

## **Welcome from the Director of Athletics**

Welcome! If you are a returning student-athlete, welcome back. If you are new to University of Arkansas – Fort Smith, we hope you will consider Fort Smith your home and we look forward to helping you see what it means to be a Lion.

Our most important goal for you should be your most important goal – earning your undergraduate degree from UAFS.

The Athletic Administration and Coaches believe it is our purpose to help you learn to compete academically, athletically, socially, and personally. We have high expectations of you, in the classroom, community, and on the field, court, track, and course.

Remember, we are here to help in any and every way we can. Please ask if you need any assistance; we are here for you. We want to be known for competing athletically at the top of the Heartland Conference and NCAA Division II, but we also want to be known for your character, leadership and career development.

We have many resources on campus to assist you. We also have a very dedicated faculty, staff and administration that are here to serve you and help you meet your needs as a student-athlete. I hope that you will use this handbook as a guide for athletic department and NCAA policies.

Good luck this year. Please contact me if I can assist you in any way.

Curtis Janz

Director of Athletics

## **UAFS Athletics Mission Statement**

“Learning to compete academically, athletically, socially, and personally.”

**UAFS Athletic Department Goals:** The goal of intercollegiate athletics at the University of Arkansas - Fort Smith is to provide student-athletes with the opportunity to compete within a structured sporting environment that facilitates and enriches the student-athlete’s intellectual, personal, cultural, and professional development.

- The UAFS athletic program is committed to supporting student-athletes as they attempt to attain their educational goals and will monitor academic progress towards degree completion.

- A strong athletic program makes a significant positive contribution to University recognition by the public, students, faculty, staff, and alumni.
- Intercollegiate athletics supports the University of Arkansas - Fort Smith's goal for a diverse academic community and seeks to generate a unifying spirit among all institutional constituencies.
- The UAFS athletics program provides equal opportunity for participation for all people regardless of race, gender, religion, or sexual orientation.
- The UAFS athletics program believes in an unwavering commitment to the best practices of sportsmanship and sound ethical conduct from all participants, coaches, players, administrators, staff, faculty, students, and community members alike. Pressure to win without regard to the student-athlete's academic, physical, or psychological well-being will not be tolerated.

The UAFS athletic program is to be administered in accordance with the policies of the conference and other state, regional, and national organizations in which the University holds membership.

## **The University of Arkansas – Fort Smith**

Founded in 1928, UAFS has grown in stature, role, and scope over the years into a singularly distinctive, hybrid institution. Organized and focused on teaching and learning, UAFS offers multifaceted academic and technical educational opportunities. The University provides these learning opportunities at times and places convenient to students and clients. Programs include single courses of instruction, certificates of proficiency, technical certificates, and associate and baccalaureate degrees designed to meet a demonstrated demand of the region. In addition to certificate and degree programs, UAFS provides a wide range of customized, on-site education and training services – both pre- and post-employment – designed to meet the workforce education and retraining needs of business and service organizations. UAFS provides a variety of public service activities for the people and organizations within its service area. Included are noncredit courses, seminars, workshops, lectures, travel, tele-courses, and teleconferences organized by the University's Center for Business and Professional Development. UAFS makes campus facilities and resources available to community organizations and enriches the quality of life of the community through sponsored cultural activities and events.

### **Vision**

UAFS will be a national model for preparing students for the workforce mobility through education and professional development while serving as the thought leader in the region for workforce training.

### **Mission**

UAFS prepares students to succeed in an ever-changing global world while advancing economic development and quality of place.

## Values

UAFS holds a set of core values based on the belief that we can and should be the best of learning organizations, by centering our focus and efforts on the learner and learning, and by practicing and modeling integrity and ethical behavior, responsibility for results, service to our fellow citizens and the communities we serve, and cooperation and collaboration with others in the betterment of the world in which we live.

## NCAA Division II Philosophy:

In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern. Higher education has lasting importance on an individual's future success. As such, Division II supports the educational mission of college athletics by fostering a balanced approach in which student-athletes learn and develop through their desired academic pursuits, in civic engagement with their communities and in athletics competition. Division II athletics programs also are committed to establishing an inclusive culture in which persons of all backgrounds are respected and given the opportunity to provide input and to participate.

Division II members abide by the following principles that help define and distinguish the division:

- (a) Division II colleges and universities are expected to operate their athletics programs with integrity and in a welcoming manner that complies with conference and NCAA rules and regulations. Institutional control is a fundamental principle that supports the institution's educational mission and assumes presidential involvement and oversight;
- (b) Division II members fund their athletics programs in a manner that aligns with the institution's budget and educational mission. This method of funding features a "partial scholarship" model that allows Division II schools to recognize student-athletes for their skills through athletics-based grants, but student-athletes can accept merit-based aid and academic scholarships as well;
- (c) Division II believes in a balanced approach that integrates athletics into the college experience and allows students to focus on their academic pursuits and participate in other campus and community activities. This "Life in the Balance" emphasis facilitates learning through:
  - (1) Academics. Division II offers exceptional teacher-student ratios that provide student-athletes with a quality education in the academic curriculum of their choice. The division structures its eligibility requirements to facilitate student-athletes earning their degrees, which is measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
  - (2) Athletics. Division II supports athletics achievement through highly competitive programs that strive to participate in the division's 25 national championships, which offer the best access ratio among the NCAA's three divisions. Division II also supports a

regionalization model in scheduling that reduces time away from campus and keeps athletics participation in perspective within the educational mission;

(3) Community engagement. Division II athletics programs actively engage with their communities to enhance relationships between student-athletes and community members and develop a shared civic experience. Division II promotes engagement at the local, conference and national levels, including at all Division II national championships; and

(4) Post-graduation success. Division II supports a higher education model that shapes student-athletes who graduate with the skills and knowledge to be productive citizens. The balanced approach allows student-athletes to focus on their academic pursuits, their internships, and whatever else it takes to prepare them for life after graduation;

(d) Division II members support the utmost in sportsmanship by committing to a “game environment” initiative that establishes an atmosphere at athletics contests that is both energetic and respectful; and

(e) Division II promotes student-athlete involvement in decision-making through campus, conference and national Student-Athlete Advisory Committees that provide leadership opportunities and offer a representative voice in the division’s governance structure.

## **CODE OF CONDUCT**

It is expected that student-athletes will conduct themselves in a manner that positively reflects UAFS’s values. Student-athletes are expected to abide by all policies and procedures regarding conduct outlined in the UAFS Student Handbook as well as federal, state, and local laws.

Sportsmanship and ethical conduct are the cornerstones of UAFS athletics. Sportsmanship is expected by all members of the UAFS athletic family (student-athletes, coaches, staff and fans). Unsportsmanlike conduct that will not be permitted includes, but is not limited to, profanity, taunting, fighting, offensive gestures, and racist or sexist comments.

University of Arkansas – Fort Smith supports the NCAA’s official statement on sportsmanship and ethical conduct: “for intercollegiate athletics to promote the character development of participants, to enhance the integrity of higher education, and to promote civility in society; student-athletes, coaches, and all others associated with these athletic programs and events should adhere to such fundamental values as respect, civility, honesty, and responsibility. These values should manifest not only in athletics participation, but also in the broad spectrum of athletics affecting the athletics program.”

The athletic department will conduct activities that will encourage character development in student-athletes. These activities will include leadership training with each team, character class, community involvement projects, etc.

1. All men and women in the University of Arkansas – Fort Smith’s Intercollegiate Athletic Department are student-athletes. As a UAFS athlete, you are first and foremost a student. As a student-athlete, you are expected to fulfill certain requirements. Among these is an understanding that:

a. Student-athletes represent the University of Arkansas – Fort Smith, the intercollegiate athletic program and your team at all times and each is judged by your actions.

b. A Student-athlete’s primary goal must be related to his/her earning a degree.

c. Regular class attendance is required.

d. Student-athletes are expected to make a commitment to academic and athletic integrity.

e. Student-athletes shall comply with the rules and regulations of the NCAA Division II and the Heartland Conference.

f. Student-athletes shall conduct themselves both on and off the field in a way which brings credit to the university, the intercollegiate athletic program and their team.

g. Student-athletes are required to attend all team and/or intercollegiate department functions/meetings as requested by the university administration and/or coaching staff.

h. Student-athletes shall abide by the letter as well as the spirit of university and intercollegiate athletic rules and regulations.

i. Hazing of any kind is not allowed.

j. Student-athletes shall not use, possess, nor distribute any steroids, narcotics, or dangerous drugs of any kind.

k. Student-athletes shall not have alcohol or tobacco on campus at any time or during an official team function. For purposes of this policy, an official team function is defined as any activity that is held at the direction of or under the supervision of the team’s coaching staff.

l. Student-athletes shall exhibit dignity in manner and dress when representing the university.

m. Student-athletes shall neither physically abuse, nor threaten another person, nor abuse any university owned or controlled property, or property associated with any university sponsored organizations or functions.

n. Student-athletes shall at all times respect and be courteous to all members of the university community and visitors to our campus.

o. Policies and procedures in the UAFS Student-Athlete Handbook should be followed. If not it could mean dismissal from the team that they compete for.

2. Student-athletes are afforded the privilege of participating in the intercollegiate athletics program at UAFS. With this privilege comes responsibility. Student-athletes will abide by the UAFS Student Code of Conduct and Handbooks, the policies of the intercollegiate athletic department, this handbook and the direction of the coaching staff. Student-athletes are expected to make a positive contribution to an atmosphere of mutual respect.
3. Each individual student-athlete will positively contribute to the efforts of the team. Student-athletes will avoid undue criticism of their teammates or coaches. They will respect differing points of view. Students will embody the highest level of personal integrity and will value that same integrity by teammates, coaches, officials and others.
4. Student-athletes will strive for excellence together and personal improvement on and off the playing field.
5. Student-athletes will treat all players, officials, opponents, coaches and spectators with respect and courtesy at all times.
6. Student-athletes will respect and comply with the directions and decisions of their coaching staff. Student-athletes who have questions or concerns regarding directions or decisions will request a meeting and address the coaching staff in private.
7. Student-athletes will abide by the training rules established in each program in order to achieve their full potential. Student-athletes will be expected to train in the off-season.
8. Student-athletes will respect the achievements of the opponent. They should extend appreciation to those who made the athletic contest possible.
9. Student-athletes will positively contribute to the total intercollegiate athletic program of UAFS. Each athlete will assist with program tasks and will provide an attitude of positive support and good will while performing these tasks/duties.
10. Student-athletes will assist with intercollegiate athletic department special events and fundraising for their programs.
11. Any use of social media (Twitter, Facebook, Instagram, YouTube, Vine, etc.) represents both the student-athlete and UAFS, and its athletic department. Student-athletes are expected to practice good habits and judgment when participating in social media. The student-athlete is to be held responsible for their actions on social media and general online activity.

## **HONESTY AND SPORTSMANSHIP**

UAFS athletics upholds the NCAA general principle on honesty and sportsmanship which states, "individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and

sportsmanship at all times so that intercollegiate athletics is a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the general recognized high standards associated with wholesome competitive sports.”

## **ETHICAL CONDUCT**

When joining the UAFS intercollegiate athletic program, you become a representative not only of your team, but of your university. Upon entering the university you will find you have the freedom to manage your lifestyle to a far greater degree than you have experienced in the past. It is essential that this freedom be handled in a responsible manner so as not to jeopardize the opportunity to obtain maximum results from your university experience. It is important that your personal conduct display good moral and ethical judgment. You are expected to behave both on and off campus in a way that brings credit to the university and your team. Be aware of the image you are creating. Participating in intercollegiate athletics is a privilege that brings with it the responsibility of making important decisions both on and off the courts and fields of play.

## **UNETHICAL CONDUCT (NCAA BYLAW 10.1)**

UAFS athletics upholds the above the NCAA bylaw which states, “unethical conduct by a perspective or enrolled student-athlete or current or former institutional staff member (e.g., Coach, professor, tutor, teaching assistant, student manager, student athletic trainer) may include but is not limited to, the following:

- a) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual’s institution;
- b) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- c) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid; (*Revised: 1/9/96*)
- d) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual’s institution false or misleading information concerning an individual’s involvement in or knowledge of matters relevant to a possible violation of an NCAA regulation; (*Revised: 1/13/10*)
- e) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g., “runner”); (*Adopted:1/9/96, Revised: 4/26/06*)
- f) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medications to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.2; however, the

substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law; (*Adopted: 1/9/06, Revised: 4/26/06, 5/29/08, 10/19/10*)

- g) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades, test scores); (*Revised: 4/26/06, 3/3/10*)
- h) Fraudulence or misconduct in connection with entrance or placement examinations; (*Revised: 4/26/06, 1/5/07*)
- i) Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or (*Revised: 4/26/06, 1/5/07*)
- j) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status. (*Adopted: 1/5/07*)

## **UNSPORTSMANLIKE CONDUCT**

You are expected to demonstrate good sportsmanship when participating in intercollegiate athletics competition. Your coach will instruct you in positive techniques for communicating with officials and opponents.

The Department of Athletics enforces its guidelines related to sportsmanlike conduct. You must avoid actions that display unsportsmanlike behavior. Some of these behaviors are as follows:

- Physical abuse of an official, athlete, opponent or spectator.
- Directing obscene or inappropriate language or gestures to officials, opponents, team members or spectators.
- Any action that violates generally recognized intercollegiate athletics standards or the values and standards associated with UAFS or as determined by any individual Head Coach and approved by the Director of Athletics.

## **STUDENT-ATHLETE – COACH CONFLICT**

The purpose of this procedure is to provide UAFS student-athletes with a means for resolving conflict with a coaching staff member. Concerns should stay focused on the individual student-athlete and on first-hand knowledge of the situation at hand. Areas of conflict that are not appropriate to discuss with coaches are: *team strategy, play calling, and other student-athletes.*

### **Step 1**

If you have a specific conflict, you should first discuss your concerns with the coach in question. In the event you have justifiable reasons for not communicating directly with the coach, you may proceed to Step 2. However, you should be prepared to defend your decision not to talk directly with the coach.

### **Step 2**

If you do not believe that the initial conference with the coach has resolved the conflict, or if you have justifiable reasons for not communicating directly with the coach, a request may be made for a meeting with the Athletic Director and/or senior Woman administrator. At this point, you will be expected to present your concerns in writing to the athletic director and/or senior woman administrator. Personnel

issues will not and legally cannot be discussed with student-athletes. Therefore, resolutions or answers to certain questions may not be able to be provided.

### **Step 3**

If you do not believe that the meeting at step 2 has resolved the conflict, a request may be made for a meeting with the faculty athletics representative. The Student/Athlete will be expected to present your concerns in writing to the faculty athletics representative.

## **VIOLENCE/WEAPON STATEMENT**

Any UAFS student-athlete or support group member (athletic training student, manager, video person, cheerleader, etc.) or department of athletics employee making verifiable threats of violence will be suspended and ordered into counseling. Also, students and employees are required to report any knowledge of a violation of the ban on weapons possession on campus or face sanctions.

## **HAZING**

Student Organizations shall not haze, intentionally or unintentionally, or permit hazing to occur for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization/team whose members are or include students at the University. As used in this section, "haze" means to subject a person to an unreasonable risk of physical, mental, emotional or academic harm. These events can occur on or off campus and can be carried out alone or with others. The acts include, but are not limited to:

- A. Requiring persons to participate in total or substantial nudity;
- B. Encouraging the rapid consumption/ingestion of substances, drinking games, intoxication or impairment;
- C. Requiring persons to wear obscene clothing;
- D. Physical assaults upon or offensive physical contact with the person;
- E. Participation by the person in boxing matches, excessive number of calisthenics, or other physical contests.
- F. Transportation and abandonment of the person;
- G. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- H. Sleep deprivation;
- I. Assignment of pranks to be performed by the person;
- J. Deception designed to convince a student they will not gain membership or be removed from membership if they do not participate in an activity;
- K. Acts of personal servitude and/or purchasing items for others;
- L. Work assignments, tasks, or exercises limited to primarily new members; or
- M. Encouraging or expecting the carrying of physically burdensome items or items of no immediate personal utility.

Hazing is defined in Arkansas Law, § 6-5-201 and § and 6-5-204; as:

- A. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others which is directed against any

other student and done for the purpose of intimidating the student attacked by threatening him with social or other ostracism or of submitting such student to ignominy, shame, or disgrace among his fellow students, and acts calculated to produce such results; or

- B. The playing of abusive or truculent tricks on or off the property of any school, college, university or other educational institution in Arkansas by one student alone or acting with others, upon another student to frighten or scare him; or
- C. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with other which is directed against any other student done for the purpose of humbling the pride, stifling the ambition or impairing the courage of the student attacked or to discourage him from remaining in that school, college, university, or other educational institution, or reasonably to cause him to leave the institution rather than submit to such acts; or
- D. Any willful act on or off the property of any school, college, university, or other educational institution in Arkansas by one student alone or acting with others in striking, beating, bruising, or miming; or seriously offering, threatening, or attempting to strike, beat, bruise, or maim; or to do or seriously offer, threaten or attempt to do physical violence to any student of any such educational institution; or any assault upon any such student made for the purpose of committing any of the acts, or producing any of the results, to such students as defined in this section.
- E. The term “hazing” as defined in this section does not include customary athletic events or similar contests or competitions and is limited to those actions taken in situations created in connection with initiation into or affiliation with any organization.

**Hazing of any degree will not be tolerated on an UAFS athletic team. If any student-athlete perceives that they have been hazed in any way, they should report it to their coaching staff, Athletic Administration or the Office of Student Affairs. They are obligated to report the incident to the proper authority.**

## **UNIVERSITY OF ARKANSAS – FORT SMITH ATHLETICS POLICY AGAINST HAZING**

University of Arkansas – Fort Smith Athletics supports the University in its efforts to prevent hazing. UAFS Athletics does not condone hazing in any form. The following information is part of the UAFS Student-Athlete Code of Conduct:

Hazing is defined, as “An offense against a person ...when a student ‘Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or

private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.”

The term "hazing" does not include an action sponsored by an institution of higher education, which requires any athletic practice, conditioning, or completion of curricular activity.

Penalties in cases of individual violators are outlined in the *UAFS Student Handbook*. Organizations found to be encouraging or authorizing hazing may be subject to suspension or termination of activities, as well as any penalties pursuant to the penal law.

Finally, the NCAA, University of Arkansas – Fort Smith, and UAFS Athletics are committed to good sportsmanship and ethical conduct. UAFS Athletics has incorporated the following ideas from the NCAA in its practice of hazing prevention:

#### **From the NCAA: Is it hazing or team building?**

##### **Hazing**

Humiliates and degrades  
Tears down individuals  
Creates division  
Lifelong nightmares  
Shame and secrecy

##### **Team Building**

Promotes respect and dignity  
Supports and empowers  
Creates real teamwork  
Lifelong memories  
Pride and integrity

#### **Social Media Guidelines and Best Practices**

Playing and competing for University of Arkansas – Fort Smith is a privilege, not a right. Student-athletes at UAFS are in the public spotlight more than the general student body and are seen as role models in the community. As leaders you have the responsibility to portray your team, your University and yourselves in a positive manner at all times. For good or bad, you are always “on the clock” when it comes to representing the Lion athletic programs.

Social network sites such as Instagram, Twitter, Facebook, and LinkedIn have increased in popularity globally, and are used by the majority of student-athletes here at UAFS along with other social media/picture and video sharing sites such as Vine, Pinterest, Vimeo, YouTube, and Snapchat. Participation in such networks has both positive appeal and potentially negative consequences. Student-athletes should be aware that third parties - - including fans, media, faculty/staff, future employers and NCAA officials - - could access your profiles and view personal information. The content that is posted, retweeted, or commented on affects the perception of the student-athlete, the athletic department and the University.

Users must understand that any content they make public via on-line social networks or digital platforms is expected to follow acceptable social behaviors and also to comply with federal government, state of Arkansas, University of Arkansas – Fort Smith, Heartland Conference, and National Collegiate Athletic Association (NCAA) rules and regulations.

Violations of university policy (e.g. harassing language, university drug or alcohol policy violations, copyright infringement, etc.) or evidence of such violations in the content of on-line social networks or digital platforms are subject to investigation and sanction under the UAFS Student-Athlete Code of Conduct.

It is incumbent upon student-athletes to be aware of university regulations. Ignorance of these regulations does not excuse student-athletes from adhering to them.

### **Guidelines for Student-Athletes**

Student-athletes are encouraged to adhere to the following:

1. Limit the amount of personal information you post on social networking sites. It is unwise to make available information such as full date of birth, social security number, address, residence hall number, phone numbers, class schedules, bank account information, travel itinerary, or details about your daily routine. All of these can facilitate identity theft or stalking. Network sites provide numerous privacy settings; use these settings to protect private information.
2. Be aware that potential, current, and future employers often access social media platforms. **The things you say can also be detrimental to a student-athlete's future employment options.** Protect yourself by maintaining a positive self-image across the various social media platforms.
3. Do not have a false sense of security about your rights to freedom of speech. Understand that freedom of speech is not unlimited. The on-line social network sites are NOT a place where you can say and do whatever you want without repercussions.
4. Remember that the Internet is permanent. Ensure content posted on these sites does not depict inappropriate or illegal activities.
5. Comments and remarks that are derogatory in nature about teammates, coaches, other UAFS student-athletes; student-athletes, coaches, administrators, or representatives of other universities or colleges; UAFS faculty or staff; or other athletics officials, administrators, or representatives shall not be tolerated and may result in disciplinary action.

### **Social Media Best Practices**

1. DO: Be positive, supportive, and professional.
2. DO: Share in your excitement about UAFS Lion athletics. Celebrate your victories and accomplishments of your team!

3. Be in the right state of mind when you make a post, retweet, or comment – don't post when you're angry, upset, or your judgment is impaired in any way. ***"Think before you hit Submit"***
4. DON'T: Post anything you wouldn't say in a public forum when representing University of Arkansas – Fort Smith, or anything you wouldn't say to the media.
5. DON'T: Discuss any internal policies, coaching decisions, tactics, etc.
6. DON'T: Mention recruits until they have signed with or enrolled at UAFS (potential NCAA violation)
7. Avoid posting offensive or inappropriate language, pictures, videos, or comments:
  - a. Referencing or showing personal use of alcohol, tobacco, etc.
  - b. Sexual in nature. This includes links to websites of a pornographic nature or other inappropriate behavior
  - c. Condoning drug-related, hazing, or other criminal activity
  - d. Cyber-bullying or negative comments about opponents prior to or after competition.
  - e. Posting photos wearing UAFS athletics apparel while engaging in inappropriate behavior
  - f. Using photos of yourself in UAFS athletics apparel or using your status as an UAFS student-athlete to promote parties or other social engagements.

Sanctions imposed may include, but are not limited to, the following:

- Written or verbal notification to the student-athlete outlining the policy and requiring that the unacceptable content be removed or the social network profile deactivated
- Temporary suspension from the team until prescribed conditions are met
- Suspension from the team for a prescribed period
- Indefinite suspension from the team
- Dismissal from the team

## **University of Arkansas Fort Smith Campus Policy and Procedure for Sexual Misconduct, Discrimination, Harassment, and Retaliation (Title IX) Complaints:**

### **POLICY STATEMENT**

The University of Arkansas Fort Smith is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, service in the uniformed services (as defined in state and federal law), veteran status, sex, age, pregnancy, sexual orientation, gender identity, physical or mental disability or genetic information. Such an environment is necessary to a healthy learning, working and living atmosphere. Accordingly, all acts of discrimination, harassment, retaliation and sexual misconduct as defined by this Policy are prohibited.

## **JURISDICTION**

Title IX protects the University community from sexual discrimination, harassment and misconduct in a school's education programs and activities. Title IX protects the University community in connection with all academic, educational, extracurricular, athletic and other University programs, whether those programs take place on University property, in University transportation, at a class or training program sponsored by the University at another location or elsewhere.

This Policy shall not be construed or applied to restrict academic freedom at the University, nor shall it be construed to restrict constitutionally protected expression.

Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

All Complaints or any concerns about conduct that may violate this Policy should be submitted to the Title IX Coordinator or Deputy Coordinators:

## **TITLE IX COORDINATOR**

Lee Krehbiel, Vice Chancellor for, Student Affairs  
Campus Center, Room 201  
Ft. Smith, AR 72913  
479-788-7310  
[lee.krehbiel@uafs.edu](mailto:lee.krehbiel@uafs.edu)

## **TITLE IX DEPUTY COORDINATOR FOR STUDENTS**

Jennifer Holland, Coordinator, Office of Nontraditional  
Student Services  
Campus Center, Room 111A  
Fort Smith, AR 72913  
479-788-7319  
[jennifer.holland@uafs.edu](mailto:jennifer.holland@uafs.edu)

## **FOR FACULTY, STAFF AND VISITORS**

Bev McClendon, Director, Human Resources  
Fullerton Administration, Room 233  
Fort Smith, AR 72913  
479-788-7839  
[bev.mcclendon@uafs.edu](mailto:bev.mcclendon@uafs.edu)

## **FOR ATHLETICS**

Katie Beineke, Assistant to the Director of Athletics  
Stubblefield Center, Room 147  
Fort Smith, AR 72913  
479-788-7687  
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**For the full UAFS Title IX Policy and Procedures see the 2016-17 UAFS Student Handbook and Code of Conduct.**

## **ALCOHOL AND TOBACCO USE**

**As an athletics participant, you may receive special attention from other students. Along with this “high visibility” comes some responsibilities. As a role model, you are asked to present a wholesome public image.**

The law in Arkansas decrees that drinking under the age of 21 is illegal. Excessive consumption of intoxicating beverages is strongly discouraged no matter what your age, as it may affect your intellectual and athletic abilities. While you may feel a few drinks cannot hurt anything, it has often been found that after drinking you are much more likely to place yourself in situations that, with clear thinking, could have been avoided. Also, fair or not, the student-athlete is often the one most visible in a group should trouble occur. Remember the consumption of intoxicants in public areas of the main campus is prohibited.

The use of tobacco products is prohibited in all sports during practice and competition for all student-athletes, coaches, and game personnel. A student-athlete who uses tobacco products during a practice (including meetings) or competition will be disqualified for the remainder of that practice or competition (NCAA Bylaw 17.1.9).

## **SUPPLEMENTS**

The NCAA strictly prohibits the use of performance enhancing supplements (anabolic steroids and any derivatives) and has strict guidelines pertaining to the use of dietary supplements. In the current market, athletes have many legal over-the-counter options when it comes to dietary supplements that may contain banned substances. Any student-athlete that is interested in taking dietary supplements should first consult with the Sports Medicine staff. Ultimately the student-athlete is responsible for the supplements that you take and the consequences.

The Resource Exchange Center (REC) is available as a free, confidential source of information to find out if specific dietary supplements or medications are banned by the NCAA. Their toll-free phone number is 1-877-202-0769 and their website is [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec).

## **GAMBLING**

The University of Arkansas – Fort Smith supports and enforces the NCAA regulations concerning sports wagering and gambling. Sports wagering can be a serious crime that threatens the well-being of student-athletes and the integrity of the game. Financially troubled student-athletes are viewed by organized gambling as easy marks for obtaining inside information or affecting the outcome of a game. Student-athletes who gamble are breaking the law and jeopardizing their eligibility. The NCAA believes sports should be appreciated for the benefits of participating or watching, not the amount of money that can be won or lost depending on the outcome of the games.

The NCAA opposes all forms of legal and illegal sports wagering on college campuses. NCAA rules prohibit student-athletes and athletics department, conference office and NCAA national office employees from wagering on intercollegiate, amateur and professional sports (including fantasy leagues) in which the Association conducts championships. The NCAA defines sports

wagering as putting something at risk – such as an entry fee or a wager – in return for the opportunity to win something.

UAFS Department of Athletics personnel and UAFS student-athletes, in accordance with NCAA bylaws, shall not knowingly:

- Provide information to individuals involved in organized gambling activities concerning intercollegiate athletics competition.
- Solicit a bet on any intercollegiate, amateur, professional sport, in which the NCAA conducts championship competition.
- Accept a bet on any team representing the institution.
- Solicit or accept a bet on any intercollegiate, amateur or professional competition for any item that has tangible value (e.g. cash, clothing or equipment, meals).
- Do not provide information concerning intercollegiate athletic competition to individuals involved in organized gambling activities.
- Do not discuss the condition or attitude of your team with anyone other than your teammates and coaches.
- Do not accept a bet on any team representing the University of Arkansas – Fort Smith or participate in any gambling activity that involves intercollegiate athletics through a bookmaker, a parlay card or any other method employed by organized gambling.
- Do not accept any “free rides” from strangers, such as meals or gifts. You are required by both the UAFS Department of Athletics and the NCAA to report any individual who offers gifts, money, or favors in exchange for supplying information or for attempting to alter the outcome of any contest.
- Report to your coach any attempt to secure information concerning situations which might alter the normal performance of your team.
- Compete with honesty at all times so that you represent the honor and dignity of fair play.
- Be aware of the legalities of gambling at the university and state level. The consequences at the University of Arkansas – Fort Smith may be expulsion and the university will assist with the enforcement of federal, state and local anti-bribery laws.

#### **DISCIPLINARY ACTION FOR STUDENT-ATHLETES GAMBLING**

Prospective or enrolled student-athletes found in violation of the provisions of this regulation shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

Placing bets in any amount with parlay card operators, whether they are students, on or off campus, are strictly prohibited. All athletes are urged to report to their head coach any offer to gamble, whether directly or indirectly, for their own protection and that of their teammates. It is important to report any contact seeking information or attempting to set up a fix of a competition.

## **STUDENT-ATHLETE DISCIPLINE POLICY**

The University of Arkansas - Fort Smith Department of Athletics requires all student-athletes to conduct themselves in a respectable manner regarding the mission of the University and the National Collegiate Athletic Association (NCAA).

Student-athletes are subject to regulations outlined in the Student Handbook and the University of Arkansas - Fort Smith Code of Student Conduct. However, due to the increased visibility and public scrutiny of athletic programs, student-athletes may be expected to meet higher standards of personal conduct and appearance than those in the University regulations.

Therefore, in addition to the sanctions that may be imposed for misconduct as stated in the Student Handbook, student-athletes may be suspended by the appropriate department of athletics official from participation in intercollegiate athletics for any of the following reasons:

1. Violation of NCAA or conference rules.
2. Arrested and charged with a felony, or convicted of a misdemeanor inclusive of game fixing and gambling, other than a minor traffic offense.
3. Charged with or found responsible with respect to an alleged violation of the Code of Student Conduct.
4. Possession of any illegal drug.\*
5. Unauthorized possession of any anabolic/androgenic steroid.\*
6. Illegal possession or consumption of alcohol, beer, or wine.
7. Fighting with, threatening the safety of or harassing any individual.
8. Destruction of University property.
9. Unauthorized entry into any University building.
10. Any interference with the normal operations of the University or any disruption or conduct which interferes with the rights and opportunities of those who attend the University.
11. Any conduct that reflects unfavorably upon the University of Arkansas - Fort Smith or the Department of Athletics.
12. Not following policies and procedures in the Student-Athlete Handbook.

The suspension imposed may range from one day to one or more semesters depending upon the severity of the misconduct and the surrounding circumstances. The suspension imposed may also be an indefinite suspension pending the outcome of some future event.

The cancellation or non-renewal of a student-athlete's grant-in-aid for any act of misconduct will be done in accordance with NCAA and Conference regulations. Each coach can institute their own discipline policies that are more restrictive than these listed here.

\*Consumption of any illegal drug or unauthorized consumption of any anabolic/androgenic steroid will be handled in accordance with the Athletics Department Drug Education-Testing-Counseling Program.

## **STUDENT-ATHLETE DISCIPLINE POLICY PROCEDURES**

The following steps are to be followed regarding administration of the Department of Athletics Student-Athlete Discipline Policy of University of Arkansas - Fort Smith.

1. Should a violation occur by a student-athlete of one of the listed misconducts as stated in the Student-Athlete Discipline Policy, the student-athlete must notify the head coach and the Director of Athletics of the violation. This includes charges by the University Code of Student Conduct system, which is initiated by the receipt of a charge letter from the Dean of Students.
2. When a head coach, assistant coach or department of athletics staff member learns that a student-athlete has been involved in an act of misconduct as described in the Student-Athlete Discipline Policy or the Code of Student Conduct, the individual must...
  - a. **head coach - immediately notify the director of athletics or designee of the violation.**
  - b. **assistant coach - immediately notify the head coach who must in turn notify the director of athletics of said violation.**
  - c. **staff member - immediately notify the director of athletics of said violation.**
3. Athletes charged with a felony or with crimes that involve gambling or game fixing will be suspended from their team until final disposition of such charges. Athletes who are convicted of, or who plead guilty to, felony or game fixing charges will be permanently removed from their teams. Once the director of athletics has been notified of a violation he will meet with the head coach to determine the manner in which the incident will be investigated (if allowed by authorities/lawyers).
4. The director of athletics and the head coach will meet with the student-athlete to discuss what has been learned and give the student-athlete the opportunity to respond. This interview will not take place until after legal authorities have completed their investigative procedure and if allowed.
5. The director of athletics may conduct additional inquiry as deemed necessary if considered appropriate by the local prosecutor or the Office of Student Conduct.
6. The director of athletics and head coach will review the incident and determine what sanctions, if any, will be imposed by the department of athletics after the completion of Student Conduct and/or court proceedings.
7. The student-athlete and head coach will meet to discuss the sanctions imposed.

**At no time will any department of athletics representative attempt to influence the outcome of any criminal or Office of Student Conduct proceedings or investigative findings of any misconduct or criminal charge involving a student-athlete.**

## **STUDENT-ATHLETE APPEALS PROCESS**

If at any time a student-athlete feels that an athletic department sanction or action against the student-athlete is not appropriate, the student-athlete may submit a written request for an appeal hearing to the Athletic Board. Some sanctions or actions could include a discipline policy sanction, loss of scholarship, reduction of scholarship, denial of a release to transfer, etc. The student-athlete has seven (7) calendar days from the date of the written notification of sanction or action during which the student-athlete may appeal, in writing, to have the sanction or action changed. After this seven day period expires, appeals will not be considered. The Athletic Board will hear the appeal, with the board convening within five (5) school days of the

receipt of the appeal for such hearing, unless the university is in recess, in which case more time may be needed to convene a hearing.

## **ACADEMIC SERVICES FOR STUDENT-ATHLETES**

Academic Services for student-athletes are a part of a campus wide support system that includes the Gordon Kelley Academic Success Center. The Center is committed to the growth and development of individual students and to the belief that, given appropriate assistance, support, time and teaching strategies, students can take control of their own academic progress, become independent and self-directed learners and achieve their educational goals. The following services are provided by the Gordon Kelley Academic Success Center:

- Free Tutoring
- Supplemental Instruction
- Planned Athletic Study Hall
- Academic accommodations for Students with Disabilities

Other services include:

- Summer Orientation before initial enrollment
- Placement in developmental and learning skills courses if necessary
- Academic Advising/class scheduling
- Career Counseling
- Appropriate referral to University Counseling Services
- Eligibility information and certification
- Priority registration

## **PRIORITY REGISTRATION**

Student-athletes have the opportunity to register early for classes each semester. This privilege allows student-athletes the best opportunity to meet graduation requirements and choose class times that will best fit athletic obligations such as out-of-town contests, practice, and team meetings.

## **ACADEMIC POLICIES**

All athletes have an Athletic Hold that prevents them from making any changes to their schedule without proper approvals. The hold does not allow the student to web register and requires that the student athlete see the Athletic Academic Advisor prior to registration and before making any changes to their schedule. Student athletes must maintain 12 hours of unrepeat courses, but are initially enrolled in at least 15 hours, and the hold is a measure to prevent someone from accidentally dropping and becoming ineligible for their sport. The Athletic Hold does not prevent a student athlete from viewing their financial aid, grades or any other important information in their My.UAFS.

### Schedule Changes:

- Changes to schedules before the term starts must be made with the Athletics Academic Advisor and may require faculty advisor approval (if the student has been assigned to a faculty advisor).
- Changes to schedules after the semester starts must be made with the Athletics Academic Advisor and will require approval from the Financial Aid Office, Athletic Department and faculty advisor (if the student has been assigned to a faculty advisor)

**Course Drops:** During the semester, the university has a drop deadline set during the 12<sup>th</sup> week of classes. Student-athletes must acquire the appropriate approvals (Academic Advisor, Faculty, Compliance, Financial Aid, and Athletic Academic Advisor) and drop their courses by the drop deadline. Athletes should take note of the drop deadline early in the semester and plan ahead. Do not wait until an hour before you are leaving for a tournament to try to drop a class.

### Academic Early Alert

A student who has been identified as having an academic concern in a course may be sent an academic early alert notice by faculty member. At that time, the student is expected to contact their faculty member and/or advisor to address their academic performance. Students may also visit the Gordon Kelley Academic Success Center for help.

**Academic Standing:** Grades are reported at the end of each semester. Students must maintain a 2.00 cumulative grade point average to remain in academic “good standing” at UAFS. Some majors require a higher GPA. Visit with the Athletic Academic Advisor for specific information about your declared major.

**Academic Probation (AP)** - Students will be placed on academic probation when their cumulative GPA falls below 2.00 at the close of the fall, spring, or combined summer terms. Students will remain on academic probation as long as the semester GPA is 2.00 or higher and cumulative GPA is less than 2.00. Credit hours are not limited. However, students will be required to meet with their advisor to review academic probation and suspension policies and register. Students on probation will not be allowed to take full online or hybrid courses and may not web register. Students will be considered in good standing when their cumulative GPA is 2.0 or higher.

**Academic Suspension** - Students will be placed on academic suspension if, while on academic probation, they do not achieve both a 2.00 semester and cumulative 2.00 GPA at the close of the fall, spring, or combined summer terms.

If suspended the following guidelines will apply:

#### **First Suspension (A1) -**

*Option 1* - Students may sit out one major term, fall or spring, and then return without appeal.

*Option 2* - Students may register in the following major term for a maximum of 13 credit hours to include SAS 0201 Bridge to Success Seminar or in the following summer term for a maximum of 4 credit hours to include SAS 0201 Bridge to Success Seminar.

**(AB Suspension)** If the student does not make a 2.00 semester GPA and pass the SAS 0201 with a grade of C or better, the student will be suspended for one major term and cannot appeal.

**Repeat Policy:** Students may repeat a course taken at UAFS regardless of whether credit hours were previously earned. In every case, no more hours can be earned than would be received from one successful enrollment. If a student reenrolls for credit, an “E” (excluded from GPA) will mark the original repeated course. The most recent enrollment is designated by “I” (included in GPA). For repeated UAFS courses, only the grade earned during the most recent enrollment is computed in the cumulative grade point average. All courses are included as attempted hours for financial aid.

## **ELIGIBILITY REQUIREMENTS FOR STUDENT-ATHLETES**

There are a number of rules and regulations from both University of Arkansas - Fort Smith and the NCAA that all student-athletes must be aware of and follow in order to ensure eligibility. These rules and their descriptions are below. Please read carefully since, ultimately, it is your responsibility as a student-athlete to maintain your athletic eligibility.

An eligibility squad meeting is held before the first scheduled competition. Rules and procedures are explained and any questions you may have concerning eligibility will be answered. Student-athletes will be required to complete and sign eligibility forms and sign an NCAA student-athlete statement and drug testing consent.

Your status as a current student-athlete at UAFS begins immediately upon signing eligibility forms for the year. You cannot be certified to participate in intercollegiate athletics unless you have signed and completed the NCAA/Conference Eligibility forms and a NCAA Student-Athlete Statement and Drug Testing Consent form have been obtained. The Head Coach is notified if your eligibility status changes or is in jeopardy.

## **TEN-SEMESTER RULE**

A student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of the University of Arkansas - Fort Smith.

## **12 HOUR RULE**

You must maintain a minimum of 12 credit hours at all times in order to participate in a sport or any related activities (weight lifting, meetings, etc.). A drop below 12 credit hours at any time will result in immediate ineligibility for the semester. All student-athlete’s are required to enroll in at least 15 hours to start the semester. **DO NOT ATTEMPT TO DROP A CLASS UNTIL YOU HAVE WRITTEN PERMISSION FROM THE ATHLETIC ACADEMIC ADVISOR AND THE DIRECTOR OF COMPLIANCE. THIS IS TO PROTECT YOU AND YOUR TEAM.**

## **Progress Toward Degree**

Entering 2nd Year of Collegiate Enrollment (Sophomore)	Entering 3rd Year of Collegiate Enrollment (Junior)	Entering 4th Year of Collegiate Enrollment (Senior)	Entering 5th Year of Collegiate Enrollment (Senior)
Pass 9 credits per fulltime semester	Pass 9 credits per fulltime semester	Pass 9 credits per fulltime semester	Pass 9 credits per fulltime semester
Complete 24 credits per year (including Summer)	Complete 24 credits per year	Complete 24 credits per year	Complete 24 credits per year
ONLY 6 HOUR CAN BE COUNTED FROM SUMMER	ONLY 6 HOUR CAN BE COUNTED FROM SUMMER	ONLY 6 HOUR CAN BE COUNTED FROM SUMMER	ONLY 6 HOUR CAN BE COUNTED FROM SUMMER
Earned a total of 24 credits with a 2.00 GPA overall	Earned a total of 48 credits with a 2.00 GPA overall	Earned a total of 72 credits with a 2.00 GPA overall	Earned a total of 96 credits with a 2.00 GPA overall
	Declare Major		

## CONTINUING ELIGIBILITY CHECKLIST

### TO BE ELIGIBLE FOR ATHLETIC COMPETITION:

1. Student must be registered for at least 12 hours at all times to compete and practice.
2. Student must complete a minimum of 9 hours in the previous full-time regular academic term.
3. A student-athlete shall earn at least 75 percent of the minimum number of semester or quarter hours required for progress toward degree during the regular academic year. The student-athlete shall earn no more than 25 percent of the minimum number of semester or quarter hours required for progress toward degree during the summer or through correspondence courses.
4. After being certified a student-athlete can remain eligible by:
  - (a) Satisfactory completion before each fall term of a cumulative total of academic semester or quarter hours equivalent to an average of at least 12 semester or quarter hours during each of the previous academic terms in academic years in which the student-athlete has been enrolled in a term or terms;

### OR

- (b) Satisfactory completion of 24 semester or 36 quarter hours of academic credit since the beginning of the previous fall term or since the beginning of the certifying institution's preceding regular two semesters or three quarters,

### And

Must meet the following cumulative GPA requirements:

- (a) 24-semester or 36-quarter hours: 2.0;
- (b) 48-semester or 72-quarter hours: 2.0;
- (c) 72-semester or 108 quarter hours: 2.0; and
- (d) 96-semester or 144-quarter hours: 2.0.

5. Designation of Degree Program. A student-athlete shall designate a program of studies leading toward a specific baccalaureate degree at the certifying institution by the beginning of the third year of enrollment (fifth semester) and thereafter shall make progress toward that specific degree. This provision shall be applicable to the eligibility not only of a continuing student, but also of a transfer student from a four-year or two-year collegiate institution who is entering his or her third year of collegiate enrollment, even if the student has not yet completed an academic year in residence or used a season of eligibility in a sport at the certifying institution. Designation of a specific baccalaureate degree program may be accomplished by:

(a) Formal enrollment by the student-athlete in a specific baccalaureate degree program; or  
(b) Approval by an appropriate academic official (who must not be an academic adviser/counselor employed by the athletics department) of the program leading to the specific baccalaureate degree that the student-athlete is pursuing.

Other areas to know:

- During the first two years of enrollment, a student-athlete may use credits acceptable toward any of the institution's degree programs.
- Remedial or developmental hours may count as part of the required 24 hours during the first year of college attendance, but may not be used to meet the "percentage of degree" eligibility requirements.
- "Elective" hours can be counted as degree hours only if the student's degree program allows for electives.
- Hours cannot be earned for a repeated course that was passed previously.
- Hours cannot be earned for a class passed with a "D" if the major requires the course be passed with a "C", (i.e. Education, Business, or any other majors)
- Hours towards a specific minor can be used for eligibility only if a minor is required for the student's particular major.
- To receive credit for coursework at another school, a student must be in good academic standing, receive PRIOR approval from the Registrar's Office, and obtain a grade of "C" or better. UAFS's Registrar's Office must receive a copy of an official transcript before credit can be given.

Ask questions if you are unsure.

### **ALL STUDENT-ATHLETES:**

Obviously, minimal completion of these standards will not allow you to graduate within a four year period or keep you in good academic standing at UAFS. Thus, it is important that you maintain institutional guidelines for your degree path to graduate within four years. Some key

resources to help you make decisions on a major are your advisor, Career Services, and UAFS Athletic Administrators. Talk with the Athletics Academic Advisor about other strategies and options.

## **SUMMER SCHOOL COURSE WORK AT OTHER INSTITUTIONS**

A student must be in good academic standing and receive **PRIOR** approval from the Athletic Academic Advisor in order to take course work at another school. If a grade of “C” or better is earned, the degree hours will be transferred to UAFS.

The specific grade will not be added to the student’s cumulative GPA. Athletics aid does not cover summer school courses taken at other institutions. The UAFS Registrar’s Office must receive a copy of an official transcript before credit can be given.

## **CLASS ATTENDANCE POLICIES**

### **UAFS CLASS ATTENDANCE POLICY**

Students are expected to attend all classes. After an unavoidable absence because of illness or an emergency, students must take the responsibility for contacting the instructors to make up missed work.

Each instructor’s specific attendance and drop policy will be distributed with other course information at the beginning of the semester. It is the student’s responsibility to know the policy and comply.

When absences exceed the number allowed by the instructor of the class, the instructor has the authority to give the student a grade of “F” at the end of the semester or to drop the student from the class within the withdrawal period by the following procedure:

1. The instructor must notify the student of his or her attendance status.
2. The student is given the opportunity to discuss his or her attendance status with the instructor.
3. If attendance is subsequently unsatisfactory, the instructor will then drop the student from the class by completing the withdrawal notice and filing the form with the Record’s Office.

This procedure does not remove the primary responsibility of the student for taking official withdrawal action.

Student dropped by the instructor receive a “W” through the twelfth week of the regular semester and the third week of the summer semester.

Withdrawals will end on Friday of the twelfth week of the regular semesters and the third week of the five-week summer terms and other five-week courses. Courses which do not correspond to these time frames will be handled on a prorated basis.

**\*\*\*Consistent class attendance and participation are essential to academic success. It is YOUR responsibility to attend every class session on time for each course in which you are registered even if the faculty member does not take attendance.\*\*\***

### **CLASS ABSENCES DUE TO ATHLETICS PARTICIPATION**

Student-athletes should provide each of their professors with an official letter from their coach on the first class meeting of each semester indicating classes that will be missed and departure times due to athletics participation. Student-athletes should discuss their travel/competition-related absences with their professor to determine if the absences will cause a problem in the class. In the most extreme case, a student may need to meet with his/her athletic academic advisor to make class adjustments. Three class days before each athletic event, athletes should remind professors of their upcoming absence.

**Student-athletes should also plan with each professor when and how to complete assignments and exams prior to the departure for team travel. PLEASE UNDERSTAND THAT THIS ONLY EXCUSES YOUR ABSENCES FROM CLASS AND NOT MISSED ASSIGNMENTS OR TESTS!** Every professor will receive e-mail correspondence from the Provost Office to confirm the travel date, roster and time of departure.

### **CLASS ABSENCES DUE TO ILLNESS OR INJURY**

Student-athletes who have an extended personal illness or injury should contact the Athletic Trainer, Athletic Director, and Director of Compliance who then will promptly notify professors. Student-athletes should also make an effort to contact each professor to inform him or her of illness or injury.

### **UNIVERSITY WITHDRAWAL**

When it is necessary for a student-athlete to withdraw from the university, it is important that the procedure is followed properly. Failure to exercise the process correctly could result in the student receiving unresolved failing grades that can adversely affect the student's academic record. Before a student withdraws, he/she should contact the Athletic Director to ensure that the withdrawal is done properly.

### **ATHLETICS FINANCIAL AID**

An athletically related grant-in-aid, as well as other forms of financial assistance may be provided to assist with a student-athlete's University expenses. Varsity teams are provided with a specific number of grants-in-aid (equivalency scholarships) in accordance with budgetary restrictions and the NCAA regulations. These grants are awarded by the University Financial Aid Office upon the recommendation of the Head Coach and the approval of the Director of Athletics. Grants-in-aid are not reimbursements for services performed, but are provided to help student-athletes with their educational expenses. An athletics grant is restricted to covering educational expenses such as tuition, fees, room, board, and course-related books. Grants-in-aid do not include summer term classes. Your Head Coach, together with the Director of Athletics, decides who is to be awarded aid for summer school and the amount to be given. If you entered UAFS as a prospective scholarship student-athlete directly from high school, you were notified of your initial financial aid award with your National Letter of Intent.

### **Grants-in-aid may be discontinued if you:**

- a. Render yourself ineligible for athletic competition
- b. Misrepresent information on your application, National Letter of Intent or Athletics Financial Aid Agreement
- c. Voluntarily withdraw from your sport for personal reasons
- d. Engage in misconduct serious enough to warrant disciplinary action and cancellation of aid

### **Grants-in-aid must be reduced or cancelled if you:**

- a. Sign a professional sports contract for your sport
- b. Accept money for playing in an athletic contest which exceeds the cost of a full grant
- c. Agree to be represented by an agent
- d. Receive other aid that applies to your individual allowable limit

You must be notified in writing by July 1 of each year concerning the status of your athletics aid by the University Financial Aid Office. Any gradation/cancellation to the original grant may be made only by the Director of Athletics under guidelines specified by NCAA legislation.

## **APPEALING CANCELLATION OF AID**

If your aid is reduced or discontinued, you will receive a letter from the University Financial Aid Office notifying you of such. If you feel that the cancellation of your aid is unfair or unjustified, you have the right to request a hearing, as provided by NCAA regulations. The letter reducing or discontinuing your athletic aid explains the appeal process you must follow. You must act within the timeline in the letter for an appeal to be heard. You must have had a face to face meeting with your coach and sport supervisor or Director of Athletics about the decision not to renew your scholarship before an appeal will be heard by the Financial Aid Committee. The decision of this committee is final.

## **INSTITUTIONAL FINANCIAL AID**

All financial assistance received by a student-athlete must be reported annually and be in compliance with NCAA and Conference rules and regulations. **Therefore, if you are on an athletic scholarship, it is important that you check with the Compliance Director and your head coach before accepting additional aid.** Your combined athletically related aid cannot exceed a full scholarship equivalency. NCAA rules now allow you to receive up to the cost of attendance in other aid. You may be eligible to receive additional assistance from Pell Grant funds up to the cost of attendance. Pell Grants are available to any student meeting required federal government standards of financial need and are awarded regardless of other aid being received. Contact the Financial Aid Office for more information on Pell Grants.

Personnel at the Financial Aid Office will help you pursue the possibility of long term student loans or federal grants if additional funds are needed. They will also assist you with the application process related to qualifying for these funds.

## **EXTRA BENEFITS**

An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletic interests to provide a student-athlete or the student-athlete's relative

or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by a student-athlete or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (i.e. foreign students, minority students) determined on a basis unrelated to athletics ability. [NCAA II Bylaw 16.02.3]

### **Non-Authorized Extra Benefit**

Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible for athletic competition in the sport for which the improper award, benefit or expense was received. If the student-athlete receives an extra benefit not authorized by NCAA legislation or an improper award of expense allowance in conjunction with competition that involves the use of overall athletics skill, the individual is ineligible in all sports [NCAA II Bylaw 16.01.1].

1. Receiving any material benefits that are not available to the general student body including excessive educational expenses and financial aid.
2. Receiving more than the allotted number of complimentary game admissions.
3. Selling complimentary game-admissions at any price.
4. Endangering your amateur status by accepting benefits and items, stated in item 5 (directly or indirectly) because of your athletic skill in that sport.
5. Accepting improper awards for your athletic performance (e.g., cash, country club memberships, etc.) or having the maximum value or number of awards exceed NCAA limitations (see the Recognition section of this Handbook for additional information regarding allowable awards and other expenses permitted for recognition of your athletic talent).
6. Receiving professional sport tickets through the Department or booster, unless the tickets are provided for team entertainment purposes when your team travels to an away competition.
7. Being reimbursed for transportation to away events except in accordance with NCAA guidelines that allow the institution to transport you from home or the campus to the event site and from the event site (see the Recognition section of this Handbook for additional information regarding allowable expenses to championships).
8. Association or contract agreement with an agent or professional sports team.
9. Excessive expenses received from an outside amateur sports team or organization.

Student-athletes should not accept special discounts on purchases or services or even accept special payment arrangements on any purchases that may be offered to you because you are a student-athlete. Athletes must not accept preferential treatment of any kind that is not provided to all students.

### **OTHER PROHIBITED BENEFITS**

A UAFS employee or representative of UAFS athletics interests (booster) may not provide student-athletes with extra benefits or services including, but not limited to:

- a) A loan of money;
- b) A guarantee of bond;
- c) The use of an automobile; or
- d) Signing or cosigning a note with an outside agency to arrange a loan.

No student-athlete is allowed to have a booster, agent, institutional employee provide, give or make available an automobile for his/her use.

**If there is any doubt about the legality of any benefits, check with the Compliance Director to ensure that your eligibility is not in jeopardy.**

## **AUTOMOBILES ON CAMPUS**

Student-athletes must park in designated on-campus locations. A parking permit is required for every automobile. No special exceptions can be made for athletes to park. Any parking/towing fines are your personal responsibility and cannot be covered by an athletic scholarship.

## **ATHLETICS POLICY ON STUDENT-ATHLETE VEHICLES ON CAMPUS**

Parking on campus is a privilege, not a right. You must follow all University Parking Services rules and regulations while on the UAFS campus. When teams travel or practice off campus, it is best for non-registered vehicles to be left at an off-campus site so as not to return to a ticketed or towed vehicle.

## **UNIVERSITY CHARGES NOT PAID BY THE ATHLETICS DEPARTMENT**

Questions often arise concerning the types of University expenses that are covered when a student-athlete is on full scholarship. Only tuition, fees, required books, room and board are covered. The expenses listed below are **not covered** by your scholarship:

- Long distance phone calls made from your residence hall or any location
- Cost of treatment for non-athletically related injuries and illnesses
- Library fines
- Fines for damage to University property, including the residence halls
- Key deposits or replacement of lost residence hall keys
- "Consumable charges" which can be anything from lab fees for damage to non-required field trips
- Replacement fee for lost identification cards
- Computer software
- School supplies, pens, notebooks, paper, calculators, dictionaries, etc.
- Vehicle registration fees
- Parking fines
- Photocopying costs
- Charges for lost or unreturned athletic-issued equipment

## **Student-Athlete Employment including sport camps, clinics and private lessons**

A student-athlete can be employed as long as compensation is only for work actually performed, at a rate commensurate with the going rate for similar work, and the student-

athlete was not hired based on athletic ability. Employment can be arranged for a prospect provided the employment does not begin before the completion of the prospects senior year.

A student-athlete who is employed in any sports camp or clinic must meet the following requirements:

- A. Must perform duties that are of a general supervisory nature in addition to any coaching or officiating assignments;
- B. Compensation must be the going rate for camp counselors;
- C. A student-athlete who only lectures or demonstrates at the camp/clinic, may not receive compensation for his/her appearance at the camp/clinic.
- D. If you work, you must complete a “Student-Athlete Employment” form and submit it to compliance. Please contact your coach or the compliance office for a copy of the form.

A student-athlete with remaining eligibility may not conduct his/her own camp/ clinic. A student-athlete may conduct private lessons in his/her free time as long as the following guidelines are met:

- A. Compensation is the going rate;
- B. Lessons are not conducted at UAFS’s facilities; and
- C. None of the university’s equipment is used during the lesson.

**International student-athlete’s** are only allowed to work on campus. All jobs must be cleared through the Office of International Programs and Services BEFORE the job begins.

## **NCAA Life Skills Program**

The University of Arkansas – Fort Smith is a strong supporter of the NCAA’s Life Skills Program

- **Commitment to Academic Excellence**  
To support the academic progress of the student-athlete toward intellectual development and graduation.
- **Commitment to Athletic Excellence**  
To build philosophical foundations for the development of athletic programs that are broad-based, equitable and dedicated to the well-being of the student athlete.

- **Commitment to Personal Development**  
To support the development of a well-balanced lifestyle for student-athletes, encouraging emotional well-being, leadership, personal growth and decision-making skills.
- **Commitment to Career Development**  
To encourage the student-athlete to develop and pursue career and life goals.
- **Commitment to Service**  
To engage the student-athlete in service to his or her campus and surrounding communities.

## **UAFS Lions Student-Athlete Success Program**

The goal of the student-athlete development program at University of Arkansas – Fort Smith is to give intentional programming to character, leadership and career development. Our primary mission in UAFS Athletics is to provide our student-athletes the opportunity to develop and succeed academically, athletically, socially and personally. The UAFS Lions Student-Athlete Success Program is an integral part of that mission.

The UAFS Lions Student-Athlete Success Program exists to impact student-athletes' lives while providing values-based programming that contribute to a department-wide commitment to produce servant leaders on our teams, on campus, and in the community.

### **Character Development**

Character Development is a tremendous investment in the future of the athletic department, its student-athletes and University of Arkansas – Fort Smith. The program gives our student-athletes the opportunity to participate in a wide range of activities as well as exposing them to educational opportunities that will develop their character and help them transition successfully into leadership roles.

Character and Leadership Development will use the *Habitudes* curriculum developed by Dr. Tim Elmore and Growing Leaders Inc. The program uses distinct images, conversations, and experiences to teach important character and leadership skills in an engaging, memorable way.

In short, *Habitudes for Athletes* helps:

- Transform a group of individual athletes into a unified force.
- Create teams of student-athletes who build trust with each other and their coaches.
- Create language to talk about real life issues in a safe and authentic way.
- Build teams where every athlete thinks and acts like a leader.

- Build athletes who make wise decisions that keep them in competition and out of trouble.

## **Leadership Development**

Leadership Development is a culmination of many aspects of UAFS student-athletes' lives. Maturing in character and prioritizing a value system is the first and important step of leadership development. Helping student-athletes realize what is important to them and putting those values into action in their lives is the primary goal in leadership development.

Leadership is not trained it is developed through participation opportunities. A fundamental objective is to give student-athletes ample leadership opportunities through service projects available to them throughout their collegiate experience.

**Emerging Lions** – (Freshman) - Leadership development starts with student-athletes being able to lead themselves by focusing on character and values.

**Evolving Leaders** – (Sophomores, Juniors, and Seniors) - The focus is on building healthy relationships. Strong relationships with teammates, coaches, professors, and fellow students are important to leadership ability along with conflict resolution. Also, focusing on building culture within each student-athletes team. Primary focus is on vision, processes, goals, effectiveness and handling criticism.

**Lion Mentors** – (Spring Semester Seniors) – Focus for graduating seniors is on influence and the ability to create change. This group will lead younger student-athletes in community engagement on and off campus as well as positively impact others on their team. This group will also spend time on developing skills for career ready graduates.

## **Career Development**

Career Development for student-athletes, is in conjunction with the UAFS Career Services, and will provide student-athletes with tools to launch successful careers and make meaningful contributions to society. UAFS Athletics will work with Career Services to promote the Certificate in Professional Development. Opportunities in career development include:

- Resume and cover letter workshop
- Interview Skills

- Career Panels
- Career and Intern Fair
- Skills Assessment

## **COUNSELING AND PSYCHOLOGICAL SERVICES**

The UAFS Counseling Clinic is part of a comprehensive program of student services. The Clinic has as its primary purpose the prevention of psychological difficulties and treatment of the mental health concerns of its students. The Counseling Clinic also seeks to assist in the creation and maintenance of a university environment that will foster the well-being and personal development of its members. In order to see a counselor, you can call the clinic and set up an appointment. Call 788-7398 for their hours. When you initially arrive, you may be asked to complete important paperwork, so please allow yourself enough time, Student ID is required.

## **FACULTY ATHLETICS REPRESENTATIVE (FAR)**

The Faculty Athletics Representative (FAR) for UAFS is Connie Phillips. The purpose of the FAR position is to promote a balance between academics, athletics and the social lives of student-athletes and to be involved with the monitoring and maintenance of the personal well-being of the student-athletes. The FAR is available to help you should you encounter issues with financial aid, eligibility, waivers and appeals, health or relations with members of the faculty. Ms. Phillips's contact information is [connie.phillips@uafs.edu](mailto:connie.phillips@uafs.edu) or office 479-788-7678.

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

The NCAA requires each institution have a functioning Student-Athlete Advisory Committee (SAAC). Each team is to vote on their members for the SAAC and send that list to the SAAC Advisor. The SAAC meets approximately once a month during the academic year. The SAAC is the voice of the student-athletes to the athletics administration and the University. It strives to provide campus and athletics administrators insight on the student-athlete experience and to offer input on NCAA, Conference and UAFS rules, regulations and policies that affect student-athletes' lives. Each team is allowed two members on the committee. Members must attend the meetings unless their team is competing or practicing at the time.

### **MISSION**

The student-athlete advisory committee (SAAC) mission is to enhance the total student-athlete experience by developing student-athlete leadership skills, promoting student-athlete welfare, and developing student-athletes athletically, academically, and personally, which will foster a positive student-athlete image on the UAFS campus, local community, and state and national levels.

### **PURPOSE**

The Student-Athletic Advisory Committee (SAAC) is made up of members from each intercollegiate athletic team at University of Arkansas – Fort Smith. SAAC is assembled to offer input on the rules, regulations, and policies that affect student-athletes and to provide insight

on the experience of the student-athletes.

The purpose of the UAFS Student-Athletic Advisory Committee is to enhance the student-athlete experience by:

- Promoting leadership opportunities
- Protecting student-athlete welfare
- Developing a positive image of student-athletes
- Providing educational, spiritual, and community service and community engagement opportunities The SAAC will be the line of communication between the student-athletes and the athletic administration, along with the rest of the student body, to advance interest in UAFS athletics.

## **SPORTS PARTICIPATION (NCAA LIMITATIONS FOR ATHLETICALLY RELATED ACTIVITIES)**

The NCAA has established limitations for the amount of time involved in athletic participation.

They are as follows:

1. During the playing season, a student-athlete's participation in countable athletically related activities is limited to a maximum of four hours per day and 20 hours per week.
2. During the playing season, each student-athlete is required to have one calendar day off per week (seven consecutive day period) from all countable athletically-related activities.
3. Outside of the playing season, a student-athlete's participation in countable athletically-related activities is limited to a maximum of eight hours per week with two days off. This participation is restricted to required physical fitness, weight training and conditioning activities conducted or supervised by an institutional staff member.

The following are considered countable athletically-related activities and must be counted in the weekly and daily time limitations:

- Practice (field, floor or on-court activity; setting up offensive/defensive alignment; chalk talks; strategy sessions; activities using equipment related to the sport; game videotape reviews or discussions).
- Competition
- Required weight training and conditioning held at the direction of or supervised by an institutional staff member.
- Participation in a physical fitness class conducted by an institutional athletics staff member (unless open to all students).
- Outside the playing season participation in individual skill workouts of not more than two hours per week.

(a) In winter and spring championship sports, from the beginning of the institution's academic year through the day before the first permissible practice date, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction;

(b) In fall championship sports, from the beginning of the institution's second term of the academic year (e.g., winter quarter, spring semester) through February 15, a student-athlete's participation in weight training, conditioning, team activities and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on team activities and/or skill instruction; and

(c) Between the end of the Division II championship, or the end of the non-championship segment, and one week prior to the beginning of the institution's final examination period, a student-athlete's participation in weight training, conditioning and skill instruction shall be limited to a maximum of eight hours per week, of which not more than two hours per week may be spent on skill instruction. During this period, team activities shall not be permitted.

**The following are considered non-countable athletically-related activities and are not counted in the weekly or daily time limitations:**

- Training table or competition related meals
- Physical rehabilitation
- Dressing, showering, or taping
- Academic study hall or tutoring sessions
- Meetings with coaches on non-athletics matters
- Travel to and from practice and competition
- Medical examinations or treatments
- Voluntary individual workouts
- Individual consultation with coaches initiated voluntarily by the student-athlete, provided the coach and student-athletes do not engage in athletically-related activities.
- Use of athletics facilities by student-athletes, provided activities are not supervised by or held at the direction of a member of the coaching staff.
- Involvement in strength and conditioning activities under the supervision of University's strength and conditioning staff.
- On-court or on-field activities called by any member of a team that is not required for participation in that sport (e.g., captain's practice) are no longer considered countable athletic related activities.

All athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period through the conclusion of each student-athlete's final exams.

Your coach should discuss these NCAA regulations with you.

## **MEDICAL BILLS PAYMENT POLICIES AND PROCEDURES**

### Section I: Health Insurance Coverage/ Permissible Medical Expenses

1. **University of Arkansas- Fort Smith (UAFS) provides secondary coverage for the student-athlete, and will only cover athletic-related injuries.** UAFS will follow the requirements of the student-athlete's primary health insurance. UAFS will pay as a secondary, and coverage begins only after an insurance claim is settled by the student-

athlete's primary insurance. **It is required that all student-athletes possess their own personal medical insurance.**

2. **The NCAA rules governing non-permissible medical expenses apply to UAFS and all other member institutions.** Non-permissible is defined as those expenses that may not be financed by the institution. The NCAA does not allow UAFS or any other member institution to pay for any injury or illness that is not a direct result of supervised practice, conditioning, or competition and must occur within the academic school year. Additionally, UAFS's policies specific to insurance coverage and medical expenses are consistent with a majority of the NCAA Division I and II sanctioned schools.
3. **UAFS strives to provide the best routine medical care through the Athletic Training staff and Team Physicians.** The risk of occasional injury is a part of athletic participation. There are circumstances when an injured student-athlete requires extensive diagnostic testing, surgery, hospitalization, and/or rehabilitative services. UAFS will work to provide quality health care to all student-athletes.

#### Section II: Insurance Information Form

1. **A complete insurance information form must be on file with the Athletic Training Department prior to the student-athlete participating in intercollegiate athletics.** This form must be entirely completed and signed by the student-athlete and the policyholder of the student-athlete's primary insurance as a condition of eligibility. A new form must be completed and on file in the athletic department prior to every year of participation. *Participation in intercollegiate athletics will be restricted to only those student-athletes who have a completed insurance information form on file in the Athletic Training Department.*
2. **The student-athlete is responsible for notifying the Athletic Training Department of any change in insurance coverage immediately.** When a change occurs in the primary insurance coverage for a student-athlete, a new insurance information form must be filed with the Athletic Training department. Failure to keep up to date information on file will result in delayed access to medical vendors as well as claims processing.
3. **A photocopy of the student-athlete's primary insurance card should be attached to the insurance information form.** Space is provided on the insurance information form for a copy of the insurance card(s); medical and/or dental. The student-athlete must attach a copy of the front and back of the insurance card(s) to insurance information form.

#### Section III: Team Physicians

1. **UAFS has identified physicians who act as Team Physicians for the athletic department.** The team physicians have the overall responsibility for making health care decisions for the student-athletes participating in intercollegiate athletics. Student-

athletes suffering from athletic injuries will be referred to one of the Team Physicians for evaluation and treatment as determined by the athletic training staff. No student-athlete will be allowed to participate in intercollegiate athletics without permission from one of the UAFS team physicians.

2. **Health care services provided by any person or agency not identified as a UAFS Team Physician must be arranged/approved through UAFS's Athletic Training staff prior to the service being provided.** When a student-athlete becomes injured and requires medical treatment beyond the scope of the Athletic Training staff employed by UAFS, they will make a referral to the appropriate health care provider.
3. **A student-athlete may choose to seek health care from a physician other than those identified as an UAFS Team Physician.** A student-athlete who elects to seek health care from those not considered a Team Physician would accept the financial obligation that is assigned to his/her treatment course. All medical notes from outside physicians will need to be turned in to the Athletic Training staff. UAFS will only pay for services provided by a Team Physician. A Team Physician may make a referral to another health care provider. In this case only, UAFS assumes the financial responsibility as a secondary payer for an athletic injury.
4. **Student-athletes may request a second opinion.** UAFS athletics will pay for the cost of a second opinion by an outside physician upon direct referral from the team physician only. Final decisions on which treatment program to pursue (surgeries, diagnostic testing, physical therapy, etc.) will be made by the Team Physician and the Head Athletic Trainer. Return to play decisions is the responsibility of the UAFS Team Physician.

#### Section IV: Health Insurance Claims

1. **Any medical bill balance left unpaid by a student-athlete's primary insurance will be considered for payment.** All of the following must be true for payment to be considered.
  - An accurate copy of the insurance information form is on file in the Athletic Department.
    - Including a photocopy of the student-athlete's insurance card.
    - Including the name and phone number of the primary health care physician.
  - The injury occurred as a result of participation in a supervised intercollegiate athletic event and is an NCAA permissible medical expense.
  - The UAFS Team Physicians were involved with the treatment of the student-athlete.
  - The Athletic Trainer or Team Physician made a written medical referral if necessary.

- Services must be provided within 2 years of completion of eligibility or cessation of participation. A copy of the medical bill and explanation of benefits has been sent to the Head Athletic Trainer by the student-athlete's primary insurance policy holder.
2. **Managed health care (HMO) providers require approval for services prior to receiving a health care benefit out of network.** Student-athletes who are covered by an HMO are required to provide their primary care physician's name, address, and contact phone number on the Insurance Information Form. Student-athletes are asked to have their primary care physician provide a blanket referral for treatment while attending UAFS or establish a primary care physician near school. Student-athletes are asked to contact the Head Athletic trainer for assistance with this process.

River Valley Orthopedics and St. Edward's accepts many insurance programs as part of the PPO, PPOM network and several of their physicians serve as Team Physicians for UAFS.

The UAFS Athletic Department can provide confirmation of full-time college enrollment (if necessary) to the student-athlete's primary care physician and/or insurance company.

A list of insurance carriers who currently participate with the Team Physicians is available through the Athletic Training Department.

## Section V: Physical Exams

1. **All student-athletes must have a physical exam prior to participation.** Those students desiring to participate in intercollegiate athletics must be examined and approved for participation. Only the UAFS Team Physicians may grant approval for participation. Approval for participation is granted on an annual basis and may be revoked by the Team Physician at any time. The UAFS Team Physicians or designee must complete the physical exam. UAFS will honor a physical exam performed by an outside physician only if the UAFS physical form is used and the Athletic Training staff has the contact information for the outside physician.
2. **The Athletic Training staff will schedule physical exams.** Dates for physicals will be set by the Athletic Training staff and communicated to the coaches and student-athletes. Student-athletes who fail to appear for a physical exam during one of the scheduled times will be required to schedule an appointment with a Team Physician at his office and pay for this exam.
3. **Pre-existing conditions must be reported to the Athletic Training staff prior to participation in intercollegiate athletics during every year of competition.** Student-athletes who sustain injuries or suffer from significant illness prior to initial involvement with UAFS intercollegiate athletics are required to disclose the injury/illness to the UAFS

Athletic Training staff at the time of his/her initial physical exam. Student-athletes who sustain injuries or suffer from significant illness while involved in UAFS intercollegiate athletics are required to report these conditions to the UAFS Athletic Training staff immediately. The Team Physician will evaluate pre-existing conditions during the physical exam. If the Team Physician requires student-athletes to have further testing, it will be at the student-athlete's expense.

4. **Failure to report pre-existing conditions relieves UAFS of all liability.** UAFS will not assume financial or other liability for pre-existing conditions that are not disclosed to the Athletic Training staff. In the event that the student-athlete sustains a subsequent or re-injury of the pre-existing condition UAFS cannot be held liable, provided the original injury was the contributing factor to the subsequent re-injury.

#### Section VI: Participation Restrictions

1. **The Team Physician will make the final decision on return to participation.** When an athlete becomes injured or ill and cannot participate without restrictions, the Team Physician, with input from the Athletic Trainers, will make decisions related to return to participation. No student-athlete may participate without approval from the team physicians.
2. **Loss or absence of a paired organ may disqualify a student-athlete from participation in intercollegiate athletics.** The team physician will make the final decision on participation of the student-athlete who has lost a paired organ (ex. eye, kidney, testicle, etc.). Written permission to participate may be granted on a case-by-case basis by the Team Physician.

#### Section VII: Liability and Assumption of Risk

1. **Student-athletes who participate in intercollegiate athletics assume certain risks and responsibilities in addition to those assumed by UAFS.** Student-athletes are obligated to safe conduct during practice and competition and strict adherence to the rules of the sport that are designed to safeguard the well-being of the participants. Additionally, student-athletes are responsible for informing the medical staff of any medical problems occurring on or off the field of play.
2. **UAFS's liability for medical expenses resulting from injuries sustained by student-athletes is defined as follows.** Liability is extended to cover only those injuries:
  - Occurring in a supervised intercollegiate practice or competition.
  - Reported to the athletic trainer or team physician immediately.
  - Suffered by student-athletes currently meeting all NCAA eligibility requirements.

- Participation in voluntary sports related activity on campus during the academic year.

Non-athletic injuries and illnesses are **NOT** covered by UAFS’s policy. That includes any general medical conditions. The athletic department will **NOT** pay for medications related to pre-existing medical or orthopedic conditions (i.e., inhalers, NSAID’s, etc.) The athletic department can only pay for dental injuries (injuries to sound teeth, bridges, partial plates, and plates) incurred during supervised practices, scrimmages, conditioning, weight training, or scheduled athletic contests. The athletic department will **NOT** pay for all other dental work. It is the responsibility of the student-athlete to pay for these expenses.

3. **Upon completion of eligibility, removal from team roster and/or termination as a student at the University of Arkansas - Fort Smith, the Department of Athletics will no longer be responsible for the individual’s medical or dental conditions.**
4. **Failure to comply with any of these regulations relieves the University of Arkansas - Fort Smith and its Department of Athletics from all liability and responsibility.**

#### Section VIII: Contact Information

1. **Contact Brian O’Connor, Head Athletic Trainer or Kelby Chambers, Assistant Athletic Trainer with questions related to health care, insurance, or medical bills.**

Name	Title	Email	Phone Number
Brian O’Connor, ATC	Head Athletic Trainer	<a href="mailto:brian.o’connor@uafs.edu">brian.o’connor@uafs.edu</a>	479-788-7651
Kelby Chambers, ATC	Assistant Athletic Trainer	<a href="mailto:kelby.chambers@uafs.edu">kelby.chambers@uafs.edu</a>	479-788-7686

## WALK-ONS PHYSICAL EXAMINATION REQUIREMENTS

UAFS Athletic Department requires that all new walk-ons provide the athletic training staff documentation from a physical examination and complete the tryout waiver form. If you carry a primary insurance, please report your insurance information to the athletic training staff.

Walk-on student athletes are those athletes who decide to try-out for the team without being recruited by the coach.

Please contact the Head Athletic Trainer, Brian O’Connor, with any questions at 479-788-7686.

## DRUG TESTING PROGRAM

1. General information
  - A. The purpose of drug testing at the University of Arkansas - Fort Smith is to promote the health and safety of student-athletes through a drug free environment. This policy is

designed to encourage student-athletes to refrain from drug use and to help serve those with drug abuse issues through treatment and rehabilitation.

- B. All varsity student-athletes at the University of Arkansas - Fort Smith are subject to this policy. A student-athlete's playing status does not remove them from drug testing selection.
  - C. The drug testing program will test for drugs on **the NCAA banned list** which includes but is not limited to performance enhancing drugs, street drugs, alcohol, and any drugs synthetically produced to resemble an NCAA banned drug. A list of NCAA Banned Drugs can be obtained through the athletic training staff or the UAFS athletics website.
2. Drug testing parameters
- A. The drug testing program will consist of two different types of testing
    - i. Random testing
    - ii. Reasonable suspicion
      - 1. Student-athletes who have a previous positive test result will fall under reasonable suspicion for all follow-up tests
  - B. Both types of drug testing will use the same protocol for specimen collection, results reporting, and positive test result response.
  - C. All drug testing records will be kept confidential as permitted by law. A copy of the student-athlete's test results will be kept in their permanent individual hard copy file maintained by the athletic training staff. Results of drug tests will only be released as permitted by this policy or by law.
  - D. A log of past drug testing rosters will be kept but will not include any test results. This list will only contain dates, times, and names of past drug tests.
3. Random drug testing
- A. Will be carried out periodically at the discretion of the athletic director and/or athletic training staff as a screening method to deter and identify student-athletes using banned and/or illegal substances.
  - B. Participants will be drawn by using the "Random List Generator" on the SIMS injury tracking software used by the athletic training staff.
    - i. In the event that this software is unavailable a similar method for random selection will be utilized to select the student-athletes
  - C. Student-athletes who are randomly selected for drug testing will be notified by the athletic training staff no more than 24 hours prior to the testing date.
    - i. The selected student-athletes will be required to report to the athletic training room and sign a notification form prior to drug test.
      - 1. The notification form will include the date and time of the drug test. It will also include the address of the drug testing site.

4. Reasonable suspicion drug testing
  - A. Reasonable suspicion is deemed to be applicable but not limited for the following reasons: (A) When an individual student-athlete's actions pose concern from their normal behavior (B) Obvious signs and symptoms of drug use (C) Violation of team or university rules (D) Arrest or conviction related to possession or dealing of prohibited drugs or substances (E) Observed in the presence of or possession of prohibited substances or drug paraphernalia
  - B. In the event of reasonable suspicion, the applicable reasons must be presented to the athletic director and/or head athletic trainer. It will be the responsibility of the athletic director and/or head athletic trainer to determine if the reasonable suspicion is enough to warrant drug testing.
    - i. In the event that reasonable suspicion drug testing is deemed necessary, a meeting consisting of the athletic director, head athletic trainer, respective head coach, and involved student-athlete will take place.
    - ii. During this meeting the athlete will be provided with a notification form outlining the reasons of reasonable suspicion. This form must be signed by the athlete and one of the UAFS staff members in the meeting. A copy of this form will be kept in the athlete's medical file.
  - C. All student-athletes who have a previous positive drug test will fall into the category of reasonable suspicion for the remainder of their participation in UAFS athletics. These individuals will be subject to unannounced drug testing for the remainder of their athletic eligibility.
5. Collection of specimen
  - A. All drug testing specimen collection will take place at Job-Lab Services at 3444 Old Greenwood Rd. Suite B, Fort Smith, AR 72903.
  - B. Drug testing participants will follow the procedures of the collection lab for specimen collection. A urine sample will be collected for each individual as part of collection.
  - C. After a sample is collected test results may be observed on the self-testing strip on the specimen cup or specimen samples may be mailed to the appropriate testing laboratory for examination.
    - i. Self-testing strip will be read by staff member of Job-Lab Services.
6. Results reporting
  - A. Test results will be returned to the athletic training staff when available.
  - B. The athletic training staff will communicate all results to the athletic director and respective head coach(es).
  - C. A positive test result will be communicated to the student-athlete in an individual meeting with 1 or more of the following people: athletic director, respective head coach, and/or member of the athletic training staff.
7. Positive test result response

The University of Arkansas – Fort Smith will honor any NCAA positive drug test when determining the total number of positive results. As an example, if student-athlete “A” tests positive on an NCAA drug test, and subsequently tests positive on an UAFS drug test, this will be deemed a second positive drug test.

Failure to report for a drug test will result in a positive test result.

**All actions for a failed drug test are a minimum. The Director of Athletics and Coach have the authority to impose a stricter penalty. The results of a failed test will remain on record for the entire time of the student-athlete eligibility.**

### **First Positive Test Result**

The following are actions that will be taken by the Director of Athletics as a result of the first positive test result:

- 1) The student-athlete will be referred to the University of Arkansas – Fort Smith Student Counseling Services. The student-athlete’s attendance, participation, and compliance with counseling recommendations will be monitored closely by the Head Athletic Trainer and/or Director of Athletics (a minimum of three visits). Any additional costs incurred by outside counseling will be the responsibility of the student.
- 2) The Director of Athletics will inform the parents and/or guardians of the student-athlete in writing of the positive test results;
- 3) The student-athlete will be required to perform 40 hours of community service at an approved venue.
- 4) The Athletic Director, Head Coach, Head Athletic Trainer, Team Physician, and/or Counselor reserve the right to suspend the student-athlete immediately and indefinitely if the safety, health and well-being of the student-athlete are deemed in jeopardy as a result of intake of the banned substance.
- 5) The Athletic Director will prepare a confidential written reprimand informing the student-athlete that future positive test results could render the student-athlete ineligible for competition for one calendar year (365 days) or permanently and affect financial aid and/or scholarship support;
- 6) The Head Coach will be notified of the positive test result and its implications.
- 7) If the positive test result shows that the drug is an illegal drug in the United States\*, then the student-athlete will also be referred to the Dean of Students.

\*This includes medications that are illegal without a prescription (i.e. Tylenol with codeine).

### **Second Positive Test Result**

- 1) The student-athlete will be referred back to his/her certified drug and alcohol counselor for further treatment and/or medical follow-up (a minimum of six

visits). Attendance, participation, and compliance with counseling recommendations will be monitored closely by the Head Athletic Trainer and/or Director of Athletics. Any costs will be at the student-athlete's expense;

- 2) The student-athlete will be suspended from 10% of competition according to their respective sport as follows:

Baseball: 5 contests

Basketball: 3 contests

Tennis: 3 dates

Golf: 2 dates

Volleyball: 3 dates

Cross Country: 1 date

The suspension will begin with the next scheduled competition following notification of the positive result, unless there is an appeal, in which the suspension will begin following the appeal ruling. The number of competitions missed, in accordance with the list above, will run consecutively and occur during the championship season, including all scheduled golf and tennis competitions. UAFS reserves the right to retest the student-athlete at any time during or after the suspension period.

- 3) The student-athlete will be required to perform 60 hours of community service at an approved venue.
- 4) The Director of Athletics will inform the student-athlete's parents and/or guardians in writing of the positive drug test and the implications that may result;
- 5) The Director of Athletics reserves the right to take any other action as is deemed appropriate under the circumstances;
- 6) Financial aid and scholarship support may not be renewed;
- 7) The Head Coach will be notified of the positive test and its implications.
- 8) If a second test result is found to be positive, is on the NCAA or University banned substance list, and is illegal in the United States\*, then the remainder of the student-athlete's eligibility will be lost at UAFS and athletic scholarship support may be lost as well. The student will be referred to the Dean of Students.

\*This includes medications that are illegal without a prescription (i.e. Tylenol with codeine).

### **Third Positive Test Result**

On a third positive test result reported, the following actions will be taken:

- 1) The student-athlete will be referred back to their certified drug and alcohol counselor, and to the Student Health Clinic for further treatment and/or medical follow-up. Attendance, participation, and compliance with the Counseling clinic and Health Clinic recommendations will be monitored closely by the Head Athletic Trainer and/or Director of Athletics.
- 2) The Director of Athletics will declare the student-athlete ineligible from any further participation at UAFS.
- 3) The Director of Athletics will notify the student-athlete's parents and/or guardians in writing of such suspension and its implications.
- 4) Athletic scholarship support will not be renewed.

### Appeals

A student-athlete who tests positive on a UAFS sponsored drug test is entitled to an appeal. However, an appeal cannot be based solely on the results of the test. Appeals must be based on the fact that the testing protocol was not followed according to the prescribed procedures as set herein or by the testing center. To initiate the appeal process the student-athlete must submit a letter of appeal to the Director of Athletics within 24 hours of notification of the positive test result and before the next scheduled competition. The letter should include a detailed description of the basis of the appeal and provide evidence supporting such. In turn, the Committee Chair (the Dean of Students) will be notified of the appeal request. The Committee, which will consist of the Dean of Students, the Vice Chancellor of Student Affairs, and the Director of the Student Health Center, will hear the appeal within five business days. The student-athlete's suspension and/or sanction will begin immediately following the ruling by the Committee.

### **Safe Harbor Program**

- A. All student-athletes will be afforded one chance to use the "safe harbor" declaration once during their time as an eligible member of a University of Arkansas - Fort Smith varsity athletic team.
- B. All student-athletes will be given the right to the Safe Harbor Program prior to any drug test. Individuals who wish to use this right must declare "safe harbor" to the athletic director, respective head coach, or a member of the athletic training staff prior to the time of drug testing specimen collection. A student-athlete will not be permitted to use "safe harbor" once they have arrived at the specimen collection site.
- C. After the "safe harbor" declaration, the student-athlete will still be drug tested and the test will immediately count as a positive drug test even if the results are negative. This

positive test will carry with it the opportunity for the student-athlete to have the result removed from their record. To have the positive test stricken from their record, the individual student-athlete must pass the Safe Harbor Program.

- i. An individual in the Safe Harbor Program will be subject to up to 5 follow-up drug tests as part of the reasonable suspicion drug testing protocol.
- ii. The student-athlete must show no declining amounts or no traces of banned drug substances over the course of the first 3 follow-up tests. The 3<sup>rd</sup> test must have NO traces of any banned substances for the student-athlete to have passed the Safe Harbor Program.
- iii. An individual who has passed the initial 3 tests of the Safe Harbor Program will still be subject to up to 2 more drug tests. These tests must occur within 1 calendar year of the individual's 3<sup>rd</sup> test of the Safe Harbor Program. These 2 tests may be used as follow-up testing to ensure the student-athlete who has passed the Safe Harbor Program has maintained a drug free status.
- iv. A student-athlete who has passed the Safe Harbor Program will have their previous positive drug test result removed from their record.

- D. If a student-athlete who has passed the Safe Harbor Program tests positive for any banned substances on any future drug test; either the 4<sup>th</sup> or 5<sup>th</sup> test of the Safe Harbor Program or a future drug test, the initial positive test will retroactively be reinstated and the subsequent positive drug test will count as a second violation.

#### **FAILURE TO REPORT TO THE DRUG TESTING SITE WILL BE DEEMED A POSITIVE TEST RESULT.**

### **ATHLETIC TRAINING FACILITIES & SERVICES**

UAFS employs two certified athletic trainers who are responsible for the health care of the student-athlete. There is currently one athletic training room which is located in the Stubblefield Center. A complete listing of general rules and regulations of the facility are given to each student-athlete on an annual basis.

### **STRENGTH AND CONDITIONING**

Because physical well-being is essential to success both as a student and as an athlete, the Athletic Department takes responsibility for helping student-athletes reach and maintain optimum physical condition. To help achieve this goal, the Department of Athletics has established a strong Training and Conditioning Program that emphasizes the maintenance of the highest safety standards.

It is the mission of the Strength and Conditioning Program to provide services that will aid in performance and will reduce injuries in each individual sport at UAFS. The programs are based on current biomechanical and exercise science research specific to each sport. We feel that the program design is based on the best researched material available.

Weight Room Regulations:

1. The strength facility is for UAFS athletes and staff only. No friends or relatives allowed unless approved by the Director of Athletics.

2. You must wear **only** UAFS gear when training in facility.
3. No Head Gear is allowed.
4. No earrings allowed.
5. **No Cell Phones** are permitted.
6. You must have a workout, follow it, and record workout content on your own.
7. Move weights from the weight trees to the bar only. Never set them on upholstery or lean them against equipment.
8. Strip all bars immediately after use. Return dumbbell to the rack in proper order.
9. Food, drink, gum, tobacco of any kind and toothpicks are not permitted.
10. No Horseplay.
11. Failure to follow any of the policies will result in loss of weight room privileges.
12. Athletes must have proper footwear. No open toed shoes
13. Always leave it in better shape than you found it. **(Turn off the lights, turn off the television and lock the doors)**

## **TEXTBOOK POLICY**

To receive hardback books, full-scholarship athletes present your class schedule to the Bookstore and they will issue you your books. A list of full-scholarship athletes will be sent to the Bookstore, they will permit those individuals to charge required textbooks for course work. We will not pay for dictionaries. No supplies are allowed to be charged to your bookstore account. Books received through this procedure must only be for that particular athlete. Otherwise NCAA and departmental regulations will jeopardize the athlete's eligibility and cause the loss of book privileges. (see book abuse policy)

## **RETURN POLICY**

All books are to be returned to their coach by the required date. Any books lost or not returned will be charged to the student account.

## **DROP CLASS RETURN POLICY**

If you drop a class before the drop deadline you must return your book(s) to the Bookstore immediately. **ALL BOOKS!** If you keep these books and have them after the deadline you will be charged for these books. Also, if you drop a class after the deadline you will be charged for paperbacks purchased. **ALWAYS RETURN TEXTBOOKS TO YOUR COACH REGARDLESS OF WHEN YOU DROP A CLASS.**

## **BOOK ABUSE POLICY**

If a student-athlete purchases/charges books he/she is not required to have (based on his/her class schedule) he/she will have his/her account charged for those books. **Furthermore, his/her book privileges for the remainder of the current year and the next year will be canceled. AT NO TIME SHOULD A STUDENT-ATHLETE CHARGE BOOKS TO THE DEPARTMENT OF ATHLETICS FOR A FELLOW STUDENT-ATHLETE OR FRIEND.**

## **SUMMER SCHOOL**

Summer school athletics aid is not part of a scholarship grant and aid commitment. The Department of Athletics is committed to helping student-athletes graduate in a timely manner and in turn the student-athlete will be expected to plan a course schedule that will adhere to a four year graduation plan.

Payment of summer school tuition and fees will only be approved in special situations and only after a meeting between the Athletic Director, Director of Compliance and Head Coach of that sport. Under no circumstances will summer school athletic aid be offered to any student that has a study hall attendance rate of less than **100%** during either the fall or spring semester or has four or more unexcused absences in any class during either the fall or spring semester.

## **TRAVEL POLICIES**

All athletic teams must travel to other sites and institutions to compete in regular season and tournament competition. Student-athletes must always remember that they are representing UAFA as well as themselves on these trips. The conduct and actions of each student-athlete individually and each team should reflect the mission of the university and its athletic program. Remember that the university is paying your travel expenses as an ambassador of the institution to aid in general recruiting and as part of its outreach, public relations and alumni programs.

As student-athletes, you must be aware that you are being watched by the general public and different constituencies of the institution at times other than competition. You can be assured that any inappropriate actions by you or your teammates that are observed by outsiders will result in a letter to the university administrators. Never forget that collegiate athletes are role models to many youngsters.

Student-athletes should also understand that the university, the athletics department, and each team coach are responsible for their well-being, safety and conduct during official travel. To successfully do this, each coach must follow institutional guidelines and rules that pertain to official travel.

Student-athletes are responsible for helping in this process by observing the following travel policies:

- Student-athletes must travel both to and from the site of competition with the official team traveling party. Separate travel arrangements require advance approval by the head coach, parents or legal guardian (regardless of the age of the student-athlete).
- Only eligible student-athletes on the official squad list and formal team travel party may accompany a team for an off-campus event.
- Student-athletes should be appropriately dressed and groomed at all times, conforming to individual team standards.

- University alcohol and drug policies remain in effect while representing UAFS.
- Long distance telephone calls cannot be charged to rooms and paid for by the University.
- Student-athletes' friends or relatives may not accompany a team at the university's expense.
- Always leave hotel rooms and visiting dressing rooms in good condition.
- Always be courteous and mannerly to all those around you.

## **Student-Athlete Signature Page**

I am aware and know how to find the University of Arkansas – Fort Smith Student- Athlete Handbook online under the compliance tab or from an email from the athletic department. I have read the UAFS Student-Athlete handbook and understand the policies written herein. I understand the policies could change and that it is my responsibility to keep up-to-date with these changes by attending and listening to rules education updates as provided by the athletics department staff, reviewing the handbook each semester, and making note of information provided by the SAAC members.

It is my responsibility to ask any questions I may have about any policy or procedure that I do not understand or for which I need clarification. By signing this from, I am acknowledging that I have read and agree to abide by the policies outlined in the student-athlete handbook and commit myself to representing my team and UAFS in a positive manner.

\_\_\_\_\_ **Signature**

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

\_\_\_\_\_ **Sport**

\_\_\_\_\_ **Date**