NCAA BANNED AND PROHIBITED SUBSTANCES

Alcohol	PROHIBITED
Anabolic Steroids	PROHIBITED
Beta 2 Agonists (ex. Asthma medicine)	PROHIBITED or RESTRICTED
Beta Blockers	PROHIBITED
Corticosteroids (ex. Prednisone)	ALLOWED
Dietary Supplements (ex. Creatine)	*WARNING
Diuretics	PROHIBITED

Local Anesthetics	RESTRICTED
Masking Agents	PROHIBITED
Peptide Hormones (ex. Growth hormones)	PROHIBITED
Stimulants (ex. Ephedrine)	PROHIBITED (except pseudoephedrine or phenylpropanolamine)
Street Drugs (ex. Marijuana, cocaine)	PROHIBITED

Prohibited: drug class may not be used

Restricted: drug class may be used under special circumstances defined by the NCAA

Allowed: category may be used, assuming the use is legal, appropriate or medically justified.

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

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

Dietary Supplement Warning The environment for today's student-athlete enables access to products, which are available over-the-counter at retail outlets and through the internet, but contain substances banned by the NCAA. Many student-athletes assume if these products can be easily purchased in retail stores and over the internet, they must be allowed under NCAA rules. **THIS IS NOT TRUE!** Advice from a store clerk, the distributor at the gym or anyone who is not with the institutional athletics program has resulted in erroneous information regarding the presence of NCAA banned substances. Reliance of information may result in positive drug tests. If you are taking any supplements, prescription medication or over-the-counter medication, it is in your best interest to find out about their possible interactions. Some items metabolize to become banned substances once you have ingested them. You need to discuss any items you are taking with the Head Athletic Trainer.

**You are solely responsible for what you consume.
If you use, use at your own risk!!!**

Some examples of NCAA Banned Substances in each class

Note: There is no complete list of banned drug examples

Check with the athletic trainer to review the label of any product, medication, or supplement before you consume it.

Stimulants:

Amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Pen); synephrine (bitter orange): etc.

Anabolic Agents:

Boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers:

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

Diuretics and Other Masking Agents:

Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:

Heroin; marijuana; tetrahydrocannabinol (THC).

Peptide Hormones and Analogues:

Human growth hormone (HGH); human chorionic gonadotropin (HCG); erythropoietin (EPO); etc.

Anti-Estrogen:

Anastrozole; clomiphene; tamoxifen; formestane; etc.

Beta-2 Agonists:

Mambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class of banned drugs, unless otherwise noted, is also banned!

SCREENING POLICIES AND PROCEDURES

Administration of Drug Screening Program

The student-athlete will report to the designated location in the UWAC at the designated time in shorts and a T-shirt with a current photo ID (OLLU ID or driver's license). A jacket and sweatpants may be worn if the weather necessitates. The drug screening staff will select a sealed and approved drug screen test kit with its own lot number, expiration date, and laboratory chain of command test form. One kit is prepared for each student-athlete to be tested. The student-athlete's information is entered on the laboratory chain of custody test form. The student-athlete watches this process to ensure accuracy and integrity of the test. The athletic trainer or certified drug screen staff member takes the student-athlete, laboratory chain of custody test form, and specimen bottle to the collection area. The specimen collection area must be sealed and only one student-athlete will be present at a time. Prior to specimen collection, the student-athlete will be visibly inspected to check for hidden or secreted tampering materials. Any and all pockets will be emptied prior to collection of the urine

specimen. The student-athlete will enter the specimen collection room (private restroom) to produce the acceptable amount level/amount of urine at a specific concentration needed for testing.

Please note that the collection of a urine specimen for drug/banned substance testing is a “witnessed procedure.”

When the urine collection process is complete, the specimen check is done in full view of the student-athlete. The urine specimen is also collected for Specific Gravity (concentration) via a urine dipstick or other device along with other contaminants. A specimen that is found to dilute or contaminated is discarded and a new sample must be produced and collected. The urine specimen bottle is sealed per the testing protocol. As the student-athlete watches, the staff member checks the number of the testing kit against the number on the laboratory chain of custody form; the staff member places the laboratory chain of custody testing form and the sealed urine specimen bottle in the plastic bag and seals it. The specimen is signed over to a courier service or taken with the staff member to be tested at their facility.

Results

- Negative results
The athlete will be contacted by the Head Athletic Trainer about the results and remain eligible to participate in athletics at OLLU. The results of the test will only be shared with the student-athlete/ donor, the Athletic Trainer, the Head Coach of the specific sport, and the Athletic Director. Even if a student-athlete tests negative for a drug test, he/she may be tested again during the year as agreed to by signing the OLLU Drug Testing Consent Form.
- Positive Results -- If a student-athlete tests positive, the following steps will be followed;
 1. A second drug test will be performed on the student-athlete at the expense of the student-athlete at a testing facility selected by OLLU. The findings will be reported to the Director of Athletics.
 2. The student-athlete will be deemed ineligible to participate in his/her given sport until results are received from the second drug test.
 3. The student-athlete will be notified in person of his/her results within seven business days of the second test.
 4. Results from the second test will be deemed final and disciplinary actions will be initiated within 48 hours of the results as deemed appropriate by the Director of Athletics.
 5. If results are negative from the second test, the student-athlete may be subject to additional tests during the school year at the discretion of the university as signed in the Drug Testing Consent Form.

Disciplinary Actions

- First Positive Result
 1. A meeting will be scheduled between the student-athlete, Director of Athletics, the Head Athletic Trainer, and the Head Coach of that specific sport. The student-athlete will be suspended from the athletic program for 30% of the programs competition schedule. Any student-athlete who tests positive will be referred to professional evaluation and/or rehabilitation or treatment at the student’s own expense. The student-athlete MUST

have a negative test at the university approved testing facility at his/her own expense before returning to competition.

2. If the positive result occurs during the off-season, the student-athlete's suspension will take place during the sports' next competitive season.
- **Second Positive Result**
 1. A meeting will be scheduled between the student-athlete, Director of Athletics, the Head Athletic Trainer, and Head Coach of that specific sport. The student-athlete will be dismissed from his/her sport team, and other related department activity for a period of no less than one full calendar year following the official notification of the second positive test. The student-athlete may apply for reinstatement to the sport team and the athletic department by providing proof of completion of a drug program and having a "negative" test result (this test will be randomly assigned by the university at the student's expense) once the calendar year has passed.

DRUG-TESTING POLICY

Drug Testing Consent Form

All athletes are required to sign a Drug Testing Consent Form before being allowed to participate in athletics at Our Lady of the Lake University. This form allows the Athletic Director, Athletic Trainer, or Head Coach to request that a student-athlete be tested for substance abuse at any time during the school year for the illegal or banned drugs included on the NCAA banned drug list. (NAIA does not have a list of banned substances and they do abide by the NCAA banned substance list)

Random Drug Testing

During each season of athletic competition for a given team, OLLU reserves the right to randomly select students from that team for random drug testing. OLLU may also randomly drug test during the season and/or upon the discretion of the Athletic Department. Student-athletes chosen for random drug testing will be notified personally and must report to the designated test site within two hours, unless excused. When called upon for drug testing, the student-athlete must provide his/her student ID, social security number and verify his/her presence by signature to the test administrator.

Suspicion Based Drug Testing

If an OLLU staff or faculty member is suspicious of a student-athlete using drugs and wants to initiate a test, the staff member must: 1) write a letter outlining the basis for suspicion and submit the letter to the Director of Athletics; 2) Meet with the Director or Athletics to determine if further investigation to other intervention is necessary. The Athletic Director will determine if the accusations are valid enough to solicit a drug test from the student-athlete.

Student-athletes selected for "suspicion based" drug testing will follow the same procedure of the random drug testing procedure. Random or Suspicion testing will involve a urine sample, though OLLU reserves the right to collect blood or hair follicle samples to determine with this policy. Any OLLU required Random or Suspicion drug testing will be paid by OLLU.

Refusing Drug Testing

If the student-athlete declines to execute the required individual consent form, eligibility to participate in intercollegiate athletics will be suspended. If the student-athlete fails to appear at the designated time and place for testing, he/she will be suspended from athletic participation for 30 days during the active season. This action will be treated as a “positive” drug test result. The student-athlete will be **eligible** for reinstatement following the completion of urinalysis and service of his/her 30-day suspension. If the student-athlete fails within a reasonable period of time (not to exceed one hour from the time scheduled for collection of the specimen) to produce the required urine specimen, eligibility to participate in intercollegiate athletics will be suspended until the subsequent testing day or until the student-athlete produces the required specimen, whichever is the lesser period of time. The period of suspension may be extended indefinitely upon failure to produce the required specimen on subsequently rescheduled testing dates.

IV. Academic Affairs

A. ELIGIBILITY

As a member of NAIA, Our Lady of the Lake is bound by eligibility standards. These rules exist for the common good of all participants. Athletes failing to comply with expected standards will face institutional sanctions, which may affect their eligibility to participate in the athletic program.

Student-athletes are responsible for upholding and maintaining personal eligibility status. However, Coaches, Athletic Director, Associate Athletic Director or Faculty Athletic Representative, (I.C.) are available to assist students to better understand and comply with NAIA requirements.

*As an OLLU student athlete dropping of any classes is NOT permitted without the consent of Coach's documented approval on the OLLU class drop form.

NAIA Eligibility Requirements:

For a student to be eligible for any NAIA-recognized intercollegiate competition, a member institution must ensure that the student conforms to the following regulations.

- An entering freshman student must be a graduate of an accredited high school or be accepted as a regular student in good standing as defined by the enrolling institution.
- An entering freshman student must meet two of the three entry-level requirements:
 - a. A minimum score of 18 on the Enhanced ACT or 860 on the SAT (for tests taken on or after April 1, 1995).
 - b. An overall high school grade point average of 2.000 or higher on a 4.000 scale;
 - c. Graduate in the upper half of the student's high school graduating class. The class rank must appear on the student's transcript, leaving certificate or other academic document. If the student's class rank does not appear on the above-mentioned documents, a letter from the student's principal or headmaster, written on the school's letterhead and with the school's official seal, stating that the student meets the class rank requirement can be accepted.
 - d. *For further information refer to <http://naia.cstv.com>

B. GUIDELINES TO GOOD GRADES

In the final analysis, student-athletes will earn the grade they receive from the faculty. Although various aids may enhance learning possibilities, hard work and perseverance will be the determinant of a final grade.

1. Attend class: OLLU professors have the right to set attendance policy in classes. Student-athletes must provide a legitimate reason for missing classes, and most importantly arrive to class on time.
* It is the responsibility of the student-athlete to inform professor at least one week prior to absence due to away game travel.
2. Concentrate in class and take good notes.
3. Review notes after class and add any information required. Arrange notes in legible form. Preparation in organizing material provides structure for the course and facilitates studying for exams.
4. Keep up assignments and work ahead if possible.
5. Note problems early, e.g., lack of understanding and/or comprehension of materials to professor, address communication issues, challenges in note taking, lack of understanding of concepts in the course, lack of time in preparation, etc.
6. Avoid putting off problems, they will not go away. Stay on top of your situation. Talk to someone who can help immediately!
7. Utilizes resources available on campus such accessibly to professors, librarians, study guides, recorders, tutors, classmates, and friends. The Center for Academic Achievement at Our Lady of the Lake's tutoring services provides first class one-on-one attention. Take advantage of the opportunities.

C. EXCUSED ABSENCE POLICY

• EXCUSED ABSENCES FOR STUDENTS:

- Students participating as official representatives of the University in a recognized activity of the University that conflict with the student's schedule may be given administratively excused absences from class.
Examples of excused absences (not at exhaustive list):
Academic field trips, professional workshops, development opportunities, and athletic contests.
- The procedure for administratively excused absences is as follows:
 - 1) One of the chief academic administrators of the University (normally the dean of the College or School concerned) must verify that a recognized activity requires the participation of designated students as official representative of the University. The administrator also must identify the students qualifying for excused absences and must specify the time period for which absences are to be excused.
- For students with administratively excused absences, instructors will:
 - 1) Waive any penalty that would normally have been imposed for unexcused absences.
 - 2) Permit the student to turn in at the next class period work that normally would have been due the day(s) of the absence(s).

- 3) Permit the student to make up any examination or other major activity within a week of the missed exam or activity.

D. SCHEDULING OF CLASSES

Class schedules will be determined and conferred with assigned faculty advisor for major area of study. Student-athletes should attempt to avoid scheduling classes during practice times in consultation with the coach. Special circumstances and/or exceptions will be made for courses and labs offered in only one section. Athletes should consult with coach in an attempt to work out a mutually satisfactory class schedule. If advisor has not provided reliable help, the student-athlete should return to coach for assistance in resolving the problem.

V. Insurance/Physical Exam/Training/Nutrition

A. INSURANCE COVERAGE

Our Lady of the Lake University mandates that all full time students have health insurance. It is the responsibility of the student athlete and his/her parents/guardians to provide primary insurance coverage. The Athletic Department provides secondary insurance coverage for ONLY those injuries that are a direct result of participation in intercollegiate athletics. This policy is secured through Student Assurance Services. The policy through Student Assurance Services, will only take effect after all claims have been given to the athletic training staff. It is the student athlete and his/her parents/guardians responsibility to give all bills to the Athletic Trainer of liability to pay benefits.

If the student athlete is not insured by a parent or individual policy, they must purchase the Student Health Insurance policy available to all students through the university. The Athletic Department is NOT responsible for payment of this insurance.

Our Lady of the Lake University provides secondary insurance coverage only for injuries sustained while participating in the intercollegiate athletic program. Student athletic insurance and parental/guardian insurance coverage is utilized first. Our Lady of The Lake will assist with the policy providing additional complete coverage. If insurer is an HMO or PPO, special provisions may apply. Be sure parent/guardians) keep copies of all bills received and an Explanation of Benefits from insurance company. During the summer of each year, an insurance questionnaire will be sent to parent/guardian(s). All forms must be completed and returned to the university before the fall academic semester. Athletes will not be permitted to practice or compete until the form is filed with the university. For additional questions regarding health insurance coverage for participation in intercollegiate athletics contact the head Athletic Trainer.

If student-athletes do not have the required general medical insurance from their parent/guardians', OLLU Student Health Insurance Program provides general medical insurance. If student-athletes are covered under their parent/guardians' general medical insurance, but athletic injuries are not covered, OLLU Student Health Insurance Program for Athletes includes general medical and athletic injury coverage. All registered OLLU students taking six or more credits, and all International OLLU

students taking one or more credits are eligible to enroll in the OLLU Student Health Insurance Plan.

NOTE: Submit all medical bills from athletic injuries so they can be applied toward the deductible to the Athletic Trainer.

Should any injury or sickness occur the following steps should be taken:

Should any athletic injury occur, the following steps should be taken:

1. Notify the coach and the Athletic Trainer immediately.
2. The Athletic Trainer will assess the situation and the injury.
3. Secure the necessary medical treatment as directed by the Athletic Trainer.
4. Obtain itemized bills from the physician and/or hospital.
5. Complete a claim for Athletic Injury.
6. Mail the completed claim form and medical bills to the insurance company.
7. Bring all related claim forms, bills, explanation of benefit forms pertaining to your injury or medical visit to the Athletic Trainer.

Should any sickness occur, the following steps should be taken:

- Make an appointment with your health care provider. If you wish to be seen on Campus, call Health Services at x2341 to make an appointment to see the Nurse Practitioner. (Let the Office Manager know you are an OLLU Athlete with a general medical sickness.)
- If being seen off campus, follow the directions of your health care provider on how to treat your illness. Be sure to give the providers office your medical insurance information. Pay any necessary co-payments or fees.
- If being seen on campus by the Nurse Practitioner, follow the directions of the Nurse Practitioner on how to treat your illness. If your medical needs are above the capabilities of the Health Services Office you will be referred to an outside medical provider.
- If you are seen on campus, there will not be a co-payment for the visit. If you are referred to an off campus provider, you will pay your usual co-payments if you have private insurance or a \$50 co-payment if you have the OLLU Student Health Insurance Plan.
- Complete a claim for your medical sickness if you were seen off campus. If you were seen on campus, no claim form is used, and your visit is not billed.
- If applicable, mail the completed claim form and medical bills to the insurance company.
- You are responsible for paying and organizing your payments with your insurance company. If you have questions about an OLLU Student Health Insurance Bill, you may bring all related claim forms, bills, and explanation of benefit forms pertaining to your sickness/medical visit to the Nurse Practitioner who may help you understand your charges and act as a liaison with the Academic Health Plans insurance carrier.

B. PRE-PARTICIPATION PHYSICAL EXAM

All student-athletes at Our Lady of the Lake must obtain an annual physical examination from a licensed M.D. or D.O. within six months prior to participation in intercollegiate

athletics. This will be at the expense of the student athlete. The exam form must be completed and on file in the athletics office prior to ANY physical participation.

C. TRAINING ROOM

The training room is located in the University Wellness and Activities Center and is provided as a service to all student-athletes for the prevention and care of injuries sustained while participating as a member of any Our Lady of the Lake University Athletic teams.

- All injuries must be reported to coach and Athletic Trainer.
- It is expected that any medical treatment sought for an athletics injury is reported to the Athletic Trainer as soon as possible or after the injury is sustained.
- The training room hours vary according to the season. Hours will be posted on the training room door.
- For training room treatment report to the training room at least one hour before practice time. Remove shoes before entering the training room area.
- The training room is coed, so appropriate attire is required.
- If athlete has any rehabilitation appointments either in the training room or outside physical therapy facility, it is the responsibility of the athlete to keep appointments.
- Should an injury occur, full cooperation and a positive attitude toward treatment and rehabilitation will facilitate the recovery for full participation and will be appreciated by the Athletic Trainer.

D. Athletic Training Room Rules

- The Athletic Training room is open 1 hour prior to practice. It closes 120 minutes before practice starts.
- It is the responsibility of the athlete to allow enough time for treatment and still report to practice on time.
- No food, drinks, or tobacco products will be allowed in the training room.
- All athletes must remove shoes or cleats BEFORE entering the training room.
- There will be absolutely NO loitering in the athletic training room. The athletic training room is reserved for individuals seeking medical treatment or advice. As you complete your treatment, rehab or taping, please leave to allow others to be treated.
- All athletes are to be expected to be responsible and respectful adults during their time in the training room. This includes, but is limited to (1) refraining from the use of profanity and obscenities and (2) refraining from any type of horseplay. Also, all athletes must keep the tone at a comfortable level for all individuals.
- All athletes must treat the athletic training staff with respect, and athletes will be treated the same.
- No self-treatment or self-taping by athletes. Athletic training staff must initiate the use of modalities.
- No borrowing or taking of supplies without permission from the athletic training staff.
- All athletes must check with a staff athletic trainer before seeing a physician for an athletic injury.
- All athletes must check with a staff athletic trainer before receiving any medications.
- The phone and computer are OFF LIMITS to all athletes.

- Extensive rehabs will be done during morning treatments and all athletes must sign up ahead of time with athletic training staff. If you cannot make your assigned appointment time you **MUST** call ahead of time. 210-431-4191.
- All athletes must leave athletic equipment/bags in their designated locker rooms or outside the training room.
- All athletes must dress and undress in their designated locker rooms.
- All athletes must wear proper attire for proper treatment.

E. NUTRITION ADVICE

Managing weight while away from home may be a very difficult task. Most first-year college students gain weight during the first few months on campus. The problem seems to be that many students choose to eat more foods high in fats and sugar than protein, vegetables and complex carbohydrates. Start out right away watching what and how much you eat. Limit “junk food” intake, particularly during late night hours. Eat five sensible meals and avoid between meals snacking.

Nutritional questions and/or concerns should be addressed with Athletic Trainer. Improper caloric intake will result in lack of energy, susceptibility to illness and injury, and inability to train or to contribute to fullest potential.

It is a violation of OLLU Athletic Department rules to use any performance enhancing supplements or weight control supplements. Exceptions to this rule must be approved in writing by the OLLU Athletic Trainer.

VI. MESSAGE TO STUDENT-ATHLETES REGARDING SOCIAL MEDIA

The social media sites of student-athletes of Our Lady of the Lake University (OLLU) will be monitored by the OLLU Saints Athletic Department, as required by the National Association of Intercollegiate Athletics (NAIA). Any posting of information, photographs, video, etc., shall not display instances of underage drinking, unlawful action, inappropriate behavior or conduct unbecoming of a Champion of Character®. If found, the student athlete will be notified and postings will be required to be deleted from the site immediately.

Facebook and Twitter accounts are society's new credit check, background check or drug test. Consequently, careless social network posts can lead to damaging and embarrassing media coverage, alumni complaints, NAIA investigations and major blows to student-athlete's, coach's and athletic director's reputations. It does not matter if you are a member of the NAIA, NCAA Division II or III or a BCS conference school. If inappropriate material is posted and discovered by the local media, it could be personally devastating for the student-athlete and his or her family. Further, it will be an unnecessary and unpleasant distraction for our University, your coach, athletic director and your teammates.

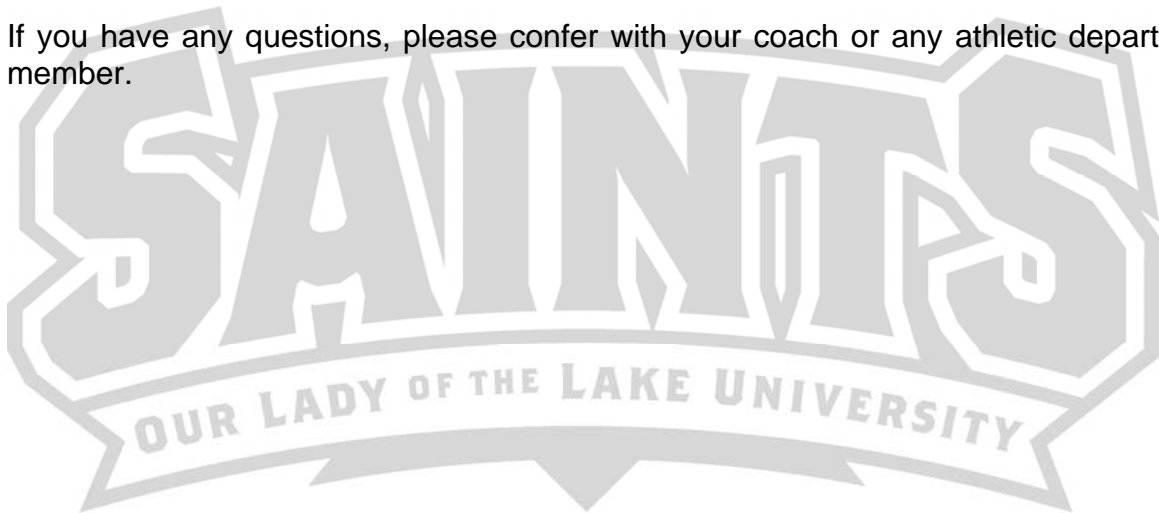
There have been instances at other colleges that have resulted in players being kicked off teams. These instances have included a student-athlete who posted a racial slur on Facebook, photos of two underage college players with large sums of money and liquor

posted on Facebook, and postings on Twitter from student-athletes who criticized referees and incited riots against opponents.

We ask you to be very cautious and refrain from posting references to drugs, alcohol, sex, violence, racial slurs or profanity. As athletes, you are considered leaders on campus, so you must learn to act like leaders among your peers and assume the leadership responsibilities in fulfilling the obligations of life. Put your team ahead of yourself in every decision—when you're making decisions about what to eat, what to do on a Saturday night, what photos of your party to post, how deep to dig at practice, you always are affecting your team. You will never go wrong if, in every decision, you ask yourself: what would be best for my team, my teammates and my family?

We certainly respect the social networking rights of our student-athletes but, at the same time, we also want you to be mindful of how you present and represent yourselves and your family. It is necessary for us to protect our brand, image and reputation. This is not a disciplinary issue. It is really meant to protect the reputation and the image of our school and you. Moreover, it is about education and responsible social networking.

If you have any questions, please confer with your coach or any athletic department staff member.



VII: Forms requiring Student Signatures

Student Athlete Handbook Acceptance Form

Student Athlete Statement of Informed Consent



Student-Athlete Handbook 2011-2012

Acceptance Form

I have read, understand and willfully accept the contents regarding my responsibilities as delineated in the Student-Athlete Handbook.

I understand upon signing the following form, non-compliance may result in removal and/or suspension due to violation of responsibilities.

Print Name

Date

Student-Athlete Signature

Date



Our Lady of the Lake University
411 SW 24th Street
San Antonio, TX. 78207-4689

Student-Athlete Handbook 2011-2012

STATEMENT OF INFORMED CONSENT

I certify that I have read the statement of Our Lady of the Lake University Athletic Department's Athletic Substance Abuse Philosophy, Education, Drug Testing Policy, and Screening Policy and fully understand the program and agree freely, voluntarily, and knowingly to participate in the program during my entire intercollegiate career at Our Lady of the Lake University.

Specifically, I agree to:

1. Submit a urine sample for drug testing when I am requested to do so in accordance with the Our Lady of the Lake University Athletic Department's Athletic Substance Abuse Philosophy, Education, Drug testing Policy, and Screening Policy.

- Abide by the sanctions imposed.

3. Cooperate in the drug education, counseling, and rehabilitation programs required. I authorize the notification of my parents, legal guardians, or spouse, of any "non-negative" drug/banned substance test results. I further authorize the confidential release of tests results to other individuals, including OLLU officials, as provided in the statement of the program.

Student-Athlete (print)

Student-Athlete signature

Date _____

Parent/Legal Guardian signature (if student-athlete is a minor)

Date _____