WILLIAM PEACE UNIVERSITY
ATHLETICS

2016-2017

STUDENT-ATHLETE
POLICIES AND PROCEDURES
(Updated July 18, 2016)
Dear Student-Athlete:

Welcome! Congratulations on joining the Pacers!

We hope that your athletic experience is rewarding and enriching. College is a time for learning and exploration. A commitment to being your best-self by striving for excellence in the classroom and in competition will maximize your experience. Our goal in Athletics is to help you reach your fullest potential. Your athletic experience should be extraordinarily meaningful.

We encourage you to take full advantage of the outstanding resources and support provided here. Your overall success is contingent upon your effort in all areas. It is also important to be mindful of your responsibilities to the greater good: your team, the Department of Athletics, William Peace University and our community. Your choices and personal behavior affect the whole. We expect you to represent all of your "teams" in an exemplary manner.

Please review the material in this handbook for important information regarding participation in Intercollegiate athletics at William Peace University. Carefully review the section on NCAA and USA South Athletic Conference regulations. You are responsible for complying with all bylaws related to your competitive eligibility.

We are thrilled that you have chosen to be a Pacer! We wish you well and we are committed to your development in an environment that is inclusive and supportive.

GO PACERS!!

PACER PRIDE!

Philip Rowe

Director of Athletics
Welcome to the “Home of the Pacers”
This handbook is designed to provide Intercollegiate student-athletes with information concerning policies of William Peace University and of the William Peace University Athletic Department. It is not intended as a substitute for other important university publications such as the William Peace University Student Handbook which is prepared and published by the Office of Student Services to:

- Provide information about William Peace University
- Provide students access to policies and procedures
- Provide information about resources on campus, etc.

Therefore, it does not duplicate much of the information contained in those publications. This handbook is a supplement to other sources of information and should be regarded and used as such. The most important thing to remember is that help of all kinds—academic, social, athletic, health-related—is available if you need it. If you cannot find the answers to your questions in these publications, ask your dean, ask your RA, ask your coach. A wide variety of services is available to you at WPU; use them.
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ATHLETICS PHILOSOPHY
The William Peace University Athletic program complements the institution’s core educational mission, helping to enrich the lives of our students while contributing to a vibrant and diverse campus community that inspires excellence. Our work contributes to the holistic educational environment and strengthens community at the University. Academic and athletic excellences are compatible in a well-balanced environment that encourages student-athletes to thrive and achieve their full potential as whole people.

WILLIAM PEACE UNIVERSITY MISSION STATEMENT
William Peace University is a nationally-ranked, award-winning institution located in one of the best cities in the United States in downtown Raleigh, NC.

The mission of the University is to prepare students for careers in the organizations of tomorrow. Rooted in the liberal arts tradition, the student develops an appreciation for life-long learning, a focus on meaningful careers, and skills for ethical citizenship.

VISION STATEMENT
The vision of the William Peace University Athletic Department is to provide opportunities for students to develop instrumental leadership and interpersonal skills along with physical and emotional wellbeing through participation in individual and team sports.

William Peace University provides opportunities and challenges to develop talents and engage students within a learning environment. We commit quality coaches, competitive schedules and safe facilities to assist our student-athletes through their educational journey. The Athletic Department is steadfast in its commitment to the pursuits and overall development of student-athletes to achieve academic and athletic excellence.

ATHLETICS MISSION STATEMENT
Athletics will provide exceptional value and benefit to the mission of William Peace University and its community, demonstrate unrivaled pride and foster relationships with all constituents. Our mission is to provide meaningful and impactful experiences through a balance of the college’s education mission and comprehensive skills for ethical citizenship.

NCAA DIVISION III PHILOSOPHY STATEMENT
Colleges and universities in Division III place highest priority on the overall quality of the educational experience and on the successful completion of all students’ academic programs. They seek to establish and maintain an environment in which a student-athlete’s athletics activities are conducted as an integral part of the student-athlete’s educational experience, and in which coaches play a significant role as educators. They also seek to establish and maintain an environment that values cultural diversity and gender equity among their student-athletes and athletics staff. (Revised: 1/10/95, 1/9/06 effective 8/1/06)

To achieve this end, Division III institutions:
(a) Expect that institutional presidents and chancellors have the ultimate responsibility and final authority for the conduct of the intercollegiate athletics program at the institutional, conference and national governance levels; (Adopted: 1/16/10 effective 8/1/10)
(b) Place special importance on the impact of athletics on the participants rather than on the spectators and place greater emphasis on the internal constituency (e.g., students, alumni, institutional personnel) than on the general public and its entertainment needs;
(c) Shall not award financial aid to any student on the basis of athletics leadership, ability, participation or performance; *(Revised: 7/24/07)*

(d) Primarily focus on intercollegiate athletics as a four-year, undergraduate experience; *(Adopted: 1/14/12)*

(e) Encourage the development of sportsmanship and positive societal attitudes in all constituents, including student-athletes, coaches, administrative personnel and spectators;

(f) Encourage participation by maximizing the number and variety of sport offerings for their students through broad-based athletics programs; *(Revised: 1/14/12)*

(g) Assure that the actions of coaches and administrators exhibit fairness, openness and honesty in their relationships with student-athletes;

(h) Assure that athletics participants are not treated differently from other members of the student body;

(i) Assure that student-athletes are supported in their efforts to meaningfully participate in nonathletic pursuits to enhance their overall educational experience; *(Adopted: 1/14/12)*

(j) Assure that athletics programs support the institution’s educational mission by financing, staffing and controlling the programs through the same general procedures as other departments of the institution. Further, the administration of an institution’s athletics program (e.g., hiring, compensation, professional development, certification of coaches) should be integrated into the campus culture and educational mission; *(Revised: 1/9/06 effective 8/1/06)*

(k) Assure that athletics recruitment complies with established institutional policies and procedures applicable to the admission process; *(Adopted: 1/12/04 effective 8/1/04)*

(l) Exercise institutional and/or conference autonomy in the establishment of initial and continuing eligibility standards for student-athletes; *(Adopted: 1/14/12)*

(m) Assure that academic performance of student-athletes is, at a minimum, consistent with that of the general student body; *(Adopted: 1/9/06 effective 8/1/06)*

(n) Assure that admission policies for student-athletes comply with policies and procedures applicable to the general student body; *(Adopted: 1/9/06 effective 8/1/06)*

(o) Provide equitable athletics opportunities for males and females and give equal emphasis to men’s and women’s sports;

(p) Support ethnic and gender diversity for all constituents; *(Adopted: 1/12/99)*

(q) Give primary emphasis to regional in-season competition and conference championships; and

(r) Support student-athletes in their efforts to reach high levels of athletics performance, which may include opportunities for participation in national championships, by providing all teams with adequate facilities, competent coaching and appropriate competitive opportunities.

The purpose of the NCAA is to assist its members in developing the basis for consistent, equitable competition while minimizing infringement on the freedom of individual institutions to determine their own special objectives and programs. The above statement articulates principles that represent a commitment to Division III membership and shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences.

**The Three D's**

**Discover.** Division III student-athletes are encouraged to pursue their interests and passions beyond the classroom and field of play...to discover themselves.

**Develop.** Division III institutions provide an environment that encourages student-athletes to develop into well-rounded adults. Small class sizes, the ability to participate in more than one sport, and an emphasis on participating activities outside of the classroom are all hallmarks of the Division III experience.

**Dedicate.** Division III institutions expect student-athletes to dedicate themselves to achieving their potential. Student-athletes must manage their busy schedules, keep up with class work and face the same challenges as the rest of the student-body.
ATHLETIC DEPARTMENT PERSONNEL

Administrative Staff

Vice President for Student Services
Frank Rizzo
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Director of Intramurals & Recreation/
Student-Athlete Advisory Committee Advisor
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Head Coaches

Men’s Baseball
  Chris Duty

Men’s Basketball
  Claude Shields

Women’s Basketball (Interim)
  Donald Kent

Men’s & Women’s Cross Country
  Jarrod Miron

Men’s Golf
  Dave Snyder

Softball
  Charlie Dobbins

Men’s Soccer
  Caleb Husmann

Women’s Soccer
  Keith Jenkins

Men’s & Women’s Tennis
  Jack Blankenhorn

Volleyball
  Kevin Daniels

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FACILITIES

**Intercollegiate Athletic Facilities**
The following facilities are reserved for intercollegiate athletic training and practices. Properly scheduled WPU supported activities and private groups can also utilize these areas when reserved through the athletic department and the Office of Visitor Services.

**Priority Usage:**
1. Scheduled Intercollegiate Training
2. Scheduled Classes
3. Intramural Events
4. Outside Rentals

**Hermann Gymnasium (Main Gym)**
Hermann Gymnasium serves as the home court for our intercollegiate Women’s Volleyball team as well as our Men’s and Women’s Basketball teams. Other Intercollegiate teams may use this space for conditioning only during their TRADITIONAL season.

**Ragland Tennis Courts**
Home to the intercollegiate Men’s & Women’s Tennis teams, there are six courts, three of which are lighted, located on the western side of campus (Halifax Street). Other Intercollegiate teams may use this space for conditioning during their TRADTIONAL season only.

**Softball Complex**
Home to the intercollegiate Women’s Softball team, the field is located on Blount Street on the north side of campus. Other Intercollegiate teams may use this space for conditioning during their TRADTIONAL season only.

**Batting Cages on Halifax Street (The Stable)**
Nicknamed “The Stable” serves as the Pacers’ indoor training facility for men’s baseball and women’s softball. This facility is ONLY for Intercollegiate athletes currently on men’s baseball or women’s softball rosters. Times for facility usage are TBD.

**Non-Intercollegiate Athletic Facilities**
The following facilities typically need no reservations for use. As needed, and with proper scheduling, intercollegiate athletic training and practices will take precedence. Properly scheduled WPU supported activities and private groups can also reserve and utilize the Auxiliary Gym. Guests are not allowed to utilize any of the spaces in the Hermann Athletic Center.

**Reservation/Priority Usage:**
1. Scheduled Intercollegiate Training
2. Scheduled Classes
3. Intramural Events
4. Open Play/Student Use
5. Outside Rentals
**Fitness Center (Free Weight & Cardio area)**
The equipment and facility is open to all William Peace University students, faculty and staff whenever classes are in session (fall and spring semesters). Due to the limited size of the facility and amount of equipment, **guests may not use this area.** All patrons must sign into the facility (sign-in will be at the control desk) and have access to their Pacer Card while in the facility. Rules will be posted and must be followed at all times. Students, staff and faculty may check out equipment at the control desk or by contacting members of the Athletic Department.

**Auxiliary Gym**
This court will serve as the “open” court space on campus. Various activities will be scheduled for this space, but open-free play is encouraged. Equipment and facility is open to all William Peace University students, faculty and staff whenever classes are in session (fall and spring semesters). Similar to the Fitness Center **ALL patrons must sign into the facility (sign-in will be at the control desk) and have access to their Pacer Card while in the facility. Rules will be posted and must be followed at all times. Students, staff and faculty may check out equipment at the control desk or by contacting members of the Athletic Department.**

Only non-marking soft-soled athletic shoes are allowed for use on the floor.

**Facility Hours**
- **Monday-Friday:** 10:00 a.m. to 10:00 p.m.
- **Saturday:** 9:00 a.m. to 12:00 p.m.
- **Sunday:** 6:00 p.m. to 10:00 p.m.

Unless posted otherwise, during summer school sessions, William Peace University students who are taking summer school classes may use the Fitness Center Monday through Friday from 9 a.m. to 5 p.m.

*When the Fitness Center/Auxiliary Gym is in use for any academic class, the room may be closed according to instructor preference.*

Dress Code: As this is a communal work out area, dress code will be strictly enforced. Patrons must wear the proper (closed-toed) athletic footwear while using the facility. Athletic apparel must be worn while using the facility. A list of unacceptable clothing has been provided. Any patron wearing clothing that may be deemed unacceptable by the Fitness Center Director will be asked to cover up or leave the facility.

Unacceptable Clothing: Jeans (of any kind), bikini tops or bottoms, sandals, flip-flops, Sperry’s, Tom’s, Rainbow’s, rain boots, house shoes, etc., spikes/cleats.

Priority Usage:
1. Scheduled Classes
2. Scheduled Intercollegiate Training
3. Scheduled Intramural Activities
4. Students/Faculty/Staff

Priority will be given to in-season teams. Non-athletic university needs take precedence over community and/or outside group use.

Both the Athletic Department and the University maintain master calendars to track facility use. When scheduling practices, contests and other team events, please consult the master calendar early in the planning process. REPORT CHANGES immediately. All scheduling and rescheduling of practices and/or contests are to be approved by the Director of Athletics.
STUDENT-ATHLETE RESPONSIBILITIES

Academic Eligibility/Standards
The WPU Athletic Department is committed to the successful completion of all student-athletes’ degrees in their chosen field. WPU views student-athletes as students first and foremost. As a result, we have established a department wide GPA goal of 3.3 for each semester this coming academic year!

Student-athletes are eligible for participation in intercollegiate athletics as long as they are enrolled in a minimum of 12 semester hours and in good academic standing with the university. Any question regarding eligibility should be directed immediately to the Compliance Coordinator and/or Director of Athletics in order to avoid possible NCAA sanctions.

Seniors in their final semester need only enroll in the minimum number of credits necessary for graduation.

Academic Progress
To make satisfactory academic progress toward the baccalaureate degree, the student is expected to earn at least the cumulative GPA listed below for the indicated number of credit hours attempted. (See further information under Graduation Requirements section.)

Cumulative GPA Requirement
Students should meet the following GPA according to credit hours attempted:

<table>
<thead>
<tr>
<th>CUMULATIVE GPA REQUIREMENT</th>
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<tbody>
<tr>
<td><strong>Hours Attempted</strong></td>
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<tr>
<td>(to include transfer</td>
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<tr>
<td>credit)</td>
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<td>0-29</td>
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<td>30-59</td>
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<td>60+</td>
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Academic Warning
Students who fail to make satisfactory academic progress at the end of their first semester at WPU may be placed on academic warning before being placed on academic probation. If a student is on academic warning, they will have one semester to meet the required GPA or will be placed on academic probation or academic suspension. Students on academic warning MAY participate in intercollegiate athletics.

Academic Probation
Academic probation will be automatically assigned at the close of any semester (fall, spring or summer) in which the student fails to meet the minimum cumulative GPA requirement outlined in the previous section. Students placed on probation must achieve the specified minimum cumulative GPA requirement after completing 12 credit-hours.

No student on academic probation may hold office in any University organization, participate in any intercollegiate event or program, including intercollegiate athletics, or otherwise represent the University publicly.
**Study Hall/Academic Monitoring**

In keeping with the athletic departments commitment to our student-athletes’ academic pursuits, study hall will be held each semester. Study Hall sessions are “quiet” sessions; students are not allowed to use cell phones, laptops, Ipads, Ipods, tablets of any kind, or any other similar device. Headphones are prohibited during study hall at all times. Coaches may “Choose” to use the Academic Honor Code system in place of or in conjunction with our Study Hall System. Each Coach must have prior approval of the Director of Athletics in regard to Academic Monitoring – Be sure to know your SPORTS Rule in regard to Academic Excellence.

Coaches should communicate to their athletes the importance of attending these sessions as well as the disciplinary actions (see below) associated with missing study hall/honor code reporting. All disciplinary action will be carried out in the student-athlete’s traditional season, by the team’s head coach.

During the first semester, these sessions are mandatory for all first-year students-athletes and any upper-division student-athlete whose cumulative GPA is below 2.50. At the conclusion of the first semester, initial GPA’s will be calculated for all first-year student-athletes and recalculated for all upper-division student-athletes. Any student-athlete whose cumulative GPA is less than 2.50 will be required to attend study hall/or academic honor code system for the second semester with recalculations considered at the close of the academic year.

**Each Fall.** Study Hall/or Honor Code sessions will be coordinated individually by each team. Starting the week of Labor Day, each team must hold eight, 90 minute sessions over the course of the semester before Thanksgiving. All reprimands are handled by the respective head coach. **Attendance MUST be taken and submitted after each session to the Compliance Coordinator.**

Returning student-athletes will attend 8 1/2-hour tutoring sessions over the course of the semester in lieu of the mandatory 1 ½ hours of study hall. Individual coaches can require returning student-athletes to attend team study hall as well. Tutoring sessions must be coordinated through the Learning center. All tutoring sessions must be with WPU approved tutors. The penalty for missing a session will follow the sanctions listed below.

At the end of the semester, if a student-athlete misses

- **One session:** must sit out the next available game/match
- **Two sessions:** student-athlete must sit the next available game/match and meet with Head Coach and the Director of Athletics
- **Three sessions:** suspension from team and athletics

***Coaches are recommended to provide quiet study time for their student-athletes during road trips lasting 4 hours or more. This can be on the bus or in the hotel.***

**NOTE: Check with the Director of Athletics if you have any questions relating to required sessions. GPAs will be configured by the Registrar’s office.**
Missed Classes
Under NCAA and USA South Athletic Conference guidelines, student-athletes are not permitted to miss class for practice. It is likely that student-athletes will miss class for competition and travel to away contests. Every effort should be made to minimize missed class time. Coaches have a responsibility to schedule contests that require as little missed class time as possible.

Individual faculty members reserve the right to set absence policies for each course. WPU requires that all faculty members publish attendance policies in the course syllabus--to be made available during the first class meeting.

Coaches may request student-athletes arrive for pre-game an hour and a half prior to game time on Monday-Friday, while weekends are left up to the coach.

Ethics
Athletics provide a sense of community, enhance school spirit and serve as a source of pride for students, faculty, staff, alumni and friends. WPU coaches and athletes are expected to prescribe to the principles of fair play. All participants are expected to adhere to the guidelines listed below:

1. Coaches and athletes shall conduct themselves as responsible representatives of the university at all athletic contests, as members of teams traveling to and from away contests, and as spectators at athletic events where WPU teams are represented.

2. Coaches and athletes shall endeavor to maintain a positive relationship with coaches and teammates and to be supportive of other WPU athletic teams.

3. Coaches and athletes are responsible for abiding by NCAA regulations that govern collegiate sports and should request clarification of rules, if necessary.

Outside Competition
A student-athlete becomes ineligible for intercollegiate competition in that sport until eligibility is restored by the NCAA Division III Committee on Student-Athlete Reinstatement if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (e.g., tournament play, exhibition games, or other activity) during the institution’s intercollegiate season in the sport.

Academic Services
A student-athlete, who has difficulty with a particular course, or falls behind in his/her academic pursuits, is advised to seek assistance at the earliest possible juncture. The Department of Academic Services is available to direct and counsel students who encounter difficulty. The Athletic Department staff may also be considered a resource.

Athletes must keep the Athletic Department informed when academic performance could impact athletic participation. Coaches are expected to monitor the academic standing of all team members.

Student Participation in University-Sponsored Events
Purpose: To articulate and adhere to a policy that governs student absences from classes for participation in activities in which they are representing the University (i.e., athletics, peace singers, etc.).

The policy should be responsive to (1) the needs/interests of the students, while holding them responsible
for their class work and their commitment to teammates/choir members/group members; (2) the need of faculty to have students maximize their participation in classes, especially when participation, group activities, or events which cannot be easily repeated are involved; and (3) the needs of coaches/teams, choir director/choir members, etc., which rely on participation in out-of-class activities/contests/performances of students who have practiced and prepared.

Each of the three constituent groups has specific responsibilities if we are to work together in a cooperative, cohesive, and congenial fashion. Members of each group will be asked to participate as follows:

**Students**
- Alert the instructor at the beginning of the semester/season to your participation in university-sponsored events (such as athletics or Peace Singers).
- Attend every possible class meeting, saving absences for those times in which you must be out of class for participation in intercollegiate contests, performances, etc. For example, if a class allows six absences and you have five games/performances/etc, you will have only one absence remaining. If you know you are going to have more absences than the allotted number for that course, due to university-sponsored events, you need to immediately speak with your instructor and consider whether you should be taking that course.
- Attend class until the designated time of departure of the group to travel to a scheduled contest/performance, e.g., be at a 9:00 a.m. class and plan to leave early if the van/bus is leaving at 9:30 a.m. for a trip.
- Remind faculty of the need to leave class or miss class because of a university-sponsored trip on the class day before the event. Ask in advance about any work that needs to be done or activities which may be missed.
- Suggest an appropriate time as soon as possible to make up tests/quizzes.
- Alert group members if involved in group activities in class, checking schedules in advance to determine that no group presentations are scheduled at the time of an absence.

**Activity Sponsors (Coaches, Directors, etc.)**
- Coaches, through the Director of Athletics, need to send team schedules and rosters to faculty at beginning of the semester. Other activity sponsors need to also email faculty and staff with a list of students, dates, and times for events that will require students to miss classes. Please include the estimated time of departure. Invitations for performances by the Peace Singers are received throughout the academic year; therefore, a complete schedule is not available at the beginning of each semester.
- Send a reminder email to faculty at least two days before a trip about the exact time students will be departing and when they will be returning.
- Schedule departure of the vans/bus for road trips at a reasonable time, allowing only time needed for travel, warm-up, etc.
- Encourage students to work cooperatively with faculty when difficulties arise.
- Alert the Director of Athletics who in conjunction with the Faculty Athletic Representative (FAR), will attempt to get information from all sides and if unable to resolve the matter will notify the Vice President for Student Services.

**Faculty**
- If you have an attendance policy that includes excused and unexcused absences, count absences as excused if the student is representing the institution in University-sponsored events.
- Please allow students who miss classes because of participation in University-sponsored events to make up work they have missed, including making up a missed quiz even if they are allowed to drop
the lowest grade(s).

- At the beginning of the semester, communicate clearly your expectations for class attendance and participation. If you have a strict attendance policy, be very clear in your syllabus. Also, hold a conversation with students you believe will be missing too many classes due to their out-of-class commitments.
- Hold students accountable for attendance and participation for times during which they are not away from campus, including class periods immediately before travel.
- Communicate directly with coaches/directors/staff if students are “taking advantage” of policies regarding participation in University sponsored events or are not doing well in classes.

**Transfer Students**

The NCAA and the USA South Athletic Conference regulate college transfer students. Any student-athlete who previously competed in college athletics should consult with the Compliance Coordinator to ensure eligibility. If any further clarification is needed, contact the Director of Athletics.

**Transferring to Another College or University**

Students are encouraged to discuss any plans to leave the University with their coaches. The NCAA has established a procedure for students wishing to talk with coaches at other Division III institutions. Students may download a “Permission to Contact: Self Release” form from the NCAA website at http://ncaa.org/. This form allows a 30-day window during which a student may have contact with another Division III institution about the opportunity to transfer. Students considering a transfer to a Division I or II institution must receive a release from the Director of Athletics prior to talking to members of the coaching staff at the DI or DII institution.

**Eligibility Forms / Video**

Prior to each season all student-athletes are required to read a summary of NCAA regulations and sign a *Student-Athlete Statement—Division III*. This form and the *Drug Testing Consent Form—Division III* will be kept on file with the Director of Athletics. The USA South Athletic Conference also requires that on-line eligibility forms be filed for all student-athletes prior to competition. These records can be reviewed in the athletic office. All student-athletes will also be counseled on the NCAA regulations concerning gambling. Team members may be required to watch a video on the subject as specified by the NCAA.

**Selection and Dismissal**

The coaching staff of each sport reserves the right to set roster size. This number may fluctuate from year to year. The head coach is ultimately responsible for selecting team members. Be advised that returning athletes are not guaranteed roster spots from one season to the next. Selected incoming recruits may be guaranteed roster spots for one year only. Tryouts are held for a minimum of two (2) calendar days at the beginning of each season. Unless otherwise noted, this tryout period is open to any interested WPU student. The Director of Athletics and the University expect anyone who expresses an interest in a sport at WPU to be given an opportunity to display their skill and to be treated fairly; however, coaches have a responsibility to make team selections that benefit the program.

**Head coaches, in consultation with the Director of Athletics**, may remove student-athletes from teams at their discretion. Violation of published University and/or team rules may result in suspension or removal. WPU student-athletes are expected to display appropriate behavior and conduct at all times while representing the University. This includes participation in, and travel to and from, away contests.
**Team Captains**
The head coach may select the team captain(s), with or without input from the squad. The guidelines for selection are flexible to accommodate the needs of each team and may vary from year to year. Please note that it is not a requirement for all teams to have captains.

**Practice**
The University and the Athletic Department understand that student-athletes have busy schedules. As noted in this manual, athletes may be required to miss practice for academic reasons, which is often unavoidable. Student-athletes are obligated to minimize conflicts and missed practices to the best of their abilities. Furthermore, team members are expected to be on time for all practice sessions. Any player unable to attend practice, or any portion of a practice, should inform his or her coach in advance. Coaches reserve the right to impose consequences on those who fail to meet these obligations. *Per NCAA Bylaw 17.01 & 17.02*

Coaches, in consultation with the Director of Athletics, may schedule daily practices at times that minimize conflict with academic and other obligations. This may necessitate evening or morning practices. Practices may be scheduled for two and one-half (2 ½) hour blocks Monday-Friday. Saturday and Sunday practices as well as days when classes are not in session may be one three (3) hour block or two (2) two hour blocks. Teams whose TRADITIONAL season falls during an exam period may practice one hour each day during that period. NCAA regulations dictate that one day during each calendar week be OFF. Additionally, the NCAA limits *contact* to a maximum number of weeks during the academic year.

Coaches must submit practice schedules for the entire season to the Director of Athletics and compliance coordinator. Current practice schedules must be kept on file with the Director of Athletics per NCAA rules. All changes in practices for any reason must be first approved by the Head Athletic Trainer then submitted to the Director of Athletics for final approval.

**Multiple Sport Athletes**
Student-Athletes who want to play multiple sports are required to meet with the coaches involved, Head Athletic Trainer and the Director of Athletics, to ensure student-athlete well-being and academic success will not be jeopardized by the dual participation. At this meeting, all parties will discuss the best possible practice schedule for the student-athlete.

Student-Athletes must receive permission from their recruited and/or primary coach to play multiple sports unless they are recruited to play multiple sports. Coaches should tell student-athletes they did not recruit to campus to contact their primary coach before further action is taken.

Student-Athletes must have one calendar date off per week per NCAA rules. In-season team/sport takes precedents in all practice and playing situations. The participation in the multiple sports process includes both traditional and non-traditional seasons.

Final decision on participation in multiple sports is determined by the Director of Athletics.

**Equipment**
As necessary by each individual sport, practice equipment, game uniforms, travel attire and other sport specific equipment are provided for each athlete. Practice gear, if applicable, will be available on the first day of practice. Clothing will not be available for tryouts.

**NEVER** put athletic department uniforms in the dryer. Athletes are responsible for all items received from the athletic department.
At the conclusion of the sport season athletes will be responsible for returning all items issued during the season. Athletes should submit all equipment to your coach within one week of the last game or match. After this time, coaches must calculate the cost of each unreturned item and give that information to the Assistant Director of Athletics. From that point, fines will be assessed.

If equipment is not returned or fines are not paid a list will be sent to the Office of the Registrar to hold student-athlete’s academic information.

**Dress Code**
The University does not require a particular style of dress for its athletes. The Athletic Department reminds all who represent it that attire for both home games and travel should be *appropriate*. Head coaches reserve the right to mandate attire for travel or particular events as necessary.

**Transportation**
The Athletic Department provides transportation to out-of-town contests, typically via charter bus. Athletes that practice off-campus (or compete in the Raleigh area) may be required to meet at the practice/competition site. When institutional transportation is provided, any athlete who wishes to travel by alternate means (including riding with parents) must get permission from his/her head coach.

**Exit Surveys**
Graduating seniors, those who have exhausted their athletic eligibility and students who plan to transfer to another institution have an opportunity to reflect on their experience as a WPU student-athlete. Completion of the exit survey is optional. Student-athletes also have an opportunity to speak with the Director of Athletics about their athletic experience at WPU.

**CONDUCT, ALCOHOL, DRUG AND TOBACCO POLICIES**

**Conduct**
All WPU athletes are expected to know, understand, and abide by the policies and procedures as outlined in both the WPU Student Handbook and Student-Athlete Handbook. Any student found in violation of University rules is subject to immediate disciplinary or administrative action. Additional conditions and sanctions may be imposed as deemed appropriate by the Athletic Department.

**Consequences and Sanctions Regarding the Misuse of Alcohol**
Alcoholic beverages are not part of the intercollegiate athletic environment. It is not the intention of this department to deny the student-athlete individual rights; however, we do prescribe social conscience consistent with the laws of this state and nation. Student-athletes are expected to uphold and abide by the policies set forth in the William Peace University Student Handbook.

WPU upholds local, state and federal laws that prohibit the unlawful possession, use or distribution of alcohol. Any student found unlawfully possessing, using, or distributing alcohol is subject to immediate disciplinary or administrative action.

Additional conditions and sanctions may be imposed as deemed appropriate by the Athletic Department.
Consequences and Sanctions Regarding the Use of Illicit and Unlawful Drugs

WPU upholds local, state, and federal laws that prohibit the unlawful possession, use or distribution of illegal drugs. The possession, use or distribution of illicit drugs and the unlawful possession, use or distribution of prescription drugs is strictly prohibited on the property owned or leased by the University or at any University activity. The University has a zero tolerance policy in regards to illegal substances. Any student found possessing, using or distributing illicit and/or unlawful drugs, in most cases, will be subject to severe disciplinary action including suspension or expulsion. **Additional conditions and sanctions may be imposed as deemed appropriate by the Athletic Department**

NCAA Drug Testing Requirements

All teams will be subject to testing from the opening day of practice, until the end of the academic year, including those teams who begin practice prior to the first day of class for fall semester. During the academic year all teams or individuals with potential for post-season NCAA play will be tested at least once prior to the departure date for such play. All student-athletes will be subject to random and regular testing on a continual basis. Those who at any time experience a positive test result can expect further testing to be done on a regular basis. As noted earlier in this manual, all student-athletes are required to read and sign a Drug Testing Consent Form-Division III prior to each season. The completed NCAA forms will be kept on file in the Senior Woman’s Administrator’s office.

2016-17 NCAA Banned Drugs

*It is the student-athlete's responsibility to check with the appropriate or designated athletics staff before using any substance*

The NCAA bans the following classes of drugs: a. Stimulants, b. Anabolic Agents, c. Alcohol and Beta Blockers (banned for rifle only), d. Diuretics and Other Masking Agents, e. Street Drugs, f. Peptide Hormones and Analogues, g. Anti-estrogens, h. Beta-2 Agonists

**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. 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. Examples of substances under each class can be found at [www.NCAA.org/drugtesting](http://www.NCAA.org/drugtesting).

Drugs and Procedures Subject to Restrictions: a. Blood and gene doping, b. Local Anesthetics (permitted under some conditions), c. Manipulation of Urine Samples, d. Beta-2 Agonists permitted only by prescription and inhalation, e. Caffeine: concentrations in urine exceeding 15 micrograms/ml will result in a positive drug test.

NCAA Nutritional/Dietary Supplements Warning:

- Before consuming any nutritional/dietary supplement product, review the product with the appropriate or designated athletics department staff!
- Dietary supplements are not well regulated and may cause a positive drug test result.
- Student-athletes have tested positive and lost their eligibility using dietary supplements.
- Many dietary supplements are contaminated with banned drugs not listed on the label.
- Any product containing a dietary supplement ingredient is taken at your own risk.

**Note to Student-Athletes:** There is no complete list of banned substances. Do not rely on this list to rule out any supplement ingredient. **Check with your athletics department staff prior to using a supplement.**
Some Examples of NCAA Banned Substances in Each Drug Class

Stimulants:
amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexaneamine, “bath salts” (mephedrone) etc. Exceptions: phenylephrine and pseudoephedrine are not banned.

Anabolic Agents (sometimes listed as a chemical formula, such as \(3,6,17\)-androstenetrione):
boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

Alcohol and Beta Blockers (banned for rifle only):
alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

Diuretics (water pills) and Other Masking Agents:
bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

Street Drugs:
heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. spice, K2, JWH-018)

Peptide Hormones and Analogues:
growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

Anti-Estrogens:
anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD),etc.

Beta-2 Agonists:
bambuterol; formoterol; salbutamol; salmeterol; etc.  
*Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!*

Information about ingredients in medications and nutritional/dietary supplements can be obtained by:

Contacting the Resource Exchange Center, REC, **877-202-0769** or **www.drugfreesport.com/rec** password ncaa1, ncaa2 or ncaa3.

**It is your responsibility to check with the appropriate athletics staff before using any substance.**

The National Collegiate Athletic Association May 2013
PACER ATHLETICS TOBACCO POLICY

The Athletic Department has no tolerance for the use of tobacco products amongst its student-athletes. Athletes found or known to be using tobacco products—even in off-campus social settings—should expect sanctions from the Department of Athletics. All infractions will be carried over year-to-year throughout a student-athlete’s career.

The Athletic Department follows the NCAA Bylaw 11.1.5 that prohibits the use of tobacco products during practice and competition by all game personnel (e.g., coaches, trainers, managers, and game officials) and 17.1.11, which prohibits the use by student-athletes during practice and competitions. Use is prohibited on the field of play, buildings on campus and College vehicles. Further, in the sport of softball, dugouts are considered to be on the field of play. A student-athlete who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition. In addition to NCAA Bylaw 17.1.11, the Pacer Athletic Department has adopted the following disciplinary policies:

**First Offense**
1. The student-athlete will be disqualified from any practice or game on the day of the offense, or starting with first day of practice for out of season violations.
2. The student-athlete will receive a written letter from the Director of Athletics informing them of the infraction and will be reminded of the tobacco ban and disciplinary policy regarding tobacco use.

**Second Offense**
1. The student-athlete will be disqualified from any practice or game on the day of the offense in addition to a seven-day suspension from practices or games beginning the day of the infraction. Disqualification begins the first day of practice for out of season violations.
2. The student-athlete will receive a written letter from the Director of Athletics informing them of the infraction and will be informed that subsequent infractions will result in dismissal from the team for the remainder of the season.

**Third Offense**
1. Dismissal from team for the remainder of the season, or the entire season if the violation occurred out of season.
USA SOUTH ATHLETIC CONFERENCE TOBACCO POLICY

The USA South Athletic Conference recognizes that the use of tobacco products is a health, safety and environmental hazard. Additionally, the conference recognizes the promotion of positive role modeling by our student-athletes and staff. We wish to promote a healthy athletic environment, free from unwanted smoke and tobacco product residue, for our student-athletes, all team and game personnel and fans.

**Policy Rational**
- Cigarette smoking is considered the chief preventable cause of premature disease and death in the United States.
- Regular use of tobacco is ultimately harmful to every user’s health, directly causing cancer, respiratory and cardiovascular diseases, adverse pregnancy outcomes and premature death.
- Secondhand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems.
- Nicotine is a powerfully addictive substance.
- Children and adolescents often emulate their sports “heroes and heroines.”
- The use of spit tobacco is a health and sanitation issue.
- The NCAA places a ban on the use of tobacco products in conjunction with athletic events.

**Definition**
For the purposes of this policy, tobacco is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, and spit tobacco, also known as smokeless, dip, chew, and snuff, in any form. Tobacco use includes smoking, chewing, dipping or any other use of tobacco products.

In accordance with NCAA Bylaws, the use of tobacco, including smokeless tobacco, by student-athletes, or team or game personnel (coaches, athletic trainers, managers, and game officials), is prohibited in all sports during practice and competition. This rule applies to the field or court of play. Any student-athlete or team personnel who use tobacco during practice or competition shall be disqualified for the remainder of that practice or competition.

Officials and umpires, scorers and other game personnel are likewise prohibited from tobacco use at the competition. If observed by a game official or game administrator, the offender shall be directed to immediately dispose of the tobacco product. Failure to comply when directed shall result in ejection. Such actions by game umpires and officials will be reported to the supervisor of officials.

For the purpose of this rule, competition is considered to begin upon arrival at the competition site and ends when one leaves the competition site.

This ban includes related activities such as banquets, autograph sessions, media conferences, post-game interviews and clinics related to any conference athletic events and tournaments.

During the regular season, it is the responsibility of each institution’s administration to enforce the rule for its athletes and game personnel. The umpires and game officials will enforce the rule during competition. During conference tournaments, game officials shall have disqualification authority during actual competition. The games committee (composed of the head official, host athletic director and tournament director) shall make the determination for practice or site violations.
USA SOUTH ATHLETIC CONFERENCE SPORTSMANSHIP STATEMENT

Preface
The USA South Athletic Conference affirms its commitment to establishing and maintaining sportsmanlike environments for institutional competitions. The belief is paramount that the role of education through sports serves to teach youth and communities sportsmanship and respect for opponents. Thus, the conference seeks to promote an environment of hospitality rather than one of hostility.

The goal of the Conference is that, through this emphasis on sportsmanship, we teach the values of responsibility, respect, fairness, civility, honesty, integrity, trustworthiness, tolerance, caring, loyalty, pride and a commitment to excellence. In an effort to achieve this goal, the USA South Athletic Conference has developed this statement that outlines the expectations of the various groups and individuals associated with these intercollegiate athletic programs.

Administrators
It is incumbent upon institutional administrators to create an environment of respect and hospitality for visiting teams, particularly for Conference events. An attitude must be developed whereby all institutions treat guests as they wish to be treated when visiting other campuses.

The Director of Athletics or designee at the host institution must welcome the opposing coach at the event, provide an opportunity for the coach to address any concerns, indicate the location of game management personnel, and identify any security personnel present for the contest. The Director of Athletics should confer with security to ensure that the visiting team is protected from abuse from the home crowd and that personnel are placed in very close proximity to the visiting team’s bench. Seating at spectator events must be arranged to emphasize sportsmanship and minimize the harassment of the visiting team and its fans.

The Director of Athletics must ensure that those who are employed by the institution treat opponents with fairness and respect (e.g., public address announcers must be required to announce the contest in an even-handed manner). The institution’s chief executive officer and Director of Athletics should periodically review the standards of acceptable conduct, as set forth in this document, with staff members, coaches, student-athletes, and spirit groups (cheerleaders and bands).

To assist the Director of Athletics or his/her designees as home game administrators, the Conference has developed an Event Management Policies and Procedures document (attached). The intent is to present a consistent approach to event management and spectator conduct across the Conference. The document details the expectations for procedures in hosting athletic events and should serve as a guide for our institutions.

Coaches
Coaches have probably the greatest influence upon the athletes in their programs and have the responsibility to ensure that high principles of sportsmanship are taught and followed. The USA South Athletic Conference benefits from coaches who risk losing a contest by removing student-athletes who have demonstrated disrespect for opponents. This disciplinary measure educates individuals about the importance of sportsmanship over participation and winning; this attitude must be adopted by all USA South coaches. Administrators and coaches must pay special attention to athletes’ behavior and continually emphasize the need for sportsmanship and respect. Such education is needed to counteract the constant messages received by young people from many professional athletes and others who demonstrate a lack of respect for opponents. This conference is committed to teaching appropriate messages concerning sportsmanship.
Coaches also have the ability to influence the behavior of fans. When addressing the media, boosters clubs, constituents, fans, etc., conference coaches must take every opportunity to encourage support at athletic contests, but not at the expense of abusing the visiting team. It should be stressed that the participants in these contests are young people who do not deserve to be mistreated by a hostile crowd.

A coach’s personal approach determines acceptable behavior for student-athletes. Gamesmanship, profanity, arguing and disrespectful displays to officials, opponents and spectators should not be a part of the modeling behavior of our USA South coaches for our student-athletes. Coaches must buy in completely and demonstrate a serious attitude towards good sportsmanship by diligently and consistently educating their team and applying consistent consequences for student/athletes if standards are not met.

Following are the expectations of coaches relating to sportsmanship:

1. Be an advocate of education, sportsmanship, honor and good character.
2. Be cognizant of your verbal and non-verbal communications. Profanity is strongly discouraged.
3. Be a worthy role model. Be mindful of the great influence you have as a teacher/coach.
4. Be a positive ambassador for your sport and your institution.
5. Prior to each season, review expected behavior standards with his/her team and have each student-athlete sign the attached document agreeing to uphold the highest standards of good sportsmanship.
6. Require team captains to speak once every two weeks to the team about good sportsmanship (e.g. examples of sportsmanship, concerns regarding sportsmanship).
7. Each head coach shall include in his/her team policy manual specific and detailed information regarding expected good sportsmanship behavior for their student-athletes. This shall include pre-game, game and post-game expectations (see attachment).
8. During the hiring interview process for new staff, athletic directors shall place paramount importance upon sportsmanship issues w/each candidate. This issue should be discussed in reference checks.
9. Coaches have the ability to influence fan behavior. The coach should take every opportunity when addressing media, boosters or other public forums to reinforce and promote good sportsmanship.
10. Public criticism or off the record criticism to players, media or others of officials or opponents by coaches will not be tolerated.
11. A coach shall not address or allow anyone on the bench or field of play to address uncomplimentary remarks or gestures to the officials, opponents or spectators at any time before, during or after competition.
Sanctions:

Unsporting Behavior

1. Any unsporting behavior by a coach in any intercollegiate competition witnessed by an athletic administrator, opposing head coach, or other person should be reported to the athletic director within 48 hours of the incident and would require the following action:

- Immediate meeting between coach and AD to review the situation.
- If the violation is confirmed, report the incident to the Commissioner. The Commissioner, through the AD, will apply the following sanctions.

a. First Offense—a warning issued by the conference to the head coach—copied to the athletic director and the President.
b. Second Offense—a one game suspension; or, 10 hours of community service; or, a $100 fine, as handed down by the conference Commissioner—Notification copied to the athletic director and the president.
c. Third Offense—a minimum suspension of multiple contests at the discretion on the Commissioner. A potential fine for the coach is also possible at this level not to exceed $50—Notification copied to the athletic director and to the president.

2. The above listed action would also apply to the ejection of a coach from any intercollegiate competition.
   a. The community service must begin within one week of the sanction.

If a violation is deemed major on the first offense, as determined by the Commissioner/Athletic Director, the Executive Committee of the conference would be convened and immediate suspension, short or long term, and a possible fine to the coach could be administered.

Unsporting Behavior - Soccer
Coaches must notify their directors of athletics of all cards received, immediately following a contest. Notification may be by phone or email.

Upon the team’s second red card of the season the coach will receive a written warning from the Director of Athletics at his/her institution.

Upon the team’s third red card, the coach will receive a written warning from the Commissioner of the USA South. A copy will be forwarded to the athletic director and the president of the institution.

Upon the fourth red card, the coach will be suspended for one game. The coach may, in lieu of the suspension, perform 10 hours of community service or pay a $100 fine.

Upon the fifth red card, the coach will be suspended for one game. The coach may, in lieu of the suspension, perform 20 hours of community service or pay a $200 fine.

Community service hours and fines will continue to increase per the scale above. The community service must begin within one week of the sanction and documentation of such provided to the athletic director.

Additionally, the coach will write a letter of apology to the opposing coach (with copies sent to their Director of Athletics and the conference Commissioner) following each level of reprimand.
**Appeal Process**
Decisions of the Commissioner can be appealed by the coach to the USA South Executive Committee. The Commissioner must be notified of the intent of appeal within 48 hours of the receipt of the notice of the decision. The appeal must be in writing and filed with the Commissioner within five business days. The appeal must be signed by the coach, athletic director and president of the institution. All sanctions will be on hold during the appeal process. The decision of the executive committee shall be rendered only after affording the coach involved in the case an opportunity to be heard and present evidence. The executive committee’s decision shall be final. The processing of appeals shall be completed in a timely manner.

**Student-Athletes**
Respect for the game in which the student-athlete competes also demands respect for the opponent. Student-athletes at conference institutions are expected to treat opponents in a sportsmanlike manner. There can be no tolerance for taunting and baiting of opponents.

Student-athletes are perhaps the most visible representatives of their institutions. Their behavior is observed and emulated by many. Conference student-athletes must honor the responsibilities that accompany the privilege of representing their schools by acting with dignity and class both in and out of competition.

Athletic competition in the USA South should be fun and competitive and should also be a significant part of a sound educational program, embodying high standards of ethics and sportsmanship while developing good character and other important life skills. USA South student-athletes are expected to meet the following standards:

- Be respectful of coaches, teammates, opponents and officials.
- Be gracious in victory and accept defeat with dignity.
- Avoid disrespectful or offensive conduct of any sort including profanity, obscene gestures, sexual remarks, trash-talking or taunting, boastful celebrations or other actions that demean individuals or the sport.
- Be a worthy role model.
- Exhibit self-control. Channel anger and/or frustration into a positive mode.
- Choose the right behavior.
- Remain in the bench area during games unless leaving to enter the game through an official substitution.
- Follow the Spectator Code of Conduct when a fan at an athletic event.
- Sign a statement that he/she has reviewed the conference sportsmanship regulations and understands that it is his/her responsibility to know and uphold them and any violations can result in institutional and/or Conference sanctions.

**Ejection from Games**

*For all sports:*

*Any ejection of a player from an intercollegiate contest will result in one game suspension per USA South policy and/or NCAA policy.*
Fans
The conference hopes and believes that the establishment of the principles outlined in this document will create a wholesome atmosphere that will attract more fans to athletic events. The fans must be reminded by the public address announcer of the expectation of sportsmanship and respect for opponents. Fans should be encouraged to applaud the effort by both institutions, even while supporting their own. The NCAA Code of Spectator Conduct is to be read prior to all events where a microphone is available and is to be printed in all game programs. Administrators are responsible for enforcing the code, which states, “The NCAA promotes good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption or possession of alcoholic beverages is prohibited.”

The USA South Code of Spectator Conduct asks fans to respect the following principles of good sportsmanship:

- CHEER LOUDLY & PROUDLY for your team, not against the visitors
- No profanity, vulgarity, racist or sexist remarks
- No personal remarks towards players, coaches or officials
- Show that you know the game
- Stay away from the playing area and team bench areas
- Zero tolerance for alcohol use at all contests
- CHEER LOUDLY & PROUDLY for your team, not against the visitors

Concluding Statement
Good sportsmanship must be an integral part of every sport sponsored under the aegis of a college or university because it is part of the educational process. The ethical environment of an institution of higher learning must assert and reflect the primacy of human dignity, must encourage growth and achievement, and must insist on respect in all interpersonal relations. The conference believes that the effort to meet the expectations outlined in this document will enhance athletic events by creating a healthy environment for competition.

Established November, 2001
Revised May, 2006
Congratulations on your selection as a participant in the intercollegiate athletics program. This handbook presents to you information needed to maximize your experience as a student-athlete at William Peace University. Important facts, rules, policies, and procedures are outlined for your information and implementation.

The provisions of this handbook are not to be regarded as an irrevocable contract between the student and the college or the student-athlete and Department of Athletics. The Athletics Department reserves the right to change any provision or requirement at any time within the student-athlete’s term or residence.

Student-Athletes are urged to consult the William Peace University Student Handbook for more information on college policies and procedures.

As a student-athlete, you are expected to abide by the NCAA, USA South Conference, William Peace University and team policies and guidelines set forth in this handbook. You are responsible for reading the handbook and becoming familiar with these policies and guidelines. In the event of a disciplinary incident.

I have read the statements above and am responsible for the policies and guidelines set forth in the 2016-2017 William Peace University Student-Athlete Handbook.

Name (Printed):

______________________________________

Signature:

______________________________________

Date:

______________________________________
Intercollegiate Athletic Medical Eligibility
The NCAA requires that student-athletes have a full pre-participation physical examination prior to the first year of athletic competition. The NCAA also requires that all student-athletes receive a medical recheck screening annually thereafter. Each head coach is required to submit their roster of student-athletes to the head athletic trainer a minimum of 30 days prior to the start of their preseason workouts, or the first day of Fall class, whichever comes first. All first year student-athletes will be required to obtain a college physical from the physician of their choice. All returning student-athletes will be required to fill out a screening form annually and return it to the Athletic Training Staff. If the screening form elicits any concerns, the Athletic Training staff will notify the student-athlete that he/she will need to follow up with an appropriate physician to obtain medical clearance. Once the scheduled exams have taken place, the head coach will receive notification of the student-athlete’s medical eligibility. If a student-athlete fails to attend his/her pre-participation physical examination, the student-athlete will remain ineligible until the pre-participation physical examination is completed. It must be clearly understood that all student-athletes must receive medical clearance before participating in Intercollegiate Athletics. Failure to receive medical authorization to participate in Intercollegiate Athletics shall immediately disqualify any athlete from all competition. NOTE: It will be the coach’s responsibility regarding liability if a student-athlete participates without having had a pre-participation physical examination.

In conjunction with the pre-participation physical examination, the student-athlete will also disclose his/her previous injury or illness record, past medical history, and family history. Failure to disclose any injury or illness, past or present, relieves the Athletics Department of all liability in the event the athlete sustains a subsequent injury or re-injury to the affected part. Therefore:

1) All incoming student-athletes are required to pass an initial medical history and physical examination. In subsequent years, returning student-athletes will complete an Updated Health History questionnaire to be reviewed for any further evaluation prior to being medically cleared for participation.

2) All student-athletes must pass a physical exam given by an orthopedist, cardiologist, and/or neurologist (if warranted) of the athlete’s choice, and reviewed by the Athletic Training staff before equipment will be issued and before the candidate will be permitted to practice with the team.

3) The physical exam/medical questionnaire is effective for the duration of the academic year. However, any change in a student-athlete’s medical condition will require notification to the Athletic Training Staff.

4) William Peace University’s Team Physician may re-examine any student-athlete and change the student-athlete’s status at any time should the situation warrant.

5) A complete medical history must be provided to the Athletic Training Staff or Team Physician in conjunction to the physical exam on the medical questionnaire. The following conditions must be reported:

   a. Chest pain, irregular heartbeat, shortness of breath, dizziness or fainting
   b. Cardiopulmonary problems or family history of cardiac death
   c. Allergies, asthma, diabetes, epilepsy, or any congenital or chronic condition that will require ongoing treatment
   d. Current medication
   e. Concussion history
   f. Musculoskeletal injuries
g. Internal organ injury/Loss of paired organ
h. Any serious illnesses and/or hospitalizations
i. Unexplained weight loss/gain, abdominal pain, chronic diarrhea, wounds that do not heal, excessive urination
j. Visual changes or eye injuries
k. Heat related illnesses
l. History of or current mental/nervous/eating disorders
m. Pregnancy or absent menstrual cycle
n. Substance abuse problems

6) Candidates with special conditions may be referred to specialists for examination and recommendation. William Peace University will not be held financially responsible for any tests (x-rays included) or referral to specialists to conclude a student-athlete’s physical examination. ***Any tests, referrals or subsequent costs including medications related to pre-existing conditions are the financial responsibility of the student-athlete and his/her parent(s) and/or guardian(s).***

7) Any condition that is determined by the Team Physician to be detrimental to the student-athlete’s health and well-being may disqualify the candidate from participation in Intercollegiate Athletics.

MEDICAL SERVICES
Injuries must be anticipated in any type of athletic activity. Almost without exception, every sport assumes some degree of risk. Therefore, when an injury does occur to a student-athlete participating in the Intercollegiate Athletics program, the following care, supervision, payment and medical services are available:

Care of Athletic Injuries / Illnesses

POLICY
Any student-athlete who has suffered an injury or illness of any kind should make it known to the Athletic Training Staff. Any student-athlete requiring medical diagnosis or treatment for injuries or other related medical problems while participating in their Intercollegiate Athletic Program should report this injury or problem to the Athletic Trainer assigned to his/her sport. The Athletic Trainer will then administer first aid and/or perform an orthopedic evaluation to determine if the athlete is able to return to participation. If necessary, arrangements for a consultation with the Team Physician will be made. If the Team Physician prescribes treatment and it is available in the Athletic Training Room, the student-athlete is required to be treated in such under the supervision of the Athletic Training Staff.

If the Team Physician believes the injury is of the nature or severity that requires the consultation of another medical specialist, referrals will be made as soon as possible by the Team Physician or a member of the Athletic Training Staff.

If the student-athlete is not satisfied with his/her injury diagnosis or recovery progress, he/she should notify the Head Athletic Trainer or Team Physician to discuss a second opinion. If a second opinion is obtained without prior approval from the Athletic Training Staff or Team Physician, the WPU secondary intercollegiate insurance will not provide payment for services rendered.

Medical records are maintained in the Athletic Training office for all student-athletes participating in the Intercollegiate Athletic Program. The Athletic Training Staff and the Team Physician, when needed, are the final authority on when an injured or ill student-athlete may return to practice or competition. HIPAA guidelines are strictly enforced.
PROCEDURE

All injuries and illnesses should be reported to the Athletic Training Staff. If a student-athlete is injured or ill and is restricted from athletic participation, he/she must be granted clearance by the team Athletic Trainer or Team Physician to resume physical activity.

If a student-athlete is injured during a practice session, workout session or contest, the Athletic Training Staff will aid him/her as quickly as possible, evaluate the student-athlete and proceed with the appropriate, immediate care. The coach will be informed as quickly as possible regarding the student-athlete's injury and availability for that particular practice, workout or contest. All therapeutic treatment, if necessary and available, will be administered by the Athletic Training Staff.

In the case of an emergency, the Athletic Training Staff will administer the necessary emergency care until EMS (Emergency Management Services) arrives. COACHES SHOULD NOT UNDER ANY CIRCUMSTANCES REQUEST THE REMOVAL OF A STUDENT-ATHLETE OR ATTEMPT TO MOVE HIM/HER IF AN INJURY HAS OCCURRED TO THE STUDENT-ATHLETE'S HEAD, NECK OR BACK.

REFERRALS

The William Peace University Athletic Training Staff, on occasion, will refer students to an orthopedic surgeon. William K. Anderson, M.D. of Cary Orthopedic & Sports Medicine Specialists (COSM) serves as the primary Team Physician. To be eligible for an appointment with the orthopedic physician, a student must be evaluated and referred by either the Athletic Training Staff or the Director of Health Services.

**If the Team Physician, Student Health Service Center, or the Athletic Training Staff determines that an outside referral or consultation is necessary for a student-athlete, the appointment for such a visit will ONLY be arranged by the Team Physician or the Athletic Training Staff. If a student-athlete refers himself/herself without obtaining prior approval from the Athletic Training Staff, the student-athlete shall assume medical and financial responsibility for such outside visit and medical attention. Coaches do not have the authority to arrange medical referrals to any physician or outside medical service without consulting and receiving prior approval through the Athletic Training Staff.

CARE AND PREVENTION OF INJURIES

The prevention and care of athletic injuries is the responsibility of the Athletic Training Staff. Safety is the main concern. Each athlete may expect the following to be provided:

- Thorough review of all physical and medical history forms to ensure medical clearance for intercollegiate athletics participation; assistance with follow up referrals to obtain clearance if necessary;
- Emergency care of injuries;
- Medical referral of injuries to physicians when needed;
- Office hours for treatment and rehabilitation;
- Follow-up medical history for all athletes;
- Medical supplies necessary for participation;
- Ice and water provided at all practices and games.

THERAPY REQUIREMENTS

Safe and expedient return to activity after injury will be maximized if each student-athlete fulfills the following responsibilities:

- All new injury evaluations must be done in the morning or at a scheduled time after practice. NO new injury evaluations will be done immediately before practice.
- Treatments are mandatory. Failure to complete required rehabilitation will result in no participation for that day. If you cannot attend a scheduled appointment, please call (919) 508-2338 or email the Athletic Training Staff as soon as possible to notify and reschedule.
- Athletes who are regularly taped must be on a rehabilitation program for that joint.
- Athletes should not attempt at any time to prescribe treatments without assistance from the Training Staff.
REQUIRED INFORMATION
All student-athletes must provide the following before being allowed to participate:

1. Emergency Medical Information Form;
2. Medical Release Form;
3. A photocopy of insurance card (front and back);
4. A completed Orthopedic Screening Form;
5. Acknowledgement of Insurance Form;
6. A completed Medical History Form;
7. Sickle Cell Trait Test Result Form.

FINANCIAL COVERAGE OF MEDICAL CARE
It is extremely important that the Department of Athletics policies and procedures related to insurance and financial responsibility be understood by and communicated to all athletes as well as their respective parent(s) and/or guardian(s). There is a mutual responsibility shared by all parties to adhere to these policies and procedures to ensure the proper processing and prompt payment of expenses related the care and treatment of illness and injury. The following section outlines the rights and responsibilities of student-athletes regarding athletic health care. It is imperative that the athlete read and understand this information so that they know what to expect and what is expected of them in the event they suffer an injury. This information will be shared with athletes at the beginning of each semester.

ATHLETIC DEPARTMENT INSURANCE PROGRAM
The WPU Athletic Department purchases for all student-athletes an Athletic Accident Insurance Policy which provides excess coverage for any athletic-related injury sustained in an approved, supervised Intercollegiate Athletic sport activity. Each student-athlete is required to carry primary health insurance. To ensure medical coverage, student-athletes are required to report all injuries of any kind to the WPU Athletic Training Staff for appropriate care and referral. If the student-athlete does not report the injury to the Athletic Training Staff, it will not be eligible to be filed with the supplemental policy. In the event of an accident or injury during athletic activity, WPU will work with the student-athlete and their family to ensure a smooth insurance claim process. To this end, please note the following:

1. Primary coverage for all student-athletes is the responsibility of the student and/or his/her parent/guardian. The university’s supplemental athletic accident insurance policy provides secondary coverage for amounts not covered by the student-athlete’s primary insurance. The university’s supplemental athletic accident insurance policy provides secondary coverage for only those injuries experienced during WPU Athletics supervised practice, training or competition of a university-sponsored team.

2. The student-athlete or his/her family may incur out-of-pocket expenses as the result of an injury sustained during athletic activity.

3. In order for WPU to file a claim for a student-athlete with the supplemental policy students/families must:
   - Provide evidence of primary coverage to the athletic trainer prior to participation in any Intercollegiate Athletic sport practice or competition. This documentation will be copied and retained in the athletics office for later reference, if necessary.
   - Submit all medical claims of injuries sustained during athletic activity the student’s primary insurer for consideration of coverage, first. This is the responsibility of the student/family. William Peace University cannot submit claims to the excess insurer until this has been done.
   - Send all itemized bills with a corresponding explanation of benefits (EOBs) from the primary insurer to the Head Athletic Trainer. He/she will then submit forms to the university’s insurer for consideration of excess coverage. **No primary provider (doctor, hospital, etc.) bills can be submitted to the excess carrier without the corresponding EOBs showing what the primary insurer has paid.**

*The student-athlete should be aware that the William Peace University insurance policy has certain exclusions and allowances and may not cover the full amount. WPU will not be responsible for payments not covered.*
MEDICAL REFERRAL POLICIES

A. Except in emergencies, a staff Athletic Trainer MUST screen all conditions prior to referral to a Team Physician or other consultant. This policy assures proper and immediate care, close follow-up treatment and smooth injury management for the student-athlete and the Athletic Training Staff.

B. The Athletic Training Staff will make all referral appointments. Transportation to medical facilities/offices located off-campus will be provided by the Athletic Training Staff ONLY if the student-athlete is unable to arrange personal transportation.

C. Medical care and treatment of all student-athletes will be done through the Team Physician, consultants and healthcare resources associated with WPU Athletic Training. In order for any expenses to be eligible for coverage by WPU's secondary insurance the student-athlete must first be seen by Cary Orthopedics & Sports Medicine or referred by the Team Physician to another provider. Bills incurred by non-approved providers are not eligible to be paid through WPU's secondary insurance.

D. If a student-athlete desires a second opinion, the student-athlete is required to request such through their respective staff Athletic Trainer for approval by the Head Athletic Trainer before the physician's visit or procedure is allowed. Expenses related to care or treatment without following this policy will not be the responsibility of WPU Department of Athletics. If treatment is provided by someone other than the Team Physician, the student-athlete and/or parent(s) and/or guardian(s) must provide for a release of information from the healthcare provider to the WPU Athletic Training Staff to be kept on record.

E. A consultation between the parent(s) and/or guardian(s) of any student-athlete and the WPU Athletic Training Staff will be arranged whenever requested so long as a release form has been signed by the student-athlete. All decisions regarding medical approval or disqualification in the intercollegiate athletics program will be made solely by the WPU Department of Athletics Team Physician and/or associated consultants.

F. The WPU Athletic Training Staff reserves the right to require referral to an outside medical agency for the evaluation, treatment and/or rehabilitation of any problem not related to WPU Athletics.

G. Any student-athlete incurring an illness at a time outside the dates of traditional or nontraditional seasons is not guaranteed treatment or evaluation in the Athletic Training Room and may be required to report to the WPU Health Services for treatment.

EMERGENCY PLAN/PROCEDURE

WHEN A STUDENT IS BELIEVED TO BE SERIOUSLY INJURED the procedure for faculty and staff is as follows:

- Dial 9-911 for emergency assistance from a University telephone
- Dial 9-919-833-2277 for emergency campus security. Campus security should be asked to confirm the call and guide the ambulance to the correct location.
- The health services department and/or head athletic trainer must be notified of the condition and problem of the patient. He/she will meet the ambulance or call the hospital to provide pertinent medical information.
- Contact the Director of Athletics and the coach to notify him/her of the student-athlete’s condition.

Urgent Care:

Accent Urgent Care
2406 Blue Ridge Road, Suite 190
Raleigh, NC 27607
Phone (919) 789-4322
Fax (919) 789-4533
www.accenturgentcare.com

Hours: Monday - Thursday 8:00 a.m. - 9:30 p.m.
Friday - Sunday 8:00 a.m. - 5:30 p.m.

WPU Health Services has established a relationship with Accent in order to help facilitate service for our students and campus community. Please use this additional resource as needed.
MEDICAL RECORDS
The Athletic Training Staff keeps a record of all injuries, illnesses and surgical procedures along with daily injury records and daily treatment records. All medical records will be secured under double-locked conditions as per HIPAA regulations.

CONFIDENTIALITY
All computer records in the Athletic Training Department are highly confidential and are protected by the Federal Right to Privacy Act (HIPPA). A student-athlete must sign a waiver for release of any information to any family member, media source, health care professional or professional scout. All questions from the news media will be referred to the head coach of the sport involved. After a release of information has been granted by the student-athlete, the head coach may designate a specific person (Assistant Coach, Athletic Trainer, Sports Information Director, etc.) to answer questions. Unless other arrangements are made, no information regarding the health status of any student-athlete will be released by the Athletic Training Staff.

INJURY TO THE VISITING TEAM
Any visiting student-athlete who is injured while practicing or competing at WPU in Intercollegiate Athletics will be afforded the same care as a WPU student-athlete. If the visiting team has a Team Physician and/or a certified Athletic Trainer traveling with them, they will be allowed to handle the injury according to their own policies. If the visiting team does not have a Team Physician and/or a certified Athletic Trainer traveling with them, a member of the WPU Athletic Training Staff will handle the case as if it were one of his/her own athletes. Any medical expenses incurred by visiting student-athletes are the responsibility of their athletics department. Payment arrangements will be made accordingly.

USE OF THE ATHLETIC TRAINING ROOM FACILITIES
The Athletic Training Room facilities are primarily for the student-athletes participating in the WPU Athletics Programs and for the evaluation, treatment, and rehabilitation of athletic injuries. These facilities are also available to visiting teams on a reciprocal, courtesy basis. Other athletics department staff and university personnel will be permitted to use the athletic training facilities with the authorization of the Athletic Training Staff, subject to the priorities of the athletics program. Emergency Management Services (EMS) and the William Peace University Public Safety Department (WPUPSD) will be activated for any emergency situation not involving athletics department personnel or visiting athletic teams. When the Athletic Training room is not in use for Intercollegiate Athletics, the facilities will be locked. These facilities are under the direct supervision of the Head Athletic Trainer and his/her staff and are unavailable for use by outside staff members. All therapeutic modalities must be operated by the personnel of the Athletic Training Staff due to their potential danger. Athletic training facilities are not available for summer camp use.

Athletic Training Room Rules
1) It is mandatory to report all injuries to the Athletic Training Staff and the head coach.
2) Be on time and prepared for your appointment. Arrive for pre-practice/game treatments early enough to ensure adequate treatment.
3) You must shower before you receive treatment; appropriate t-shirt and shorts are to be worn in order to receive treatment.
4) Athletes must sign-in upon entering athletic training room. Athletic equipment and gym bags should be placed against the wall beneath the window along the hallway.
5) Shoes must be removed prior to mounting taping and treatment tables.
6) No food or drinks are allowed in athletic training room; do not place food trash inside the athletic training room trash cans.
7) No cell phone use while receiving treatment, rehabilitation, or waiting to be seen by an athletic trainer.
8) Do not use profanity. Show respect for the athletic training room and those in it.
9) No horseplay allowed. The athletic training room is a public space, serving as a medical facility for evaluation, treatment and rehabilitation of injuries.
10) After finishing treatment please leave the athletic training area to make room for other injured athletes. If you bring a guest, they will be asked to wait outside while you receive treatment.
11) Please leave cleats, muddy shoes, and other athletic equipment outside athletic training room.
12) Do not remove any supplies or equipment from the athletic training room without permission from the Athletic Training Staff.
13) Do not open medical kits for any reason. See an athletic trainer for assistance.
14) All therapeutic modalities are strictly off-limits without an athletic trainer present.
15) Athletic training room telephones, fax machines, and computers are off-limits for all student athletes.
16) All athletes must dress out for each practice even though injured and unable to participate unless told otherwise by the staff athletic trainer.

*In-season athletes are given priority for treatment during practice hours.*

**CONCUSSION MANAGEMENT PROTOCOL**

**POLICY STATEMENT:** This outlines procedures to assist in the management of concussions and the safe return-to-play for athletics at WPU. It will apply to WPU Athletics Staff, Student-Athletes, Team Physicians, and First Responders. **NOTE: A multifaceted approach to concussion management is suggested. As a result, the information provided by this protocol and the tools it references should be taken into consideration on a case-by-case basis, with an emphasis on “the whole picture.” Therefore, in certain cases, modifications to this protocol may be deemed appropriate by the Athletic Training Staff or the directing physician.**

**PURPOSE:** To develop an articulate a thorough method for the recognition, evaluation, and management of student-athletes who have sustained a concussion. More specifically, to:
   a) ensure the proper diagnosis and management of concussions;
   b) prevent second-impact syndrome, which results when a second concussion is sustained while an individual is still recovering from an earlier concussion, which may cause permanent brain damage or even death; and
   c) monitor student-athlete’s recuperation in hopes of preventing prolonged recovery or permanent disability.

**EVALUATION TOOLS UTILIZED:** Including, but not limited to: (a) physical examination; (b) symptom evaluation (SRS, Acute Concussion Assessment); (c) postural-stability testing (BESS); (d) neuropsychological testing (Standardized Assessment of Concussion, ImPACT,) to be done by Physician’s office and ; and (e) imaging, if directed by the attending Physician.

**DEFINITION OF CONCUSSION:** According to the 3rd International Conference on Concussion in Sport (Zurich, 2008):

Concussion is defined as a complex pathophysiologic process affecting the brain, induced by traumatic biomechanical forces. Several common features that incorporate clinical, pathologic, and biomechanical injury constructs that may be utilized in defining the nature of a concussive head injury include:

1. Concussion may be caused either by a direct blow to the head, face, neck, or elsewhere on the body with an ‘impulsive’ force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurologic function that resolves spontaneously.
3. Concussion may result in neuropathological changes but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury.
4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course; however it is important to note that in a small percentage of cases however, post-concussive symptoms may be prolonged.
5. No abnormality on standard structural neuroimaging studies is seen in concussion.
No two concussions are the same, even for a single athlete. As a result, at the time of injury, it is impossible to predict the duration and severity of symptoms that athlete will experience. For this reason, it has been recommended that the severity of a concussion should not be graded until all symptoms have resolved.²

**PRE-SEASON**
Athletes will be given a fact sheet on concussion obtained from the NCAA and educated on the signs, symptoms, and risks associated with concussions and will be required to sign a concussion statement to remain on file. For sports considered to be high risk, all athletes will be required to complete a baseline testing session to include BESS testing, SAC testing and IMPACT testing at the beginning of their initial season at William Peace University which will remain on file. Any athlete that has sustained a concussion over the course of the year will be required to retest their baseline.

**ACUTE / TIME OF INJURY**
All student-athletes identified as having a concussion will be held out from participation for the remainder of the day and will not return to participation until all signs and symptoms have resolved for a 24-hour period and the student-athlete has completed the return-to-play progression.

Common signs and symptoms of concussion may include, but are not limited to:

<table>
<thead>
<tr>
<th><strong>SYMPTOMS</strong></th>
<th><strong>Cognitive</strong></th>
<th><strong>Emotional</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Physical</strong></td>
<td><strong>Cognitive</strong></td>
<td><strong>Emotional</strong></td>
</tr>
<tr>
<td>Headache</td>
<td>Confusion</td>
<td>Irritability</td>
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<td>Dizziness</td>
<td>Amnesia</td>
<td>Sadness</td>
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<tr>
<td>Nausea</td>
<td>Disorientation</td>
<td>Nervousness</td>
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<tr>
<td>Balance difficulties</td>
<td>Poor concentration</td>
<td>Depression</td>
</tr>
<tr>
<td>Light sensitivity</td>
<td>Memory disturbance</td>
<td>Moodiness</td>
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<tr>
<td>Double vision</td>
<td>Reasoning difficulties</td>
<td>Sleep disturbances</td>
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<tr>
<td>Fatigued</td>
<td>Mental fog</td>
<td></td>
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<tr>
<td>Feeling dazed, stunned, dinged</td>
<td></td>
<td></td>
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<tr>
<td>Ringing in the ears</td>
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<td></td>
</tr>
<tr>
<td>Numbness</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>PHYSICAL SIGNS</strong></th>
<th><strong>Cognitive</strong></th>
<th><strong>Emotional</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Loss of/Impaired consciousness</td>
<td>Poor coordination or balance</td>
<td>Concussive convulsion</td>
</tr>
<tr>
<td>Poor coordination or balance</td>
<td>Slow to answer questions</td>
<td>Seizure</td>
</tr>
<tr>
<td>Inappropriate emotions</td>
<td>Vomiting</td>
<td>Slow to follow directions</td>
</tr>
<tr>
<td>Vacant stare/Glassy eyed</td>
<td>Slurred speech</td>
<td>Easily distracted, Poor</td>
</tr>
<tr>
<td>Inappropriate behavior</td>
<td>Significantly decreased</td>
<td>concentration</td>
</tr>
<tr>
<td>Personality changes</td>
<td>performance</td>
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</table>

At the time of injury, an Acute Concussion Assessment will be completed. A Standard Assessment of Concussion (SAC) test and a Balance Error Scoring System (BESS) test may also be conducted if deemed necessary by the athletic training staff.

The student-athlete will be transported to the emergency room for evaluation and imaging if he/she experiences: (1) prolonged loss of consciousness (>1 minute), (2) significant alteration or deterioration in condition or mental status, (3) an increase in symptoms, or (4) if there is any concern that he/she may have a subdural hematoma.

The Athletic Trainer will provide the athlete with Home Management Plan/Instructions and, when necessary, arrange for appropriate care by a responsible adult.

For at least the first 24 hours following a concussion, the athlete should not consume any alcohol or drugs. Depending on the state of the athlete, it may be recommended that he/she does not drive for the first 24 hours.
**POST-CONCUSSION FOLLOW-UP**
Any student-athlete who has been assessed as having a concussion will have an appointment scheduled for them with the Carolina Family Practice and Sports Medicine (CFPSM) Concussion Clinic. The athlete and Athletic Trainer will complete a Concussion Symptom Evaluation every day, or as needed, to monitor symptoms and recovery. Student-athletes should be reminded to abstain from doing any activity that causes symptoms to increase. Other staff/faculty will be notified on an “as needed” basis in order to assist the athlete with daily activities until the athlete is no longer symptomatic.

**RETURN-TO-PLAY (RTP)/ FUNCTIONAL PROGRESSION**
The WPU Athletic Training Department utilizes the sport specific RTP's prescribed by the CFPSM Concussion Clinic. This protocol should not be initiated until the athlete is asymptomatic and cleared to begin functional progression from physician. If signs or symptoms appear during a functional test, the test should be stopped immediately and the student-athlete monitored until all signs or symptoms resolve. No further functional testing should be performed that day. If symptoms do not resolve, the physician should be consulted and appropriate medical attention should be provided. When the athlete is again symptom free, he/she will need to move back at least one phase in the progression and begin again from there.

After each phase of functional testing, the presence of post-concussive symptoms should be assessed for a 24 hour period using the post-concussion self-report symptom scale. Progression to the next phase will require the athlete to remain symptom-free.

A generalized RTP protocol follows the phases outlined below:

**Phase 1:** Light, aerobic exercise, no resistance training  
- Walking at 2.5mph or stationary bike 20-30 min

**Phase 2:** Moderate aerobic exercise and minimal weight training  
- Jogging 20-30min at 4.0 mph  
- 1x10 reps lunges at 10-20lbs  
- 1x10 reps military press 10-15lbs

**Phase 3:** Moderate aerobic exercise and weight training  
- Running 20-30 min at 5.5mph  
- 2x10 reps lunges 20-30lbs  
- 2x10 reps military press 15-20lbs

**Phase 4:** Non-contact sport specific movements  
- Agilities for 20 yards (sprinting, backpedaling, high knees, shuffles/slides, etc.)

**Phase 5:** Participate in full-contact practice

**Phase 6:** Resume full participation in competition

Athletes will not return to full participation until they have been cleared by a physician recommended by the Athletic Training Staff. If the athlete chooses to be cleared by another physician, the medical staff reserves the right to continue to withhold the athlete from participation until the staff has consulted with the physician or has received appropriate paperwork releasing the athlete to participate.

**STUDENT-ATHLETES WITH MULTIPLE CONCUSSIONS WITHIN 365 DAYS**
Student-athletes who sustain a second concussion within the same competitive season or an adjacent season should not begin the Functional Progression until he/she has been asymptomatic for 9 days and all testing scores have returned to within normal limits (WNL). This athlete will not be allowed to return to full-contact participation until 15 days have passed since all testing scores returned to WNL.

Should a student-athlete sustain a third concussion within the same competitive season, or a subsequent season within that school year (or 365 days, whichever is greater), he/she will be excluded from competition for the remainder of those days.
**Sickle Cell Trait Screening Policy**

- Sickle cell trait is an inherited condition affecting the oxygen-carrying substance, hemoglobin, in the red blood cells.
- Sickle cell trait is a common condition (affects > three million Americans)
- Sickle cell trait causes some red blood cells to change shape when they are stressed by low oxygen levels, dehydration, heat, and other conditions that result from exertion. This shape change can have serious consequences because sickling cells can block blood flow to important organs and muscles.
- Although sickle cell trait occurs most commonly in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ethnicities may test positive for this condition.
- Unlike persons with actual sickle cell disease, those with sickle cell trait usually have no symptoms or any significant health problems. However, sometimes during very intense, sustained physical activity, as can occur with collegiate sports, certain dangerous conditions can develop in those with sickle cell trait, leading to blood vessel and organ (kidneys, muscles, heart) damage that can cause sudden collapse and death. Some of the settings in which this can occur include timed runs, all out exertion of any type for 2 to 3 continuous minutes without a rest period, intense drills and other bursts of exercise after doing prolonged conditioning training. Extreme heat and dehydration increase the risks.

The kind of intense exercise done by student-athletes can put unknowing athletes with sickle cell trait at risk. Although the consequences can be severe, sufficient rest, hydration, and cooling may be all that are needed to treat most cases of exceptional sickling. Athletes who have sickle cell trait can follow a few precautions to ensure their safety. These include:

- Engage in a slow and gradual preseason conditioning regimen.
- Build up your intensity slowly while training.
- Set your own pace. Use adequate rest and recovery between repetitions, especially during “gassers” and intense station or “mat” drills.
- Avoid pushing with all-out exertion longer than two to three minutes without a rest interval or a breather.
- If you experience symptoms such as muscle pain, abnormal weakness, undue fatigue or breathlessness, stop the activity immediately and notify your athletic trainer and/or coach.
- Stay well hydrated at all times, especially in hot and humid conditions.
- Avoid using high-caffeine energy drinks or supplements, or other stimulants, as they may contribute to dehydration.
- Maintain proper asthma management.
- Refrain from extreme exercise during acute illness, if feeling ill, or while experiencing a fever.
- Beware when adjusting to a change in altitude, e.g., a rise in altitude of as little as 2,000 feet. Modify your training and request that supplemental oxygen be available to you.
- Seek prompt medical care when experiencing unusual physical distress.

**Sickle Cell Trait Testing**

- The NCAA recommends that all student-athletes have knowledge of their sickle cell trait status. Therefore, all WPU student-athletes have the following options: 1) provide documented results of a prior sickle cell solubility test, 2) consent to a sickle cell solubility test to check for the sickle cell trait; or 3) sign a waiver declining options 1 and 2 after undergoing education on the implications of signing the waiver and regarding sickle cell status. Whichever option is chosen, it must be completed before the student-athlete participates in any intercollegiate athletic event, including strength and conditioning sessions, try-outs, practices, or competitions.
- A student-athlete who has taken a sickle cell solubility test but whose results are not yet confirmed may participate in intercollegiate athletics, provided the student-athlete has engaged in mandatory education, signs a waiver, and participates in appropriate precautions as determined by the University.
- Athletes who are positive for the trait will not be prohibited from participating in intercollegiate athletics. Any student athlete with a positive test will receive the appropriate follow up care. Your health information will remain confidential, but a positive test will be communicated to the appropriate coaches and athletic trainers.
COMMITTEES AND RECOGNITION

Student-Athlete Advisory Committee
The Student-Athlete Advisory Committee (SAAC) consists of student-athletes from each intercollegiate team. The Campus Recreation & Athletic Facilities Manager and two other appointed athletic staff members will serve as the advisory committee. Coaches from each team will select at least two athletes on their current roster to participate and serve as the voice for their team during SAAC meetings and activities. When student-athletes graduate, new members will be selected to serve on the committee for the following year. Committee members must participate on a minimum of one athletic team. With the exception of teams that are practicing or traveling for competition, failure to not have representation at a required meeting and/or event will result in a fine of $50 dollars from the team’s budget.

The committee will meet as needed, but at minimum once per month. SAAC is committed to representing the concerns of athletes at WPU. The committee should strive to improve sportsmanship and team spirit by sponsoring activities to unite student-athletes and teams in support of one another. SAAC will create a bridge between faculty, administration, student-athletes, and the campus community. Additional purposes of the committee are:

1. To promote communication between student-athletes and administration in an effort to offer suggestions addressing the specific needs of student-athletes;
2. To facilitate better communication between athletic teams;
3. To encourage involvement of student-athletes in campus and community projects;
4. To provide programs for student-athletes to encourage academic achievement, healthy living, social responsibility, and general awareness;
5. To increase campus awareness and support of athletic events and teams.

Athletic Advisory Board
The Athletic Advisory Board (AAB) is a panel of faculty, staff, and students that meet as needed with the FAR serving as the committee chair. Issues concerning policy, facilities, and short and long-term goals and objectives of the Athletic Department are its primary focus. The FAR and/or the Director of Athletics report AAB activity to the President as necessary.

Athletic Awards Ceremony
Each year the Athletic Department holds an end-of-the-year awards ceremony. The ceremony is typically held in late April. Athletes are required to attend. Parents/guardians/family members are invited and encouraged to attend. All Teams will have 1 MVP and 1 Coaches Award presented at the Annual Athletic Awards Ceremony. This ceremony is a special day to honor all teams and their outstanding accomplishments. The Departments Special Awards will also be given at this time (Jeannie Grey Bierce Outstanding Athlete Award / Frazier Cup & Scholar Athlete Award) All teams are encouraged to have an end of the year celebration of their season as determined by their head coach. At this ceremony team members will be presented with their yearly participation and team awards as each head coach determined appropriate for their program. These ceremonies should be coordinated with the Associate Athletic Director.

Senior Athlete Dinner
Senior athletes are recognized annually at the senior athlete dinner. This event is typically held during the week following the athletic awards ceremony. Head coaches and senior athletes are invited to and expected to attend this special dinner.
Post-Season Recognition
Athletic awards will be presented at the athletic awards ceremony held each spring. Specific guidelines outlining potential recipients of merit awards are not possible as criterion varies each year. Typically, award recipients significantly impact their team’s success. Attitude and dedication often play an equal role with statistics and skills when determining award winners. The Director of Athletics may be consulted, but the Head Coach is ultimately responsible for choosing award winners.

Participation Awards/Letter Recipients
Athletes that maintain exemplary practice attendance, display a positive attitude and participate in a minimum of one-third (1/3) of the season’s contests will be considered to have lettered for that season. Note: Athletes who miss extended periods of practice or competition due to injury or illness will be considered on a case-by-case basis.

Each athlete will receive an award specific to the number of years of participation. All first, second and third year participants, regardless of academic classification or years of participation, will receive the same award. All senior athletes will receive a framed letter with a pin representing each sport and each year of participation throughout their career.

Merit Awards
At the conclusion of each season, coaches will select award winners for each sport. Two awards will be given in basketball, tennis, volleyball, golf and cross country. Baseball, softball and soccer will receive three awards per team. Head coaches, in consultation with the Director of Athletics, may revise awards.

Jeannie Grey Bierce Outstanding Athlete Award
The Bierce Most Outstanding Athlete Award is given annually to the student-athlete deemed to have had the greatest impact on the University’s athletic program during the current academic year. The recipient must compete on a minimum of one intercollegiate team. Two-sport athletes and individuals who earn regional or national recognition will be given special consideration. Team and individual statistics, team and individual records, in-season awards, and other factors that demonstrate on-court/field/course excellence will weigh heavily in the voting.

Head coaches may nominate one student-athlete from his/her team worthy of consideration; to be in consideration, the student-athlete must be the team MVP of that athletic year. All nominations will be submitted to the Sports Information Director. Once all nominations are submitted, the Director of Athletics, Head Coaches and the SID (voting party) will receive the list of names (and their information for the CURRENT year). The voting party will then cast one vote each. In case of a tie, the Director of Athletics will make the final decision.

This award was established to honor Jeannie Grey Bierce, ’86. Bierce was a scholarship member of the Peace University basketball team. Jeannie Bierce lost her battle with ovarian cancer on August 3, 2001. She was 35 years old.

Frazier Cup
The Frazier Cup is awarded annually to the individual who best exemplifies the characteristics of the term student-athlete. The recipient must participate on a minimum of one intercollegiate team. The student athlete must have completed sufficient hours to be classified as a junior by the University and have a cumulative GPA of not less than 3.0. Community service, leadership (both on and off of the court), sportsmanship, and participation in non-athletic campus activities will all be considered. The recipient must represent William Peace University as an ambassador for all students.
The coaching staff submits nominees to a committee composed of the Director of Athletics, Vice President for Student Services, FAR, SID, and one at-large member (identified at the beginning of the academic year) of the university faculty/staff designated by the Director of Athletics. Each committee member casts one vote. In case of a tie, the Director of Athletics will make the final decision.

The Frazier Cup is named in honor of Dr. S. David Frazier, president of the University from 1965-1988. Intercollegiate athletics at Peace University began in earnest during his tenure.

**Scholar Athlete Award**
The William Peace University Scholar Athlete Award is presented to the student-athlete with the highest cumulative grade point average. The student athlete must have completed a minimum of two consecutive semesters at WPU and participate on a minimum of one intercollegiate athletic team.

**Jersey Retirement Policy**
A nominee for jersey retirement must meet the following requirements:
1) The student-athlete shall be named first team all-conference for a minimum of two seasons.
2) The student-athlete shall be in good academic and disciplinary standing with the university.
3) The student-athlete shall be nominated by his/her coach, the Director of Athletics or the assistant Director of Athletics.

Other criteria considered but not required include:
1) NCAA, conference and team records.
2) All-region and all-American honors.
3) Contribution to the WPU community.

Once a student-athlete has met the above requirements, the Director of Athletics will schedule a meeting of the jersey retirement committee which will consist of five people on an ongoing basis: the Director of Athletics, Sports Information Director, FAR, Vice President for Student Services, and an at-large member of the WPU community, selected by the Director of Athletics. The at-large member of the WPU community can be any person, at the discretion of the Director of Athletics, having a sufficient connection to WPU and having some knowledge of the sport involved, including but not necessarily limited to, a member of the faculty, administration, staff, alumni, trustees or other board or organization. Said at-large member would serve a term of an academic year, renewable at the discretion of the Director of Athletics.

Coaches may nominate student-athletes for the honor but take no part in the decision of the Committee. Where any member of the committee is also the coach of the nominee, said member will not vote on that nominee. A tie vote will be considered to be a vote not in favor of jersey retirement. The final decision of the jersey retirement committee will be reported to the president by the Director of Athletics. The jersey retirement ceremony will take place annually, when needed, at the athletic ceremony.

**Hall of Fame**
The William Peace University Hall of Fame was established in 2001 primarily to recognize and preserve the memory of superior athletic careers of former student-athletes. The hall recognizes those individuals who made exceptional contributions to WPU in the field of athletics by virtue of their performance on athletic teams or by meritorious efforts in years after leaving the university. Championship and other exceptional teams are eligible for Hall of Fame consideration.

**HOF Nomination Policies and Procedures**
I. Criteria for Former Student-Athlete Nominees
- Former student-athletes must be at least five (5) years removed from William Peace University.
- The nominee must have earned at least two (2) letters in an intercollegiate sport.
• Priority will be given to nominees who are graduates of William Peace University; however, non-graduates with special circumstances or credentials may be considered.
• The nominee is to be regarded for sportsmanship as well as establishing a history of involvement in sports.
• Particular consideration will be given to nominees who earned All-Region and/or All-America honors.

II. Criteria for William Peace University Personnel Nominees
• The coach or administrative nominee need not be a former WPU student, but must have served the University for a minimum of three (3) years.
• Athletic trainer and team manager nominees must have served in that capacity a minimum of four (4) years.
• Nominees will be considered on the basis of exemplary and meritorious service, dedication, impact on the program, and recognized standards of achievement.

III. Criteria for Team Nomination
• Teams are eligible for nomination when they are a minimum of ten (10) years removed from the season of competition.

IV. Nominations
• Nominations may be made by any member of the WPU community including alumni, former and present coaches, administrators, and student-athletes.
• Nomination applications will be included at least annually in campus publications.

V. Hall of Fame Committee
• The committee shall consist of the Director of Athletics, the Vice President for Engagement, Sports Information Director, Vice President for Student Services and a member of the alumni association.

VI. Induction Procedure
• No more than three (3) individuals will be inducted each year.
• No more than one (1) WPU personnel nominee will be inducted each year.
• No more than one (1) team will be inducted each year.
• All nominees will be submitted for final approval by the university President or other appointed member of the university’s administration.

VII. Awards and Recognition
• Individual inductees will receive a replica of the Hall of Fame plaque that will be appropriately displayed in the athletics facilities of William Peace University.
• Members of a team inducted into the Hall of Fame will receive personal mementos. The team plaque will be appropriately displayed at William Peace University.
• Inductees will be recognized at an annual function proposed by the Hall of Fame Committee and by the WPU Director of Athletics and/or member of the President’s cabinet.
• Hall of Fame plaques and mementos will be financed by the WPU Pacer Club.

In addition to individual awards presented to recipients, annual winners’ names will be permanently displayed in the Hermann Athletic Center.

A list of awards selected by the USA South Athletic Conference can be found on their website, www.usasouth.net.