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I. Wofford Student-Athlete: Expectations and Responsibilities

A. ATHLETICS MISSION STATEMENT

Wofford College will provide high-quality educational experience for its student-athletes through successful competition in intercollegiate athletics in the Southern Conference and intramural activities on campus, while simultaneously maintaining and enhancing the academic profile and achievements of the student-athletes; paying special attention to the needs of minorities and women; and contributing significantly to the successful marketing of the college.

B. STUDENT-ATHLETE EXPECTATIONS

Student-athletes at Wofford College are expected to perform to the best of their ability in the classroom and on the field or court and to do so with a positive attitude at all time. Accordingly, we declare the following to be appropriate expectations:

- Give your best effort in the classroom.
- Abide by all college rules and regulations.
- Obey all athletics and team rules & regulations as conveyed to you through the student-athlete handbook, through athletics department memoranda, and through your coaching staff.
- Give your very best effort during the season and during your off-season workouts and activities.
- Keep yourself in the very best physical condition on a year-round basis.
- Display a positive attitude toward your program, the athletics department, and the institution. Strive to improve yourself in everything you do.
- Be a good citizen on campus and participate in as many non-athletics activities as your schedule will permit.
- Strive for human excellence-excellence of intellect and excellence of character.
- **KEEP THESE PRIORITIES IN ORDER:**
  - They should be: 1. Academics
  - 2. Athletics participation
  - 3. Social life/other activities
General Rules for Student-Athletes:

1. All student-athletes must pass a physical exam prior to the start of the season and must satisfy the insurance requirements necessary for participation.

2. Student-athletes must satisfy NCAA eligibility rules. Please review the included chart.

3. Wofford College is committed to developing students who excel in both academics and athletics. Class attendance is expected. You are responsible for notifying your professors in advance and arranging to make up missed work if you must miss a class due to regular and post-season contests. Practices, scrimmages, and out-of-season athletics events are not valid reasons for missing classes.

4. You are expected to attend every practice, on time, unless you have a class or are ill. Notify the coach prior to practice time if you cannot attend. You must notify the coach and trainer if you are injured. Notify the coach and trainer before going to the hospital or doctor.

5. You are responsible for school-owned equipment issued during the season and will be billed for equipment lost or damaged due to neglect. Treat all athletics facilities and equipment with care and respect.

6. Participation and membership on an athletics team includes accepting the responsibility of striving hard to represent Wofford in a manner which will cast the best reflections on the college. Remember that you are a representative of Wofford College and your team at all times. Show a high degree of sportsmanlike conduct, and obey the rules and regulations as set forth in the Code of Student Rights and Responsibilities. Any behavior exhibiting racial, ethnic, religious or sexual harassment is prohibited. Harassment, physical or verbal abuse of any member, guest or host of the College (including officials, opposing teams, etc.); disruptive or disorderly conduct; and offensive or anti-social behavior will not be tolerated. Grievances should be reported to the Student Affairs or Human Resource Office (depending on the offender) and campus policy will apply.

7. All student-athletes are expected to follow the coaches’ instructions regarding practice, discipline and team matters. Each student athlete and coach has the right to appeal unfavorable decisions to the Director of Athletics, the Athletics Committee of the Board of Trustees and, ultimately, to the President of the College.

8. All notification, instruction, information, etc. from the athletics department will be distributed using the student athlete’s Wofford e-mail account. It is the responsibility of every student-athlete to check this on a regular basis.
C. SPECTATOR CODE OF CONDUCT

Southern Conference teams shall be supported with enthusiasm and dedication, for strong spectator support is a vital part of the experience of college competition. We expect good sportsmanship from players and coaches and they have a right to expect the same from spectators. Therefore, we urge Southern Conference students, alumni and friends to cheer their teams to victory while upholding those ideals our colleges and universities have nurtured during the long history of the Southern Conference. Our spectators should be courteous, and judicious in choice of expression, and should exhibit good manners and kindness to all others. The scoreboard will reflect the quality of the teams in competition; the kind of support given by the spectators will reveal the character of Southern Conference fans.

D. TRAVEL

Wofford College student-athletes are expected to represent themselves well both on and off-campus. When traveling off-campus, be reminded that you are representing Wofford College. A neat, courteous and well-mannered appearance speaks highly of you and Wofford College. Student-athletes can make a strong impression on those unfamiliar to Wofford, therefore, we expect all student-athletes to be aware of how they speak, dress and display themselves.

E. SPORTS MEDICINE PROCEDURES

The prevention, care and rehabilitation of athletics injuries are the responsibility of the Sports Medicine program. Our goal is to provide the most aggressive care possible, while maintaining the best interest of the student-athlete. All treatments are considered a mandatory activity and will be treated like practice. All injuries and illnesses should be reported to the Athletic Training Staff to insure proper care. **ALL DOCTOR’S VISITS MUST FIRST BE APPROVED BY THE ATHLETIC TRAINING STAFF.**
F. INSURANCE PROCEDURES

1. The College carries an excess or secondary insurance policy. The family, group or personal insurance is primary. This means that our insurance picks up where yours leaves off if the injury occurred during a supervised athletic activity.

2. After primary insurance has paid, the balance of any cost incurred due to an athletic related injury, during a supervised team activity that is seen by our Team Physician, will be filed with the College's insurance.

3. Costs are only eligible from referrals made by the sports medicine staff. If the referral is not made by the sports medicine staff, the cost must be assumed by the student-athlete.

4. When a student-athlete incurs an athletics injury, it is the individual’s responsibility to file the bills with his/her insurance. When the insurance company returns the explanation of benefits to the parent, send that explanation along with a copy of the itemized bill to the attention of our insurance company.

5. If the primary insurance is an HMO, the student-athlete may be required to return home for any non-emergency treatment, unless the HMO gives our physicians written permission to treat the student-athlete.

Please see Appendix C for more information.
G. TICKET POLICY

Student-Athlete Complimentary Admissions: In accordance with NCAA Bylaw 16.2.1, student-athletes are permitted to assign complimentary admissions to an event in which they are involved. The number of tickets allotted to each student-athlete is determined by the College within the NCAA parameters. Each student-athlete is entitled to (but not guaranteed) a maximum of four complimentary tickets for each event. The restrictions as to whom the student-athlete can designate to receive complimentary admission are as follows:

- Student-athletes cannot assign complimentary admissions to themselves or to student-athletes involved in the event.
- Student-athletes are not permitted to fill out the complimentary admission form for teammates.

Only the person designated by the student-athlete can receive the complimentary admissions. One form of picture I.D. will be required.

Per NCAA Bylaw 16.2.2 below are impermissible procedures regarding complimentary admission:

- A student-athlete may not receive payment from any source for his/her complimentary admissions and may not exchange or assign them for any item of value.
- Individuals designated by the student-athlete to receive complimentary admissions are not permitted to receive any type of payment for these admissions or to exchange or assign them for any item of value. Receipt of payment for complimentary admissions by such designated individuals is prohibited and considered an extra benefit.
- An institution may not provide a special arrangement to sell a student-athlete ticket(s) to an athletics event. Tickets shall be available for purchase by student-athletes according to the same purchasing procedures used for other students.
- A student-athlete may not purchase tickets for an intercollegiate athletics event from the institution and then sell the tickets at a price greater than their face value.
- An institution or any representative of its athletics interests may not purchase or otherwise obtain tickets to a professional sports event and make these tickets available to student-athletes enrolled in an NCAA member institution. Such a gift of tickets would represent an unacceptable extra benefit.
H. CRISIS SITUATION POLICY

In the event of a crisis or controversy involving you or a teammate, please help us follow these procedures regarding the sharing of information about the situation:

1. Inform your head coach, assistant coach or other athletics staff members about the crisis or controversy, if they are not already aware of the situation.
2. The coach or staff member will alert the appropriate college officials and they will deal directly with the media and other parties who may have a just and reasonable claim to information about the situation.
3. **Please refrain from commenting directly to a reporter** (TV, newspaper, radio or magazine) about a crisis or controversial situation. If contacted by a reporter, an appropriate response to a question would be: “I prefer not to comment.” The purpose of this procedure is to ensure that the College presents factual information in a consistent fashion. Coordination with College officials will prevent the sharing of misleading information.
4. If necessary, you may be asked to comment about the situation in a press briefing. It should be understood that this policy is intended to protect the rights of students, faculty and other College employees. This policy may be limited also in other instances by legalities, expressed matters of confidentiality or other unforeseen circumstances. However, the major intent of the policy is to provide information to which the news media have a just and reasonable claim, and to carry out this task in a coordinated fashion.

*A crisis or controversy could include:

- Arrest or other legal action involving a student-athlete or staff member
- Medical emergency involving student-athlete or staff member
- Violation of team, athletics department, College or NCAA policy
- Coach or student-athlete removal from program
**Emergencies**

Emergency situations may arise at any time during athletics participation. Expedient action must be taken to provide the best possible care. The emergency action plan is designed to provide continuity of care and that the appropriate care is given. Athletics injuries may occur at any time and under a variety of conditions, therefore the sports medicine staff must be prepared. Prior planning can ensure appropriate care. The following involves a formulated plan that will ensure adequate care, appropriate training, continuing education and maintenance of equipment.

**Components of the Emergency Action Plan**

1. Emergency personnel
2. Emergency communication
3. Emergency equipment
4. Roles of the first responders
5. Venue directions
6. Check list for non-athletics emergencies

**Emergency Plan Personnel**

In an athletics setting typically the first responder to any emergency, injury or illness is a member of the athletics training staff. Depending on the event and venue a physician may or may not be present; the type and degree of coverage may vary widely. In rare instances the first responder may be a coach or a certified strength and conditioning coach. Both should be certified in CPR.
I. GRIEVANCE PROCEDURE

As a condition of NCAA Certification every institution is required to have an “established grievance or appeal procedures available to student-athletes in appropriate areas.” The NCAA mandates that the intercollegiate athletics program is conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes. If a student-athlete is denied a transfer release, fails a drug test, or his/her athletics aid is canceled/reduced, a hearing must be provided by the institution, in which case, the student-athlete will be contacted by the Director of Financial Aid, Assistant Athletics Director for Compliance or Faculty Athletics Representative (FAR.) The FAR will serve as the student-athlete’s advocate outside of the Department of Athletics.

J. CONFLICT RESOLUTION

The NCAA mandates that the intercollegiate athletics program is conducted in a manner designed to protect and enhance the physical and educational well-being of student-athletes.

In the event of a controversy of a different nature involving you, a coach or a teammate, the student-athlete is asked to follow the appropriate chain of command:

1. Inform your head coach of the situation.
2. Notify the direct supervisor for your sport (Assistant, Associate or Director of Athletics) OR the Senior Woman Administrator (SWA.)
3. The supervisor or SWA will contact the Director of Athletics if needed.

K. ALCOHOLIC BEVERAGE POLICY

It is not the intention of this department to deny the student-athlete individual rights; however, we do prescribe a social conscience consistent with the laws of this State and nation. The State of South Carolina has a legal drinking age of twenty-one. If you are under 21, you are violating the law if you drink. Further, you violate several laws if you are 21 and provide alcohol to a minor. If you are eligible to drink, do so in moderation. Also, remember that since you have chosen to be a student-athlete, your actions are more closely scrutinized by your peers and especially by “outsiders”. Understand your privileges and your responsibilities. While the department does not have a blanket policy regarding alcoholic beverages, each head coach has the right to determine a policy for his/her team. You are expected to abide by rules established by your coach.
L. GENERAL RULES OF CONDUCT

It is the policy of the Department of Athletics to be less, rather than more intrusive in the daily life of the student-athlete. The student-athlete should experience student life as a student realizing, however, the commitment to life as a student-athlete also binds the individual to rules and regulations governing the athletics department and the individual’s sport. Departmental policies must be in accordance with NCAA, Southern Conference and Wofford College standards of operation. Thus, the student-athlete must abide by a number of related regulations external and internal to the Department of Athletics.

The student-athlete is foremost a student and as such is governed by the rules and regulations of behavior as published in the College’s Code of Student Rights and Responsibilities, including but not limited to the College’s policy on alcohol and drugs. Departmental policy related to a student-athlete’s violation of College policy shall be secondary to the College policy unless the nature of the violation is such that immediate attention is necessary. In such instances the Department may choose to indefinitely suspend, suspend without aid or eliminate the student-athlete from future involvement in the respective sport. The following departmental procedure shall be followed when student-athletes are in violation of College policy:

1. The Dean of Students Office shall notify the Director of Athletics and respective head coach when a violation of College policy has occurred.
2. The head coach shall discuss the nature of the violation with the student-athlete and notify accordingly that further sanctions could be assessed following the disposition of the College judicial process.
3. If the said violation is such that immediate action needs to be taken by the athletics department, then the Director of Athletics and head coach shall convene a meeting to discuss the responsive action. Following this meeting, the Director of Athletics, head coach and student-athlete shall meet to review the sanction. Appropriate departmental personnel will be notified as to the sanction but not the nature of the violation.
4. In no circumstance shall the department or any personnel within the department make notification external to the department except by procedures established by the Director of Media Relations.
M. FACILITIES

1. Usage: Wofford College reserves use of all athletics facilities for Wofford faculty, staff and students only.

2. Care Expectations:
We are fortunate to have excellent athletics facilities. The athletics staff works very hard to keep our facilities looking first class and we expect all student-athletes to help. Whether in the weight room, training room, locker room, practice field or on the court, all student athletes and staff members are expected to treat the facilities like their own home by cleaning up behind themselves. Please report any facility abuse to an athletics staff member or public safety.

3. Tobacco:
The Richardson Physical Activities Building, Joe E. Taylor Center, Jerry Richardson Indoor Stadium are tobacco free facilities. Those wishing to use tobacco products are asked to exit these buildings. The NCAA Manual states, “...the use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers and game officials) in all sports during practice and competition.” Uniform penalties (as determined by the applicable rule-making committees and sports committees with rule-making responsibilities) shall be established for such use.
N. PROGRAM EVALUATIONS
Wofford College student-athletes are asked to participate in an evaluation of their sport at the conclusion of their playing season. The student-athletes will be contacted by the Compliance Office or Director of Athletics.

O. HAZING AND INITIATION
There is no place in athletics for hazing or team initiations involving hazing. Activities which cause mental or physical suffering and/or humiliation tear down rather than build up team morale. If even one person is made to feel uncomfortable by such actions, they are destructive rather than constructive. Acts of hazing are prohibited by the College. The athletics department fully adopts and stands firmly behind the institution’s policy on hazing as specified in the Code of Student Rights and Responsibilities. Student-Athletes’ participation in or knowledge of (and subsequent failure to report or stop) acts of hazing may result in suspension or dismissal from the team (along with possible loss of athletics financial aid).

P. DISPOSAL OF AEROSOL CANS AND BATTERIES
EPA regulations require the proper disposal of aerosol cans and batteries. This issue should not be taken lightly, as a failure of Wofford to take corrective action will result in Federal and State penalties. Proper disposal is very important as aerosol cans, which often still contain chemicals inside and batteries which contain heavy metals such as mercury, cadmium, and nickel contribute to the growing hazardous waste stream. While in their end-use form, they do pose hazards, if properly prepared, these items can be RECYCLED. Wofford has made a commitment to the environment and sustainability, but WE cannot sustain ourselves or our ecosystem without the support and participation of the entire Wofford community. Please do not dispose of these items in trash receptacles. The department of athletics has designated the administrative receptionist desk as a designated collection area, so that our Physical Plant can properly prepare the item for recycling. Aerosol items include, but are not limited to spray paint, WD-40, air fresheners, and pesticides. Batteries include, but are not limited to AAA, AA, C, D, 6V, and 9V. For efficiency purposes, please wait until you have accumulated a sufficient number of items before contacting the Physical Plant to collect.
II. Drug Intervention Program

A. PROGRAM PHILOSOPHY

A Zero Tolerance is the practice at Wofford.

Wofford College seeks to maintain an environment that supports and encourages the pursuit of knowledge without undue interference from the effects of drug and alcohol abuse. The improper use of drugs has become a matter of deep concern within our society. Many lives are damaged, and in some cases destroyed, by drug abuse. Wofford College wants to help all students avoid the hazards of drug and alcohol abuse. However, this program is specifically designed for the members of our intercollegiate athletics teams. It is based on the premise that drugs are not conducive to the welfare of our student-athletes. Many drugs, when used in connection with athletic activities, can pose serious risks to the health of the student-athlete and may endanger others in contact with the drug user. Symptoms of illness, temporary or permanent injury and even death can be caused by such drug use. Use of certain drugs may temporarily improve some types of athletic performance and thereby create an unfair competitive advantage for the person using them. Such use of drugs violates the basic principles of sportsmanship.

Student-athletes frequently become highly publicized role models and their abuse of drugs can negatively influence other young people, as well as damage the reputation of the institution. Therefore, Wofford College does not condone the use of drugs while participating in intercollegiate athletics. To become and remain a participant, a student-athlete must comply with the terms of this program involving drug education, screening and counseling.

B. PROGRAM PURPOSES

The purposes of this drug intervention program which includes education, screening, counseling and sanctions are (1) to help student-athletes avoid improper involvement with drugs by insuring that they are well informed about drugs and drug abuse, (2) to detect possible prohibited drug use through a screening program based on testing designed to reveal the use of drugs, (3) to assist in the counseling and rehabilitation of student-athletes found to be misusing drugs and (4) to disassociate from our athletics programs any person who is engaged in improper use of drugs and does not respond to rehabilitation efforts.
C. PROGRAM CONSENT

Accordingly, you should read these requirements carefully and be willing to abide. IF YOU DECIDE NOT TO COMPLY, YOU WILL NOT BE PERMITTED TO PARTICIPATE IN THE COLLEGE’S INTERCOLLEGIATE ATHLETICS PROGRAMS.

D. PROGRAM EDUCATION COMPONENT

An integral element of this program is an on-going educational component designed for the student-athletes, parents, coaches and athletics staff. The intent is to increase the student-athlete’s awareness, to prevent involvement with drugs, as well as to recognize and handle drug and alcohol related problems. Various educational approaches will emphasize the deleterious effects of drugs on athletic performance as well as on other aspects of life. Each member of every intercollegiate athletics team at Wofford shall be required to participate in prescribed drug education activities.

E. PROHIBITED DRUGS

Some of the drugs about which we are concerned are illegal to possess, purchase or sale. Others may be purchased lawfully; however, all such drugs are incompatible with the integrity of our athletics programs.

A student, during the period of his or her eligibility to participate in intercollegiate athletics, may not use the drugs specified in Attachment A. However, if an otherwise prohibited drug is being used at the prescription of a physician, the patient may continue to participate in athletics if both of the following conditions are satisfied:

1. With respect to possible risks to the health of the patient, the attending physician certifies in writing that specified athletic activity safely may be undertaken and the patient executes a prescribed wavier which relieves Wofford College of any responsibility for illness or injury attributable to engagement in athletic activity while under the influence of the prescribed medication.

2. With respect to possible performance enhancing effects, the patient’s attending physician, in consultation with College medical and athletic authorities, can and does implement a schedule of medication that precludes such performance-enhancing effects during times relevant to intercollegiate athletics competition.
F. PROGRAM DESCRIPTION

The basic test to be used for drug screening is a urinalysis. However, other types of tests may be utilized to determine the presence of drugs listed in Appendix B. The testing based on urinalysis will be implemented as follows:

1. **Random Screening**: Student-athletes may be selected at any time as part of the random screening program. An outside company will randomly select student-athletes for drug test. The Director of Athletics or his designee will then notify the students when and where to report for testing.

2. **Mandatory NCAA Screening**: Any student-athlete who qualifies for NCAA post-season competition either as a team member or as an individual can be screened. The NCAA also initiates random screening year round.

3. **Individualized Reasonable Suspicion Screening**: Any student-athlete suspected of drug use and identified as suspect by the Director of Athletics may be subject to required testing at any time during the academic year.

4. **Positive Test Follow-up Screening**: Any student-athlete who has tested positive on a previous date may be subject to required testing at any time as deemed appropriate by the Director of Athletics.

G. SELECTION & NOTIFICATION PROCESS

**Selection**: The Director of Athletics, or his designee, acting in accordance with this policy, will determine the dates and times for drug testing. All student-athletes will be subject to selection according to the following criteria:

a) **Random Selection**: Student-athletes may be selected at any time as part of the random screening program. The Director of Athletics or his designee will randomly select the student-athletes for testing. The Director of Athletics or his designee will then notify the students when and where to report for testing.

b) **Mandatory NCAA Selection**: Upon notification from the NCAA, the Director of Athletics, or his designee, will immediately set up screening. Notification shall be according to Section G.

c) **Individualized Reasonable Suspicion Selection**: A student athlete may be subject to testing at any time when, in the judgment of the Director of Athletics, there is reasonable cause to suspect the student-athlete is engaging in the use of any of the drugs prohibited by this policy. Such individualized reasonable suspicion may be based on information from any source deemed reliable by the Director of Athletics, including, but not limited to:
observed possession or use of substances that reasonably appear to be drugs of the type prohibited

(2) arrest or conviction for a criminal offense related to the possession, use or trafficking of drugs of the type prohibited

(3) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from training or competition, reasonably interpretable as being caused by the use of drugs of the type prohibited.

Upon receipt of such information, the Director of Athletics shall confer with College legal and medical representatives in determining whether there is reasonable cause to suspect that the student-athlete is engaged in prohibited drug use. Individualized reasonable suspicion means: "If the available facts were conveyed to a reasonable person unfamiliar with the basis for determining that the student-athlete is using a prohibited drug." If individualized reasonable suspicion is found to exist, the Director of Athletics, or his designee, will meet with the student-athlete. At that meeting the Director of Athletics, or his designee, will provide written notice specifying the date, time and place at which the student athlete will be tested unless the student-athlete provides an explanation for his behavior which is satisfactory to the Director of Athletics or his designee. The test will be conducted in accordance with the provisions of Section H. The consequences of failure to participate in or cooperate with such testing and the consequences of impermissible drug use discovered through such testing shall be the same as those described in Sections J and K of this policy.

Should the student-athlete decide to voluntarily declare drug use prior to testing, he or she will be subject to the consequences of impermissible drug use described in Section K. The level of intervention shall be commensurate with the level of disregard for the policy.

d) **Positive-Testing Follow-up Selection:** The Director of Athletics will maintain a confidential list of all student-athletes who test positive to banned drug use during their eligibility to participate in intercollegiate athletics. The Director of Athletics may at his discretion choose to test such individuals at any future testing date scheduled. A prior positive test finding as a result of this policy implementation is cause for individualized reasonable suspicion as defined in Section G.1.c.

e) **Self-Selection:** Anytime throughout the academic year a student athlete may voluntarily declare drug use and thereby fall under the consequences described in Section K of this policy.
Notification: The procedure for notification of student-athletes selected according to Section G. 1. shall be as follows:

a) Each student-athlete will be asked to sign a notification form for NCAA Drug Testing (verbal response for institutional testing), minutes prior to a scheduled test. If, however, a practice is scheduled during this time period, the notification will occur prior to or immediately following the conclusion of scheduled practice. Such notification shall be accomplished by delivery to the affected student-athlete of a written statement (NCAA Drug Testing) or phone/text/email statement (institutional testing) listing the student-athlete as one who is to be tested on the date specified. The notification shall also include the time the student-athlete was notified. After the student-athlete has signed the form, he or she will be escorted to the test site by the test site coordinator. The student-athlete will remain at the test site until a sample is collected.

b) In the case of a prior-positive test, the Director of Athletics, or his designee, will notify the student-athlete of the time and location of the next test.

H. SCREENING PROCESS

Collection and analysis is performed by contracted professional collection and laboratory services. During administration of the drug screening process, the administrative area will be secured and only authorized personnel as well as properly identified student-athletes (per G.2.a.) will be admitted to the site. The specimen collection area will be secured by the collection team who will supervise each student-athlete during the collection process. Transfer of collected specimens from the test site to the analysis laboratory is accomplished by the collection team according to an accepted chain of custody protocol. Positive tests are confirmed by gas chromatography/mass spectrometry to prevent false positive tests. Collection will be accomplished according to the following process:

1. Each student-athlete is admitted to the collection site dressed only in shirt, pants, underwear, socks and shoes. He or she participates in and observes the collection process to help ensure integrity of the system.

2. Each student-athlete randomly selects collection kit provided by the testing laboratory. Each student-athlete keeps contents of selected kit in his or her personal possession until sealed in full view of the student-athlete.

3. Each student-athlete will be escorted into the specimen collection area by a collection team member and directed to provide at least 90ml of urine in the designated beaker.

4. While the student-athletes wash their hands, the specimen is kept in full view by the student-athlete while the collector verifies the specimen temperature. The student-athlete is then escorted to the chain of custody table.
5. The student-athlete then provides ID so that a Chain of Custody Form can be completed for each individual specimen. The student-athlete will then personally pour 60ml of urine into sample bottle A and 30ml of urine into sample bottle B and personally cap both.

6. As the student-athlete watches, the collector will then secure the cap to each bottle with tamper proof tape seals provided on the Chain of Custody Form (identically numbered and bar coded). The collector will then insert both bottles and two copies of the form into the original leak proof collection kit box and seal it with a final box custody seal.

7. Each completed collection kit is then kept in a secure location by the collection team until transported to the analysis laboratory according to NIDA (National Institute on Drug Abuse) certified chain of custody protocol.

8. The student-athlete will be given a copy of the chain of custody form and allowed to leave the testing site after the specimen is secured.

I. NOTIFICATION OF RESULTS

1. A designated medical review officer will receive results and correlate numbers with screened student-athletes.

2. Notification of positive results: The Director of Athletics, or his designee, will be notified by the designated medical review officer of individuals testing positive for banned drugs.

3. The Director of Athletics, or his designee, will notify authorized medical and athletics personnel for appropriate action according to this policy. The Dean of Students will also be notified since a student-athlete is foremost a student and as such is governed by the rules and regulations of behavior as published in the College’s Code of Student Rights and Responsibilities.

4. Parents will be notified according to Section K of this policy.
J. CONSEQUENCES OF FAILURE TO PARTICIPATE

1. If the student-athlete declines to participate, eligibility to participate in intercollegiate athletics will be cancelled and athletics financial aid will be terminated. The procedures prescribed in Section L apply to such a cancellation.

2. If the student-athlete fails to appear at the designated time/place for testing without a verified excuse acceptable to the Director of Athletics, eligibility to participate in intercollegiate athletics will be cancelled subject to the procedures prescribed in Section L.

3. If the student-athlete fails within a reasonable period of time to produce a required urine specimen, eligibility to participate in intercollegiate athletics will be suspended for a period of one week or until the student-athlete produces the required specimen under conditions set by the test site coordinator, whichever is the lesser period of time. The period of suspension may be extended indefinitely upon failure to produce the required specimen on subsequently rescheduled test. The procedures prescribed in Section L apply to any suspension exceeding one week. A cancellation of eligibility or a suspension exceeding one week, under the provisions of this section shall be deemed to be an "occasion" of impermissible drug use within the meaning of Section K for purposes of cumulating sanctions in response to multiple violations of this policy.
K. CONSEQUENCES OF IMPERMISSIBLE DRUG USE

When prohibited drug use has been verified through positive test results or when a voluntary admission of prohibited drug use has been made, the following consequences will apply:

a) Confidential meeting to evaluate the nature and extent of drug involvement: The student-athlete will be required to meet privately with an intervention team consisting of the Director of Athletics (or designee) to ascertain the facts about the nature, extent and history of the problem. In eliciting information from the student, responses are to be oral, are not to be given under oath, and are to be revealed only to College officials, the Head Coach, those persons authorized by the student and the parents of the student-athlete. No other persons or agencies will be given information except in response to a valid subpoena or court order.

b) Counseling and rehabilitation: The nature and extent of institutional counseling and medical intervention that may be required as a condition of continued athletics eligibility will depend on the nature of the individual's drug involvement. As a minimum, the student-athlete will be required to attend drug counseling.

c) Notification of parents: Parents will be informed by the Director of Athletics of the known facts concerning drug abuse and of the conditions to be imposed by the institution in response to those facts.

d) Follow-up testing: The student-athlete may be subject to weekly testing for as long as is deemed appropriate by the Director of Athletics. Follow up testing will be the responsibility of the student-athlete.

e) Suspension or discontinuance of athletic eligibility: The student-athlete may be suspended from athletics participation for a stated interval of time or may have his/her eligibility cancelled by the institution. If eligibility is cancelled, a student-athlete may not be eligible for renewal of any athletics financial aid. Any such suspension or cancellation will be imposed only in accordance with the procedures specified in Section L. The parents of minor students and dependent students will be notified of any such cancellation of eligibility.
L. PROCEDURES FOR IMPOSING SERIOUS SANCTIONS

Sections J and K of this policy provide notice of circumstances under which suspension or cancellation of eligibility to participate in intercollegiate athletic activities may be imposed. Such sanctions may be imposed only in accordance with the procedures here prescribed.

1. Written Notice: Before any suspension or cancellation is imposed, the student-athlete will be given written notice by the Director of Athletics of the intention to suspend or cancel eligibility and of the right of the affected student-athlete to request a hearing on the proposed sanction before it is imposed. However, if the proposed sanction is based on a preliminary determination of improper drug use that may threaten the health of the student-athlete or of other participants in athletics, athletics participation shall be discontinued immediately, pending a medical determination as to the fitness of the student-athlete to resume participation in athletics activities. This determination, designed to protect the health of student-athletes, shall be made as promptly as possible. Information supplied by the student-athlete to medical personnel incidental to making such a determination shall not be admissible in any institutional disciplinary process and shall be treated as confidential, within the context of the doctor-patient relationship. As soon as a preliminary determination is made concerning the student-athlete’s health and fitness, the Director of Athletics will notify the Head Coach of these facts. This notification will be confidential and will be made verbally.

2. Request of Hearing or Waiver of Hearing: A student-athlete may obtain a hearing by addressing a request in writing to the Faculty Athletics Representative within three calendar days after receiving the written notice referred to in paragraph one (1), above. However, following receipt of written notice, the student-athlete may signify in writing his or her intention not to request a hearing, and the proposed sanctions may be immediately imposed, without recourse to any institutional grievance or appeals process. If a hearing is requested the FAR will inform the Director of Athletics to go ahead and test the B sample.
3. **Hearing**
   
a) **Hearing Committee.** If an affected student-athlete requests a hearing, it shall be afforded before a committee consisting of three persons appointed by the President of the College; no officer, employee, or agent of the Department of Athletics shall be eligible to serve on such a committee.

b) **Conduct of Hearing.** The hearing shall be convened within five days after it is requested. The hearing shall be conducted in private. Except for witnesses who are present to give testimony, only the members of the committee, the affected student-athlete, a person chosen by the student-athlete, the Director of Athletics or his designee and a person chosen by the Director of Athletics may attend. The Director of Athletics or his designee shall present evidence in support of the proposed suspension or cancellation. The affected student-athlete, accompanied by a person of his or her choice, may be present to hear and review all evidence presented in support of the proposed sanction, to challenge such evidence and to present other evidence in his or her own defense. The burden shall be on the Director of Athletics to prove, by a preponderance of the evidence that impermissible drug use in fact occurred. After hearing all such evidence as it deems relevant, the committee shall deliberate in private for the purpose of making findings of fact. The findings and conclusions shall be based exclusively on information supplied at the hearing. Within three days after it concludes its inquiry, the committee shall report its conclusions concerning the facts, as well as any advice concerning the severity of the sanctions proposed, to the Faculty Athletics Representative who shall decide what sanctions, if any, shall be imposed.

c) **Appeals.** Within 5 business days, the affected student-athlete may appeal the decision of the Faculty Athletics Representative to the Executive Committee of the Board of Trustees of Wofford College. Such appeals to the Executive Committee will address only allegations by the student-athlete that the hearing was not fairly conducted and will not address the merits of the decision.
M. CONFIDENTIALITY OF INFORMATION CONCERNING DRUG USE

Any information concerning a student-athlete’s alleged or confirmed improper use of drugs, solicited or received pursuant to implementation of this policy, shall be restricted to institutional personnel and to parents of minors or dependent students. No other release of such information will be made without the student’s written consent, unless it is in response to the appropriate judicial process. The institution cannot guarantee that law enforcement or prosecuting authorities will not gain access to information in the possession of the institution, since valid subpoena or other enabling court order might be issued to compel disclosure. The institution, however, will not voluntarily disclose such information, in the absence of a court order.

N. IMPROPER PROVISION OF DRUGS BY INSTITUTIONAL PERSONNEL

No officer, employee, or agent of Wofford College may supply to any student-athlete any drug that may endanger a student-athlete or affect athletic ability or performance, or otherwise encourage or induce any student-athlete improperly to use drugs, except as specific drugs may be prescribed by qualified medical personnel for the treatment of individual student-athletes. Any person who has information about possible violation of this prohibition should report such information promptly to College officials.

O. COLLEGE APPROVAL

The foregoing drug intervention program has been approved by the Board of Trustees and the President of Wofford College effective August 1, 1996.

P. DRUG TESTING CONSENT

Each student-athlete should read this statement of policy and ask any questions concerning it before giving consent to be tested. If you understand your responsibilities under it and have decided voluntarily to participate in the intercollegiate athletics program to which this policy applies, then you should read Appendix A and sign parts I and II as indicated.
ADDENDUM A

PART I: BUCKLEY AMENDMENT CONSENT

By signing this form, you certify that you agree to disclose your educational records.

You understand that this form and the results of any drug test you may take are part of your educational records. These records are protected by the Family Educational Rights and Privacy Act of 1974, and they may not be disclosed without your consent.

You give your consent to disclose only to authorized representatives of this institution and your parents the results of your urinalysis.

You agree to disclose these records only to determine your eligibility for intercollegiate athletics at Wofford College.

Signature of Student-Athlete
PART II: DRUG-TEST CONSENT

By signing this part of the form, you certify that you agree to be tested for drugs.

You agree to allow Wofford College, during this academic year, before, during or after you participate in any College sponsored program, to test you for the banned drugs listed in Appendix B of this document.

You understand that if you test positive (the N.I.D.A. certified laboratory finds traces of any of the banned drugs in your body), you may be ineligible to participate according to Section K of this policy.

If you test positive, you may be tested again at any time at the discretion of the Director of Athletics.

You understand that this consent and the results of your drug tests, if any, will only be disclosed in accordance with the Buckley Amendment consent.

I have read this statement of policy; I have been given an opportunity to ask any questions I may have had about the policy; I understand the policy and my responsibilities under it; and I have decided voluntarily to participate in the intercollegiate athletic programs under the terms and conditions of this policy and other rules and regulations adopted now or in the future to govern athletics programs of Wofford College. I specifically authorize disclosure of test results and information regarding my conduct obtained through this program to my parent(s) or legal guardian(s).

Signature of Student-Athlete
**Attachment A**

**NCAA Banned Drugs**

*Per NCAA Bylaw 30.5-(b), the director of athletics or the director of athletics' designee shall disseminate a copy of the list of banned drug classes to each student-athlete.*

Please note that the list of banned drugs is subject to change by the NCAA Executive Committee, and the institution and student-athlete shall be held accountable for all banned drug classes on the current list. Updates to the list of banned drugs can be found via the NCAA Web site (www.ncaac.org).

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

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

The following is the list of banned-drug classes, pursuant to NCAA Division I Bylaw 31.2.3.1.

(a) **Stimulants:**

<table>
<thead>
<tr>
<th>Drug 1</th>
<th>Drug 2</th>
<th>Drug 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>amphetamine</td>
<td>doxapram</td>
<td>pentetrazol</td>
</tr>
<tr>
<td>amphetamin</td>
<td>ephedrine</td>
<td>phenmetrazine</td>
</tr>
<tr>
<td>bremtigride</td>
<td>ethylamphetamine</td>
<td>phentermine</td>
</tr>
<tr>
<td>benzphetamine</td>
<td>ethylamphetamine</td>
<td>phenylpropanolamine (PPA)</td>
</tr>
<tr>
<td>bromantan</td>
<td>fenfluramine</td>
<td>picrotoxine</td>
</tr>
<tr>
<td>caffeine</td>
<td>meclofenaxine</td>
<td>pipradol</td>
</tr>
<tr>
<td>chlorphentermine</td>
<td>methamphetamine</td>
<td>prolintane</td>
</tr>
<tr>
<td>cocaine</td>
<td>methylene-dioxymethamphetamine (MDMA, also known as Ecstasy)</td>
<td>strychnine and related compounds *</td>
</tr>
<tr>
<td>croppropamide</td>
<td>nikethamide</td>
<td></td>
</tr>
<tr>
<td>crothetamide</td>
<td>methylphenidate</td>
<td></td>
</tr>
<tr>
<td>diethylpropion</td>
<td>pemoline</td>
<td></td>
</tr>
<tr>
<td>dimethylamphetamine</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(b) **Anabolic Agents:**

<table>
<thead>
<tr>
<th>Drug 1</th>
<th>Drug 2</th>
<th>Drug 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>anabolic steroids</td>
<td>fluoxymesterone</td>
<td>oxandrolone</td>
</tr>
<tr>
<td>androstenediol</td>
<td>mesterolone</td>
<td>oxymesterone</td>
</tr>
<tr>
<td>androstenedione</td>
<td>methandienone</td>
<td>oxymetholone</td>
</tr>
<tr>
<td>boldenone</td>
<td>methenolone</td>
<td>stanozolol</td>
</tr>
<tr>
<td>clomastebol</td>
<td>methyltestosterone</td>
<td>testosterone² and related compounds*</td>
</tr>
<tr>
<td>dehydrochlormethyl-testosterone</td>
<td>nandrolone</td>
<td>Other anabolic agents</td>
</tr>
<tr>
<td>dehydroepiandrosterone (DHEA)</td>
<td>norandrosterone</td>
<td>clenbuterole</td>
</tr>
<tr>
<td>dihydrotestosterone (DHT)</td>
<td>norandrosterone</td>
<td></td>
</tr>
<tr>
<td>dromostanolone</td>
<td>norethandrolone</td>
<td></td>
</tr>
</tbody>
</table>
ADDENDUM B

Dear Athlete & Parent(s):

I would like to take this opportunity to review the Wofford Sports Medicine program for you.

The mission of the Sports Medicine Institute at Wofford College is to provide our athletes and patients the highest quality healthcare possible. Our primary concern is for the health and well-being of our athletes.

The Sports Medicine Institute at Wofford College is a division of the Spartanburg Regional Healthcare System. This gives us direct and immediate access to facilities and a myriad of specialists that a teaching hospital offers. In short, we have access to state of the art facilities, and some of the best-trained physicians who focus on providing our athletes and patients with the best healthcare possible.

Our staff provides care for all injuries and illnesses our athletes may incur. We are the primary care givers for all the athletes’ healthcare needs. All physician visits and referrals must be made through the sports medicine staff. Any services and or physician visits not pre-approved by the sports medicine staff will be the responsibility of the athlete and will not be covered by the department.

Costs incurred for physicians’ services and any resulting testing or surgeries due to an injury sustained during participation in a supervised practice or game will be filed on the family’s primary insurance. The balance following payment will be filed on the athletic department’s secondary or excess insurance policy. Costs due to preexisting conditions are not covered by the policy. Charges generated for rehabilitation services provided in our department will also be filed on the primary insurance.

Again, the main emphasis of our program is to provide quality, aggressive healthcare returning our athletes to play and activity as quickly and safely as possible.

If at any time you have any questions concerning your healthcare or the healthcare of you son or daughter, do not hesitate to contact us.

Sincerely:

William L. Christman II MS, PES, ATC
Head Athletic Trainer
Insurance Question & Answer

One of our goals is to prevent as many injuries as possible. However, injuries are a common part of participation in athletics at a high level. In caring for these injuries, bills may be generated for services including but not limited to office visits, x-rays, MRI’s, surgeries, and rehabilitation services.

**What kind of insurance does Wofford carry?** Like most intercollegiate athletic programs, Wofford carries a secondary or excess policy. This type of policy is designed to cover expenses not covered by the family’s primary insurance.

**How does the claims process work?** Invoices are filed first on the family’s primary insurance. When the athlete is injured, an injury notification/claim form is also filed with our secondary insurance company. You should receive a bill from the provider. Your insurance should pay its customary amount. You will receive an EOB (explanation of benefits) statement from your carrier, send the EOB and insurance bill to Wofford’s insurance coordinator.

**What role does Wofford play in this process?** Annually, a patient information sheet is sent to each athlete to be completed. This information is provided to our physicians and the Spartanburg Regional Healthcare System. A copy is sent with the athlete any time they see a physician or are referred for services allowing the providers to file with the primary insurance. When an injury occurs, we complete an injury notification form or claim form and file it with our secondary carrier.

**What role do the athlete and/or parent play in this process?** Please make sure the information on the patient information sheet is current and correct. If it changes at any time, contact the Sports Medicine Institute at Wofford College immediately. When the athlete sees a physician or service is rendered, make sure that the charges are filed on the primary insurance. In most cases, the provider will file the charges based on the information provided on the patient information sheet. Also, remember, when charges are filed on your insurance, you will receive an EOB (explanation of benefits) from the primary insurance. This statement explains what portion of the charges have been applied to your insurance. Please forward the itemized bill and the EOB to our insurance coordinator. In the event a problem arises, and you receive a letter from the provider or a collection agency, contact us immediately and forward all the documentation you have to our attention. Again, our main concern is the healthcare of our athletes and patients. All physician referrals must be made through the sports medicine staff. Any services and or physicians visits not pre-approved by the sports medicine staff will be the responsibility of the athlete and will not be covered by the athletic department or college.
ADDENDUM C

Sports Medicine / Athletic Training Room Manual

- **Purpose**
  The purpose of the sports medicine staff at Wofford College is to provide for the medical needs of the athletes of all intercollegiate sports. This includes orthopedic injuries and general medical conditions that arise due to athletic participation and any other medical need that may arise during the athletes’ career at Wofford.

- **Goal**
  Our goal is to provide our athletes with the highest quality healthcare possible. In the event of an injury or illness it is our goal to return the athlete to their prior level of play as quickly and safely as possible.

- **Media**
  The policy of the sports medicine staff is that we do not report the injury status of a player to the media. Please exercise caution when discussing injuries with the media. Always refer them to the sports medicine staff or Head Coach.

- **Treatment**
  The goal of treatment is to aid the athlete in returning to 100%. Treatment times will be assigned by the Athletic Trainer for your team. If you do not have an assigned time contact your Athletic Trainer to setup a treatment time, if you do not know who you Athletic Trainer is report during normal operating hours (M-F 8-12 1:30-5). When making an appointment for treatment realize that you will need at least 1 hour for most treatments.

- **Sports Medicine Team**
  We practice a team approach to treating our athletes. We employ certified athletic trainers, orthopedic surgeons, family physicians, and physical therapists. Athletes may be treated by one or all of these individuals at the same time. The care will be coordinated by the Head Athletic Trainer, using each professional’s skills, to ensure that the athlete receives the highest level of care possible.

- **Physician Referrals**
  Our physician staff consists of a host of physicians of a variety of specialties ranging from family medicine and orthopedics to internists and surgeons. Many of our physicians have been nationally trained and are the tops in their field. For example, our orthopedist, Dr. Steven Kana, practiced at the Kerlan-Jobe Clinic where he worked with the Los Angeles Rams, Dodgers, Clippers, and Kings. We are a division of the Spartanburg Regional Healthcare System which gives us access to a host of resources offered by a teaching hospital. All physician referrals are to go through the Athletic Training Staff. All office visits, x-rays, MRI’s and surgeries will be scheduled by the sports medicine staff. Athletes that do not go through our staff will be responsible for any costs incurred.
- **Insurance**
  Wofford Athletics holds an excess insurance policy that covers the athlete for any injury sustained while participating in intercollegiate athletics that is seen by our team physician or a physician that the team physician asked the athlete to see. The athlete’s primary insurance will be filed first. Any excess will be filed on Wofford’s insurance. This includes deductibles and co-pays. The sports medicine staff will submit a claim form to our insurance. A letter will be sent to the athlete’s parent(s) when services are rendered to remind them of the process. The athlete is responsible for providing itemized bills and an EOB or explanation of benefits to our insurance company. This is a document from the primary insurance that indicates the portion they have covered. Alyss Hart, ATC is responsible for administrating the secondary insurance policy. Her office number is 864-597-4459.

- **Intramurals**
  **Wofford will not cover injuries that happen during intramurals.**

- **Summers and Vacations**
  If an injury occurs during the summer or on a school break, just as when school is in session, the athlete should contact the sports medicine staff as soon as possible. This allows us to assure that the student-athlete is receiving appropriate medical care and that they are progressing at a rate that will not make the susceptible to future injuries.
ADDENDUM D

Sickle Cell Testing Policy

About Sickle Cell Trait-

- Sickle cell trait is an inherited condition of the oxygen-carrying protein, hemoglobin, in the red blood cells.

- Sickle cell trait is a common condition (> three million Americans)

- Although Sickle cell trait is most predominant in African-Americans and those of Mediterranean, Middle Eastern, Indian, Caribbean, and South and Central American ancestry, persons of all races and ancestry may test positive for sickle cell trait.

- Sickle cell trait is usually benign, but during intense, sustained exercise, hypoxia (lack of oxygen) in the muscles may cause sickling of red blood cells (red blood cells changing from a normal disc shape to a crescent or “sickle” shape), which can accumulate in the bloodstream and “logjam” blood vessels, leading to collapse from the rapid breakdown of muscles starved of blood.

- Sickle cell trait can be affected by Altitude, high temperature/humidity, illness, lack of fitness, or dehydration.

Sickle Cell Trait Testing-

- The NCAA mandates that all NCAA student-athletes have knowledge of their sickle cell trait status before the student-athlete participates in any intercollegiate athletics event, including strength and conditioning sessions, practices, competitions, etc.

- Wofford College requires all incoming freshman and transfer student-athletes to present documentation of results of sickle cell testing before participating in any intercollegiate athletics event, including strength and conditioning sessions, practices, competitions, etc.

- If student-athletes test positive they will meet with our Team General Medicine Physician, Athletic Trainer, Coach, Strength Coach, and Parent (if under 18). This meeting will be for educating the student-athlete on risk and symptoms to be aware of during activity. The student-athlete will be able to continue participating in Intercollegiate Athletics but with restrictions stated in the Sickle Cell Procedures.

- Wofford College will allow a student-athlete to sign a waiver stating that they voluntarily agree to release, discharge, indemnify and hold harmless Wofford College, Spartanburg Regional Sports Medicine and its officers, employees and agents from any and all costs, liabilities, expenses, claims, demands, or causes of action on account of any loss or personal injury that might result from my non-compliance with the mandate of the NCAA and Wofford College Department of Intercollegiate Athletics.
Sickle Cell Procedure

Signs and Symptoms of a sickling athlete
- Heat cramping has a prodrome of muscle twinges; sickling has none
- The pain is different – heat-cramping pain is more excruciating
- What stops the athlete is different – heat crampers hobble to a halt with “locked-up” muscles, while sickling players slump to the ground with weak muscles.
- Physical findings are different – heat crampers writhe and yell in pain, with muscles visibly contracted and rock-hard; sicklers lie fairly still, not yelling in pain, with muscles that look and feel normal
- The response is different – sickling players caught early and treated right recover faster than players with major heat cramping

Precautions
- Build up slowly in training with paced progressions, allowing longer periods of rest and recovery between repetitions.
- Encourage participation in preseason strength and conditioning programs to enhance the preparedness of athletes for performance testing which should be sport-specific. Athletes with sickle cell trait should be excluded from participation in performance tests such as mile runs, serial sprints, etc., as several deaths have occurred from participation in this setting.
- Cessation of activity with onset of symptoms [muscle ‘cramping’, pain, swelling, weakness, tenderness; inability to “catch breath”, fatigue].
- If sickle-trait athletes can set their own pace, they seem to do fine.
- All athletes should participate in a year-round, periodized strength and conditioning program that is consistent with individual needs, goals, abilities and sport-specific demands. Athletes with sickle cell trait who perform repetitive high-speed sprints and/or interval training that induces high levels of lactic acid should be allowed extended recovery between repetitions since this type of conditioning poses special risk to these athletes.
- Ambient heat stress, dehydration, asthma, illness, and altitude predispose the athlete with sickle trait to an onset of crisis in physical exertion.
  a. Adjust work/rest cycles for environmental heat stress
  b. Emphasize hydration
  c. Control asthma
  d. No workout if an athlete with sickle trait is ill
  e. Watch closely the athlete with sickle cell trait who is new to altitude. Modify training and have supplemental oxygen available for competitions
- Educate to create an environment that encourages athletes with sickle cell trait to report any symptoms immediately; any signs or symptoms such as fatigue, difficulty breathing, leg or low back pain, or leg or low back cramping in an athlete with sickle cell trait should be assumed to be sickling.

Treatment
In the event of a sickling collapse, treat it as a medical emergency by doing the following:
1) Check vital signs.
2) Administer high-flow oxygen, 15 lpm (if available), with a non-rebreather face mask.
3) Cool the athlete, if necessary.
4) If the athlete is obtunded or as vital signs decline, call 911, attach an AED, start an IV, and get the athlete to the hospital fast.
5) Tell the doctors to expect explosive rhabdomyolysis and grave metabolic complications.
ADDENDUM E

Concussion Policy

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

1. Concussion may be caused either by a direct blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head.
2. Concussion typically results in the rapid onset of short-lived impairment of neurological function that resolves spontaneously. However, in some cases, symptoms and signs may evolve over a number of minutes to hours.
3. Concussion may result in neuropathological changes, but the acute clinical symptoms largely reflect a functional disturbance rather than a structural injury and, as such, no abnormality is seen on standard structural neuroimaging studies.
4. Concussion results in a graded set of clinical symptoms that may or may not involve loss of consciousness. Resolution of the clinical and cognitive symptoms typically follows a sequential course. However, it is important to note that in some cases symptoms may be prolonged.

Symptoms: If any one or more of these components is present, a concussion should be suspected

<table>
<thead>
<tr>
<th>Physical Symptoms</th>
<th>Cognitive Symptoms</th>
<th>Emotionality Symptoms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headache</td>
<td>Memory Loss</td>
<td>Irritability</td>
</tr>
<tr>
<td>loss of consciousness</td>
<td>Difficulty Remembering</td>
<td>Sadness</td>
</tr>
<tr>
<td>Nausea</td>
<td>Difficulty Concentrating</td>
<td>Nervousness</td>
</tr>
<tr>
<td>Sensitivity to light</td>
<td>Reasoning difficulty</td>
<td>Sleep Disturbances</td>
</tr>
<tr>
<td>Sensitivity to Noise</td>
<td>“Feeling in a Fog”</td>
<td></td>
</tr>
<tr>
<td>Fatigue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance difficulty</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

EDUCATION

All Student Athletes, Coaches, Administrators, Athletic Trainers, and Team Physicians will undergo annual concussion education. Student Athletes will receive a fact sheet as part of their annual physical forms to read and sign as well as an NCAA Student Athlete fact sheet during their being of the year meeting. Also at this being of the year meeting the Student Athletes as well as coaches will receive a verbal education from the team Athletic Trainer. Administration, Coaches, and Athletic Trainers will receive a verbal education from the Director of Sports Medicine at the being of the year meeting for the Athletics Staff as well as a NCAA Coaches fact Sheet.

Staff
1. Given NCAA fact sheet
2. Verbal Education by Head Athletic Trainer at the beginning of the year team meeting and understood the concussion material
3. Sign a sheet acknowledging they have read

Student-Athletes
1. Given NCAA fact sheet
2. Verbal Education by Athletic Trainers at the beginning of the year meeting
3. Sign a sheet acknowledging they have read and understood the concussion material
Pre-participation Exam

All Student-Athletes will do the following:

1) Fill out a Medical History with detailed concussion history as an Incoming Freshman or Transfer.
2) Talk with General Medicine Physician during PPE about concussion history yearly.
3) General Medicine Physician will determine if the student athlete is cleared for activity and if they need any additional testing or consultations.
4) Take a XLNT Brain baseline neurocognitive test with a symptom list (Appendix D) as an Incoming Freshman or Transfer.
5) Take a XLNT Brain baseline balance test every 2 years.
6) Read the NCAA fact sheet on concussions and sign off on concussion form yearly.

Practice and Game Coverage

All Football practices will have an Athletic Trainer present. All contact sports (Basketball, Soccer, Lacrosse, pole vault) will have an Athletic Trainer available during their practices. All sports will have an athletic trainer during their home games. Football, Baseball, Volleyball, Soccer, Lacrosse, & Basketball will travel with an Athletic Trainer for their away games/matches.

Recognition and Diagnosis of Concussion

Sideline Assessment

1) Evaluate Symptoms - done by an Athletic Trainer or Team Physician if not available student-athlete will be removed from activity. If student athlete has a history of concussion/head injury remove from activity.
2) Perform a XLNT Brain sideline Assessment or a SCAT5 (Appendix F) evaluation and XLNT Brain Balance test.
3) Determine severity and re-evaluate symptoms every 5-15 minutes to determine if symptoms are worsening.
4) Move to a more controlled environment if light and noise are making symptoms worse.
5) Evaluation from a Medical Doctor if available on the field.

Athletic Training Room Assessment

1) Evaluate Symptoms – done by an Athletic Trainer or Team Physician (initial Assessment will be done with the XLNT Brain Sideline assessment tool or a SCAT 5).
2) Physical and Neurological exam – done by an Athletic Trainer or Team Physician (Cervical trauma, skull fractures, and cranial bleeds will be ruled out during this exam).
3) Perform a XLNT Brain Balance test.
4) Perform an XLNT Brain neurocognitive test pending on symptoms (test will be taken each day until it’s Within Normal Limits).

Post-Concussion Management

1) Determine if there is a need for a visit to the emergency room via EMS
   A) Glasgow Coma Scale less than 13
   B) Loss of consciousness
   C) Spine Injury
   D) Neurological deficit suggesting intracranial trauma
   E) Diminishing/worsening symptoms
   F) Repetitive emesis
2) Talk to roommate, friend, parent, or someone responsible that will be staying with the concussed student athlete. Educate them on symptoms, dos and don'ts, and procedures to follow overnight. Give them The Home Instruction Sheet (Appendix G).
3) Email Beth Wallace, Dean of Health Services, informing her of the concussion so she can inform the student-athletes professors.
4) Re-evaluated each day using SCAT 5/XLNT Brain tests.
5) Set-up Doctors appointment with Team Physician for those having prolonged and/or abnormal symptoms.
6) XLNT Brain neurocognitive and balance test should be given 24-72 hours after concussion.
7) Follow Team Physician orders and referrals.
   A) Post-concussion syndrome
   B) Migraine or headache disorders
   C) Mood disorder such as anxiety and depression
   D) Ocular or vestibular dysfunction
   E) Cardiovascular disorders
   F) Other
8) Start Return to Learn Protocol (Appendix H)
9) Once asymptomatic for 24 hours start return to play protocol (Appendix I) unless otherwise directed by Team Physician.

Reducing Exposure to Head Trauma

1) Football is adhering to Interassociation Consensus: Year-Round Football Practice Contact Recommendations
2) Football is done away with two-a-day practices
3) Football teaches proper tackling techniques at practice
4) Adhering to Interassociation Consensus: Independent Medical Care for College-Athletes Best Practices


ADDENDUM F

Pregnant Student-Athlete Policy

Introduction The Athletic Training staff is committed to the personal health and development of all our student-athletes. We strive to provide an environment that respects all pregnancy and parenting decisions and urges all participants to work cooperatively toward degree completion. This policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student or employee who complains about issues related to the enforcement of this Pregnancy Policy. We want to protect every student-athlete's physical and psychological health, and their ability to complete their education.

No member of the Sports Medicine Institute or any other personnel shall not influence, make any statements or give personal opinions regarding the choices of a pregnant student-athlete.

In the event a student-athlete becomes pregnant, the student-athlete will be referred to the Team Physician. The Team Physician and athletic training staff will advise the student-athlete with counseling and assist the student-athlete with referrals for further counseling and evaluations as pertaining to her pregnancy.

Procedure
1. Refer to Team Physician as soon as Athletic Trainer is informed to confirm
2. Team Physician will refer to Obstetrician (will determine participation status)
3. Athletic Trainer will talk to student-athlete about counseling options on campus
4. Student-athlete will see Obstetrician on a routine basis
5. Student-athletes will have to be cleared by the Team Physician before returning to Athletic related activities after having the baby, having an abortion, and/or having a miscarriage.

Federal Laws
Title IX of the Education Amendments of 1972 bars discrimination on the basis of sex, which includes the guarantee of equal educational opportunity to pregnant and parenting students. This means that our student-athletes cannot be discriminated against because of their parental or marital status, pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. In addition, a student's medical information may be protected by other federal laws. Some actions that may be permissible under NCAA rules are impermissible under federal law, and our institution adheres to federal law.

In order to comply with federal law:
- Student-athletes who are pregnant or parenting will be allowed to fully participate on the team, including all team-related activities, unless the student-athlete's physician or other medical caregivers, including team physicians certifies that participation is not medically safe.
- A pregnant student-athlete will be allowed to continue to participate in a limited manner on the team, including all team-related activities, unless the student-athlete's physician or other medical caregiver, including team physicians certifies that partial participation is medically safe.
- Medically necessary absences from team activities due to pregnancy shall be considered excused absences.
- No Sports Medicine Institute or any other personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy or parental or marital status.
- The Sports Medicine Institute will not allow a hostile or intimidating environment on the basis of pregnancy or parental status to exist. Acts or statements that are hostile toward pregnancy or parenting, or that shun or shame the student-athlete because she is pregnant, or parenting will not be tolerated. Such conduct prevents an individual from effectively participating in, or denies a person the benefits of, the educational opportunities provided by this institution.
- The Athletics Department will not terminate or reduce a student-athlete's athletics aid because of the student-athlete's pregnancy, marital or parental status during the term of the award.
- Students may take a medical pregnancy leave, and at the end of that leave they will be reinstated to the same status they had before the leave.

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The Athletics Department will renew a pregnant, formerly pregnant, or parenting student-athlete’s award, so long as the student-athlete is in good standing academically, remains engaged with our athletics department and meets NCAA eligibility standards. Returning students may be evaluated in the same manner as any other team member to determine their specific position on the depth chart.

The Athletics Department will not permit the use of any written or verbal contract that requires a student-athlete to not get pregnant or become a parent as a condition of receiving an athletics award.

Our pregnant and formerly pregnant students who wish to continue to participate in athletics are entitled to assistance and rehabilitation on the same basis as such assistance is provided to student-athletes with other temporary disabilities.

In order to assist our student-athletes:

- The Athletics Department will help the pregnant or parenting student-athlete plan for his or her continued academic progress, in accord with the university’s educational mission.
- The Athletics Department will help the student-athlete return to sport after pregnancy and during parenting, if the student-athlete so desires.
- The Athletics Department will assist the student-athlete to access the pregnancy and parenting support resources that are available to all college students.
- The Athletics Department, in conjunction with the team physician, the Faculty Athletics Representative, the Senior Woman Administrator, Director of Sports Medicine, and Team Certified Athletic Trainers will regularly review student-athlete pregnancy and parenting cases as they occur to monitor compliance with this Policy.

Reporting:

- The Athletics Department will not require any student-athlete to reveal pregnancy or parenting status to coaches or teammates. The Athletics Department will work to create an environment which encourages the student-athlete to voluntarily reveal their pregnancy and his or her parenting status, in order for our institution to provide optimal support for physical and mental health with professional health care. The coach’s attitude toward pregnancy and parenting can be pivotal in creating such a safe environment.
- No athletics department personnel will publicly release personally identifiable health information about pregnancy without written, timely authorization from the student-athlete.
- When a student-athlete reveals their pregnancy or parenting status to athletics personnel, they should direct the student-athlete to this Policy. They should reiterate the department’s protection of the student-athletes team membership status and financial aid. Athletics personnel should refer the student-athlete to the team physician, or to an Athletic Trainer.
- Athletics personnel who suspect that a student-athlete is pregnant may report their concerns to the team physician or the Athletic Trainer.
- Teammates of pregnant student-athletes may report their concerns to the team physician or to the Athletic Trainer.

Enforcement and Non-Retaliation:

- Any member of the athletics department found to have violated this policy by threatening to withhold or withholding athletics participation or an athletics award, by harassing a student-athlete on the basis of pregnancy or parenting status, or by breaching medical confidentiality, will be subject to disciplinary action. The athletics department will also take appropriate remedial action to correct the situation.
- Any member of the athletics department who becomes aware of conduct that violates this policy should report the conduct to an appropriate official, such as the Athletics Director, the General Counsel’s office, the Title IX Officer, the Faculty Athletics Representative, or the Senior Woman’s Administrator. The athletics department and university will make every effort to prevent disclosure of the names of all parties involved, except to the extent necessary to carry out an investigation.
- Retaliation is specifically prohibited against anyone who complains about pregnancy or parental status discrimination, even if the person was in error about the lawfulness of the conduct complained about. This athletics department will take steps to prevent any retaliation against the individual who made the complaint.

Participation by the Pregnant Student-Athlete:

- Assessing the risk of intense, strenuous physical activity in the pregnant student-athlete is difficult since there are no studies that have specifically addressed this topic. The American College of Obstetrics and Gynecology (ACOG) has recommended that a thorough clinical evaluation should be done before any exercise recommendations are made to ensure there is no medical reason to avoid exercise, regular physical activity during pregnancy improves or maintains physical fitness, helps with weight management, reduces risk of gestational diabetes in obese women, and enhances psychologic well-being.
Absolute Contraindications to Aerobic Exercise During Pregnancy

- Hemodynamically significant heart disease
- Restrictive lung disease
- Incompetent cervix or cerclage
- Multiple gestation at risk of premature labor
- Persistent second- or third-trimester bleeding
- Placenta Previa after 26 weeks of gestation
- Premature labor during the current pregnancy
- Ruptured membranes
- Preeclampsia or pregnancy-induced hypertension
- Severe anemia

- The safety to participate in each sport must be dictated by the movements and physical demands required to compete in that sport. Exercise in the supine position after the first trimester has been reported to result in relative obstruction of venous return and orthostatic hypotension. ACOG has recommended that pregnant women avoid supine positions during exercise as much as possible. The American College of Sports Medicine discourages heavy weight lifting or similar activities that require straining or Valsalva Maneuver.

- High intensity exercise required for competition in nearly all sports has not been well studied and may increase fetal risk. Many medical experts recommend that women avoid participating in competitive contact sports after the 14th week of pregnancy. While direct fetal injury with abdominal trauma after the 14th week has not been documented in athletics competition, indirect support for this risk comes from documented fetal injury from falls and car accidents. Athletics activities associated with a high risk of falling should be avoided during pregnancy. Pregnant student-athletes who participate in non-contact endurance sports should consider participating at a non-competitive level.

- Women who have medical conditions that place their pregnancies at high risk for complications should avoid physical activity until consultation with their obstetrician and the team physician. Examples of these medical conditions include but are not limited to poorly controlled diabetes or hypertension, multiple gestations at risk for pre-term labor, pre-eclampsia, and cervical defects that increase the risk of a spontaneous abortion or pre-term labor.

- The risks and benefits of athletics participation should be one of the objectives for the team physician in counseling the pregnant student-athlete. This includes the effects of pregnancy on competitive ability, the effects of strenuous physical training and competition on both the pregnant student-athlete and the fetus, and the warning signs to terminate exercise while pregnant. (Figure 1) The student-athlete should be informed that NCAA rules permit a one-year extension of the five-year period of eligibility for a female student-athlete for reasons of pregnancy.

- If the student-athlete decides to compete, it is recommended that documentation outlining the student-athlete's medical condition, the potential risks of athletics participation during pregnancy, and the student-athlete's understanding of these risks of participation to her and her baby be included in the student-athlete's medical record. This should be in the form of signed informed consent. It also is recommended that an institution obtain approval from the physician most familiar with the pregnant student-athlete's condition, the team physician and an appropriate official of the institution. These student-athletes may require close obstetric supervision. Following delivery or pregnancy termination, medical clearance by the student-athlete's obstetrician and the team physician is required to ensure the student-athlete's safe return to athletics.

<table>
<thead>
<tr>
<th>Figure 1 - Warning Signs to Terminate Exercise While Pregnant</th>
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<tbody>
<tr>
<td>Vaginal Bleeding</td>
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<tr>
<td>Shortness of Breath Prior to Exercise</td>
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<tr>
<td>Dizziness</td>
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<td>Headache</td>
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<tr>
<td>Chest Pain</td>
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<tr>
<td>Calf Pain of Swelling</td>
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<tr>
<td>Pre-term Labor</td>
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<tr>
<td>Decreased Fetal Movement</td>
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<td>Amniotic Fluid Leakage</td>
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<tr>
<td>Muscle Weakness</td>
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Addendum G

Mental Health Policies
Wofford College Sports Medicine

Introduction:
Mental health concerns are a rising issue within the world of college athletics. Understanding the signs and symptoms of different disorders and how to respond can have a huge impact on the health and safety of a student-athlete. As with physical injuries, mental health problems may, by their severity, affect athletic performance and limit or even preclude training and competition until successfully managed and treated. Below we will list of signs and symptoms for a few mental health concerns, along with procedures on how to handle each issue.

Signs and Symptoms of Depression
- low or sad moods
- irritability or anger
- feeling worthless, helpless, or hopeless
- negative thinking
- Decrease in energy and activity
- Social withdrawal or avoidance
- thoughts of suicide or death

Signs and Symptoms of Anxiety Disorder
- excessive worry, fear, or dread
- sleep disturbances, especially difficulty falling asleep
- Changes in appetite
- Fear that one is dying or “going crazy”
- pounding heart, sweating, shaking, or trembling
- a disruption of everyday life

Signs and Symptoms of Eating Disorder
- Self-esteem overly related to body image
- Intense fear to gain weight
- Inadequate foot intake
- frequent episodes of consuming large amounts of food without the goal to gain weight
- excessive trips to the bathroom immediately after eating meals
- excessive dieting and exercising
- avoiding meals or eating in front of people

How to Respond When a Student-Athlete Approaches You
When an individual approaches you, he or she is indicating a need to talk with someone and/or seeking resources for assistance. The best way to respond is to listen to what this student-athlete wants to say to you. Generally, wait to speak until he/she stops talking and appears to be waiting for you to respond. Be careful not to judge this person at any point of the conversation.

Referral
Once the person has talked to you, the next step is to make a referral to the appropriate resource. You
need to let the student-athlete know you are not the right person to talk to about these issues, but there are resources available.

A student-athlete can make an appointment online by going to the Wofford website: http://www.wofford.edu/wellnesscenter/
Click on “Book Appointment Now”, this will allow them to pick a counselor of their choosing and that works with their schedules.

Resource Team
On Campus
Will Christman- Director of Sports Medicine  office number 864-597-4114
Alyss Hart- Associate Athletic Trainer  office number 864-597-4459
Beth Wallace- Associate Vice President for Student Affairs, Director of Wellness Center  office number 864-597-4371
Josh Medler- Director of Strength and Conditioning  office number 864-597-4127
Perry Henson- Director of Counseling and Accessibility Services  office number 864-597-4373
Kelly Buckner- Counselor at the Wellness Center  office number 864-597-4356
Dr. Lori Barwich- Psychiatrist at Wellness Center
Brittany Jones – AVI Dietitian  bjones@avifoodsystem.com

Off Campus
Dr. Lori Barwich- Psychiatrist Spartanburg Area Mental Health Center 864-585-0366
Kerri Lindberg- Clinical Dietitian at SRHS  office number 864-560-4472
Katie Breazeale- Clinical Dietitian at SRHS  office number 864-530-3427
Dr. Kelly Kennedy- Magnolia Counseling Associates  office number 864-583-5969
Dr. Drew Brannon- Psychiatrist Synergy Group  office number 864-242-9808
Lynn Victory- Nutritionist  office number 864-631-1035

How to Respond When Student-Athlete Is In Need, But Has Not Approached You
If you notice from the signs and symptoms listed above a student-athlete needs assistance, approach the student-athlete privately, with a nonjudgmental and caring attitude. Begin by stating you are concerned and would like to be of assistance. Before talking to the individual, it is important to make these concerns be known to someone on the Resource Team or the team’s respected athletic trainer.

Know Your Limits
Your responsibility is to recognize and refer. When you begin to feel undue stress or worry, it is time to take care of yourself and turn the problem over to someone else. Be aware of your limitations and understand you have limited control over the situation.

Confidentiality
One of the most important aspects of psychological management and treatment involves the issue of confidentiality. Healthcare practitioners are legally and ethically required to maintain the privacy and confidentiality of their patients. They cannot divulge any information about their patients to anyone without the patient’s written consent.

Management of Individuals at Risk for Suicide
When dealing with a student-athlete who has expressed, indicated an intent or plan, or attempted suicide,
do not try to determine the “lethality” or the thought, gesture, or attempt. Do not assume the person is engaging in suicidal thoughts or actions for “attention.”

1. Refer to ACE Card and Instructions
2. If an attempt is in progress, call 9-1-1 and then make a call to Campus Safety, if the student-athlete is on campus.
3. If an attempt is being made during a road trip, call 9-1-1.
4. Report any suicidal risks to Counseling Services for follow-up care.

Management of a Non-Emergency Mental Health Issue
1. Demonstrate Compassion
   a. Avoid judging
   b. Listen to the student-athlete
   c. Remain calm yourself
2. Gather Information
   a. Ask questions, on ACE card
   b. By asking questions about suicide, you will gain valuable information. If he/she hesitates or confirms, you know the need to elevate the concern and contact someone from the counseling team
3. Make a Referral
   a. Present the student-athlete with counseling options
   b. When you identify a student-athlete who would benefit from counseling services, but he/she does not appear to be aware of this need:
      i. Encourage time to think about it, but remember to follow up while respecting the person’s space.
      ii. Be straight-forward in informing the student-athlete you believe he/she would benefit in counseling, but remember to do this in private.
      iii. Make sure to contact the athletic trainer with the respected team, along with a member of the Resource Team.
4. Respect Boundaries and Abilities
   a. Know what you’re comfortable doing and what you’re not comfortable doing
   b. Don’t promise secrecy. If necessary, you can say to the student-athlete, “it took courage for you to disclose this information to me. By telling me, it says you want to do something about what is going on. The best thing we can do is to inform someone else, who can give you the care you need.”
   c. If you sense the student-athlete feels uncomfortable seeing someone on the Resource Team, you may offer support by going with them.
Management of an Emergency Mental Health Issue Other Than Risk of Suicide

1. Identify whether there is an immediate threat to safety
2. Manage immediate Risks
   a. In case of an immediate risk to safety, keep yourself and others safe, do not attempt to intervene.
   b. Get help from colleagues
   c. Call 9-1-1, or Campus Safety, if the situation seems to be out of control
3. If possible, offer a quiet and secure place to talk
4. Confidentiality
   a. Once a student-athlete is referred to a counselor, it is your responsibility to keep their mental health condition confidential.
   b. If someone is requesting information about a student-athlete, you must obtain consent from the student-athlete first.

Management of a Student-Athlete Who has Suffered a Death In Their Family

There may come a case where a student-athlete comes to you about a death in the family. As a coach or athletic trainer you need to be open to this student-athlete and be willing to listen to them if they need to talk, but also let them know are counselors on campus for them to talk to if he/she has further needs.

If you overhear from another person that a student-athlete has lost a family member, but this student-athlete has not approached you, it would be in the best interest of the student-athlete for you to talk to him/her one-on-one. You need to let them know you are aware of the situation and want to help them the best way possible and will give them whatever time they need to be with family. It is important the student-athlete feels comfort and no stress if he/she needs time away to cope.
### ACE Questions

**Answer Questions 1 & 2**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1) Have you wished you were dead or wished you could go to sleep and not wake up?</td>
<td></td>
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<tr>
<td>2) Have you actually had any thoughts about killing yourself?</td>
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</table>

**If YES to 2, answer questions 3, 4, 5 and 6**  
**If NO to 2, go directly to question 6**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3) Have you thought about how you might do this?</td>
<td></td>
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<tr>
<td>4) Have you had any intention of acting on these thoughts of killing yourself, as opposed to you have the thoughts but you definitely would not act on them?</td>
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<tr>
<td>5) Have you started to work out or worked out the details of how to kill yourself?</td>
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</table>

**Always Ask Question 6**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>6) Have you done anything, started to do anything, or prepared to do anything to end your life?</td>
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</table>

Examples: Collected pills, obtained a gun, gave away valuables, wrote a will or suicide note, held a gun but changed your mind, cut yourself, tried to hang yourself, etc.
Instructions for the ACE Card

When a student is in distress and the situation indicates that it is related to a mental health issue please use the ACE Card to assess how best to address the situation.

Please ask the first 3 questions. If the answer to the last question is yes, you will refer the student to be fully assessed at Spartanburg Regional Emergency Center. Notify the on-call Student Affairs staff so they can follow-up as to the Campus Policy and Procedures.

If a student answers “YES” to:

**Question 1 & 2**
- Refer for counseling services at the Wellness Center, give additional resources
- Raise a Mental Health Concern Starfish flag detailing your conversation with the student.
  Counseling staff will follow up to offer services.

**Question 3**
- Per Wofford procedure, the student should be transported to Spartanburg Regional for a psychiatric assessment. You may call EMS or see if Campus Safety is available to transport the student.
- Raise a Mental Health Concern Starfish flag to record the details of the situation with the student.
III. Academics and Athletics at Wofford

It is the intent of our staff at Wofford to see that our student-athletes leave in four or five years with a degree in their chosen field. We firmly believe there is a direct relationship between good academic effort and athletic performance. The effort made in the classroom will be a direct reflection on our athletic program which gives more than lip service to the term student-athlete. Wofford will give you every opportunity to succeed in the classroom and the playing field.

A. WOFFORD ATHLETIC/ACADEMIC POLICIES

1. Academic Advising. All student-athletes should follow the normal procedures for college academic advising including schedules, possible class choices, degree requirements, etc. The Associate Athletics Director for Compliance and/or Head Coach will monitor academic progress, advise and counsel student-athletes and serve as liaisons with the academic community. The department works closely with the Registrar’s Office monitoring satisfactory progress of all student-athletes.

2. Class Attendance. Daily class attendance is expected of all student-athletes; it is your individual responsibility to attend all classes and lab sessions. Even though you will miss classes due to road contests, you are never excused from a test, paper or homework due on the date of travel or participation. It is your responsibility to talk to your instructor prior to an absence to make plans to complete your assigned work.

3. Changes in Schedule (Drop/Add). In order to be eligible for competition a student-athlete must be enrolled in a full-time course load (12 hours) per NCAA regulations. Never drop a class without approval of the Assistant Athletics Director for Compliance. Failing to check could have serious implications on your eligibility and/or your financial aid.

4. Support Services. Student-athletes are encouraged to use support services (writing lab, peer tutoring, disability services, career services, etc.) offered on campus. Coaches and administrators should be familiar with these services and able to refer a student-athlete to them.
B. NCAA ACADEMIC POLICIES

1. Progress Toward Degree Requirements

a.) Minimum Grade Point Average

The student-athlete shall meet the satisfactory completion provision by maintaining a grade point average that places the individual in good academic standing as established by the institution for all students at the institution. Following completion of the freshman year, the athlete must have attained the cumulative minimum grade point average that equals 90% of the cumulative minimum grade-point average required for graduation. This means that you must have a 1.80 GPA at the end of your freshman year to be eligible. Following completion of sophomore year, 95% of cumulative GPA must be attained. This is a 1.90 GPA. Finally, a student-athlete must have a 2.00 GPA to be eligible his/her senior year and if they return for a 5th year of competition.

b.) Credit Hour Requirements

Eligibility for competition shall be determined based on satisfactory completion of at least:

- 24 Semester Hours of academic credit prior to start of the student-athlete’s second year of collegiate enrollment.
- 18 Semester 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 (summer school hours MAY NOT be used.)
- 6 Semester hours of academic credit during the preceding regular academic term in which the student-athlete has been enrolled full-time at any collegiate institution.
- A football student-athlete must complete nine semester hours during the Fall term to be immediately eligible the following Fall term.
c.) Percentage of Degree Requirements
The student-athlete also must have successfully completed at least 40%-60%-80% of the course requirements in the student’s specific degree program as a prerequisite for further eligibility at the end of their sophomore, junior and senior years respectively. This rule applies to two-year and four-year transfers as well. A student-athlete must declare a major with the Registrar by the beginning of the third year of enrollment.

2. Transfer Student-Athlete To be eligible for competition, a transfer student-athlete must meet the following credit-hour requirements based on attendance at the previous institution(s) for the specified time and may use any hours of academic credit earned at any collegiate institution:
   - Equivalent of one semester: 6 semester hours of academic credit;
   - Equivalent of one academic year: 24 semester hours of academic credit;
   - Equivalent of three semesters: 30 semester hours of academic credit;
   - Equivalent of four semesters and thereafter: 6 semester hours of academic credit during the previous term of full-time enrollment.
# Summary of Division I Academic Eligibility Requirements

<table>
<thead>
<tr>
<th>Initial Eligibility Requirements</th>
<th>Entering Second Year of Collegiate Enrollment</th>
<th>Entering Third Year</th>
<th>Entering Fourth Year</th>
<th>Entering Fifth Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 Core Courses</td>
<td>24 Semester Hours</td>
<td>40% Degree Requirements</td>
<td>18 hours earned during the academic year</td>
<td>80% Degree Requirements</td>
</tr>
<tr>
<td></td>
<td>18 hours earned during the academic year</td>
<td>1.9 GPA</td>
<td>18 hours earned during the academic year</td>
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<tr>
<td></td>
<td>1.8 GPA</td>
<td>6 hours earned the previous semester</td>
<td>2.0 GPA</td>
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<td></td>
<td>6 hours earned the previous semester</td>
<td>Declaration of Degree</td>
<td>6 hours earned the previous semester</td>
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IV. Financial Aid

The Financial Aid Office handles all aid applications, estimates and awarding of aid to all students in the College. Student-athletes must meet Wofford and NCAA academic progress policies to be eligible for financial aid.

A. ELIGIBILITY FOR FINANCIAL AID:
Eligibility for financial aid during each academic year after the student-athlete’s initial year in residence or after the student-athlete has utilized one season of eligibility in a sport, shall be based upon the rules of the institution and the NCAA. Student-athletes who receive any outside scholarships (from high school, Rotary Club, churches, etc.) must notify the Financial Aid Office.

B. AWARDING OF ATHLETIC AID

1. Scholarship: The amount of financial aid available in each sport will be determined on a year by year basis and certified in writing by the Director of Financial Aid (or designee.) All agreements must be signed by the appropriate individuals: the student-athlete, the parents of the student-athlete, the head coach and the Director of Athletics (or designee.) The Director of Financial Aid is the administrator of the campus financial aid program including athletics scholarships and serves as the agent of the College in following procedures for granting and revoking financial aid. All incoming and returning student-athletes are asked to file the FAFSA each Spring. If a student-athlete does not wish to file a FAFSA he/she should contact the Financial Aid Office.

2. National Letter of Intent. Wofford is a member of the NLI program, administered by the CCA through the Southern Conference. All rules and regulations pertaining to this document are strictly adhered to by the College.

3. Scholarship Non-Renewal. Athletics scholarships are awarded year to year. Student-athletes will be notified by July 1 if their athletic scholarship will not be renewed. If a coach should elect not to renew the scholarship, the student-athlete is entitled to an appeals hearing and should contact the Director of Financial Aid.
C. **OFF-CAMPUS POLICY**

Athletic scholarship monies cannot be used for off-campus room and board. Exceptions may be granted through an appeals process for extenuating circumstances. Please contact Mr. Mark Line, Associate Athletics Director, if you would like to make an appeal.

D. **NCAA STUDENT ASSISTANCE FUND**

A student-athlete may request additional financial aid (with no obligation to repay such aid) from the Student Assistance Fund which is approved by the NCAA.

The responsibility for oversight and administration of the funds, including interpretations, rests solely with the conferences. The guiding principles of the funds are to meet the student-athletes’ needs of an emergency or essential nature for which financial assistance otherwise is not available. Conference interpretations not addressed by the NCAA should stay within this intended purpose.
V. Student-Athlete Programs

A. LIFESKILLS. Wofford College is a proud member of the Lifeskills Program. The purpose of this program is to provide resources and skills which will benefit our student-athletes as well as a commitment to service. Throughout the year student-athletes will be asked to participate in different programs which will provide a variety of lifeskill resources. Topics will range from personal development, social development, fiscal responsibility and career development.

B. SAAC. The SAAC at Wofford College serves as a student-athlete advisory committee for the institution. SAAC is convened by the Associate Athletics Director for Compliance and every team is represented. The group meets at least one time per month and is responsible for organizing one event per semester.

Functions of the SAAC include: 1) Promoting communication between athletics administration and student-athletes, 2) disseminating information, 3) providing feedback and insight into athletics department issues, 4) generating a student-athlete voice in athletics department policy formulation, 5) soliciting student-athlete responses to proposed Conference and NCAA legislation, 6) promoting a positive student-athlete image on campus and 7) providing a general forum for discussion of issues affecting the general welfare of student-athletes and communicating compliance-related issues through the student-athlete community.

C. POST-GRADUATE SCHOLARSHIPS. Several post-graduate scholarship opportunities are available to those student-athletes who excel academically and athletically. Information for these scholarships can be obtained from the Department of Athletics as well as, Dr. Jameica Hill, Faculty Athletics Representative.
D. MEDIA RELATIONS. The Sports Information (SID)/Media Relations Office promotes the athletics teams and student-athletes of the college in both on field and off-field activities. The following are helpful items in your relationship with the individuals working in the office:

- Get to know your sports information director. This will enable the SID to better relate to you, the student-athlete, and help get ideas about publicizing you and your team’s accomplishments.
- Make sure all requests for interviews with the media have been approved by your SID. If they have not, get them to contact the office.
- You reflect your teammates, your coaches, and your school. When going to an interview, dress accordingly. A sloppy appearance gives a poor image of you and the school.
- All student-athletes should be mindful of the positives and negatives of social media. You are encouraged to keep accounts “private” or “locked.”
- If you have concerns about the publicity you or your team has received, please feel free to talk to your SID about your concerns.
VI. Compliance

A. COMPLIANCE & THE STUDENT-ATHLETE.
Compliance with NCAA and institutional rules/regulations is an integral part of the Department of Athletics at Wofford College. As student-athletes, you have a vested interest in ensuring compliance with the guidelines outlined by NCAA and Wofford officials. When you sign off on the NCAA forms at the beginning of the season, you state that you have abided by all the NCAA’s rules governing student-athletes. Falsification of facts on any forms is a major violation of the rules/regulations and could result in the suspension of your eligibility to compete in intercollegiate athletics at this institution. It is your responsibility to know and abide by the guidelines set forth by the NCAA and Wofford College.

B. STUDENT HOSTS.
In addition, as a student-athlete you may be asked to serve as a student-host for a prospective student-athlete. As a host, remember, you are a representative of our athletic department! Your actions should reflect positively on the athletics department and Wofford College. You may use student-athlete host money for entertainment and meals, only for you and your recruit within a 30-mile radius of campus. Other team members must pay for their own meals and entertainment. You must handle the money personally and not give it directly to the recruit. You cannot use the money to buy the recruit a hat, t-shirt or any kind of souvenir. You cannot arrange for the recruit to receive a discount on merchandise at a sporting goods store or any other place of business. You will need your own transportation. You cannot borrow a coach’s car or use any college vehicle. A coach can, however, provide you and the prospect with a ride during the official visit. Representatives of the college’s athletic interests (i.e.-boosters) are not allowed to be involved with recruiting a prospect. If during the official visit, you and the recruit encounter a representative of athletic interests, the conversation must be limited to an exchange of greetings. For each official visit that you serve as a host, you will have you complete an Official Visit Host Form for the Compliance Office.

C. TRANSFER REGULATIONS.
Per NCAA Regulations an institutional staff member shall not contact the student-athlete of another institution, directly or indirectly, without first obtaining the written permission of the first institution’s athletics director (or designee) regardless of who makes the initial contact. If permission is not granted the original institution shall contact the student-athlete in writing that he/she, upon request, shall be provided a hearing conducted by an institutional entity/committee outside of the athletic department.

Transfer Portal Policy: Student-athlete notifies head coach and compliance office, in writing, their intent to transfer. Once notification of transfer is received in writing, the Compliance Office has two business days to enter the student-athlete’s name in the portal. After student-athlete is entered in the portal, the student-athlete will receive email notification, verifying a coach’s ability to contact the student-athlete. After a student-athlete notifies Wofford College of their intent to transfer, Wofford College may reduce or cancel the student-athlete’s athletically related financial aid for the next academic term and subsequent terms. Wofford College also has the right to remove the student-athlete from participation/team once intent to transfer is received in writing.
D. EMPLOYMENT.
Per NCAA Regulations, Criteria Governing Compensation to Student-Athletes, all compensation received by a student-athlete must be consistent with the limitations on financial aid set forth in Bylaw 15. Compensation may be paid to a student-athlete: a) only for work actually performed; b) at a rate commensurate with the going rate in that locality for similar services. Those wishing employment during the academic year must seek permission from the Compliance Office. An employment letter and form must be completed and returned to the Compliance Office prior to a student-athlete being employed. A student-athlete may not receive compensation at any time after enrollment for teaching sports skills or techniques in his/her sport on a fee-for-lesson basis.

A member institution (or employees of its athletic department) may employ its student-athletes as counselors in camps or clinics, provided the student-athletes do not participate in organized practice activities and compensation is commensurate with the going rate. Student-athletes may receive actual travel expenses only if such travel expenses are paid for all employees of the camp. A student-athlete may not operate a camp concession. At the conclusion of every camp the coach must submit the "Student-Athlete Employment Roster" to the Compliance Office.

E. AMATEUR STATUS. Per NCAA Regulations an individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual: a) uses his/her athletics skill (directly or indirectly) for pay in any form in that sport; b) accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participations; c) signs a contract of commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received; d) receives directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based upon athletics skill or participation, except as permitted by NCAA rules and regulations; e) competes on any professional athletics team per Bylaw 12, even if no pay or remuneration for expenses was received; f) subsequent to initial full-time enrollment, enters into a professional draft; g) enters into an agreement with an agent. Before participating in any institutional, charitable, educational or nonprofit promotion, check with the Compliance Office to see if the activity is permissible.
F. AGENTS. A student-athlete that is interested in a professional career and/or is contacted by an agent, should contact the Associate Athletics Director for Sports Programs. He has been designated by the President to chair the Professional Sports Counseling Panel. Per NCAA Bylaw 12.3.4 this panel may:
(a) Advise a student-athlete about a future professional career;
(b) Assist a student-athlete with arrangements for securing a loan to purchase insurance against a disabling injury/illness and/or with arrangements for purchasing such insurance;
(c) Review a proposed professional sports contract;
(d) Meet with the student-athlete and representatives of professional teams;
(e) Communicate directly (e.g., in-person, by mail or telephone) with representatives of a professional athletics team to assist in securing a tryout with that team for a student-athlete;
(f) Assist the student-athlete in the selection of an agent by participating with the student-athlete in interviews of agents, by reviewing written information player agents send to the student-athlete and by having direct communication with those individuals who can comment about the abilities of an agent (e.g., other agents, a professional league's players' association); and
(g) Visit with player agents or representatives of professional athletics teams to assist the student-athlete in determining his or her market value (e.g., potential salary, draft status).

G. OUTSIDE COMPETITION. A student-athlete who participates during the academic year in any outside competition becomes ineligible for intercollegiate competition in that sport for the remainder of the academic year and for the next academic year. In sports other than basketball, you may compete outside your team’s declared playing season during an official vacation period recognized by the university. However, you must receive permission from the Compliance Office prior to your participation.

H. AWARDS/PRIZE MONEY. You may never accept a cash award or a cash-equivalent for athletics participation. Check with the Compliance Office before accepting any award based on athletic ability.

I. TRANSPORTATION. A student-athlete may be provided reasonable, local transportation by a member of the athletics staff. The terms “reasonable” and “local” are determined by the compliance office. However, there are other restrictions concerning transportation by a staff member. An institution or its staff members may not provide other transportation to an enrolled student-athlete even if the student-athlete reimburses the institution or its staff member for the appropriate amount of gas expense.
J. COUNTABLE ATHLETIC ACTIVITY.

In accordance with NCAA Bylaw 17 we must monitor the number of hours that each student-athlete is involved in countable athletically related activities.

17.2.1 Countable Athletically Related Activities (CARA). The following are considered countable athletically related activities and must be counted in the weekly or daily time limitations:

(a) Practice, which is defined as any meeting, activity or instruction involving sports-related information and having an athletics purpose, held for one or more student-athletes at the direction of, or supervised by, any member(s) or an institution’s coaching staff. Practice is considered to have occurred if one or more coaches and one or more student-athletes engage in any of the following activities:

(1) Field, floor or on-court activity; (2) Setting up offensive or defensive alignment; (3) Chalk talk; (4) Lecture on or discussion of strategy related to the sport; (5) Activities using equipment related to the sport; (6) Discussions or review of game films, motion pictures or videotapes related to the sport, except for the observation of an officiating clinic related to playing rules that is conducted by video conference and does not require student-athletes to miss any class time to observe the clinic; or (7) Activities conducted under the guise of physical education class work (e.g., any class composed of or including primarily members of an intercollegiate team on a required attendance basis or where the class utilizes equipment for the sport.

(b) Competition;

(c) Required weight-training and conditioning activities held at the direction of or supervised by an institutional staff member;

(d) Participation in a physical-fitness class (including a summer class) conducted by a member of the athletics staff, unless such a class is a regular physical education class listed in the institution’s catalog and open to all students. Such a class may not include practice activities conducted under the guise of physical education class work;

(e) In Division I sports other than football, participation outside the institution’s declared playing season in individual skill-related instructional activities with a member of the coaching staff and that occur at the request of the student-athlete; in Division I individual sports, participation outside the institution’s declared playing season in individual skill-related instructional activities with a member of the coaching staff, except for individual workout sessions during the summer that occur at the request of the student-athlete;

(f) Required participation in camps, clinics or workshops;

(g) Individual workouts required or supervised by a member of the coaching staff;

(h) On-court or on-field activities called by any member or members of a team and confined primarily to members of that team that are considered as a requisite for participation in that sport;

(i) Visiting the competition site in the sports of cross country, golf and skiing;

(j) Use of an institution’s athletics facilities when such activities are supervised by or held at the direction of any member of an institution’s coaching staff;

(k) Involvement of an institution’s strength and conditioning staff with enrolled student-athletes in required conditioning programs.

17.2.2 Contest. A contest is any game, match, exhibition, scrimmage or joint practice session with another institution’s team, regardless of its formality, in which
competition in a sport occurs between an intercollegiate athletics team or individual representing a member institution and any other team or individual not representing the intercollegiate athletics program of the same member institution.

The number of hours a student-athlete may participate in countable athletic activity during the playing season is FOUR hours per day and TWENTY hours per week. A day is defined as a calendar day (i.e. 12:01 am to midnight). A week is defined as any seven consecutive days as set by the coach. Any countable athletically related activity must count against the time limit for each student-athlete who participates in the activity but does not count against time limits for team members who do not participate in the activity. There must be one day off per week in which no countable athletic activity occurs. This day may be a travel day or a day of canceled competition.

Outside of the playing season, a maximum of eight hours of countable athletic activity is allowed per week with not more than two hours per week spent on individual skill workouts. There must be two days off per week in which no countable athletic activity occurs. All athletically related activities outside the playing season are prohibited one week prior to the beginning of the final examination period.
There are exceptions to CARA for sport specific purposes. Please contact the Compliance Office if you have questions. Daily and weekly limits do not apply during an official vacation or exam periods. In addition, the required day off is not in effect during conference or NCAA preparation or competition.

The following activities are NOT included in your calculation of 20 hours per week:

1. Competition-related meals
2. Rehabilitation
3. Dressing, showering, taping
4. Athletics department study hall or tutoring sessions
5. Meetings with coaches on non-athletic matters
6. Travel to and from practice and competition
7. Visiting the competition site in sports other than cross country and golf
8. Medical exams or treatments
9. Fund raising activities, recruiting activities (e.g. host on official visit), public relations relating to the sport (e.g. media days)
10. Participation in required physical education classes
11. Voluntary individual workouts not required or supervised by coaches
12. Individual consultation with a coach initiated by the student athlete provided the coach and student-athlete do not engage in athletically related activity
13. Voluntary viewing of videotapes that involve discussion of plays, general workout programs, lectures on strategy, etc.
14. Use of an institution’s athletics facilities without supervision or direction of coaches
15. Meetings with athletics staff regarding academics, drug education, training room procedures, discipline, care of equipment, general meeting schedules, housing, meals or off-season conditioning.
K. **Sports Wagering/Gambling** Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize. The following individuals shall not knowingly participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition:

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

- No wagers on ANY professional or college sports event, even those that do not involve your college.
- No sports “pools,” even those run by your friends in the dorm. (e.g. March Madness)
- No Internet gambling on sports events.
- No sport wagering using “800” numbers.
- No exchange of information (injuries, new plays, team morale, discipline problems, etc.) about your team with ANYONE who gambles.

The rules are clear, if the NCAA discovers that you are participating in any form of gambling the following consequences apply:

- If you accept or place a bet on any college or professional team you will automatically be suspended one year.
- If you accept or place a bet on any team at your school, you will be permanently ineligible.
- You run the risk of being arrested and charged with a crime. That’s because **sports wagering is illegal** in the state of South Carolina.

*Remember to “Ask Before You Act!”*

*Have a great year.*