

2017-2018 INDIANA UNIVERSITY SOUTHEAST STUDENT-ATHLETE HANDBOOK

RECEIPT OF ACKNOWLEDGEMENT

This student-athlete handbook has been developed for the exclusive use of the Indiana University Southeast Athletic Department. Student-athletes are expected to abide by the National Association of Intercollegiate Athletics, River States Conference, and Indiana University Southeast rules and policies set forth in the handbook and team policies and guidelines provided by the head coach. Student-athletes are responsible for reading the handbook and the associated web links to become familiar with these rules and policies. In the event of a disciplinary incident, this handbook is considered the student-athlete's first notice.

I agree to the statements above and understand I am responsible for all of the policies and guidelines set forth in the 2017-2018 Indiana University Southeast Student-Athlete Handbook.

Signature: _____ Date: _____

Name (Printed): _____ Sport: _____

Note: The conduct policies set forth in the Indiana University Southeast Student-Athlete Handbook are applicable to all student-athletes including groups representing the athletic department (i.e. spirit groups).





Indiana University Southeast

2017-2018

Student-Athlete Handbook & Planner

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S. • Lafayette, IN 47909 • 765.471.8883
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INDIANA UNIVERSITY SOUTHEAST

DEPARTMENT OF ATHLETICS

Dear IU Southeast Student-Athlete:

WELCOME! We are very happy to have you here at IU Southeast and as a member of our athletic department family. We are looking forward to another great year of success in the classroom and during competition. You are representing our university at an exciting time in our program's history and I look forward to watching you grow and excel this coming year. It takes tremendous commitment to be a student-athlete and we commend you for the dedication you have made to yourself and to this University.

Please know that my office is always open to you and that I am available whenever you might need assistance. Do not hesitate to come visit me if I can help you in any way. You can also call Amanda in the office at 812-941-2433 to schedule a meeting with me any time.

After this letter, you will find a copy of our student-athlete handbook. Within this handbook you will find plenty of important information regarding a wide range of topics relating to being a student-athlete at IU Southeast. I encourage you to read through the handbook and ask any questions if you experience confusion about department policy.

Our mission is to ensure that you can maximize your potential here at IU Southeast and be successful in preparing for your future. I want you to know that you can each out to any of our coaches, athletic trainers, staff, or administrators to help you as you strive to be your best.

I am looking forward to cheering on all of you this year as we continue to make our program better.

Please let me know if you have any questions and best of luck this season! It is my honor to serve as your Athletic Director.

Yours Truly and Go Grenadiers!

Joe Glover, MBA
Director of Athletics
Indiana University Southeast
joglover@indiana.edu



**THE STUDENT-ATHLETE ADVISORY COUNCIL (SAAC) WELCOMES
ALL GRENADIER STUDENT-ATHLETES TO CAMPUS FOR THE 2017-18 ACADEMIC YEAR**

Fellow Grenadier Student-Athletes:

Welcome to IU Southeast! We are thrilled to have you join us as fellow Grenadier student-athletes! You will have the opportunity to study, compete and be a positive role model and leader for those in our community. We hold each other to high standards and expect that all student-athletes will honor the program and University that we represent.

The IU Southeast Student Athlete Advisory Council's mission is to provide insight on the student-athlete experience and offer input on the rules, regulations and policies that affect student-athletes' lives on campus. We want to hear from you regarding your time as an athlete here and welcome your feedback!

We encourage you to enjoy your college experience, but remember that we will hold you accountable and we know that you will hold us accountable as well. We look forward to getting your ideas about the University and athletic department and hope to make your experience here even better every year!

Go Grenadiers!

2017-18 SAAC Executive Board

Josh Beams, President, Baseball

Caitlynn Pfaadt, Vice-President, Volleyball

Anne-Marie Mattox, President-Elect, Women's Tennis

Richard Rodriguez, Secretary, Baseball

Ashley Lyninger, At-Large Representative, Women's Basketball

IU SOUTHEAST STUDENT-ATHLETE HANDBOOK

The student-athlete handbook and planner have been developed for the exclusive use of Indiana University Southeast. Student-athletes are expected to become familiar with the information provided in this handbook. This handbook was created with the student-athlete in mind and serves as a guide to many opportunities student-athletes will experience as a student, and as an athlete. We also encourage student-athletes to refer to the IU Southeast Student Code of Conduct and the Undergraduate Bulletin for additional policies and guidelines regarding being a student at IU Southeast.

ATHLETICS MISSION STATEMENT:

The Department of Athletics provides intercollegiate, intramural and recreational opportunities for students. Through these opportunities students achieve educational and personal fulfillment, life skills, character development and campus pride.

IU SOUTHEAST VISION STATEMENT:

IU Southeast will shape the future of our region by transforming good students into great leaders, one graduate at a time.

INDIANA UNIVERSITY MISSION STATEMENT:

Indiana University is a major multi-campus public research institution, grounded in the liberal arts and sciences, and a world leader in professional, medical and technological education. Indiana University's mission is to provide broad access to undergraduate, graduate, and continuing education for students throughout Indiana, the United States, and the world, as well as outstanding academic and cultural programs and student services. Indiana University seeks to create dynamic partnerships with the state and local communities in economic, social, and cultural development and to offer leadership in creative solutions for 21st century problems. Indiana University strives to achieve full diversity and to maintain friendly, collegial, and humane environments, with a strong commitment to academic freedom.

Approved by the IU Board of Trustees – 2005

INDIANA UNIVERSITY SOUTHEAST MISSION STATEMENT:

IU Southeast is a regional campus of Indiana University that serves southern Indiana and the greater Louisville metropolitan area. As a public comprehensive university, its mission is to provide high-quality educational programs and services that promote student learning and prepare students for productive citizenship in a diverse society, and to contribute to the intellectual, cultural, and economic development of the region. Its academic programs include a comprehensive array of baccalaureate degrees, a limited number of associate degrees, and a selected set of master's programs. The campus is committed to offering educational programs and services which promote and support diversity in all its aspects. The faculty engage in research and creative activities which strengthen teaching and learning through inquiry into both the content and the pedagogy of the disciplines and create opportunities for students to engage in applied learning. Finally, members of the campus community are committed to using their professional and personal expertise to address the intellectual, cultural, and economic development needs of the campus's service region.

Approved by the IU Board of Trustees and IU Southeast Faculty Senate - 2005

IU SOUTHEAST STUDENT-ATHLETE CODE OF CONDUCT

When you become an IU Southeast student-athlete you become a member of a family that carries with it an enormous amount of responsibility. As a student-athlete you and your behavior will be watched and judged while you are both on campus (classroom, bookstore, lodges) and off-campus (movies, mall, bank). It is important that you carry and conduct yourself with respect to the University and the Athletic Department along with your parents and teammates.

I. Student policy concerning IU Southeast Athletics

IU Southeast student-athletes may be held responsible for the acts of other IUS athletes. Acts include but not limited to the following types of circumstances:

1. when a member of a IUS athletic team is violating state or university standards and you fail to indicate your disapproval, or your continued presence without objection condones the behavior;
2. when the act grows out of a IUS athletic activity or environment created by IUS;
3. when the acts are those of guests of yours or of IUS athletics;
4. when a IUS athletic team imposes any hazing on new athletes

II. Policy concerning student-athlete conduct and behavior

As ambassadors of the university, IU Southeast student-athletes are expected to comply with the following guidelines:

1. abide by all federal, state and local ordinances and university regulation
2. gambling, betting in any form on any athletic activity is prohibited.
3. cheating, plagiarism, submitting other's work, and forging signatures is prohibited

4. alcohol consumption is not permitted on road trips
5. make positive contributions to their teams
6. make a commitment to support your team
7. respect IU Southeast property and facilities
8. never place yourself in a compromising position while under the influence of alcohol
9. attend all classes and complete all assignments on time

III. Policy regarding Facebook, Twitter, and the Internet.

The profiles you create on Facebook, Twitter, etc. can be seen by anyone and everyone. Your profiles are a representation of you, the Athletic Department and this University. You will be held responsible for anything that appears under your profile, which includes things that you write and photos that you post. The Athletic Department guidelines that govern your actions while on and off-campus will also apply to your profiles on the Internet. You could be held responsible for anything that is deemed improper or unacceptable according to University policies governing student conduct and behavior.

THE GRENADIER FAMILY CODE

As a GRENADIER, I will always do WHAT IS RIGHT!

I will act ethically, honestly, and fairly, and respect the rights and dignity of all people, at all times.

As a GREANDIER,

- I will not lie, cheat, or steal.
- I will not bully, haze, mistreat, harm or take unfair advantage of anyone.
- I will not harass anyone about their race, ethnicity, religion, physical condition or sexual orientation.
- I will not take sexual advantage of anyone, by any means or manner (including alcohol, drugs, force or coercion).
- I will not drive under the influence of alcohol or drugs, nor will I get in the vehicle of an impaired driver.
- I will not stand by and allow a Grenadier to ignore the Grenadier Family Code.

I WILL always protect the GRENADIER Family and . . .

- DO what is RIGHT.
- STOP what is WRONG.
- TEACH fellow Grenadiers to follow the Code and RESPECT the Grenadier Family.
- Responsibly REPORT any unethical, dishonest, disrespectful or wrongful behavior.

DOING THE RIGHT THING ISN'T ALWAYS EASY, BUT IT'S ALWAYS RIGHT!

CODE OF ETHICS FOR STUDENT-ATHLETES

- Develop personal habits that enhance healthy living.
- Acknowledge one's own strengths and weaknesses. Recognize that each person has his or her own strengths and weaknesses, praise the strengths and help to strengthen the weaknesses.
- Respect different points of view.
- Strive for the highest degree of excellence.
- Seek to know and understand one's teammates.
- Respect and accept the decisions of all coaches. When decisions are questioned, the student-athlete should direct his or her questions to the coach in private and follow appropriate channels to voice concerns.
- Refrain from the use of drugs that enhance performance or modify mood or behavior at any time, unless prescribed by a physician.
- Refrain from using alcohol while representing the university at competitive events and community service outings.

#GRENADIER4LIFE

IU SOUTHEAST STUDENT-ATHLETE POLICIES

The purpose of intercollegiate athletics is to provide an opportunity for each participant to develop his or her potential as a skilled performer in an educational setting. Educational activities, such as intercollegiate athletics provide opportunities for students to grow emotionally, socially and intellectually. In addition, the student-athlete is given the chance to travel, represent his or her school and learn the art of being a team member. Being a student-athlete at the IU Southeast carries with it a set of privileges and responsibilities.

By joining an IU Southeast athletic team, you become a representative of both that team and the university. It is essential that you act responsibly and do nothing to jeopardize your opportunity to obtain maximum results from your university experience. Your personal conduct is a direct reflection of your good moral character and ethical judgment. You are expected to behave both on and off campus in a manner that brings credit to IU Southeast, your team and yourself.

NAIA CHAMPIONS OF CHARACTER PROGRAM

Being a Champion of Character is a choice! *Champions of Character* began in 2000 as an innovative program for student-athletes at the colleges and universities that are members of the **National Association of Intercollegiate Athletics**. Today, through *Champions of Character*, the NAIA seeks to create an environment in which every student-athlete, coach, official and spectator is committed to the true spirit of competition through the five core values.

Show **respect** to the game, your coach and the officials.

Show **responsibility** to your school work, teammates, family, and yourself.

Show **integrity** by being honest and following the rules.

Show **servant leadership** by putting the team first in all decisions.

Show **sportsmanship** by reacting correctly even when others do not.

ATHLETES AND COACHES:

The Champions of Character core values are discussed at a team meeting held at the start of each season. The NAIA Champions of Character cards are passed out at that meeting. All coaches complete the Champions of Character on-line training course as required by the NAIA. Athletes are encouraged to participate in events on and off campus that help others.

TEAM:

Each team will be asked to complete at least one Champions of Character project each year. Student-athletes should contact their head coach with any new ideas about how they can get involved.

DEPARTMENT:

An annual Champions of Character award is presented to the athlete that best exhibits the five core values. Every opportunity is taken to discuss the Champions of Character five core values. Examples of this include having a discussion of the values at sports camps. The pregame announcement is read at the start of athletic events. A department-wide free clinic is being planned for elementary students where the Champions of Character program will be predominantly featured. The Champions of Character report is filed annually and the Champions of Character Scorecard is maintained.

INDIANA UNIVERSITY STUDENT CODE OF CONDUCT SUMMARY

CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND CONDUCT SUMMARY:

Individual rights are best protected by a collective commitment to mutual respect. Our responsibilities and obligations to one another preserve our individual rights and freedoms, and promote our collective values. The "Code of Conduct" is intended to identify the basic rights, responsibilities, and expectations of all students and student groups and serve as a guide for the overall student experience at Indiana University.

STUDENT RESPONSIBILITIES

A student who accepts admission to Indiana University agrees to:

- Be ethical in his or her participation in the academic community,
- Take responsibility for what he or she says and does,
- Behave in a manner that is respectful of the dignity of others, treating others with civility and understanding, and
- Use university resources and facilities in appropriate ways consistent with their purpose and in accordance with applicable policies.

STUDENT RIGHTS

Indiana University recognizes its responsibility to support and uphold the basic freedoms and citizenship rights of all students. Within that context, students have the following rights.

- Rights in the pursuit of education.
- Right to be free from discrimination.
- Right to be free from harassment, including sexual harassment, harassment based on sexual orientation, and racial harassment.
- Right to access their academic records and university facilities.
- Right to freedom from association, expression, advocacy, and publication.
- Right to contribute to university governance.
- Right to accommodation for individuals with disabilities.
- Rights in the judicial process, including the right to file a complaint if a student believes his/her rights, as defined in the Code, have been violated.
- Rights as University employees.

The University community will not tolerate inappropriate behavior. The University Police and staff will enforce policies that protect individual rights and freedoms.

Inappropriate behavior includes, but is not limited to:

Academic Misconduct

- Cheating
- Fabrication
- Plagiarism*
- Interference**
- Violation of course rules
- Facilitating academic dishonest

*A student must not adopt or reproduce ideas, opinions, statements, etc. of another person without appropriate acknowledgment.

**A student must not steal, change, destroy or impede another student's work.

Faculty members are in charge of their classrooms and, as such, will establish acceptable behavior, and will initiate Academic Misconduct proceedings when appropriate.

Personal Misconduct

- Dishonesty, including initiating a false report
- Assuming another person's identity
- Violation of technology policies
- Disorderly or obscene conduct
- Actions which endanger self, others, or the academic process
- Failure to comply with the directions of authorized university officials
- Damage to university property
- Acting with violence, encouraging or participating in a riot
- Harassment
- Physical or verbal abuse
- Stalking or hazing
- Unauthorized possession or use of alcoholic beverages or illegal drugs
- Unauthorized use or entry of university facilities
- Unauthorized taking or possession of university property or property of others
- Unauthorized setting of fires or unauthorized use or interference with fire equipment
- Unauthorized possession, use, etc. of incendiary devices
- Possession or sale of any weapon or potential weapon on campus
- Intentionally obstructing access to university facilities, property or programs
- Violation of disseminated university policies (e.g. housing policies), state or federal law
- Acts that threaten or intimidate any potential participant in a judicial process

DISCIPLINARY PROCEDURES

A student who allegedly commits a violation of the “Code of Student Rights, Responsibilities, and Conduct” will be notified of such in writing by the appropriate student judicial officer and must meet to discuss the situation. The judicial conference is the student’s opportunity to provide his/her version of the incident. The judicial officer will determine if the alleged wrongdoing occurred and, if warranted, the appropriate sanctions. Students may appeal any sanction within a certain period of time.

Student-athletes should remember that there is no distinction between being on campus or off campus when it comes to violations of the student-code, including team-sponsored trips.

Refer to the “Code of Student Rights, Responsibilities, and Conduct” for complete information on the rights, responsibilities, and conduct expected of all students. The “Code of Student Rights, Responsibilities, and Conduct” may be accessed at <http://www.iu.edu/~code>. The “Student Complaint and Disciplinary Procedures” may be accessed at <https://www.ius.edu/dean-of-students/code-of-conduct/iu-southeast-code-procedures.php>

CODE OF CONDUCT: STATEMENT OF PRINCIPLES ON PARTICIPATION IN ATHLETICS

Student athletic programs are a longstanding and integral part of Indiana University. Participants in the University’s athletic programs—students, coaches, and other faculty and staff (collectively “participants”)-are covered by the laws, regulations, policies, and procedures applicable to other members of the University community. In addition, these participants and the University itself are subject to a wide variety of requirements promulgated by Indiana University, the National Collegiate Athletic Association or the National Association of Intercollegiate Athletics, the Big Ten Conference or other applicable conferences, professional coaches’ and sports’ organizations, and federal and state government authorities (collectively “requirements”) designed to protect student athletes, ensure the integrity of the University’s athletic programs, and promote fair competition. Indiana University is committed to full compliance with all of these requirements, and engages in extensive oversight, education, and training to ensure that all participants in student athletic programs understand and comply with them.

The University’s approach, however, reflects a deeper commitment to the spirit of fair, honest, skillful, and civil competition that these requirements are designed to facilitate. This statement articulates the fundamental principles of conduct for all participants in student athletic programs and for those members of the University community responsible for overseeing that conduct. This statement does not in any way replace the specific standards to which participants in student athletic programs are held. Nor does it replace or modify the terms of the Code of Student Conduct, which apply to the conduct of all Indiana University students.

Instead, it reaffirms the foundational values of those programs, and reminds members of the University community that conduct inconsistent with those values is inappropriate and cannot be tolerated.

This statement is divided into five sections. Following the initial introductory section is section two which articulates principles applicable to all participants—including students, coaches, and other faculty and staff—in student athletic programs. Section three contains corollary principles specifically applicable to coaches and coaching staff (collectively “coaches”). Section four summarizes the obligations of University administrators and others who hold positions or serve on committees with responsibility for student athletic programs and the conduct of their participants. The final section identifies principles applicable to enforcement of this statement and other requirements applicable to participants in student athletic programs.

Refer to the “Code of Conduct: Statements of Principles on Participation in Athletics” for complete information on the rights, responsibilities, and conduct expected of all participants. The complete “Code of Conduct: Statement of Principles on Participation in Athletics” may be accessed online at: [http://www.iusathletics.com/f/Athletics Code of Conduct.php](http://www.iusathletics.com/f/Athletics_Code_of_Conduct.php)

GENERAL STUDENT-ATHLETE RULES

- Athletes should always present themselves in a positive image. As a representative of the university, do not do or say anything to embarrass yourself, your team, your family or the university.
- Understand the importance of being punctual; be on time for every commitment.
- Be prepared to give 100%, both mentally and physically, whether in the classroom or on the playing field.
- Do not consume alcohol on team trips, at athletic events or at events sponsored by the Division of Athletics. [Be aware that Indiana State Law prohibits anyone under the age of 21 from consuming alcohol.]

Do not use tobacco products of any kind while participating in practice or competition or while representing the university in any capacity. Tobacco use is prohibited (including dip, chew, and smokeless tobacco), and the athletics department, in concern for your health, discourages its use at any time. Use of tobacco products at practice or competition is a violation of NAIA rules and will be reported.

COMPETITION AND GOOD SPORTSMANSHIP

- All team members will wear issued equipment/uniforms so that the team is dressed in a unified manner. All equipment issued should be returned promptly after competition or a trip.
- Refrain from all types of behavior that would result in an unsportsmanlike conduct penalty.
- Be respectful of officials. No arguing with or name-calling of officials. Do not taunt the crowd.
- Focus your efforts on competing against your opponent.
- Congratulate opponents graciously, regardless of the outcome of the contest.
- Treat facilities (both home and away) with respect.
- Help with any cleanup of the team area after competition.
- Show support for your teammates during competition.
- Prepare properly for competition.
- Maintain sportsmanlike behavior at all times.
- When talking to the media, keep all team issues/problems confidential.

THE UNIVERSITY WILL NOT TOLERATE ANY OF THE FOLLOWING BEHAVIORS:

- Physically abusing an official, athlete, opponent or spectator
- Throwing objects at an individual, spectators or across a field or arena
- Seizing equipment or cameras from officials or the news media
- Inciting players or spectators to violent action or any behavior that insults or defiles an opponent's traditions
- Encouraging our fans to boo an opposing team when introductions are made
- Using obscene or inappropriate language or gestures to officials, opponents, team members or spectators
- Making public statements which are negative, controversial or not in compliance with the athletic department's policy on media relations / social media.
- Violating generally recognized intercollegiate athletic standards or the values and standards associated with the university as determined by your head coach and approved by the Director of Athletics.

Your coach may have more specific expectations concerning behavior, dress or sportsmanship. If so, he or she will inform you of these. Support your coach and concentrate on playing well. Good sportsmanship comes easily if you are proud of your performance.

STUDENT-ATHLETE EJECTIONS FOR FIGHTING POLICY

Fighting does not have any place in college athletics, and it is contrary to the Core Values of the University as well as the NAIA's Champions of Character initiative.

For the purposes of this policy, "fighting" is defined as any intentional behavior that can potentially injure, causes apprehension of injury, or does injure another person.

Effective April 1, 2010, any student-athlete ejected from a contest for fighting:

- 1) Will receive a five-game suspension from athletic competition. The penalty will commence with the following contest. Should there not be five contests left in the season, the remainder of the penalty will be served at the start of the following season.
- 2) Will be subject to student disciplinary action via the Code of Student Rights, Responsibilities, and Conduct.

YOU AND YOUR COMMUNITY

- You are a role model. Be respectful of those around you.
- Do not expect any special privileges or exploit your role as a student-athlete to get special treatment on or off campus. Any type of "extra benefits" will cause you to become ineligible for athletic participation.
- Help promote and support other IU Southeast athletic programs.
- Abide by all on-campus housing, off-campus housing, and campus rules.
- Make every effort to take advantage of the opportunities to get involved in the New Albany / Louisville Metro community.
- Have respect for your neighbors and for other people's property.

When wearing IU Southeast athletic apparel you are promoting yourself and Indiana University. Conduct yourself in a respectful manner.

COACH'S JURISDICTION AND TEAM RULES

The head coach is responsible for the total conduct of his or her team. This responsibility must be within the limits of authority defined by university and athletic department policies and rules and the regulations of the NAIA and the River States Conference.

Policies established by coaches are in the best interest of the student-athlete and shall be enforced without prejudice. All training rules and standards of conduct are established by the coach and shall be clearly stated and documented. These rules should be distributed to all team members at the beginning of the season and a copy turned into the Athletic Director's office.

Any consequences, especially removal of the student-athlete from the sports program, must be specifically defined. Any coach who wishes to require student-athletes to sign a contract regarding team rules must do so prior to the beginning of the season. A coach does have the right to withhold a student-athlete from competition for health or safety reasons as determined by their own discretion with consultation from athletic trainers, team doctors or other personnel as available.

ACADEMIC RESPONSIBILITIES FOR GRENADIER STUDENT-ATHLETES

- Identify yourself as a student-athlete at the beginning of each semester to inform your instructors of any class time that may be missed due to athletic-related travel or competition. Assure the instructor that you are aware that you will accept the responsibility for time and work missed while away.
- Maintain communication with the coaching staff regarding academic issues and problems.
- It is the athlete's responsibility to seek help when academic trouble arises. Tutoring is available. Assistance can also be obtained from the writing center, math lab, student development center, or science lab on campus.
- Make up all work that is missed due to competition and travel.
- Do not use your status as an athlete to get out of work/class time or to get special treatment from instructors.
- Remember that you are in school for academics first.
- Abide by all university rules regarding academic honesty and integrity.

STUDENT-ATHLETE ATTENDANCE POLICY

PHILOSOPHY

The Athletic Department's goal is for each student-athlete to graduate from IU Southeast. The Athletic Department is committed to providing every opportunity for academic success. In that spirit of fostering academic success, the Athletic Department developed the following Student-Athlete Attendance Policy.

STUDENT-ATHLETE ATTENDANCE POLICY

Student-athletes are expected to attend all scheduled classes unless excused by the instructor for regularly scheduled athletic competition. Class may not be missed for practice, conditioning, meetings or other non-competitive reasons.

APPLICABLE TERM

This policy applies to the regular academic year for all student-athletes. The policy also applies to summer sessions for those student-athletes involved in post-season tournaments.

STUDENT-ATHLETE RESPONSIBILITIES

1. Student-athletes must consult with their academic advisor before priority registration. Registration must occur during the student-athlete priority registration period. The student-athlete should consult with their advisor relative to scheduling classes in a manner that eliminates as many conflicts between classes and athletic activities as possible.
2. Student-athletes are expected to give as much notice as possible when athletic contests conflict with class meetings. A season schedule must be presented to the instructor during the first week of class, but it is understood that weather and tournament play might result in late changes to the schedule. Should a comparison of the class schedule and season schedule indicate a significant number of potential absences, the instructor can decide to not excuse the student for some athletic contests and can encourage the student to speak with an advisor about registering for another course.

After-the-fact notification is not acceptable. If a late schedule change is made that does not allow for in-person notification, the student-athlete is expected to communicate with the professor by some other means.

3. In all cases, when a student-athlete is excused for athletic competition, the student is responsible for obtaining the information missed and for making up work within the time designated by the instructor.
4. Student-athletes are expected to adhere to the conditions listed above. Failure to adhere to the conditions will result in disciplinary action by the coaches involved and/or the Athletic Department.

STUDENT-ATHLETE CONSENT / DISCLOSURE

Student-athletes are asked to sign a consent form prior to competition. Consent forms will accompany physical packets which are given to athletes prior to the beginning of each season.

The following language is on the consent forms that student-athletes sign:

I understand that, as a student-athlete, I am subject to all Indiana University Southeast student policies. These policies include the policies on substance abuse/illegal drugs, alcohol and tobacco products. I further understand that road trips are “university activities that are being conducted off the university campus” for purposes of policy compliance, and that behavior during road trips is subject to the *IU Code of Student Rights, Responsibilities, and Conduct*. Finally, I understand that the coaches may impose additional policies or team rules. Failure to comply with policies will result in disciplinary action. The university policies can be found on the Student Affairs web-site at: <http://www.iu.edu/~code/>.

CONSENT FOR RELEASE OF STUDENT AND TEAM STATUS INFORMATION

Students’ education records are protected by the Family Educational Rights and Privacy Act of 1974 (“FERPA”), and they may not be disclosed without your written consent. By your signature below, you authorize Indiana University Southeast to make the following disclosures:

- 1) Academic information (e.g. unofficial transcripts, etc.) may be released to individuals, organizations or agencies for the purpose of determining eligibility or in support for the nomination for awards, special recognition, selection to River States Conference (RSC) or National Association of Intercollegiate Athletics (NAIA) honor teams, etc.
- 2) Educational records, including disciplinary records, may be released to coaches in your sport, administrators, and relevant support staff in the Athletics department, as well as other university officials with a legitimate educational interest in that information as allowed by FERPA. “Educational records,” as defined by FERPA, include student disciplinary records and grade reports.
- 3) Team status (injured, active, probation, suspension, dismissal) may be released to the media; however, the underlying circumstances and details of any internal University or Athletics department investigation or disciplinary action shall not be released.

CONSENT FOR MARKETING AND PROMOTIONAL MATERIALS

The Trustees of Indiana University, on behalf of the IU Southeast Athletic department and the RSC may wish to produce for resale posters, highlight films, videotapes and other marketing and promotional materials featuring IU Southeast men’s and women’s intercollegiate athletic team members.

I am willing to allow IU Southeast or the RSC to produce, duplicate, print, broadcast, sell or otherwise use in any manner or media such materials using my picture, likeness, name, or athletic statistics as part of the above described IU Southeast fundraising or promotional projects.

I understand that, as consideration for including my picture, likeness, name or athletic statistics in the project materials, Indiana University or the RSC shall have all rights and title in these materials, including copyright. I also agree that neither I nor my heirs shall be entitled to any compensation for the use of my picture, likeness, name or athletic statistics in conjunction with these marketing and promotional materials or the accompanying marketing and promotional campaign used by IU Southeast or the RSC. All such uses shall be consistent with all applicable NAIA and RSC rules and regulations.

TRYOUTS

If and when applicable, tryouts will be held. All those interested in trying out for a team must be present at all tryout sessions and will be notified by the coach if and when they are invited on the team.

All “walk-ons” must be in good academic standing and be in compliance with NAIA, RSC and IU Southeast rules for practice and competition. We reserve the right to deny any student an opportunity to walk-on to a team if the student’s academic or athletic records does not meet the coach’s academic or athletic standards for their team.

TRANSPORTATION AND TEAM TRAVEL RULES

While on the road, IU Southeast expects our athletes to travel and to stay together as a team and under the supervision of IU Southeast personnel. Unless prior arrangements are made with the approval of the coach and athletic director, athletes are expected to travel with the team both to and from an event. While at an event, athletes are expected to eat all meals with the team and participate in team functions.

Parents may choose to accompany the team on the road. With the permission of the coach, an athlete may be excused from a team function or meal to be with their parents/legal guardians.

With prior permission of the coach and the athletic director, students may be allowed to travel home from an event with their parents/legal guardians. Under no circumstance will an athlete be allowed to travel, have a meal or participate in a function with somebody other than their parents/legal guardians.

When prior arrangements are made to travel to or from an event by themselves or with parents/legal guardians, the Assumption of Risk and Release from Liability Form must be completed.

The exception to this is for travel to and from events held in Louisville (see driving to games policy below).

Unauthorized use or possession of alcoholic beverages or any illegal drug or controlled substance on school property or in the course of a university activity is prohibited by Indiana University policy. Violations of this policy will not be allowed and will be dealt with in accordance with university procedures.

- Dress appropriately when representing the university. Do not wear apparel with alcohol advertisements or offensive language/images.
- Act in a respectful and mature manner when in public. Horseplay and using profanity is not acceptable behavior. Maintain an overall business-like manner.
- Vandalism and theft of any kind in hotels, restaurants, competition sites or any other place will not be tolerated.
- Take proper care of hotel rooms and be respectful of other hotel guests.
- Make sure your coaches know your whereabouts at all times. Be on time for all meetings, meals, departures etc. and abide by curfews set by coaching staff.
- Alcohol and drug use is prohibited on trips.

Where it is reasonable to do so, IU Southeast travels to athletic events in rental vans or by bus. For events held in the Louisville area, however, it is allowable to have the student athlete commute directly to the event. Per INLOCC, this is allowable under IU policy as long as students do not transport another student-athlete or in any way organize a car-pool. An Assumption of Risk and Release from Liability Form must be completed for this exception. See the athletic department for more information.

PARENT & FAMILY MEMBER INVOLVEMENT AND COMMUNICATION

The IU Southeast athletic department believes that parents and family members play an essential role of support for their student-athlete. We encourage our parents and family members to be active in their student-athletes college experience but at the same time, allow them to grow and develop into self-advocates. We are partners who want our student to succeed academically and athletically.

Parents and family members are encouraged to speak with their student-athlete about matters that may be of concern. It is not appropriate for a parent or family member to contact a coach and/or athletic director on the behalf of a student-athlete without the student-athlete's knowledge and consent. We want to collaborate with you to help our student-athletes become self-advocates. It should also be known that confidentiality cannot be promised. Conversations initiated by a parent may be shared with the student-athlete involved or other appropriate university staff members (this may include the head coach, athletic trainer, dean of students, and/or athletic administrators). As university officials, the athletic administration, including the coaching staff, must adhere to the Family Educational Rights and Privacy Act (FERPA) which is a federal law that may prevent a staff member from sharing and/or discussing certain information with parents or family members. For information about the laws please visit: <https://ed.gov/policy/gen/guid/fpco/ferpa/index.html> and <https://www.hhs.gov/hipaa/>

It is important to understand that participation on an athletic team is a privilege. Being on and maintaining one's membership on a team means accepting all the responsibilities of a student-athlete. Unlike intramural or recreational teams, equal or guaranteed playing time is not required or implied. In an effort to present the best possible team to represent the school, IU Southeast head coaches will use players best suited for the conditions or demands of the contest at that time.

It is the operating practice of the IU Southeast athletic department to not address or discuss issues or disagreements regarding a student-athlete's playing time or any disagreements with coaching philosophies or team management. If a student-athlete is concerned with these issues, they are encouraged to meet with the coaching staff directly. In addition to the coaching staff, student-athletes are welcome to contact the athletic administration to address concerns. If a parent is concerned with the physical and/or mental well-being of a student-athlete, they may alert the athletic administration who will notify appropriate parties (this may include other athletic staff members, the dean of students, and/or campus personal counseling) to protect the student-athlete from any harm.

While we enjoy the support and involvement of our Grenadier parents and family members, we ask that parents partner with us to help their student-athletes grow as responsible adults who are strong self-advocates. We believe that these skills are imperative to helping the student-athlete grow and another benefit of the total educational experience at IU Southeast. The athletic department and coaching staff take the responsibility of not only coaching the student-athlete, but also mentoring the student-athlete to become the best version of themselves. It is important that the student-athlete learn responsibility and independence during their time in college.

PRIVATE LESSONS/FEE-FOR-LESSON INSTRUCTION

A student-athlete may receive compensation for teaching or coaching sport skills or techniques in his or her sport on a fee-for-lesson basis, provided:

1. The athletic department is notified prior to the lessons beginning;
2. Institutional facilities are not used without written permission and appropriate waivers;
3. Playing only lessons shall not be permitted;
4. The compensation is paid directly to student-athlete by the lesson recipient (or the recipient's family);
5. Instruction to each individual is comparable to the instruction that would be provided during a private lesson when the instruction involves more than one individual at a time; and
6. The student-athlete does not use his or her name, picture or appearance to promote or advertise the availability of fee-for-lesson sessions at Indiana University Southeast.

COMPLIMENTARY ADMISSIONS AND PASS LISTS

Current student-athletes will be provided with two complimentary season tickets at the beginning of the season to give to family members. There no additional pass list opportunities for a student-athlete's family or friends in addition to the two season tickets issued at the beginning of the season.

Additional season tickets for additional family members are available for purchase in the athletic department. All complementary season tickets are individually number and tracked. No free replacement season tickets will be issued for lost or stolen season tickets. No complimentary tickets or pass list will be provided for road games or post-season tournament games.

Neither student-athletes nor the people designated to receive complimentary season tickets may receive payment from any source for these admissions and may not exchange or assign the tickets for any value. Receipt of payment by either party is considered an extra benefit not available to the general student body and will render student-athletes ineligible for participation in intercollegiate athletics.

ATHLETIC SCHOLARSHIPS – GRANT IN AID POLICY

Any student-athlete receiving an athletic scholarship is required to complete a Grant in Aid Form for the Athletic Director. Any awards granted will be honored by IU Southeast only after a student-athlete has satisfactorily met all institutional and National Association of Intercollegiate Athletics (NAIA) academic requirements and/or admissions standards. Acceptance of such award means that a student-athlete also accepts these provisions and agrees to abide by them.

SUMMARY OF PRINCIPAL TERMS AND CONDITIONS

1. The award must conform to the rules and regulations of Indiana University Southeast and the NAIA.
2. The benefits of the award are effective for the specified time period only as indicated in the Grant in Aid form. Athletic aid at IU Southeast is awarded on a yearly basis only and the amount may vary year to year at the discretion of the head coach or because of any clause listed in this policy.
3. Maximum permissible financial aid may not exceed "commonly accepted educational expenses" (as defined in NAIA Manual Constitution).
4. A student-athlete may not receive financial assistance other than that administered by the institution except that financial assistance may be received from anyone upon whom the student-athlete is naturally or legally dependent. (There is a special provision concerning the financial aid awarded on basis of having no relationship whatsoever to the recipient's athletic ability).
5. When unearned financial aid is awarded to a student and athletic ability is taken into consideration in making the award, such aid combined with other aid the student-athlete may receive during a semester or term, other scholarships, grant-in-aid (including governmental grants for educational purposes) and like sources, may not exceed "commonly accepted educational expenses". NAIA legislation permits limited exceptions to this requirement, most of which are related to the military service benefits.

INSTITUTIONAL AID MAY NOT BE TERMINATED DURING THE PERIOD OF ITS AWARD:

1. Because of the recipient's athletic ability or contribution to the team's success.
2. Because an injury prevents the recipient from participating in athletics.

INSTITUTIONAL AID MAY BE TERMINATED DURING THE PERIOD OF ITS AWARD IF THE RECIPIENT:

1. Does not satisfy Indiana University Southeast's academic requirements for like scholarships or grants-in-aid. Does not follow regulations and conditions assigned to all players in the specific sport program.
2. Voluntarily renders self academically or otherwise ineligible for intercollegiate athletic competition.

3. Fraudulently misrepresents any information on application, letter-of-intent or financial aid agreement.
4. Engages in serious misconduct warranting substantial disciplinary penalty by the appropriate institutional representative, committee or agency. (Serious misconduct means conduct of sufficient gravity that if comparable conduct occurred in other departments of the institution, similar substantial disciplinary penalty could properly be imposed. Serious misconduct includes manifest disobedience through violation of institutional regulations or established athletic department policies and rules applicable to all student-athletes).
5. Chooses not to participate or withdraws from the team at any time.
6. Violates other non-athletically related conditions (e.g., full compliance with academic policies or standards, compliance with athletics department rules or policies).
7. Graduates (e.g., earn first baccalaureate degree).
8. Has a change enrollment status (e.g., dropping courses; switching from campus course to on-line course).

INSTITUTIONAL AID MUST BE TERMINATED DURING THE PERIOD OF ITS AWARD IF THE RECIPIENT:

1. Signs a professional sports contract in respective sport.
2. Accepts compensation for participating in an athletics contest.
3. Agrees orally or in writing to be represented (presently or in the future) by an agent, or accepts any benefit from an agent or a representative of an agent.
4. Receives an outside and/or institutional non-athletics countable aid which causes the student to individually exceed or the team to collectively exceed established NAIA financial aid limits (e.g., Chancellors Medallion Scholarship; Lilly Scholarship, etc.).

**** The director of athletics will notify the student-athlete in writing regarding any changes to athletic scholarships.**

ONLINE SOCIAL NETWORKING POLICY

Posting student-athlete profiles and photographs on Facebook.com and other similar web-based social networks is not prohibited by the IU Southeast Athletic Department. However, student-athletes need to be aware that material posted on their online profile is viewable by athletic department administrators and coaches.

Anything posted to a student-athlete's profile which is a violation of team rules, the IU Student Code of Conduct, or Indiana state law is subject to disciplinary procedures. Student-athletes will be held responsible for the content on their site even if the content has been posted by another individual.

Many student-athletes believe the information posted on "Facebook" and other similar online directories is private. Student-athletes need to understand that many different people can access this information and the information posted to an online profile can be used in a multitude of unintended ways.

Examples:

- The parents of a prospective student-athlete who is considering attending IU Southeast and playing on an athletic team could check the profiles of current athletes on the team to see what their son's or daughter's future teammates are like.
- A potential employer can review a student-athlete's profile before making a hiring decision.
- The media can scrutinize a student-athlete's information.
- Opposing fans can obtain information regarding student-athletes which can then be used to taunt the athlete.
- Information can be used to harass, make threatening phone calls or otherwise "stalk" student-athletes.
- Once a student-athlete posts pictures and makes statements, the student has no control over who views that information and how it is used.

IU Southeast student-athletes must remember that they are *ambassadors* of Indiana University and are always in the public eye. Student-athletes are strongly encouraged to not post information or pictures online which would embarrass the athlete, their family, team or IU Southeast.

CYBERBULLYING POLICY

Cyberbullying is treated as a form of harassment and intimidation under the IU Code of Student Rights, Responsibilities, and Conduct, Part I, C. While IU Southeast recognizes and encourages freedom of expression, members of the campus community have the right to be free from harassment, conduct that interferes with an individual's academic performance, or a learning environment that is intimidating, hostile, or offensive. Cyberbullying constitutes conduct that may compromise the security of the university or the integrity of the educational process. We uphold our institutional values when we ensure the highest level of mutual respect and a culture of inclusion and dignity for all. Cyberbullying may come in the form of emails, text messages, or the use of online social networking sites, cell phones or cameras.

<https://www.ius.edu/dean-of-students/student-resources/cyberbullying.php>

ANTI-HAZING POLICY

Hazing is defined as ANY conduct which subjects another person, whether physically, mentally, emotionally or psychologically, to anything that may endanger abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Student-athletes, managers, coaches or anyone associated with Indiana University or an athletic team may not participate in any form of hazing or initiation.

Policy: The IU Southeast athletic department supports only those activities which are constructive, educational, inspirational, and that contribute to student-athletes' intellectual and personal development. IU Southeast Athletics unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

1. Hazing is any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student, or that willfully destroys or removes public property for the purpose of initiation or admission into, or affiliation with, or as a condition for continued membership in, any registered student organization.
2. **Prohibited Behaviors:** Actions and activities that may be prohibited under Indiana University's Student Code of Conduct and the IU Southeast Athletic Department Hazing Policy, and may be a violation of Indiana State law, regardless of the person's intention or willingness to participate, include, but are not limited to, the following:
 - o Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them.
 - o Brutality of any nature, outside the realm of normal practice and competition
 - a. this includes: whipping, beating, branding, forced calisthenics, exposure to the elements
 - o Forcing, requiring, or pressuring an individual to consume alcoholic beverages.
 - o Forcing, requiring, or pressuring an individual to consume any food, drug,
 - o or other substance
 - o Forcing, requiring, or pressuring an individual to tattoo, pierce, or shave any part of the body, including hair on the head.
 - o Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, publicly indecent, contrary to generally accepted societal norms and/or beliefs (e.g. public profanity, indecent or lewd conduct or sexual gestures in public.)
 - o Any activity or action that creates risk to the health, safety, or property of the University or other members of its community.
 - o Forcing or requiring calisthenics, such as push-ups, sit-ups, and runs in a situation or setting not related to team training/supervised by the coaches.
 - o Assigning or endorsing pranks such as stealing from or harassing another organization.
 - o Awakenings or disturbing individuals during normal sleeping hours.
 - o Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
 - o Physical abuse of any kind.
 - o Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not within the norm of what is considered to be in good taste.
 - o Engaging in public stunts and buffoonery.
 - o Nudity at any time or forced reading, listening, or viewing of pornographic material.
 - o Paddling, beating, or otherwise permitting a member to hit other members.
 - o Having substances such as eggs, mud, paint, and honey thrown at, poured on, or otherwise applied to the body of a member.
 - o Morally degrading/humiliating games or other activities that make a member the object of amusement, ridicule or intimidation.
 - o Subjecting a member to cruel and unusual psychological conditions.

Any activity of this nature is strictly prohibited and allegations will be thoroughly investigated by the Vice Chancellor for Enrollment Management and Student-Affairs with the assistance of the Dean of Students.

THERE IS AN EASY FOUR STEP TEST TO DETERMINE IF AN ACTIVITY COULD BE CONSIDERED HAZING:

1. If this activity was filmed, would I show the video to my parents?
2. If this activity was filmed, would I have the video published on the Internet?
3. If this activity was filmed, would I show this to a prospective student-athlete?
4. If this activity was filmed, would I show this video to the District Attorney or a lawyer?
 - If you answer NO to any of these questions, then the activity could be considered hazing and you should NOT engage in the activity.

Student-athletes should report any hazing-related concerns immediately to the Athletic Director or Vice Chancellor for Enrollment Management and Student Affairs.

The campus' complete brochure on hazing may be accessed at:

<https://www.ius.edu/dean-of-students/files/hazing-brochure.pdf>

HOSTING RECRUITS OR PROSPECTS

Current student-athletes may be occasionally asked to host a recruit or prospect so they can learn more about IU Southeast and its academic/athletic programs.

Impermissible activities while hosting a prospect include:

1. Making comments to the media or on social media sites (e.g., Facebook, Twitter, or fan pages) about the prospect
2. Use of a university vehicle or one provided by a coach or any institutional staff member.
3. Providing, encouraging or persuading the use of drugs or alcohol by a prospective student-athlete.
4. Participating in any unethical or illegal activity that violates criminal law, or NAIA or university rules including the use of drugs, underage use of alcohol, or participation in gambling activities.
5. Attendance at adult entertainment facilities, use of escort services, exotic dancers, or the use of sex as a recruiting tool.

UNIFORM AND EQUIPMENT RETURN POLICY

All uniforms, equipment and gear must be returned to the head coach at the end of a season or at any time a student-athlete leaves a team for any reason. Any equipment that is not returned in a timely manner will be assessed and charged to the student's bursar account. A hold of the student's record will remain until the fees are paid or the equipment is returned to the athletic department.

TRANSFERS AND TRANSFER RELEASE POLICY

NAIA residency requirements govern how soon a transfer student can play and depend on whether you're transferring from a four-year or two-year college.

If you participated in an intercollegiate contest in your sport at a **four-year school**, you must wait 16 weeks (116 Days) before participating in that sport unless you:

- Have a written release from the athletic department at the immediately previous four-year college
- Have a minimum 2.0 GPA from all previous institutions combined
- Meet all additional academic requirements and any conference-specific requirements for transfers

A student transferring from a **two-year** school has no residency requirement. If, however, you have participated at four-year college prior to attending a two-year school, you must have a written release from the athletic department of the four-year institution.

A current IU Southeast student-athlete who has participated in competition but wishes to transfer to another institution must follow the procedures outlined below:

1. Meet in-person with the head coach of his or her respective sport(s) to discuss the reasons behind wanting to leave the program prior to June 1;
2. After meeting with the head coach, if the student still wishes to transfer then the student must notify the athletic director in writing with supporting rationale leading to their request;
3. The student-athlete must then request that his or her new institution send a transfer release form to the IU Southeast athletic director for consideration;
4. The IU Southeast athletic director will use the written student statement and information from the coaching staff when making the final decision.

The athletic director at IU Southeast will have the final decision on the student-athlete transfer waiver per NAIA bylaws. Please note that IU Southeast will not provide a blanket release letter for any student-athlete. Students wishing to transfer must have the institution(s) to which they intend to enroll provide IU Southeast with a transfer release form for consideration and completion.

All transfer releases for the following school year must be requested in writing prior to June 1. Failing to follow the process as outlined above prior to June 1 will greatly increase the chances of a waiver not being approved. It shall be departmental precedent to deny a release to the NAIA's transfer residency requirement if a transfer is requested after the June 1 deadline for the following academic year.

TRANSFERRING WITHIN THE RIVER STATES CONFERENCE

(RSC Intra-Conference Transfer Rule)

Student-athletes shall not transfer from a member institution to another without satisfying the transfer policy as defined by the River States Conference. Graduate students with additional athletic eligibility shall be exempt from the conference transfer rule.

A student-athlete who does transfer shall be bound by the following:

1. A student-athlete who practices, competes or is identified by NAIA definition at a River States Conference member institution shall not be eligible to compete at another River States Conference institution, in any sport, for 365 calendar days;
2. The 365 calendar days must include two standard academic terms (fall/spring). The 365 days begin on the first day after the conclusion of the term in which the student-athlete withdrew or completed classes or the student-athlete's official withdraw date, whichever comes first;
3. Summer terms, inter-terms and all non-terms will not satisfy the two standard term rule;
4. Under extreme circumstances, a student-athlete may appeal the transfer policy. All appeals must be made to the Commissioner; who will in turn refer the appeal to the conference Eligibility Committee. In such cases, the Conference Administrative Council Chair will serve as an Ad Hoc member of the Eligibility Committee.

SEXUAL ASSAULT AND HARASSMENT:

Sexual Misconduct Policy: (UA-3): <http://policies.iu.edu/policies/categories/administration-operations/equal-opportunity/sexual-misconduct.shtml>

IU SOUTHEAST ATHLETICS POLICY DISQUALIFYING PROSPECTIVE STUDENT-ATHLETES WITH RECORDS OF SEXUAL VIOLENCE:

This Policy is designed to help protect all members of the Indiana University community. Any prospective student-athlete -- whether a transfer student, incoming freshman, or other status -- who has been convicted of or pled guilty or no contest to a felony involving sexual violence (as defined below), or has been found responsible for sexual violence by a formal institutional disciplinary action at any previous collegiate or secondary school (excluding limited discipline applied by a sports team or temporary disciplinary action during an investigation) shall not be eligible for athletically-related financial aid, practice or competition at Indiana University Southeast.

For purposes of this provision, "sexual violence" is dating violence, domestic violence, rape, sexual assault, or sexual violence as defined by the Indiana University Policy on Sexual Misconduct (UA-03).

Indiana University Southeast Athletics requires due diligence efforts to gather pertinent information regarding the prior conduct of every prospective student-athlete who seeks to enroll and participate in intercollegiate athletics. Accessing as much as possible publicly available information regarding prospective student-athletes, including their digital footprint, is strongly recommended. Coaches should also talk to teachers, coaches, administrators, teammates and family members of prospective student-athletes. In addition, prospective student-athletes should be specifically asked about any previous or potential arrests, convictions, protective orders, probations, suspensions, expulsions, or other discipline involving sexual violence or any other matter.

Any issue as to if or how this policy applies to a particular prospective student-athlete will be resolved by the Office of General Counsel.

In addition to the mandatory disqualification of prospective student-athletes with records of sexual violence as set forth in this policy, prospective student-athletes may and should be disqualified for other demonstrated unacceptable misconduct.

Specifically, consistent with the Student Conduct Policy, IU Southeast Athletics will carefully consider whether to recruit any prospective student-athletes with any serious and/or repetitive criminal, school discipline, or other misconduct issues. Also consistent with that policy, the Director of Athletics for the pertinent sport must approve the recruitment of any prospective student-athlete with any serious and/or repetitive criminal, school discipline, or other misconduct issues.

Relief from this mandatory disqualification policy may only be granted by a panel consisting of the University Title IX Coordinator, University General Counsel, and IU Southeast Faculty Athletics Representative after review of all the pertinent facts available and a finding of compelling exceptional circumstances.

SEXUAL VIOLENCE REPORTING AND RESOURCES AT INDIANA UNIVERSITY

If you experience sexual violence, you are not to blame. It doesn't matter when it happened, where it happened, or what the circumstances surrounding the incident were. It's not your fault.

By coming forward and reporting your experience, you can make a big difference. You can help make our campus and community safer for everyone—and prevent the person who hurt you from harming anyone else.

There are several avenues you can take to report a sexual violence incident.

REPORTING AN INCIDENT TO THE POLICE

You should report your experience to the police as soon as possible after the incident. Police will be more likely to be able to get the evidence they need to make an arrest if you talk to them about what happened while the event is still clear in your memory. The police will interview you about what happened and ask you to have your doctor or another health professional collect medical evidence of the assault.

Reporting the incident to the police does not mean you have to seek prosecution. However, the police will be able take action to keep other students and community members safe.

- o **Indiana University Police Department (IUPD)**

Responds to incidents on campus

For help, dial 2400 from any campus phone or call 812-941-2400

- o **New Albany Police Department**

Responds to incidents in the city of New Albany

For help, call 812-948-5300 or dial 911

- o **Floyd County Sheriff's Office**

Responds to incidents in Floyd County outside the city

For help, call 812-948-5400 or dial 911

REPORTING AN INCIDENT TO CAMPUS AUTHORITIES

If you experience sexual violence on campus, you can and should report it to the Office of Dean of Student Life. While this won't initiate criminal action, if the accused is a student, it will open the door to disciplinary action through the campus student conduct system. Other avenues may be available if the accused is not a student.

If you choose to pursue this option, no-contact and no-trespass orders can be issued so you don't have to face the accused. You can also file a report but decline to pursue an investigation, if that's what you wish.

Contact the Office of Dean of Student Life:

The office is located in the University Center South, Room 010.

To make an appointment, call 812-941-2316

Report an incident online at <http://stopsexualviolence.iu.edu/report/forms/ius.html>

A Note Regarding Confidentiality: The university will work with you to protect your privacy by sharing information with only those who need to know.

As such, your information may need to be shared with those involved in investigating the incident, those responsible for providing necessary resources and remedies, and those responsible for ensuring the public's safety. You will be protected from retaliation.

You should discuss your desires regarding the sharing of information with any university employee with whom you speak to ensure you understand their reporting obligations and what information they may be required to share.

Only those university employees who are licensed, professional counselors (e.g., mental health counselors, psychologists) or working at the health centers on campus are able to maintain your complete confidentiality and are not required to convey any information regarding your situation without your consent. Refer to the confidential employees on your campus.

Most other university employees are required to report names and details of any incident of sexual violence that has been brought to their attention to the Title IX Coordinator or designated Deputy Coordinators on their campus for further investigation. Certain non-professional university counselors or advocates (e.g., student advocates offices, women's centers, or sexual assault crisis centers) do not have to share identifying information unless you provide your consent. However, they are obligated to provide non-identifying information regarding the nature, date, time, and general location of the incident for purposes of compiling aggregate annual crime statistics and assessing the need to alert the university community of potential dangers.

TITLE IX AND ATHLETICS

The IU Southeast Athletic Department strives to be in compliance with all Title IX expectations. This is the portion of the Education Amendments of 1972 that prohibit discrimination in educational institutions that receive any federal funds. In particular, Title IX requires gender equity in the athletic programs of schools receiving dollars from federal sources. If you feel that IU Southeast is not in compliance with the application of Title IX, you are encouraged to discuss your concern. You should:

- 1) Schedule an appointment to discuss your concern with the Athletic Director. Title IX is a complex set of regulations. The Athletic Director will discuss your concern and explain the applicable regulations. If, after meeting with the Athletic Director, you are not satisfied with the result you should pursue a formal appeal. You will receive a letter from the Athletic Director that summarizes the concerns brought out in the meeting and the IU Southeast Athletic departmental response.
- 2) After receiving the letter, you should contact the Office of Equity and Diversity to file a formal complaint. You should attach the departmental response and you may also include any additional documentation you have.

Under Title IX of the Education Amendments of 1972, sexual violence is considered a form of sexual discrimination. You may file a Title IX sex discrimination complaint using one of the resources below:

University Title IX Coordinator

Emily Springston, Chief Student Welfare & Title IX Officer
812-855-4889

Title IX Deputy Coordinator (IU Southeast Campus)

Darlene Young, Director of Staff Equity and Diversity
812-941-2306

EQUAL OPPORTUNITY POLICY

EQUAL OPPORTUNITY

Indiana University Southeast is committed to equal opportunity. The university will not exclude any person from participation in its programs or activities on the basis of race, age, color, disability, ethnicity, sex or gender, marital status, national origin, religion, sexual orientation, or veteran status.

HARASSMENT

Indiana University Southeast does not tolerate harassment that targets an individual based upon race, color, religion, national origin, ethnicity, sex or gender, age, sexual orientation, marital status or veteran status. Students who believe that have been harassed are encouraged to report such incidents to one or more of the following:

Your Coach

The Athletic Director
Joe Glover
Activities Building 100D
812.941.2028
www.iusathletics.com

The Office of Enrollment Management and Student Affairs
Interim VC Amanda Stonecipher
University Center South 155
812.941.2427
www.ius.edu/studentaffairs/

The Office of Equity and Diversity
Darlene Young
University Center South 231
812.941.2306
<http://www.ius.edu/EqDiv/>

DISABLED STUDENTS

The university provides reasonable accommodations and services to qualified students with disabilities. The services are provided based on the individual student's need and academic requirements. Students who wish to request assistance with a disability should contact the Office of Disability Services (812) 941-2243.

RELIGION

Indiana University Southeast respects the right of all students to observe their religious holidays and practices and will, upon request, make reasonable accommodations. Students wanting accommodations should contact their coach as soon as possible to discuss arrangements.

STUDENT-ATHLETE DISMISSAL POLICY

As a student-athlete, you may be held out of competition or suspended from all team activities by your coach at any time for disciplinary reasons. Additionally, as a student-athlete, you may be dismissed from your team for disciplinary reasons. In the event a coach proceeds with dismissing a student-athlete from a team, the coach must inform his/her sport supervisor and athletic director about the pending dismissal. The sport supervisor will then review all pertinent documentation/information from the coach and any other parties involved. The student-athlete then has a right to discuss the dismissal with the sport supervisor before a final decision is made by the University.

STUDENT-ATHLETE GRIEVANCE AND APPEALS POLICY

Student-athletes have the right to file an appeal regarding any disciplinary action or decision. If a student wishes to appeal a decision, they should be provided a copy of these procedures.

Some decisions may not be appealed. The Athletic Director will NOT consider situations involving playing time or decisions involving the amount of an initial scholarship offer. Student-Athletes are not to use this grievance procedure to voice their concerns about issues that pertain to the coach's expertise (i.e., playing time, recruitment, or game strategy).

Complaints of discrimination based on race, gender, ethnicity, sexual harassment or sexual orientation should be discussed with the Athletic Director immediately.

If you experience sexual violence on campus, you can and should report it to the Office of Dean of Student Life. While this won't initiate criminal action, if the accused is a student, it will open the door to disciplinary action through the campus student conduct system. Other avenues may be available if the accused is not a student.

If you choose to pursue this option, no-contact and no-trespass orders can be issued so you don't have to face the accused. You can also file a report but decline to pursue an investigation, if that's what you wish.

How to Contact the Office of Dean of Student Life: <http://www.ius.edu/dean-of-students/>

The office is located in the University Center South, Room 010.

To make an appointment, call 812-941-2316

APPEALS PROCESS:

Indiana University Southeast expects fair and equitable treatment of all student athletes. The university also expects compliance with any and all departmental, university, National Association of Intercollegiate Athletics (NAIA), state and federal regulations and policies. If you feel that there is a situation where you were not treated correctly, you are encouraged to seek an explanation of any actions taken. At Indiana University Southeast, this process involves the following steps.

1. In the event that a Student-Athlete has a grievance/concern that they are unable to resolve on their own, they should first consult their head coach or athletic department staff member with which they have a grievance. Student-Athletes are not to use this grievance procedure to voice their concerns about issues that pertain to the coach's expertise (i.e., playing time, recruitment, or game strategy).
2. If speaking with the party with which they have a grievance does not resolve the situation or an agreement is not reached, the Student-Athlete should request a meeting, in writing, with the Athletic Director and coach/athletic department staff member. If an agreement is reached, all parties will be notified of the solution. Any grievances involving the Athletic Director should be brought to the Vice Chancellor of Enrollment Management and Student-Affairs if speaking with the Athletic Director does not resolve the situation.
3. If an agreement is not reached through arbitration with the Athletic Director, then the Director of Athletics will make a final decision on the issue following a meeting with both parties.
4. If following the Athletic Department review, the Student-Athlete believes a review of the decision from an additional authority is warranted, the Director of Athletics may also refer a grievance to a three person appeals committee for review and a final decision. This three person ad hoc committee will be made up of faculty and staff. The committee will not include any person(s) who has participated in the initial proceedings.

A written request from the involved Student-Athlete to the Director of Athletics requesting this review will be a necessary requirement prior to referral to committee. The appeal request must be made within 14 days following the original decision to be forwarded to the committee.

Your appeal should be in writing and addressed to the Athletic Director. You may include any documentation that supports your concern. The Athletic Director will submit your appeal to the committee. You may, if you wish, attend the meeting of the committee. Your parents and/or other representatives may also attend the hearing, but may not speak for you or address the committee.

Upon gathering all information and arriving at a decision, the committee will notify you in writing of the outcome of your appeal and the reasons for the decision. The Appeals decision is final.

NAIA ELIGIBILITY REQUIREMENTS

As a member of the NAIA and the River States Conference, to be eligible to represent IU Southeast in any intercollegiate game, match, scrimmage, the student-athlete must meet the following guidelines:

1. **YOU MUST**, if an entering freshman*, meet two of three entry level requirements: *An entering freshman is defined as a student who, upon becoming identified with an NAIA institution, has not been previously identified with an institution of higher learning for two semesters or three quarters (or equivalent).

(a) Achieve the NAIA's minimum test score requirement: 18 ACT*** or 860 SAT (Critical Reading and Math), if taken before March 2016. 940 SAT (Evidence-Based Reading and Writing + Math), if taken in March 2016 or after.**

** Students who scored between 860 and 930 on the March 2016 or later SAT test will be granted an automatic SAT test score minimum exception to compete during the 2016-17 academic year. The NAIA Eligibility Center will automatically apply this SAT test score minimum exception in the eligibility determination process. Learn more about this change.

*** Students who scored between 16 and 17 on the March 2016 or later ACT test will be granted an automatic ACT test score minimum exception to compete during the 2016-17 academic year. The NAIA Eligibility Center will automatically apply this ACT test score minimum exception in the eligibility determination process.

NOTE: These are the eligibility requirements for entering freshmen with a break after high school of one year or less.

Scores must be achieved on a single test. The ACT/SAT test must be taken on a national testing date and certified to the institution prior to the beginning of the term in which the student initially participates.

(b) Achieve a minimum overall high school grade point average of 2.000 on a 4.000 scale.

(c) Graduate in the top half of your high school graduating class.

NAIA ELIGIBILITY AT-A-GLANCE

You Must...

- As a freshman, meet the NAIA freshman eligibility requirements and get cleared through www.playnaia.org

- Always be registered for at least 12 credit hours during the fall and spring

- Pass 24 hours in the past two semesters plus summer.

- Watch for repeats and check with the AD before retaking any class that you did not receive an "F" in previously.

- Maintain a cumulative GPA of 2.0 or better beginning as a junior (academically or athletically).

- To participate in a second season of competition, you must have accumulated 24 credit hours.

- To participate in a third season of competition, you must have accumulated 48 credit hours.

- To participate in a fourth season of competition, you must have accumulated 72 credit hours.

2. **YOU MUST** be making normal progress toward a recognized baccalaureate degree and maintain the grade points required to remain a student in good academic standing, as defined by the institution you are attending.

3. **YOU MUST** be enrolled in a minimum of 12 institutionally-approved or required credit hours at the time of participation. Should participation take place between terms, you must have been identified with the institution the term immediately preceding the date of participation. Student-athlete are recommended to enroll in at least 15 credit hours each semester.

4. **YOU MUST**, if a second-term freshman, have accumulated a minimum total of nine institutional or required credit hours **BEFORE** identification for the second term of attendance.

5. **YOU MUST** have accumulated a minimum of twenty-four (24) institutional or required credit hours the two immediately previous terms of attendance. Up to 12 institutional credit hours earned during the summer and/or non-term may be applied to meet the 24-hour rule, provided such credit is earned **AFTER** one of the two immediately previous terms of attendance.

6. **YOU MAY NOT** count repeat courses previously passed with a "C" or better in ANY term toward the 24 credit-hour rule. PLEASE see your athletic director for more specific information if you are going to repeat ANY course.

7. **YOU MUST**, if a transfer student from a four-year institution, have eligibility remaining at the institution from which you are transferring to be eligible for further intercollegiate competition.

8. **YOU MUST**, if a transfer student having ever participated in intercollegiate athletics at a four-year institution, serve a 16 consecutive calendar weeks (112 calendar days) residency period, not including summer sessions, at the transferred institution before becoming eligible for intercollegiate competition in any sport in which you participated while attending the previous four-year institution. An exception to the 16 calendar-weeks residency period will be granted for certain circumstances, please see your athletic director for more specific information.

9. **MUST**, as a transfer student have not been suspended (or its equivalent) for failure to meet institutional academic requirements and/or disciplinary reasons from any institution of higher learning. Students who have been suspended for these reasons must serve a residency period of two full semesters at the NAIA institution or until the suspension period at the suspending institution has been terminated, whichever is shorter.

10. **YOU MUST** be within your first 10 semesters of attendance as a regularly enrolled student. A term of attendance is any semester, trimester or quarter in which you enroll for nine or more institutional credit hours and attend any class. (Summer sessions are not included, but night school, extension or correspondence courses are applicable to this ruling.)
11. **YOU MUST**, upon reaching junior academic standing as defined by the institution, have a cumulative grade point average of at least 2.000 on a 4.000 scale as certified by the institutional registrar.
12. **YOU MUST**, to participate the second season in a sport, have accumulated at least 24 semester institutional credit hours.
13. **YOU MUST**, to participate the third season in a sport, have accumulated at least 48 semester institutional credit hours.
14. **YOU MUST**, to participate the fourth season in a sport, have accumulated at least 72 semester institutional credit hours. These hours must include at least 48 semester hours in general education and/or your major field of study.
15. **YOU MAY NOT** participate for more than four seasons in any one sport. A season of competition is defined as participation in one or more intercollegiate contests, whether as a freshman, junior varsity or varsity participant, or in any other athletic competition in which the institution, as such, is represented during a sport season.
16. Should you participate for two different institutions in the same sport, in the same academic year (example - basketball or fall golf at a junior college and then transfer to an NAIA school and participate in basketball or spring golf), you shall be charged with a second season of competition in that sport unless you earned an associate degree at a junior college in the term immediately preceding the transfer.
17. **YOU MUST** be an amateur, as defined by the NAIA, in the sport(s) in which you participate. See your athletics director or faculty athletic representative for all amateur regulations as printed in the NAIA Bylaws.
18. **YOU MUST**, to participate in the third and/or fourth season in a sport, have and maintain a total cumulative grade point average of at least 2.000 on a 4.000 scale.

NAIA Eligibility Center: All student-athletes must be cleared by the NAIA Eligibility Center prior to participation. Students can register and get more information at <http://www.playnaia.org/>

Questions? Please call the IU Southeast Athletic Department at 812-941-2432 or email the NAIA Eligibility Center at ecinfo@naia.org

STUDENT-ATHLETE INJURY INFORMATION & POLICY

MANDATORY MEDICAL EXAMINATION:

Prior to participation in any practice, competition or out-of-season conditioning activities (e.g., summer access), student-athletes who are beginning their initial season of eligibility shall be required to undergo a medical examination or evaluation administered or supervised by a physician (e.g., family physician, team physician). The examination or evaluation must be administered within six months prior to participation in any practice, competition or out-of-season conditioning activities. In following years, an update on the student-athlete's medical history and a new physical exam is required. The updated history must be administered within six months prior to the student-athlete's participation in any practice, competition or out-of-season conditioning activities for the applicable academic year.

IU SOUTHEAST STUDENT-ATHLETE INJURY PROTOCOL:

ALL injuries received during practice or competition are to be reported to and examined by the certified/licensed athletic trainer at the time of injury or as soon as possible after the injury occurs. If there is no athletic training staff at an off-site practice or on a road trip, it is the coach's responsibility to determine if the injury requires immediate medical attention or not. If it is, then the coach should seek immediate medical help via an ambulance or other type of transportation to the nearest emergency room.

The certified/licensed athletic trainer should be notified as soon as possible about the injury so follow-up care can be given to the athlete. This follow-up care will consist of being seen by the certified/licensed athletic trainer who will determine, from the written word of the ER physician, whether or not the athlete needs to be seen for further evaluation by one of our team physicians or can continue to practice/compete after our evaluation. A release to begin practice/compete must be given by the treating physician before the athlete will be allowed to practice/compete. Team physicians have the final decision on whether or not the athlete is ready to resume practice/competition.

NOTE: When the physician says that the athlete is healthy and can return to activity/participation, this usually means that they are ready to gradually return to activity. The athlete will have to pass a series of functional tests administered by the certified/licensed athlete trainer before full practice or competition can occur. If an illness occurs, to insure proper medical care, the certified/licensed athlete trainer should be notified so the athlete can be advised on who to see and/or where to go for care.

ATHLETIC TRAINING ROOM:

The Athletic Training Room is the main source of medical care, daily treatments, taping and on-site rehabilitation for the athletes at IU Southeast. The facility and Trainer also work in accordance with the rehabilitation clinics of KORT. Working hours are determined and posted on a weekly basis and is staffed by the certified/licensed Athletic Trainer. In order to more efficiently provide care for the IU Southeast athletes, it is the policy of the Sports Medicine Team to see athletes by appointment. Any athlete requiring evaluation or treatment prior to practice should call the athletic training room to make an appointment. The purpose of scheduling athletes is to allow the certified/licensed athletic trainer to work with the athlete one-on-one without interruption.

IU SOUTHEAST INSURANCE REIMBURSEMENT PROCEDURES:

How to File an Insurance Claim:

Indiana University Southeast Intercollegiate Athletic Department's insurance provides SUPPLEMENTAL coverage to your primary insurance. The University's insurance pays after all other forms of coverage (i.e., parent's insurance) are made. It also covers only athletics injuries that occur during supervised practices, games, and conditioning sessions. **It will not cover general illness or sickness such as cold, flu, ear aches, etc.**

When an injury occurs, the following procedures MUST be followed:

1. At the time of medical treatment, the University athletic trainer will assist in supplying your primary insurance and parental information to the health care provider.
2. The health care provider will send billing statements to the student-athlete or name given on information sheets.
3. **Once your primary insurance coverage is exhausted, the bill and explanation of benefits (EOB) must be sent to the IU Southeast Athletic Department.**
4. Once IU Risk Management receives the bill and EOB from your primary insurance company, the claim will be filed with the University's insurance program. **If you choose not to use the authorized medical vendors, the IU Southeast Athletic Department and its insurance company will not be responsible for any bills.** Care for an injury incurred while participating in intercollegiate athletics must be completed within **12 months** of the injury date.

Payment of IU Southeast Athletic Bills:

The health insurance of the student-athlete will be primary payer with IU Southeast paying any unpaid balances, **except copayments**. Those charges not covered by the primary insurance will be covered by the IU Southeast Department of Athletics as long as the health care falls under appropriate policies and procedures.

To take advantage of this policy, please observe the following:

1. The athlete must have an injury report on file at the Department of Athletics.
2. The charges must first be billed to the athlete's primary insurance carrier. The athlete should provide this information up prior to the season beginning.
3. Show IU Southeast as the secondary carrier and guarantor for any unpaid balances.
4. Send any unpaid balances to IU Southeast Department of Athletics, 4201 Grant Line Road, New Albany, IN 47150.
5. The athlete must turn in all unpaid bills to the IU Southeast Athletic Department within **12 months** of the injury date in order for them to be paid. Any bills turned in after 12 months of the injury date will not be paid.

QUICK TIPS

- ALWAYS report any injury or illness to the athletic trainer.
- It is important that you see an IU Southeast team physician to assure an assessment from an athletic participation perspective.
- If physical therapy has been prescribed, always go to a KORT facility.
- Unless it is a true emergency, try to avoid visits to the Emergency Room. Emergency room physicians are not extensively trained in orthopedics and will often refer you to an orthopedic specialist.
- If you need to be seen by the athletic trainer, it is helpful to call 941-2099 and let the athletic trainer know what time you are coming in for an evaluation.
- If you need treatment before practice, arrive at least 30 minutes before practice time.
- Submit all unpaid bills received to the athletic trainer as soon as you receive them. IU policy does not allow for direct reimbursement of a previously paid medical expense directly to a student-athlete or parent.
- IU Southeast does not cover co-payments.
- If you do not report the injury, IU Southeast will not cover your expenses.
- You are only allowed one 2nd opinion with the advanced approval by the athletic director (in writing).
- IU Southeast Team Physicians have the final word on return to play.
- Always get a written note when you go to a physician.

IU SOUTHEAST SPORTS MEDICINE TEAM:

Tiffany Hammond, MS, ATC Office: 812-941-2099
Head Athletic Trainer

Dr. Kristopher Abeln Office: 812-944-2663
Head Team Physician
Orthopaedic Specialists

CONCUSSION MANAGEMENT PLAN

On April 29, 2010, the NCAA distributed a policy reinforcing their commitment to the prevention, identification, evaluation, and management of concussions. As part of that policy, institutions were to create a concussion management plan to utilize for any athlete that “exhibits signs, symptoms, or behaviors consistent with a concussion.” Although Indiana University Southeast is part of the NAIA, we are committed to ensuring our student-athletes’ safety is a top priority.

The Sports Medicine staff at the Indiana University Southeast adheres to the following management plan. These are based on the most current recommendations from the NCAA, the CDC, and the 3rd International Conference on Concussion in Sport.

This policy represents a multi-faceted approach to treating a concussion that includes educating the athletes and coaching staff. It also delineates the role of the members of the Sports Medicine staff as well as baseline testing for those who participate in sports at risk for concussion. These are adopted from both NCAA requirements as well as additional “best practice” recommendations.

EDUCATION & PRE-PARTICIPATION PLANNING:

- 1) All athletes are required to sign a waiver acknowledging they accept “responsibility for reporting their injuries to the medical staff, including signs and symptoms of a concussion.” During this process, athletes will be presented educational material regarding the signs and symptoms of concussion and will acknowledge they have reviewed the material and have had the opportunity to have any questions answered. The information will be provided within the waiver form.
- 2) All members of coaching and athletic training staff will receive educational material to assist in identifying the signs and symptoms of a concussion. This training will also identify the steps to be taken once the injury has been recognized. Subsequent to the educational session, a form will be signed acknowledging they have received and understand the information.
- 3) Indiana University Southeast will maintain an emergency action plan for each venue to respond to catastrophic injuries and illness. This will include, but not be limited to concussion and head injuries. The athletic training staff will receive education reviewing the signs and symptoms of a concussion that warrant implementing the emergency action plan.
- 4) Athletes participating in sports that are deemed to have an increased risk of concussion will undergo pre-participation baseline screening. At this time, this will include, but may not be limited to, balance testing and computerized neurocognitive screening. These have been determined to be “effective in the evaluation and management of concussion.” As our knowledge about the utility of these tests changes over time, we anticipate changes to our protocol in the future.

CONCUSSION MANAGEMENT PLAN

- 1) Once the signs and/or symptoms of a concussion have been identified, the athlete will be removed from play and **shall not return** to activity on that day.
- 2) Initial evaluation of the concussed athlete will be performed by the athletic training staff along with the on-site or on-call physician.
- 3) Indiana University Southeast will have a sports medicine-trained physician with experience in the management of concussion either on-site or on-call for all home events. At all times, a physician with experience in the management of concussions will be available for phone consultation. This access applies to **all** sports at Indiana University Southeast.
- 4) Subsequent to suffering a concussion, the athlete is to be monitored for deterioration in the ensuing hours. This is optimally done by roommates, significant others, guardians, and/or family. Written instructions will be provided to help guide this supervision.

In the absence of this support structure, overnight hospitalization will be considered depending on the extent of the injury.

- 5) Subsequent to suffering a concussion, the athlete may necessitate some time away from class or additional time to complete assigned coursework. Academic advisors will be notified promptly once an athlete has suffered a concussion.

- 6) Once a concussion is suspected or diagnosed, the athlete will be evaluated by a physician with experience in the management of concussions *within 48 hours (see clarification below)*. In consultation with the athletic training staff, they will work together to determine the need for additional testing (imaging, neurocognitive testing, and referrals) and outline a plan for a return to play. The final decision for return to play rests with the physician and is unchallengeable. *48 hours will serve as a goal with the understanding that travel may preclude this availability at certain venues. In this case, team physicians will be available by phone to assist the athletic training staff with decisions regarding the need for urgent evaluations.*
- 7) The timetable for a return to play will be individualized and dependent on numerous factors. These include, but are not limited to their symptoms, sport, and personal medical history. However, for an athlete to return to play they must meet the following **minimum standards**:
 - a. **The athlete has full resolution of symptoms.**
 - b. **The athlete has undergone an appropriate stepwise return to activity and tolerating exertion without symptoms.**
 - c. **Clearance for return to play resides solely with the team physician and their designate (e.g. athletic training staff).**

As with all conditions, no one clinical factor can be used to either diagnose concussions or determine when return to activities is safe after concussion. Symptoms, clinical evaluation, diagnostic studies and testing such as neurocognitive tests all must be weighed in the decision. Clinical judgment makes the final determination.
- 8) For those athletes who are not improving in an expected fashion or have abnormalities found on imaging or neurocognitive testing, or have suffered multiple concussions, we will utilize specialists from Neurology and Neuropsychology, whose assistance was utilized in developing this policy.

PREGNANCY POLICY

We recognize that a student-athlete's pregnancy may be a joyful or a stressful event. The department will respect the student athlete's confidentiality as long as it is medically safe to do so. The department has an obligation to help the athlete achieve their academic goals while protecting the physical and psychological health of the student-athlete.

Resources at the university are available to assist the athlete with issues concerning pregnancy. Students should be referred to Dr. Michael Day, the university's personal counselor. Counseling appointments with Dr. Day are free and confidential. His office is in US-243B and his phone is 812-941-2244. There are also a number of community organizations that the athlete can be referred to.

TEAM MEMBERSHIP

Federal law provides many legal protections in regard to the student-athlete's continued involvement with the athletic department. As long as the athlete remains in good academic standing in the university and does not voluntarily withdraw from the team, federal law protects her membership on the team. This includes access to services provided to other student-athletes with injuries or temporary disabilities, such as tutoring, medical services related to injuries occurring during athletic participation, rehabilitation services, etc. Federal law also requires the department to grant as much leave as is medically necessary and to reinstate the athlete to active team membership. Before an athlete can return to practice, however, medical clearance must be obtained from the athlete's doctor.

SCHOLARSHIPS

As long as the student-athlete remains in good academic standing and does not voluntarily withdraw from the team, Federal law does not allow the university to cancel or reduce athletic aid in the event of pregnancy, childbirth, conditions related to pregnancy, false pregnancy, termination from pregnancy, recovery from pregnancy, or parental or marital status during the term of the award. If any of the above conditions result in a student being ineligible in the following year but the athlete returns to school in good academic standing and does not voluntarily withdraw from the team, the scholarship shall be renewed for the following year.

IMPACT ON ELIGIBILITY

Under NAIA regulations (Article V, Section E, Item 1), a student-athlete's eligibility is terminated at the completion of the 10th semester in which a student is identified. Per the NAIA By-Laws (Article V Section E, Item 1.a), however, a female student will be granted a two semester, one-time extension of the ten semester rule due to pregnancy. The request for the extension period of time will be processed as an exceptional ruling to a standard rule.

CONTINUED PARTICIPATION WHILE PREGNANT

If an athlete who is pregnant wishes to continue in their sport, the athletic department will create a decision-support team to assist the athlete with issues pertaining to participation. The decision-support team may include the coach, the trainer, the athletic director, the athlete's doctor, a mental health counselor or others as needed. The team will monitor the athlete's health and academic progress, rehabilitation and the athlete's return to the team should the athlete desire to do so.

SUBSTANCE ABUSE EDUCATION AND TESTING POLICIES

IU SOUTHEAST SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM POLICY:

The IU Southeast Substance Abuse Education and Testing Program is complete. The complete copy of the policy can be obtained from the Head Athletic Trainer or your Head Coach. Please visit http://www.iusathletics.com/d/Training_Room/Drug%20Testing%20Policy.pdf to read the policy in full.

NAIA DRUG EDUCATION AND TESTING POLICY:

Beginning in 2015-16 academic year, the NAIA is expecting all NAIA student-athletes to begin the drug education component of the National Drug Education program. Testing at NAIA National Championships is expected to begin in 2016-17. Please visit www.naia.org/learn to complete your required substance abuse education from the NAIA Academy. The full drug testing policy is available at www.naia.org

NAIA BANNED DRUGS:

The NAIA conducts random drug tests at National Championships to ensure safety and fairness of competition. If there is a concern of whether a medication could be banned, the student athlete should consult a member of the athletic medicine staff immediately. A positive drug test could result in loss of eligibility for one calendar year. A list of NAIA banned substances can be found on their website:

http://www.naia.org/fls/27900/1NAIA/membership/isb/NAIA_DrugEdTestAdHocExecSumm-DrugList.pdf?DB_OEM_ID=27900

Attention Deficit Hyperactivity Disorder (ADHD) is treated with stimulant medication that may be banned. As with all medications, it should be documented in the student athlete's medical chart.

NUTRITIONAL SUPPLEMENTS:

Due to the lack of federal regulation, nutritional supplements are potentially dangerous. With there being no guarantee that what is on the label is actually in the product the student-athlete may be subject to a positive drug test, which could cause them to lose eligibility. For that reason, the IU Southeast Athletic department does not endorse the use of nutritional supplements.

If a student-athlete has a question of whether or not a particular supplement is safe, they can ask a member of the athletic medical staff or access the Resource Exchange Center (AXIS) for more information free of charge at <https://dfsaxis.com/users/login> (Organization: **NAIA** Password: **naialive5**)

Ultimately, the student athlete is responsible for what they put into their body. Ignorance is not an excuse.

NAIA RESOURCE EXCHANGE CENTER (AXIS):

Are you taking dietary supplements? Do they list banned ingredients? The AXIS has the ANSWERS!

If a student-athlete has a question of whether or not a particular supplement is safe, they can ask a member of the athletic medical staff or access the Resource Exchange Center (AXIS) for more information free of charge at <https://dfsaxis.com/users/login> (Organization: **NAIA** Password: **naialive5**)

IU SOUTHEAST ATHLETIC DEPARTMENT SUBSTANCE ABUSE EDUCATION AND TESTING PROGRAM

OVERVIEW

This program and its sanctions are independent of the NAIA National Drug Testing Program. Student-athletes are free to refuse to consent to drug testing under this Program. However, student-athletes who decline participation in the program, which is designed to protect the health and welfare of the student-athlete, will not be permitted to participate in intercollegiate athletics for IU Southeast and will result in loss of any athletic financial aid. A student-athlete who fails to submit to drug testing as provided in this Program, after initially consenting to such testing, shall be considered to have made a decision not to participate in the Program and will be immediately eliminated from all athletic activity, and will result in loss of financial aid. **This policy is not to be construed as a contract between the university and the student-athletes at IU Southeast. However, signed consent and notification forms shall be considered affirmance of the student-athlete's agreement to the terms and conditions contained in this policy and shall be a legal contractual obligation of the student-athlete.**

INTRODUCTION

The overall goal of Indiana University Southeast Substance Abuse Education and Testing Program (Program) is to promote a year-round drug free environment in the IU Southeast athletic program. Within the overall goal are the following objectives:

- To protect the health, safety and welfare of the student-athlete;
- To address, identify and treat student-athletes' problems and concerns surrounding drug use, alcohol consumption and their abuses;

- To inform and educate the student-athlete, and others associated with athletic teams about drugs and alcohol, and the effects of their use/abuse;
- To protect the institution's integrity; and
- To seek to maintain "fair play" in intercollegiate athletics by IU Southeast student-athletes.

For the purposes of this program, a student-athlete shall be defined as any individual who is listed on an institutional roster OR official NAIA Official Eligibility Certificate.

The first priority of the IU Southeast program is the student-athlete's health, safety and welfare. The approach is from a medical perspective with an emphasis on prevention, diagnosis, treatment and rehabilitation of all student-athletes participating in the intercollegiate athletic program at IU Southeast.

The program focuses on four concerns to ensure the health of the student-athlete. One focus is on substances commonly believed to be "performance enhancing" drugs, so that the student-athlete will not feel compelled to take these health-endangering substances in order to feel that they are competitive.

The second focus is on the use of "street drugs" because of their potential for addiction, which could impair the physical and mental wellbeing of the student-athlete. In addition there is evidence to indicate that their use may impair performance and reaction time, possibly resulting in injury to the student-athlete or others during athletic activity.

The third focus is on the consumption of alcohol. Alcohol is involved in over 90% of the undesirable behaviors observed among students on college campuses. Responsible alcohol consumption will be a focal point.

The fourth focus is a twelve-month program that will assist in abstinence through drug testing, education and counseling. Education and counseling are the essential cornerstones of the program and are directed toward alerting student-athletes and coaches to the potential harm of substance abuse. Education and counseling are supplemented with a drug and alcohol testing component since studies have shown that education alone is not a sufficient deterrent to drug use.

The IU Southeast protocol for drug testing is designed to be fair, to achieve reliability of testing results and to protect the privacy rights of the student-athlete. Test results are confidential and become a part of the student-athlete's medical record. Test results will not be released to anyone except in accordance with this Program or as otherwise required by law.

This Program and its administration are subject to modification by the Drug and Alcohol Education and Testing Committee. However, any modification will only be implemented by action of the Director of Athletics upon the approval by the Chancellor of the University and will not be applied retroactively. Any amendments or modifications shall apply to and be effective for all student-athletes upon notice and acknowledgment by such student-athletes of the program as so amended or modified.

This program resides under the guidance of the IU Southeast Athletic Department. Although this is a student-athlete based program, student support personnel such as cheerleaders, pep band members, student managers and student trainers may be included.

EDUCATIONAL COMPONENT

There are three facets to the educational program: (A) explanation of IU Southeast Athletic Substance Abuse Education and Testing Program (Program) to student-athletes and others, and (B) dissemination of information to student-athletes and those associated with athletic teams, including recruits who have not yet signed with the institution, regarding drugs and alcohol, their use and abuse and how such use or abuse may affect the student-athlete and his/her team and teammates, and (C) successful completion of myPlaybook coursework through the NAIA Academy as required by the NAIA National Drug Testing Program.

1. Explanation of IU Southeast's program to the student-athletes:

A presentation will be made as a required component of an annual student-athlete orientation. This presentation will outline and review the Program, its purposes, implementation and sanctions. A copy of the Program will be provided to the student-athletes in their student-athlete handbook. The policy is also located online at www.iusathletics.com. They will be asked, yearly, to sign a form acknowledging receipt and understanding of the Program and providing voluntary consent to participate in the Program (if the student-athlete is under eighteen (18) years of age at the time of signing, the parent or guardian will be faxed a copy of the Program and will acknowledge by return fax or scanned email the receipt, understanding and consent for the student-athlete to participate in the Program).

Any student-athlete who does not wish to sign the Consent Form may choose not to do so and will forego participation in intercollegiate athletics. Student-athletes are free to refuse to consent to drug testing under this Program. However, student-athletes who decline participation in the Program, which is designed to protect the health and welfare of the student-athlete, will not be permitted to participate in intercollegiate athletics for IU Southeast and will result in loss of financial aid. A student-athlete who fails to submit to drug testing as provided in this Program, after initially consenting to such testing, shall be considered to have made a decision not to participate in the Program and will be immediately eliminated from all athletic activity, and will result in loss of financial aid.

2. Education of Student-Athletes and Others about Drugs and Alcohol.

1. Educational programs are designed with the following goals:
 - A. To educate, inform and teach those associated with intercollegiate athletics how to recognize the warning signs and side effects of specific drugs.
 - B. To educate the student-athlete and other appropriate personnel about the associated problems of drug and alcohol abuse and how such use may adversely affect the student- athlete and his/her team and teammates.
 - C. To encourage discussion about the use of drugs and consumption of alcohol.
 - D. To outline rehabilitation and treatment programs as well as referral centers.
 2. Each team and coaching staff will receive training annually which will focus on, but not be limited to, information regarding the dangers of using performance-enhancing substances, illegal substances and alcohol. This training will take place in a variety of ways including though online Canvas orientation courses.
 3. Completion of training sessions is **mandatory**. Absence will be permitted only with the approval of the Director of Athletics. All absences will result in the student-athlete being required to attend a make-up session.
 4. Athletic trainers, student-athletic trainers, members of the sports medicine team and other responsible personnel should participate in educational sessions.
 5. Appropriate athletics department personnel will be expected to attend NAIA drug and alcohol education seminars, national clinics and seminars, and to participate in departmental drug education training sessions in order to be informed of current information.
3. Completion of myPlaybook Coursework (NAIA Academy) as required by the NAIA National Drug Testing Policy
1. Student-Athletes must complete the required myPlaybook educational coursework each year through the NAIA Academy at www.NAIA.org/learn
 2. Access to this training will also be included in the student-athlete orientation online seminar each student-athlete is required to complete annually.

COUNSELING COMPONENT

1. The purpose of the counseling component is to provide assistance, direction, and resources for student-athletes who need additional support as a result of positive tests, physician referral, or self-addressed needs. This component seeks to provide appropriate follow-up and rehabilitation of student-athletes testing positive while addressing their psychological, social and medical wellbeing.
2. Counseling will be provided by trained specialists identified by the Sports Medicine Team. Referrals will originate with a member of the Sports Medicine Team who shall be involved in developing an appropriate treatment plan. Referrals will often be made to the Personal Counseling Center on campus when deemed appropriate. Counseling will be confidential.
3. The IU Southeast Personal Counseling Services are available to all IUS Students (part or full time) at no fee. Counselors are all professionally trained and have specific skills related to work with college students. The Director of Personal Counseling Services (Dr. Day) holds a doctoral degree in clinical psychology and is licensed by the state of Indiana as a Health Services Provider. The Counselor/Care Manager is a licensed clinical social worker who provides both mental health counseling and referrals for resource assistance, e.g., food, housing, health care, etc. The staff also includes doctoral level graduate students from local universities. This office will be used as the primary referral source for any necessary counseling, assessments and/or inventories.

SAFE HARBOR PROGRAM

A student-athlete eligible for the IU Southeast Safe Harbor Program may refer him or herself to the Program for voluntary evaluation, testing and counseling. A student is not eligible for the Program after he or she has been informed of an impending drug test or after having received a positive IU Southeast or NAIA drug test.

IU Southeast will work with the student to prepare a Safe Harbor treatment plan, which may include confidential drug testing. The student-athlete will be tested for banned substances upon entry into the Safe Harbor Program and such a positive initial test will not result in any administrative sanction except those listed in this section (any member of the sports medicine team may suspend the student from play or practice if medically indicated).

A student will be permitted to remain in the Safe Harbor Program for a reasonable period of time, not to exceed thirty (30) days, as determined by the treatment plan. A student will not be permitted to enter the Safe Harbor Program thirty (30) days prior to NAIA or Conference postseason competition. A student-athlete will only be permitted to enter the Safe Harbor Program one time during their athletic eligibility at IU Southeast.

While in compliance with the Safe Harbor Program treatment plan, the student-athlete will not be included in the list of students eligible for random drug testing by IU Southeast. Students in the Safe Harbor Program may be selected for drug testing by the NAIA.

The Director of Athletics, Associate Athletic Director, the student-athlete's Head Coach, the Head Athletic Trainer, and any physician on the sports medicine team may be informed of the student's participation in the Safe Harbor Program.

The assistant coach(s) also may be informed at the discretion of the head coach. Other university employees may be informed only to the extent necessary for the implementation of this policy.

If the student-athlete is determined to have new substance use after the initial Safe Harbor Program test (as determined by follow-up testing), or fails to comply with the Safe Harbor treatment plan, the student-athlete will be removed from the Safe Harbor Program and be subject to appropriate sanctions as detailed in the IU Southeast Program.

Entering the Safe Harbor Program will be treated as a positive test as it relates to sanctions and any positive test after the initial Safe Harbor Program test will be treated as the next subsequent positive.

DRUG TESTING COMPONENT

1. General Provisions:

1. The testing program will consist of four types of testing:
 - A. Random drug testing for “performance enhancing” drugs, “street drugs” and alcohol.
 - B. Reasonable suspicion drug testing for “performance enhancing” drugs, “street drugs” and alcohol.
 - C. Full Team Testing for “performance enhancing” drugs, “street drugs” and alcohol.
 - D. Re-entry/follow up testing for “performance enhancing” drugs, “street drugs” and alcohol.
2. Once the decision to schedule a drug test has been made, a representative from the athletic department administrative or medical team will notify the selected student-athlete population of the upcoming test no more than twenty-four (24) hours prior to the test. Head Coaches of selected student-athletes may also be contacted.
3. The Protocol for specimen collection, chain of custody and the University’s responses to positive tests shall be followed for random as well as reasonable suspicion drug testing.
4. Student-athletes who fail to arrive at the testing site at the designated time will be charged with a positive test. Student-athletes who arrive late or miss a test due to an emergency (car accident, death/illness in family) must present proof of the emergency to the Drug and Alcohol Education and Testing Committee. This committee will hear appeals and decide what sanctions should be placed on the student-athlete.
5. Independent of the provisions in the Safe Harbor Program, and as is the practice with all medical concerns the Team Physician or a member of the Sports Medicine Team may prohibit athletic competition and/or participation by any student-athlete for such time as deemed medically necessary. Restrictions should be sufficient to ensure that the student-athlete’s condition no longer presents a health danger to himself/herself or his/her teammates.
6. Records of test results will be handled in accordance with strict standards of confidentiality, and released only under the circumstances allowed by the provisions of this Program or as otherwise required by law.

2. Random Drug Testing

1. As part of the student-athlete’s annual pre-season medical screening, an initial urine specimen may be collected from each participant.
2. Although the testing selection process may be random, a computerized system or similar mechanism (which will be documented) may be used, to ensure that all athletes are equally eligible for testing. Actual selection for testing will be conducted by the testing center – Drug Free Sport.
3. Once notified, the Director of Athletics will notify the student-athlete of a positive result. The Team Physician, Head Coach, Associate Athletic Director and Staff Athletic Trainer will also be notified of a student-athlete’s positive test result. The student-athlete will be given an opportunity to appeal the positive test. The Dean of Students will also be informed.
4. All individuals with prior positive drug test results will be subject to unannounced drug testing throughout their athletic eligibility as a part of their treatment program. In addition, all with prior positive results will be tested at the next and subsequent random drug tests for the remainder of his/her eligibility.
5. Regardless of test results, random drug testing will be conducted on an unannounced basis throughout the calendar year.
6. Subsequent positive tests will result in sanctions as set forth in this institutional policy.
7. Mandatory team testing may occur for any team qualifying for a NAIA National Tournament.

3. Drug Testing Based on Reasonable Suspicion

1. “Reasonable suspicion” is defined as suspicion founded on specific and objective facts, which, if taken with rational inferences drawn from those facts and taken as a whole, strongly suggest that drug testing may produce evidence of improper use. The evidence supporting the suspicion must be reasonably reliable, documented and clearly outlined. Any employee or student at IU Southeast can provide the Director of Athletics with reasonable suspicion information.
2. All individuals reporting “reasonable suspicion” information must document such information in writing using the “Reasonable Suspicion” form.

3. Based upon a “reasonable suspicion” that a student-athlete is using drugs improperly, the student-athlete will be tested using the random drug testing protocol.
 4. Specimen collection and responsive actions to a positive test result shall be handled the same as those found through random testing.
 5. Mandatory team testing (under reasonable suspicion) shall occur if reliable and reasonable evidence is presented to the Director of Athletics to warrant such testing.
4. Preseason/Postseason Testing
 1. Specific team testing may occur during the initial preseason physical or prior to postseason championship competition.
 2. Pre or postseason testing may include all team members or a random sampling.
 3. Specimen collection and responsive actions to a positive test result shall be handled the same as those found through random testing.
 5. Re-Entry/Follow-Up Testing
 1. All student-athletes who have tested positive for a banned substance are required to be re-tested and have a negative result prior to returning to participation.
 2. Additionally, all student-athletes who have had a positive test will be subject to follow-up testing. These student-athletes will be tested each time there is a random drug test.
 3. Specimen collection and responsive actions to a positive test result shall be handled the same as those found through random testing.

SPECIMEN COLLECTION GUIDELINES

1. Only those persons authorized by the institution will be allowed in the collection room.
2. When arriving to the collection room, the student-athlete will provide photo identification or a client representative will need to identify the student-athlete. The student-athlete will then print his or her name and arrival time on the Roster Sign-In Form.
3. The student-athlete will select a Custody & Control Form (CCF) from a supply of such and work with the institutional collector to complete the necessary information before proceeding with the specimen collection process.
4. The student-athlete will select a specimen collection beaker from a supply of such and will be escorted by the institutional collector (same gender) to the restroom to provide a specimen. The student-athlete will rinse his or her hands with water (no soap) and then dry their hands. Then the student-athlete will place a specimen barcode from the Custody & Control Form onto the beaker.
5. The institutional collector will directly observe the furnishing of the urine specimen to assure the integrity of the specimen.
6. The student-athlete will be responsible for keeping the collection beaker closed and controlled.
7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the institutional collector), opened and consumed in the collection room. These items must be free of any other banned substances.
8. If the specimen is incomplete, the student-athlete must remain in the collection room until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.
9. If the specimen is incomplete and the student-athlete must leave the collection room for a reason approved by the institutional collector, the specimen must be discarded.
10. Upon return to the collection room, the student-athlete will begin the collection procedure again.
11. Once an adequate volume specimen is provided; the institutional collector will escort the student-athlete to the specimen processing table.
12. The specimen processor will instruct the student-athlete to closely observe the specimen processing steps and will then measure the specific gravity.
13. If the urine has a specific gravity below 1.005, no value will be recorded on the CCF and the specimen will be discarded by the student-athlete with the institutional collector observing. The student-athlete must remain in the collection room until another specimen is provided. The student-athlete will provide another specimen.
14. Once the specimen processor has determined the specimen has a specific gravity above 1.005 the sample will be processed and sent to the laboratory.
15. If the laboratory determines that a student-athlete’s sample is inadequate for analysis, at the client’s discretion, another sample may be collected.
16. If a student-athlete is suspected of manipulating specimens (e.g., via dilution, substitution), the institutional collector will collect another specimen from the student-athlete.

17. Once a specimen has been provided that meets the on-site specific gravity, the student-athlete will select a sample collection kit from a supply of such.
18. The specimen processor will open the kit, demonstrate to the student-athlete the vials are securely sealed, open the plastic and open the A vial lid. The processor will pour the urine into the A and B vials and close the lids. The specimen processor should pour urine into vials above the minimum volume level (35 mL in A vial; 15 mL in B vial) and pour as much urine as possible into the vials using care not to exceed the maximum levels (90 mL in A vial; 60 mL in B vial).
19. The specimen processor will securely close the lids on each vial and then seal each vial using the vial seals attached to the CCF; assuring seals are tightly adhered to the vials with no tears or loose areas.
20. The specimen processor must then collect all necessary signatures (collector, donor, witness, and collector/specimen processor) and dates/times where indicated on the CCF.
21. The specimen processor will place the laboratory copy of the CCF in the back pouch of the plastic bag and the vials in the front pouch of the same bag. The bag should then be sealed. The sealed bag with vials will then be placed in the sample box. The box will then be sealed.
22. The student-athlete is then released by the institutional collector.
23. All sealed samples will be secured in a shipping case. The collector will prepare the case for forwarding. When two split samples are collected and packaged, care must be taken to assure one sample is placed in the shipping container for shipment to the “drugs of abuse” laboratory and one sample is placed in the shipping container for shipment to the “anabolic steroids” laboratory.
24. After the collection has been completed, the samples will be forwarded to the appropriate laboratory and copies of any forms forwarded to the Sport Drug Testing Department.
25. The samples then become the property of the client.
26. If the student-athlete does not comply with the collection process, the institutional collector will notify the appropriate institutional administrator and Drug Free Sport.

RESPONSES TO TEST RESULTS

Drug Free Sport will notify the Director of Athletics of all drug testing results. Once notified, The Director of Athletics will then notify the student-athlete, Head Coach, Associate Athletic Director, Team Physician, Dean of Students, and Head Athletic Trainer of the positive test results. The Director of Athletics will inform the parent(s), guardian(s) or spouse of any student-athlete who is under eighteen (18) years of age of positive test results. If a student-athlete tests positive, he or she has the option to request the testing of the “B” vial.

IU Southeast will require the student-athlete to pay for the testing of the “B” vial. Additionally, the student-athlete will be withheld from competition during the “B” vial testing process. Additional responses to positive test results, whether achieved under random, mandatory or reasonable suspicion testing will be as follows for both “performance enhancing” and “street” drugs”:

FIRST POSITIVE TEST

The student-athlete will be suspended from the intercollegiate athletics program for a minimum of 10% (rounded to the next whole number) of the NAIA Frequency of Play and Scheduling (Article I, Section F, Item 1) maximum number of games/contest/playing dates for that student-athlete respective sport (See Table 1 Below). Provided the Team Physician or another physician on the sports medicine team determines that the student-athlete’s condition presents no health danger to himself/herself or his/her teammates, the student-athlete will be allowed to continue conditioning and practice activities. They will not participate in, travel to, or sit on the bench of the/those contest(s) they are suspended from. Non-renewal of an athletic or other grant-in-aid will also occur. To be eligible for reinstatement as a student-athlete, the individual must undergo mandatory counseling and/or a treatment program including unannounced re-testing as directed by the Team Physician or another physician on the sports medicine team. The Dean of Students for the campus will also be notified of the first positive test and additional sanctions may be implemented.

Table 1: Suspension Period by Sport for First Positive Test		
Sport	Number of Games/Contests/Playing Dates Allowed	Suspension for First Positive Test
Volleyball	28 Dates	3 Dates
Tennis	24 Dates / Tournaments and/or Scrimmages	2 Dates
Basketball	30 Games	3 Games
Softball	28 Dates	3 Dates
Baseball	55 contests	6 Contests

Please note that a student will be required to serve the full suspension regardless of whether games/contests/playing dates are considered to be regular-season or post-season competition. In the case where a team’s season ends before the suspension can be fulfilled, the remaining games of the suspension will carry forward into the next season.

SECOND POSITIVE TEST

The student-athlete will be banned from the intercollegiate athletics program for one calendar year. To be eligible for reinstatement as a student-athlete, the individual must undergo mandatory counseling and/or treatment including unannounced re-testing as directed by the Team Physician. Non-renewal of any athletic or other grant-in-aid will also result. The Dean of Students for the campus will also be notified of the second positive test and additional sanctions may be implemented.

THIRD POSITIVE TEST

The student-athlete will be permanently banned from the IU Southeast intercollegiate athletic program and will not be eligible for reinstatement. Non-renewal of any athletic or other grant-in-aid will also result.

Positive testing results from NAIA or other outside sports testing agencies will also be treated as positive tests obtained under this policy, and may result in sanctions under this policy in addition to possible sanction from NAIA or other outside agencies. Any attempt to adulterate, manipulate, or dilute the urine collection will result in the test being considered a positive test. The student-athlete will be provided an opportunity for appeal. The Dean of Students for the campus will also be notified of the third positive test and additional sanctions may be implemented.

The Head Coach may have team rules regarding the use of illicit substances, which may affect the athlete's eligibility for practice and competition. Such team policies may be more stringent than those of this Program.

REINSTATEMENT

The student-athlete may petition for reinstatement from the one calendar year suspension following the second positive result under the following conditions:

1. The student-athlete must complete the mandatory counseling and/or treatment program.
2. The student-athlete must consent to a comprehensive medical examination, including drug testing, and a review of all counseling or other treatment records by the Team Physician or another physician on the sports medicine team.
3. The student-athlete must agree to undergo unannounced, periodic drug testing with the understanding that he/she cannot gain eligibility until he/she has had two (2) consecutive negative drug test results.
4. Upon completion of all of the above (a, b and c) the Sports Medicine Team will forward the petition including documentation of the comprehensive medical examination, drug tests, counseling and treatment records to the "Appeals Committee" to render a decision.
5. Should a student-athlete test positive at any time subsequent to being reinstated, he or she will immediately and permanently be barred from the intercollegiate athletics program. Non-renewal of athletic or other grant-in-aid will follow.

APPEALS

A student-athlete may appeal any sanction as the result of a positive drug test result. A student-athlete desiring to appeal must file a written notice of appeal with the Director of Athletics within two days of notification of a positive test result.

An appeals hearing will be conducted by a three-person committee (Appeals Committee) chosen by the Chair of the Drug and Alcohol Education and Testing Committee. The student-athlete making the appeal and any committee member whom previously participated in the decision to recommend testing, will be excluded from the Appeals Committee. Evidence of the student-athlete's drug use, and all positive test results or documented reasonable suspicions will be presented to the Appeals Committee. Reasons why sanctions or testing should be imposed may be presented. The student-athlete will be given an opportunity to refute the proposed sanctions or reasonable suspicions, present evidence to support his/her contentions, call witnesses or cross-examine other witnesses. Students may have one supporter (not legal counsel) present during the hearing. The supporter may not participate in the hearing or make any statements during the hearing.

The Appeals Committee will reach a decision within five working days of each hearing and will notify, in writing, the student-athlete, Head Coach, Team Physician, Director of Athletics, Associate Athletic Director, and Head Athletic Trainer of its decision. The athletic department and a member of the sports medicine team will maintain a written record of the Appeals Committee's decision, including all evidence considered by the committee. The appeal's committee decisions are final.

USE OF SUPPLEMENTS

The NAIA stance on dietary supplements is that student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplement products and to rely on a combination of a healthy diet, appropriate conditioning, rest and recovery, and avoiding substance abuse.

Dietary/nutritional supplements are at risk of contamination and may include ingredients that are banned under the IU Southeast Student-Athlete Drug Policy and Program. Student-athletes are responsible for any substance they ingest and may be at risk for testing positive for banned substances and receive the corresponding sanctions because of supplement use. Student-athletes taking any product containing dietary/nutritional supplement ingredients do so at their own risk. Student-athletes should submit an IU Southeast Student-Athlete Dietary Supplement Disclosure and Review Form (attached at the end of this policy) annually and must check any supplements they are taking with the Resource Exchange Center (REC). Again, Indiana University Southeast and the NAIA's stance on dietary supplements is that student-athletes should be advised that the most effective and safest way to enhance their performance is to avoid dietary/nutritional supplements.

ALCOHOL POLICY

Lawful, responsible consumption or abstinence is expected from all student-athletes. Consumption and/or possession of alcohol by minors in the State of Indiana is illegal.

Student-athletes are prohibited from consuming alcoholic beverages while attending athletic or athletically sponsored events. Indiana State law sets a minimum age for purchase and consumption of alcoholic beverages at age 21. Regardless of age, all student-athletes are prohibited from drinking alcoholic beverages when traveling with or representing their teams. Reported violations will be investigated and appropriate actions will be taken. Student-athletes who feel they may have an alcohol abuse problem should talk to their coach, their team athletic trainer, and/or the University Counseling Center. Counseling is confidential.

The objective of the Department of Intercollegiate Athletics Alcohol Policy is threefold. First, to assist student-athletes with alcohol-related problems. Second, to specify treatment for student-athletes experiencing alcohol-related problems. Third, to provide a uniform policy for all student-athletes.

The Head Coach may have team rules regarding the consumption and possession of alcohol that may affect the student-athlete's eligibility for practice and competition. Such policies and sanctions may be more stringent than those outlined in the department's policy.

1. A student-athlete, who self-identifies an alcohol-related problem to any athletics department staff person will be referred to the Head Athletic Trainer. A member of the Sports Medicine Team and the intervention counselor, as deemed necessary will then assess the student-athlete. The student-athlete may use the "one-time exemption" one time in their athletic career at IU Southeast.
2. Should a student-athlete have an alcohol-induced incident that causes undesirable behavior, he/she will be referred to the Head Athletic Trainer. A member of the Sports Medicine Team and intervention counselor, as deemed necessary, will then assess the student-athlete.
3. Should a student-athlete be suspected of consuming alcohol prior to a practice or competition, the student-athlete will be referred to the Head Athletic Trainer or staff athletic trainer. A breathalyzer test or litmus test will be performed. If the test is a positive .02 or greater by the breathalyzer or color change by the litmus paper, the student-athlete will be immediately withheld from practice or competition and referred to the team physician or another physician on the sports medicine team for assessment.
4. When a member of the Sports Medicine Team determines that a student-athlete has an alcohol problem, the intervention counselor and a physician on the sports medicine team will establish a treatment plan.
5. If a student-athlete does not participate in the prescribed treatment plan, he/she will be immediately suspended from athletic participation until the student-athlete has complied with the plan.
6. The response for a second positive alcohol test result will have the same response imposed upon the student-athlete as that of a first positive test result for "performance enhancing" or "street" drugs. Additional responses will follow sequentially (i.e. 3rd alcohol positive = 2nd "performance enhancing"/"street" drug positive and 4th alcohol positive = 3rd "performance enhancing"/"street" drug positive).

TOBACCO USE

NAIA and IU Southeast rules prohibit against the use of all tobacco products by student-athletes, coaches, and personnel during practice activities and competition. Per NAIA rules, a student-athlete found to be using tobacco products during a practice or competition will be disqualified from the remainder of that practice or competition. Student-athletes found to be using tobacco products will be referred to the Team Physician or another physician on the sports medicine team for assessment and be subject to referral to the Dean of Students office.

IU Southeast is Tobacco-Free: In order to foster a safe and healthy learning environment, IU Southeast is proud to be tobacco-free since August 1, 2007. This is in accordance with a university-wide mandate from the Indiana University Board of Trustees.

Indiana University has determined that all campuses will be smoke-free in order to promote the health and well-being of employees, students, and constituents. All of the IU campuses are already smoke-free as well as all medical facilities of the IU Health Partners system.

DRUG AND ALCOHOL EDUCATION AND TESTING COMMITTEE

The Drug and Alcohol Education and Testing Committee shall be composed of the following individuals:

1. The Team Physician or another physician on the sports medicine team shall chair the committee.
2. One administrative staff member from the Athletics Department appointed by the Director of Athletics.
3. One Head Coach appointed by the Director of Athletics.
4. One senior student-athlete appointed by the Director of Athletics.
5. Other Members maybe appointed by the Director of Athletics upon recommendation of the Drug and Alcohol Education and Testing Committee.

The duties of the Drug and Alcohol Education and Testing Committee shall include the following:

1. Oversee the Drug and Alcohol Education and Testing Program for student-athletes and others at IU Southeast.
2. Perform annual reviews of the Drug and Alcohol Education and Testing Program.
3. Assess the drug testing protocols, procedures and correct identified irregularities.
4. Submit an annual report of the Committee's activities to the Director of Athletics, Athletics Advisory Committee and the Chancellor of the University.
5. Provide advice to the Director of Athletics, Office for Athletics Compliance, Athletics Training, Head Coaches, and student-athletes.
6. Carry out other duties related to Drug and Alcohol Education and Testing as assigned by the Director of Athletics.

APPEALS COMMITTEE

The three (3) person Appeals Committee shall be composed of the following individuals**:

1. The Team Physician or another physician on the sports medicine team shall chair the committee.
2. Individual #1 as appointed by Chair.
3. Individual #2 as appointed by Chair.

**The student-athlete making the appeal and any committee member whom previously participated in the decision to recommend testing, will be excluded from the Appeals Committee.

The duties of the Appeals Committee shall include the following:

1. Hear student-athlete appeals as set forth in this policy.
2. Coordinate and execute an official hearing for the appeal.
3. Render final decisions within five (5) working days of each hearing.
4. Notify, in writing, the student-athlete, Head Coach, Team Physician, Director of Athletics, Associate Athletic Director, and Head Athletic Trainer of the committee's final decision.
5. Chair of committee will maintain written record of committee's decision, and all evidence considered by the committee.

APPENDIX A: RESOURCES

NAIA: www.naia.org/learn

Drug Free Sport: www.drugfreesport.com

Dietary Supplement Resource Exchange Center (AXIS): <https://dfsaxis.com/users/login>
(Password: naialive5)

APPENDIX B: FORMS CAN BE ACCESSED AT THE FOLLOWING LINK:

http://www.iusathletics.com/d/Training_Room/Drug%20Testing%20Policy.pdf

Banned Substance List, Consent Form

Dietary Supplement Disclosure and Review Form

Reasonable Suspension Reporting Form

Student-Athlete Notification Form

NUTRITION TIPS FOR ELITE ATHLETES

Nutrition is a vital piece for optimizing a student athlete's performance. Proper fueling before and during competition can give you that competitive advantage needed to succeed. Learning how to fuel your body correctly before and after workouts and throughout the day will enhance your body's ability to recover from training and maximize your physical development.

A student-athlete's schedule can be very busy between practices, classes, and schoolwork so it can be challenging to figure out when and what to eat. Having a plan is crucial.

EVERY STUDENT-ATHLETE NEEDS TO EAT BREAKFAST DAILY.

****ALWAYS** have a snack and water bottle with you to avoid getting dehydrated and going long hours without eating, which will absolutely affect your performance and energy level******

You have to ask yourself "are you willing to do whatever it takes to be the best" and if you are, you have to take what you are putting into your body seriously! There is a lot of research that shows what you put into your body will give you an advantage over the rest. You are here at IU Southeast because we know you are a gifted athlete, now you have to motivate yourself to train hard and ensure you are getting the proper fuel to maximize your performance.

- Make sure you pack snacks and have your water bottle ready to take with you in the morning every day!
- Make SMART choices when selecting your meals and snacks....ask yourself "Am I putting high performance fuel into my body?" Most often you need to be saying YES to that question. (Your body is a machine and will work at it's very best with the right kind of fuel) Treat is well!!!
- Think color when you are putting your meals together! Try to eat a variety of fruits and veggies with lean protein, complex carb and healthy fats. (ex. Grilled chicken breast, pasta, broccoli lightly sautéed in olive oil and some mixed berries)
- Recovery!! One of the most important aspects about becoming a better more efficient athlete is recovery! (There is only a 30 minute window to recover your muscles and replace glycogen stores, you need to make sure you are getting some carbs and protein after your training) ex. Chocolate milk, muscle milk are two great options.

Sleep! So what does sleep deprivation do to your game?

Decreased energy. Sleep deprivation reduces your body's ability to store glycogen -- energy that you need during endurance events.

Worse decision making and reflexes. Studies have shown that athletes who don't get enough sleep are worse at making split-second decisions and less accurate.

Hormone changes. Not getting enough sleep can increase levels of cortisol, a stress hormone that can slow down healing, increase the risk of injuries, and worsen memory. It also lowers levels of growth hormone that helps repair the body.

CALENDAR YEARS

2017

January	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	May		June		July		August
	September		October		November		December

2018

January	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	May		June		July		August
	September		October		November		December

2019

January	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	February	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	April	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
	May		June		July		August
	September		October		November		December