Message from the Athletic Director

Dear USF Student-Athletes,

Welcome to USF Athletics and the 2015-2016 academic year! The Athletic Department is committed to providing you with the best resources to succeed both academically and athletically. As Dons, we strive to follow the 4 Pillars of Success:

I. Excel in the Classroom  
II. Win at the Highest Level of Competition  
III. Engage in the Community  
IV. Become Leaders in the World

The information contained in this handbook is vital to your success and will help us all maintain our commitment to excellence in athletics. It provides information concerning the policies and procedures governing USF and the athletic program. If you have any questions, please contact your coach or a member of the Athletic Department staff.

Best of luck during the 2015-2016 school year.

Go Dons!

Scott Sidwell  
Director of Athletics
USF Athletics Mission Statement

The University of San Francisco is committed to excellence in athletics as part of a larger commitment to excellence in educating students in the Jesuit Catholic tradition. USF Athletics is built upon four pillars of success that aim to develop young men and women in this tradition: Excel in the Classroom; Win at the Highest Level of Competition; Engage in the Community; and Become Leaders in the World.

The entire Department, including coaches, training staff, facilities and equipment personnel and administrators, work to support student-athlete achievement in each of the four pillars, develop leaders and support the principles of the West Coast Conference and the NCAA.

USF Athletics Vision Statement

The University of San Francisco will be internationally recognized as a premier Jesuit Catholic, urban University with a global perspective that educates leaders who will fashion a more humane and just world. USF Athletics feeds this vision through the development of a solid, broad-based program that elevates the exposure of the institution by developing leaders on the national and international stages.

A successful athletic program, and one that is approachable and upstanding, can rally and unite multiple communities - the USF community, alumni and Bay Area residents in general. These communities all can be positively influenced by, connect to and help support a lifetime of successful athletic teams.

Student-Athlete Mission Statement

It is the Mission of USF’s Student-Athletes to:

- Be proficient students.
- Strive for the highest level of competitiveness as athletes.
- Display the highest level of sportsmanship at all times.
- Set an example for younger athletes by being honest and truthful, both on the field and in our daily lives.
- Improve our social skills through positive and rewarding relationships with the community.
- Respect every team and individual within the University community and beyond.
- Realize that athletics is but one part of a Jesuit education.
- Represent the University, Department of Athletics, and all students, staff, and faculty in a positive manner and with pride at all times.
- Willingly share our athletic and academic abilities with other students and athletes.

Reviewed and Approved by the Student-Athlete Advisory Board
## Important Contacts

### Athletics

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Main Number</td>
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<tr>
<td>Fax Number</td>
<td>415-422-2510</td>
</tr>
</tbody>
</table>

- **Scott Sidwell**, Director of Athletics
  - Email: sasidwell@usfca.edu
  - Phone: 415-422-2893

- **Samantha Hartwell**, Associate Athletic Director
  - Email: shartwell@usfca.edu
  - Phone: 415-422-6623

- **Christina Broccoli**, Associate Athletic Director
  - Email: ccbroccoli@usfca.edu
  - Phone: 415-422-2932

- **Eric Dumbleton**, Associate Athletic Director
  - Email: edumbleton@usfca.edu
  - Phone: 415-422-6006

- **Julie Ross**, Associate Athletic Director
  - Email: jross5@usfca.edu
  - Phone: 415-422-4561

- **Jim Young**, Associate Athletic Director
  - Email: jfyoung@usfca.edu
  - Phone: 415-422-6162

- **Doug Padron**, Associate Athletic Director
  - Email: dcpadron@usfca.edu
  - Phone: 415-422-4927

- **Jake Aghanus**, Head Athletic Trainer
  - Email: ajaganus@usfca.edu
  - Phone: 415-422-5306

- **Ben Bottorff**, Director of Academic Development and Outreach
  - Email: bbbottorff@usfca.edu
  - Phone: 415-422-4228

- **Liam Quinn**, Director of Student Outreach
  - Email: lbquinn@usfca.edu
  - Phone: 415-422-2134

- **Michael Bell**, Director of Student Persistence and Mentorship Programs
  - Email: mjbell@usfca.edu
  - Phone: 415-422-2925

- **Jeremy Howell**, Faculty Athletic Representative
  - Email: howell@usfca.edu
  - Phone: 415-422-6875

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### University Resources

<table>
<thead>
<tr>
<th>Role</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>415-422-6563</td>
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</tbody>
</table>
  - Location: 2130 Fulton Street

- **Bon Appetit**
  - Phone: 415-422-6294
  - Location: University Center 2nd Floor

- **Bookstore**
  - Phone: 415-422-6493
  - Location: University Center 1st Floor

- **One Card**
  - Phone: 415-422-7663
  - Location: Lone Mountain 130

- **Career Services Center**
  - Phone: 415-422-6216
  - Location: University Center 5th Floor

- **One Stop**
  - Phone: 415-422-2020
  - Location: Lone Mountain 251

- **Center for Academic and Student-Achievement (CASA)**
  - Phone: 415-422-5050
  - Location: University Center 3rd Floor

- **Public Safety**
  - Phone: 415-422-4222
  - Location: University Center 5th Floor

- **Counseling and Psychological Services**
  - Phone: 415-422-6352
  - Location: Gillson Lower Level

- **Student Disability Services**
  - Phone: 415-422-2613
  - Location: Gleeon LL 20

- **Student Health Clinic**
  - Phone: 415-750-4980
  - Location: St. Mary’s Medical Center 2nd Floor
  - 450 Stanyan Street

- **Health Promotion Services**
  - Phone: 415-422-5797
  - Location: University Center 5th Floor

- **Information Technology Services**
  - Phone: 415-422-6668
  - Location: Lone Mountain 1st and 2nd Floor

- **International Student and Scholar Services**
  - Phone: 415-422-2654
  - Location: University Center 4th Floor

- **University Ministry**
  - Phone: 415-422-4463
  - Location: Phelan Lower Level

- **Learning and Writing Center**
  - Phone: 415-422-6713
  - Location: Cowell Room 215

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*All phone numbers are 415-422-xxxx*
1. Purpose
The Student-Athlete Code of Conduct exists to support the mission and core values of the University of San Francisco ("University") and the Department of Athletics ("Athletics") and to provide guidelines for appropriate student-athlete behavior.

2. Expectations of Student-Athletes
A student-athlete represents the entire University community. Thus, student-athletes are expected to conduct themselves in a manner that, in the judgment of the University, reflects the University in a positive light at all times. Being a student-athlete at the University of San Francisco is both a privilege and a responsibility. Athletic administrators, coaches, and student-athletes share a commitment that they are held accountable to the highest standards. For this reason, and because student-athlete conduct reflects not only on themselves, but also on the team, Athletics, and the whole University community, student-athletes should be leaders among their peers in positive attitude and exemplary behavior both on and off the field.

3. Applicable Standards Areas

a. University Policies and Procedures: Student-athlete conduct is guided first and foremost by the Student Code of Conduct and other University policies and procedures as outlined in The Fogcutter Student Handbook, including but not limited policies on hazing, sexual misconduct, and the Academic Honor Code. The Fogcutter Student Handbook is located online at http://www.usfca.edu/fogcutter/. Athletics and the Division of Student Life share a commitment to the educational experience of all student-athletes. Athletics works closely with the Division of Student Life to ensure ongoing communication when student-athletes face disciplinary actions that may impact athletic eligibility.

b. NCAA and WCC regulations: As part of the NCAA membership, Athletics is required to comply with NCAA and WCC regulations. Student-athletes are required to adhere to all NCAA and WCC regulations. Student-athletes are required to report participation in, observance of, or suspected violations of NCAA and WCC regulations to Associate Athletic Director for Compliance and Student Services.

c. Local, State and Federal Laws: Student-athletes are expected to abide by all local, state and federal laws. Student-athletes are required to disclose to their Head Coach, Athletics Administrator or Director of Athletics if they are arrested or otherwise charged with a criminal offense by any law enforcement agency.

d. Individual Team Rules: Head coaches will incorporate this Student-Athlete Code of Conduct into their own team rules and regulations. Sanctions imposed for the violation of team rules are the responsibility of the head coach of each sports program. All team rules and regulations will be reviewed by the Athletic Department on an annual basis. This Code of Conduct supersedes all team regulations.

e. Athletics Policies and Procedures.
   ii. Drug and Alcohol Policy
   iii. Athletic Training Room and Weight Room Policy

4. Sanctions
a. Athletics reserves the right to impose any sanctions or disciplinary actions for violations of University and Athletics mission statements, policies and rules. Athletics reserves the right to impose interim sanctions and disciplinary actions during the investigation process for conduct cases. Sanctions may be in addition to those imposed by other departments of the University and may include, but are not limited to, suspension, ineligibility for support services, reduction or cancellation of financial aid, forfeiture of contests and/or removal from team. Support services include, but are not limited to, access to Athletic Academic Resource Center and encompassing services, Athletic Training Room, Athletic Weight Room, and locker room access.
Athletics reserves the right to broaden or lessen any range of sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

b. Violations of NCAA and/or WCC regulations are subject to sanctions outlined by the NCAA and WCC.

c. Sanctions for breaking local/state/federal laws.

d. Student-athletes found in violation of any University policy are subject to the procedures and sanctions outlined by the specific policy.

e. Refusal by a student-athlete to comply with any University or Athletics directive may subject the student-athlete to Athletics sanctions at the discretion of the Director of Athletics, including but not limited to, removal from the team and loss of athletic financial aid.

5. Student Conduct Procedures

a. Student-athletes found to be in violation of University policies must report the violation(s) to the head coach and/or an Athletics administrator within 24 hours. Failure to report such violations may result in suspension from team activities at the discretion of the Director of Athletics.

b. Coaches and Department administrators must report student-athlete conduct violations immediately to the Associate Athletic Director for Internal Operations.

* University and Athletics policies are subject to change; and it is the responsibility of the student-athlete to be aware of the most recent policy language.

Hazing

In accordance with University policy, USF Athletics prohibits hazing both on and off campus. It is not necessary that the act meet the legal definition of hazing in order for the University to consider it a violation of the Student Conduct Code. Students who violate the Student Conduct Code in this manner, in addition to any criminal and/or civil penalties, are subject to University and Athletic Department disciplinary action which may include expulsion and/or loss of athletic scholarship.

The University Hazing policy can be found at http://www.usfca.edu/uploadedFiles/Destinations/Offices_and_Services/Student_Conduct/Fogcutter/Hazing%20Policy.pdf.

Sexual Misconduct

All student-athletes are required to follow the University’s Sexual Misconduct Policy located at http://www.usfca.edu/uploadedFiles/Destinations/Offices_and_Services/Student_Conduct/Fogcutter/Sexual%20Misconduct.pdf. In addition to University sanctions, the Athletic Department reserves the right to impose additional sanctions for violations of this policy. Sanctions include, but are not limited to, suspension, ineligibility for support services, reduction or cancellation of financial aid, forfeiture of contests and/or removal from team.
Compliance

Extra Benefits
The NCAA defines an extra benefit as: “any special arrangement by an institutional employee or a representative of the institution’s athletics interests to provide a student-athlete or the student-athlete’s relative or friend a benefit not expressly authorized by NCAA legislation.”

Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligble for athletics competition in the sport for which the improper award, benefit or expense was received.

Examples of impermissible extra benefits include, a loan of money (from a USF employee or representative of the institution’s athletics interests), or a special discount (e.g., airline ticket, clothing) or a service (laundry, dry cleaning).

For further information on extra benefits, student-athletes should contact Robert Tigani in the compliance office.

Remember, when it comes to NCAA rules: Ask before you act!

Recruiting
Coaches, staff, student-athletes and visiting prospects are expected to know and adhere to a variety of rules in connection with every official visit and unofficial visit. Please ask the compliance office if any questions arise about the appropriateness of any particular action or activity during an official visit or unofficial visit.

Entertainment/Specifically Prohibited Activities: All entertainment of a visiting prospect must be appropriate, not excessive and consistent with normal student life.

The following list provides examples of inappropriate activities that are strictly prohibited in the recruiting process:

- Providing alcohol/drugs to prospects or encouraging the use of alcohol/drugs by prospects.
- Patronizing adult entertainment establishments, providing any other type of adult entertainment or using sex as a recruiting device or inducement.
- Participating in any unethical or illegal activity such as gambling/gaming activities.

Transportation & Lodging

- All local transportation must be provided in the coach’s vehicle, the student host’s vehicle or an institutional vehicle normally used to transport other prospective students visiting campus.
- It is permissible for a visiting prospect to stay with an enrolled student-athlete in a residence hall or off-campus apartment during an official visit.

Student Host Responsibility
It is the policy of USF that if you are asked to serve as a student host for a visiting prospect, you must demonstrate good judgment in order to avoid inappropriate activities.

Thus, it is imperative that you observe the following rules:

- Always know your prospect’s location at all times during the visit (and should make sure the prospect knows how to contact the host in case they get separated).
- At the start of the visit, the student host is required to sign a statement indicating his/her agreement to abide by the USF Student Host Policy. Your coach will provide a copy of this policy to you prior to the recruiting visit (i.e., the Student Host Form).
- Meals provided during an official visit must be “standard” and comparable to meals provided to student-athletes during the year. On-campus dining is encouraged as a “best practice” to help familiarize a visiting prospect with normal student life.
- Abide by the appropriate entertainment directive set forth above.
- Do not drink alcohol while hosting a prospect. This applies to your coaches as well. (Coaches, student-
athletes and all other athletics department employees are prohibited from drinking alcoholic beverages in the presence of a visiting prospect and their parents/legal guardians, including during a meal.) NCAA rules require that appropriate sanctions be levied against any athletics department employee, representative, student-athlete or prospect who violates the USF Recruiting Policy. If the violation involves a student host or student-athlete, the sanction may include the loss of benefits (e.g., complimentary admissions), suspension or dismissal from the team.

Complimentary Admissions

Athletic Events: A student-athlete may receive four complimentary tickets for a home or away athletics event in their sport, regardless of whether the student-athlete competes.

General Regulations

a. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete.
b. A student-athlete may receive a complimentary ticket to a regular-season home athletics event in a sport other than that in which the student-athlete is a participant. A student-athlete may receive a complimentary ticket in the same manner as all other USF students.
c. More information regarding the complimentary admission policy through JumpForward will be sent at the beginning of the school year.

Postseason Events: A student-athlete, who participates in or is a member of a team participating in a postseason event, may receive six complimentary admissions to all intercollegiate athletics events at the site at which the student participates. (i.e., conference championships, NCAA championships)

Not Permissible

a. A student-athlete may not receive payment or any item of value from any source for his or her complimentary tickets.
b. A student-athlete may not purchase tickets at face value and resell them above face value. Any individual that receives a complimentary ticket is not permitted to resell it or exchange it for any item of value.

Student-Athlete Advisory Committee (SAAC)

SAAC has two representatives from each varsity team and meets monthly to discuss and review policies and issues pertinent to the student-athletes at USF. SAAC has been instrumental in the implementation of the Student-Athlete Constitution and Bylaws. In addition, the members plan activities that encourage sportsmanship amongst teammates and opponents, while developing and instituting programs designed to promote student-athlete well-being and support of all the teams. The SAAC Representatives:

- Acts as a liaison between the Athletic/Academic Departments and the student-athletes. SAAC serves as a forum to address the concerns and needs of student-athletes and facilitates communication regarding rules changes, deadlines and programs.
- Plans and conducts community service functions, either independently or in conjunction with specific team activities.
- Schedules social functions for student-athletes and the rest of the student body.

For additional information, contact Robert Tigani at ext. 6741.
Athletic Aid Policies

All athletic scholarships are renewable each academic year. To be considered for renewal of an athletic scholarship (also referred to as an athletics grant-in-aid), all University and NCAA requirements must be met.

The athletic aid agreement specifically details the amount of the award for the upcoming year and the regulations and requirements for maintaining and renewing the scholarship for any subsequent years of eligibility. Under NCAA regulations, an athletic scholarship may be used for only the following items: tuition, standard room and board, required textbooks, and compulsory fees. Failure to remain in compliance with NCAA, West Coast Conference and University of San Francisco rules may result in the reduction or non-renewal of athletic aid.

Registration: You are expected to register for a normal full time program and pay full tuition, fees, laboratory expenses and all similar charges. Undergraduates normally are not eligible to register on a part-time basis.

Payment: Approximately one half of your total grant will be applied to your university bill each semester.

Additional Aid/Outside Awards: Should you receive any financial aid in addition to that listed on the front of this document, you must notify the Financial Aid Office and the Department of Athletics. An adjustment may be made in the athletic grant to reflect the improvement in your financial status and to keep within NCAA permissible aid limits.

Pell Grants: The federal Pell Grant program is designed to help students from low income families. If you feel that you may be eligible for the additional funds provided through the Pell program, you should apply for these funds by completing a Free Application for Federal Student Aid (FAFSA). See Financial Aid Office for application information.

Tax Information: The Internal Revenue Code states that scholarships are taxable except for the amount used to cover tuition, fees, books, supplies and equipment required for course study. Therefore, you should save documentation of all your financial awards and bills for tax purposes. If you are a foreign student, you will be subject to withholding tax, which will be deducted from your grant amount, and should plan accordingly. Under certain circumstances you may file for a refund of the taxes withheld if you submit the necessary forms to the Internal Revenue Service.

Housing: All freshman, sophomore, and first year transfer students receiving athletic aid, must reside in one of the University's residence halls except in the case of a married student-athlete.

Drug Testing: Any recipient of an athletic scholarship may be subject to random drug testing.

Academic Standing: In order for the athletic scholarship to be considered for renewal each year, the following requirements must be met. Good academic standing as defined by the following: In the Fall and Spring semesters, register for a minimum of 12 units. Satisfactorily complete 24 units from the Fall semester to the beginning of the next Fall semester; A student-athlete must not have two consecutive semesters below a 2.0 GPA; and A student-athlete entering mid-year must satisfactorily complete 12 units by the next Fall semester. Two consecutive semesters of a GPA below 2.0 will also result in the loss of all non-athletic aid as awarded by the Financial Aid Office.

Financial Aid Hearing: The University will notify each student-athlete who received an athletics scholarship the previous academic year whether the athletic has been renewed or not renewed, increased or reduced. In the case of a reduction or non-renewal, the student-athlete has the right to appeal. The appeals team is comprised of individuals outside the Department of Athletics. The hearing allows an opportunity for the student-athlete to state why the non-renewal of athletic aid does not meet NCAA regulations. The student-athlete is permitted to have one support individual join him/her during the hearing. The Department of Athletics will also have a spokesperson at the hearing to represent the interests of the department.
**Book Scholarship Policy**

Funds awarded by the University as a book scholarship are to be used solely by the student-athlete the award is intended for, and used only for the classes the student is enrolled in.

**Distribution of books at the beginning of the semester**

For student-athletes who have been awarded a book scholarship, books will be packaged and distributed during the first week of classes. Books can be picked up in the compliance office in the Athletic Department. Student-athletes will be required to sign for the books upon pick-up.

**Should a student-athlete drop/add a class and require different books**

If a student-athlete drops a class, he or she must bring all of the books required for the dropped class to the compliance office. The student-athlete will notify the compliance office of the newly added class, and the student-athlete can collect these new books from the compliance office the next business day. He or she is required to sign for the books. If the student-athlete drops a class without adding another class, the books are still his/her responsibility and must be returned to the compliance office. He or she will be held accountable to return the books.

**At the end of each semester**

Student-athletes receiving a book scholarship will be required to return their books to Robert Tigani in the compliance office at the end of each semester. These books will be checked against what was distributed at the start of the semester to ensure that the correct books have been returned. Books are due during the book return hours for that specific semester. Failure to return books by this date may result in a hold being placed on your records until your books have been returned or you have to pay for the value of the books. If a student-athlete was awarded books in the previous semester and has not yet returned those books, he or she will not be allowed to collect the next semester’s books until the other books are returned. If a student-athlete fails to return books, he/she will be charged full price.

If there are any questions about the book scholarship, please see Robert Tigani in the compliance office.

**Housing**

All incoming freshmen student-athletes are required to complete a housing contract and submit the required deposit. Those student-athletes who are to receive a full athletic scholarship will be eligible for a waiver of this deposit requirement. An athletic scholarship covers the standard room cost. The standard cost of room and board is considered a double occupancy residence hall room.

A returning student-athlete who is receiving a full athletic scholarship may choose to live off campus and receive his/her room and scholarship in the form of a stipend check. The following is the regulation to be eligible to receive an off campus room and board stipend:

**Other Housing Reminders**

- The student must have a junior standing academically (60 units), or be starting their fifth semester as a student at USF.
- The athletic scholarship aid for room and board is considered taxable income according to the filing status declared on the completed paperwork.
- A check will be issued two times during the academic year, once at the start of the fall semester and then again at the beginning of the spring semester.
- It is the responsibility of each student-athlete receiving the stipend to make certain that the funds are applied correctly to cover the entire semester.
- Note: The off-campus stipends are calculated in accordance with NCAA bylaws
- On-campus intersession room and board costs may be provided to student-athletes, subject to availability of funds and only with approval by the Director of Athletics.
University Financial Aid
To remain eligible to receive financial aid, a student must demonstrate that he or she is making Satisfactory Academic Progress (SAP) at USF. Satisfactory progress is defined as progressing at a normal pace toward successful completion of a degree program. Please see USF SAP policy for additional information.

International Students are not eligible for Federal Financial Aid and are expected to have sufficient funds to pursue their studies in the United States. The University does not have sufficient funds to offer financial assistance to newly admitted International Students. Once an Undergraduate student is of Junior status and has completed two years of full-time study at the University and demonstrates unexpected financial need due to special circumstances, they may apply for an International Grant. This grant is meant to assist in their tuition, not cover 100% tuition cost.

Intersession and Summer School Athletic Aid
Intersession and summer school athletic aid is not included within an athletic scholarship. Student-athletes who are currently receiving athletic aid are eligible to apply for Intersession and Summer School aid. All student-athletes receiving athletic aid will receive an email with additional information on how to apply for Intersession or Summer School aid. If a student-athlete is approved of Intersession or Summer School aid they will receive the same percentage of athletic aid for which they received in the preceding term.

Ann Dolan Grant
The Ann Dolan Grant was created to assist student-athletes who have exhausted their athletic eligibility, and still have courses remaining to complete their undergraduate degree. Student-athletes who is eligible?

• Any student-athlete meeting the following criteria shall be eligible to apply for the Dolan Grant Program:
• The student was the recipient of an athletic scholarship for at least two (2) years at USF;
• The student competed for at least two (2) years on the same USF varsity intercollegiate team;
• The student exhausted his or her athletic eligibility while participating in USF intercollegiate competition;
• The student is within 24 credit hours or less of meeting the baccalaureate degree requirements, must not have completed ten (10) regular semesters (fall and spring) of academic course work; and
• The student must be in good academic standing at the start of the semester the Dolan Grant would begin.
• The student has not received two (2) or more summer school or intersession financial aid.

Terms of the Award

• The maximum award will be the amount of a full tuition for the upcoming academic year, and will be awarded in proportion to the student-athlete’s overall award. Any course work taken during the summer or intersession terms will reduce the amount of the aid available for the fall and spring terms.
• These funds may not be used to pursue course work toward a second degree, graduate classes, a minor, or if a student-athlete changed majors after their third year in residence.

All eligible student-athletes interested in receiving funds from the Ann Dolan Grant must complete the application. The application and additional information will be sent to student-athletes in April.
Health Insurance
Undergraduate students who are required to have health insurance and all undergraduate International Students will be automatically enrolled and charged for the USF-sponsored health insurance plan.

Insurance Requirement and Waiver 2015-2016
USF requires all undergraduate students registered for nine units or more (excluding the Working Adult Professional Studies/Legacy CPS Students and Visiting Students) and all F-1 and J-1 international students registered for at least one unit to carry a health insurance plan.

A charge of $1,144 will be automatically posted to students’ accounts for the USF-sponsored fall health insurance premium. Coverage begins on 8/1/15 and terminates on 12/31/15. For Spring semester 2016, a charge of $1,600 will be automatically posted to students’ accounts for the USF-sponsored health insurance premium. Spring coverage begins on 1/1/15 and terminates on 7/31/16.

Students who are able to prove that they have health coverage comparable equal or better to the University-sponsored plan under a United States-domiciled health insurance company may waive this requirement each academic year online. International students must waive this requirement in person at University Center 5th floor.

For instructions on enrollment and the waiver process, please visit www.usfca.edu/hps

Deadline: The waiver deadline for the Fall 2015 semester is Tuesday, September 1, 2015 at 5 pm.

International Student-Athletes
Tax Information: The Internal Revenue Code states that scholarships are taxable except for the amount used to cover tuition, fees, books, supplies and equipment required for course study. Therefore, you should save documentation of all your financial awards and bills for tax purposes. If you are a foreign student, you will be subject to withholding tax, which will be deducted from your grant amount, and should plan accordingly. Under certain circumstances you may file for a refund of the taxes withheld if you submit the necessary forms to the Internal Revenue Service.

Health Insurance: Every international student-athlete is required to have health insurance that is applicable to your temporary residence in the United States. As such, all students will be assessed a semester insurance fee. Health Insurance is not covered by your athletic scholarship. Students who fail to pay for the health insurance charge showing on their student account will not be able to register for classes for the upcoming semester.

One Stop Office
The One Stop Services Office provides combined services in the areas of Financial Aid, Registration, and Tuition & Billing. The office is located on the second floor of Lone Mountain in Room 251.

Hours of Operation

Monday – Thursday, 8:30 am – 6:00 pm

Every fourth Friday of the month, 9:30 am – 5:00 pm

Other Fridays, 8:30 am – 5:00 pm
**Countable Athletically Related Activities (CARA)**

**In-Season** – maximum 20 practice hours per week  
Maximum 4 practice hours per day  
Required one day off per week

**Out of Season** – maximum 8 practice hours per week  
Maximum 4 practice hours total per day  
Maximum 2 practice hours spent practicing your sport (skill instruction), remaining time is for strength and conditioning  
Required 2 days off per week

**What are Countable Athletically Related Activities (CARA)?**

- **Competition** - All competition and any associated athletically related activities on the day of competition shall count as three (3) hours regardless of actual duration of these activities.
- **Practice** - Any practice activity that is mandatory (called by the coaching staff)
- **Weight Training/Conditioning Activities** - Any weight training or conditioning held at the direction of or supervised by an institutional staff member.
- **Required Meetings, Video Review, or Appearances** - Any meeting or event with required attendance is countable.

**What are NOT Countable Athletically Related Activities (CARA)?**

- **Initiated by student-athlete** – Any activity initiated solely at the request of the student-athlete
- **Not mandatory, no penalties, no reporting** – The student-athlete cannot be required to attend, there can be no record of who did and did not attend, and there can be no penalty for not attending.
NCAA Academic Eligibility
To be academically eligible to play any sport on the intercollegiate level, each student-athlete must meet the following requirements:

**Full-Time Status** - Student-athletes must be enrolled in at least a minimum full-time program (not less than 12 units). Failure to be enrolled in a full-time program will result in immediate ineligibility.

**Six-Unit Rule** - Student-Athletes must pass a minimum of six degree-applicable units during the previous regular academic term (Fall, Spring).

**24-unit Rule** – Student-Athletes must pass a minimum of 24 units prior to the start of their second year of enrollment.

**18-Unit Rule** – Student-Athletes must pass a minimum of 18 units during the previous regular two semesters (summer units do not count towards this)

**2.0 GPA** – Minimum 2.0 GPA

**Declaration of Major** – Student – Athletes must declare their major entering their third year of enrollment

**40-60-80 Rule** – Student-Athletes must complete a minimum of 40% of the course requirements in their specific degree program entering their third year of enrollment, 60% of the course requirements in their specific degree program entering their fourth year of enrollment, and 80% of the course requirements in their specific degree program entering their fifth year of enrollment.

### Example

<table>
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<th>FALL YEAR 1</th>
<th>SPRING YEAR 1</th>
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<tbody>
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<td>• Must be enrolled in a min. full-time 12 units</td>
<td>• Pass 6 units previous Fall</td>
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<td>• Must be in good academic standing</td>
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<tr>
<th>FALL YEAR 2</th>
<th>SPRING YEAR 2</th>
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<td>• Must have passed 24 units in previous academic year w/ a max of 6 units in summer</td>
<td>• Must have cum GPA of 1.8</td>
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<td>• Must have cum GPA of 1.8</td>
<td>• Pass 6 units previous Fall</td>
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<th>FALL YEAR 3</th>
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<tr>
<td>• Must have passed 18 units in previous academic year</td>
<td>• Must have cum GPA of 1.9</td>
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<td>• Must have cum GPA of 1.9</td>
<td>• Pass 6 units previous Fall</td>
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<td>• Pass 6 units previous Spring</td>
<td>• Must be in good academic standing</td>
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<td>• Must have completed 52 units (40%) towards degree requirements</td>
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<td>• Declaration of degree program</td>
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<td>• Must be in good academic standing</td>
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### FALL YEAR 4
- Must have passed 18 units in previous academic year
- Must have cum GPA of 2.0
- Pass 6 units previous Spring
- Must have completed 77 units (60%) towards degree requirements
- Must be in good academic standing

### SPRING YEAR 4
- Must have cum GPA of 2.0
- Pass 6 units previous Fall
- Must be in good academic standing

### FALL YEAR 5 (if applicable)
- Must have passed 18 units in previous academic year
- Must have cum GPA of 2.0
- Pass 6 units previous Spring
- Must have completed 103 units (80%) towards degree requirements
- Must be in good academic standing

### SPRING YEAR 5 (if applicable)
- Must have cum GPA of 2.0
- Pass 6 units previous Fall
- Must be in good academic standing

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**Important Add Drop Dates***

**Fall Semester**
- **Add deadline** - Monday, August 31, 2015
- **Drop deadline** - Friday, November 6, 2015

**Spring Semester**
- **Add deadline** - Friday, January 29, 2016
- **Drop deadline** - Monday, April 11, 2016

*All student-athletes are required to meet with their Academic Success Coach before making and changes to their academic schedule. This will help ensure NCAA academic eligibility.*

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**USF Academic Policies**

**Academic Honesty**

The University expects students to be honest in their academic work. Academic dishonesty is viewed as an ethical issue and a violation of the principles of justice and personal responsibility inherent in the University's ideals as expressed in its Statement of Mission and Goals. Adherence to standards of honesty and integrity precludes engaging in, causing, or knowingly benefiting from any aspect of cheating on assignments or examinations, including but not limited to:

- Giving or receiving unauthorized information and materials
- Plagiarism (intentionally representing the words or ideas of another person as your own)
- Failure to properly cite references or manufacturing references
- Working with another person when independent work is required
- Forgery and/or misinterpretation of any signature on any academic document
- Multiple submission of the same paper or report for assignments in more than one course without the prior permission of each instructor
- Submitting a paper written by another person or obtained from the Internet
• Falsification or fabrication of academic research materials
• Falsification of personal academic records and files, including admission and financial aid applications, resumes, and portfolio essays
• Falsification of patient records or other clinical reports, or otherwise endangering the well-being of patients involved in the teaching/learning process in the School of Nursing
• Falsification of client records or other clinical/professional reports, involved in the teaching/learning process in the School of Education or in internships in any of the schools and colleges of the university
• Unauthorized access to or use of University computer accounts or files
• Removal, mutilation, or deliberate concealment of academic materials belonging to University libraries, computer laboratories, or other learning resource center
• Destruction or alteration of the work of another student
• Unauthorized recording, sale, or use of lectures and other instruction materials.
• Please review the USF Fogcutter for additional information on the Academic Honor Code

In the event of academic dishonesty in class assignments or examinations, the instructor will normally assign an “F” for the course and will notify his or her dean. If the notification concerns a student in another USF college or school, the faculty member’s dean will notify the student’s dean. If circumstances warrant, the dean will impose additional sanctions or penalties and may recommend to the Provost that the student be suspended or be disqualified from further study at the University. If the academic dishonesty involves an experiential learning essay, the student’s portfolio will be rejected from the evaluation process in the Experiential Learning Center.

Student-athletes are subject to both University and Athletic Department disciplinary guidelines and procedures. The student’s right to appeal is protected by University policies. Information on this is available in the Office of the Dean and the Provost’s Office. If the academic dishonesty involves an experiential learning essay, the student’s portfolio will be rejected from the evaluation process in the Experiential Learning Center.

Good Academic Standing
A student-athlete whose semester or cumulative GPA falls below 2.0 will be placed on University academic probation (University Catalog). If the student-athlete does not improve his or her academic record the next semester, he or she will be subject to disqualification (University Catalog). Student-athletes admitted conditionally must have completed 24 semester units with a cumulative GPA of 2.0 at the end of the spring semester or could be subject to disqualification.

In the event the Dean of the College officially disqualifies the student-athlete, he or she will be ineligible to participate in intercollegiate athletics. If a student-athlete successfully appeals for reinstatement through a University academic appeals committee, he or she will still be ineligible for intercollegiate competition until the student-athlete raises the cumulative GPA to 2.0.

Additional Regulations Affecting Satisfactory Degree Progress
Remedial, tutorial or non-credit courses may be used only if they meet all the following criteria:
• Courses must be considered prerequisites for specific courses acceptable for any degree program.
• Courses must be given same weight as others in determining a student’s status for full-time enrollment.
• Courses shall not exceed 6 semester hours, and the courses must be taken during the student’s first academic year of collegiate enrollment (i.e. an IEP student cannot count these courses towards NCAA satisfactory progress).

Incomplete Grades - A student receiving an incomplete grade may utilize the course in question to fulfill the minimum satisfactory progress requirements subject to the following conditions:
• The “I” must be removed by the first day of classes of the following semester.
• Such a course may be counted only once after a grade has been achieved that is acceptable to the institution for determining progress-towards-degree.

• The course may be counted during the term in which the student initially enrolled in the course or during the term in which the “I” was completed and acceptable credit awarded.

Repeateed Courses - Credit for repeated courses may be used only under the following conditions:
• A course repeated due to an unsatisfactory initial grade may be utilized only once, and only after it has been satisfactorily completed.
• Credit for a course that may be taken several times shall be limited by University regulations.
• Credits earned in courses that may be taken several times may not exceed the maximum institutional limit for credits of that type for any baccalaureate degree program (or for specific program once program has been designated).

Summer Courses at Other Institutions
Prior to enrolling in a summer course at another institution, a petition to enroll in the other institution must be completed and approved by the following offices: the University evaluator, your CASA Advisor, and the Dean of your College. Student-athletes must see their CASA Advisor before taking a summer class at another institution.

Minimum Academic Requirements at Graduation
A student must have achieved at least a C grade (2.0) cumulative grade point average and at least a C grade (2.0) in her/his major. This applies also to students who present more than 128 units for graduation. Colleges and schools may designate requirements, which exceed the minimum requirements stipulated by the University.

Academic Probation
Academic probation constitutes a serious warning that a student’s academic record is unsatisfactory and that failure to improve the record will lead to dismissal from the University.

The following categories of students will be placed on academic probation:
• Any student who fails to achieve a 2.0 grade point average for a semester or whose cumulative grade point average falls below a 2.0 grade point average.
• Any upper division student whose cumulative grade point average in his/her major falls below a 2.0.
• A student on probation is not allowed to take more than 12 units of credit per semester. The dean may impose additional requirements and limitations with regard to the student’s participation in USF-recognized extracurricular activities.

Academic Disqualification
Academic disqualification constitutes termination of a student’s relationship with the University for unsatisfactory academic performance. A disqualified student may not register in any of the University’s courses and is denied all privileges of student status.

The following categories of students are subject to disqualification:
• Any student who, after being placed on probation, fails to achieve a 2.0 grade point average for the work undertaken during the probationary semester or who fails to achieve a cumulative grade point average of 2.0 in the two semesters after being placed on probation.
• Any upper division student who fails to achieve a 2.0 average in her/his major during the probationary semester or who fails to achieve in the major a cumulative grade point average of 2.0 within two semesters after being placed on probation.
• International students enrolled in the IEP who do not achieve a TOEFL score of 550 after three semesters.
• Conditionally admitted student-athletes must complete 24 units the first year with a 2.0 GPA.
• Students who are academically disqualified may:
• Petition for a hearing. The Provost, upon recommendation by the student’s dean, will make the final decision on reinstatement.
• However, if the appeal is denied, the disqualified student who wishes to return to the University must file a formal application with the Office of Admissions and must follow the guidelines and procedures for new students. In addition, an applicant for readmission must give appropriate reasons for reapplication consideration.

A disqualified student who has been readmitted:
• Is on probation and has to meet the specific conditions set by his/her dean at the time of readmission (Nursing students should contact the School of Nursing for a copy of the School of Nursing Progression Policies). A readmitted student who fails to meet these conditions will be disqualified and may not reapply.
• Students may be placed on probation or made subject to dismissal as described above and if they fail to meet their unique major requirements.

NOTE: In some instances, a student may be required to drop his/her major program for academic reasons and yet not be academically disqualified from the University.

Missed Classes Due to Team Travel
In 1977, the President’s Council passed the following policy concerning student-athletes being excused from classes: “Students, when representing the University of San Francisco in intercollegiate competition (e.g., athletics, debate, etc.), shall be excused from classes on the hours or days such competition takes them away from classes. Students in the School of Nursing may be an exception to this in their clinic areas of study. However, such students shall be responsible for advising their professors regarding anticipated absences and for arranging to complete class work for classes and/or examinations missed” (University Catalog)

Student-Athlete’s Responsibility
If a game schedule has too many conflicts with the professor’s attendance requirements, it is recommended that the student-athlete see the Director of Academic Support for Student-Athletes.

It is your responsibility to schedule all of your classes at times that will minimize the conflict with practices or competitions whether at home or away. The ability to register early should enable you, in most cases, to arrange a schedule that will not conflict and cause you to miss class.
• It is the responsibility of each student-athlete on the first day of class to inform his or her professors that you are a student-athlete here at the University;
• You should provide each professor a schedule of your games (schedule cards are available in the Sports Information Office); and
• Indicate to each professor that you will provide him or her with an “official excuse letter” from your CASA Advisor before your first team trip. You may not provide a letter from your sports coaches or sport-specific support staff members.
• You will be given a letter for each of your professors with all the dates you will miss his or her class that semester.
• You MUST make certain that you give each of your professors this letter at least one week before the first trip of the season you are on the travel squad.
• This letter will also indicate that you will not be excused on the dates listed for team trip for which you do NOT make the travel squad.
• Student-athletes will not be officially excused from class in accordance with the University’s policy unless these letters are presented.

Note: It is extremely important that you inform your CASA Advisor if your academic schedule changes.

Study Hall
Study Hall provides a chance for student-athletes to get a quality start on their academic work and to have regular access to quality tutorial assistance. For further information on Study Hall, please see below, or contact Robert Tigani in the compliance office.

Freshmen students, Transfer students, and any student-athlete who has a cumulative or previous semester grade point average (GPA) above a 3.2 does not have to attend study hall.

Required to attend study hall:
Freshman Year—
• All freshman are required to attend 8 hours per week for the first semester. If a freshman achieves a 3.2 or above GPA their first semester, they are not required to attend study hall the second semester.

Transfer Students –
• First semester: You are required to attend 8 hours per week.
• The remainder of your academic career at USF, you will follow the policy for returning students.

Returning Students –
• If your cumulative GPA or previous semester GPA is below a 3.2, you are required to attend 8 hours of study hall per week.

Study Hall Days and Times
Study Hall Hours
Monday through Thursday 8:00 am – 9:00pm
Friday 8:00 am – 3:00 pm
Sunday 5:00pm – 10:00pm

Absences
Emergencies and extenuating circumstances are the only acceptable reasons for not completing the required Study Hall hours during the week. These should be discussed and approved by your head or assistant coach.

Rules
All student-athletes are permitted to log a maximum of 3 hours per session.

The Study Hall week will be Sunday through Friday, and all Study Hall hours must be logged by 3:00pm each Friday.

Coaches will receive a weekly Study Hall report each week from the Compliance Staff. The Study Hall report will include the Study Hall hours each student-athlete completed for the week.

Study Hall is required for the student-athletes who meet the requirements listed above. If a student-athlete has an emergency and is not able to fulfill the Study Hall requirement they must notify their coaches.

Study Hall hours will be logged electronically using the web based system “Study Hall Tracker”. Study Hall hours will not be counted under any circumstances for student-athletes who fail to login to “Study Hall Tracker” when they
enter Study Hall and/or when they depart Study Hall.

Once a student-athlete logs into “Study Hall Tracker” they are required to remain within Study Hall and work on academically related assignments or course work. Student-athletes are not permitted to enter Study Hall and leave to talk with coaches or other athletic department staff members.

Study Hall should remain quiet at all times.

All electronic devices excluding laptops should not be used as a distraction when working in Study Hall. Student-athletes are permitted to listen to music with earphones. This should be done at a reasonable volume and should not be disruptive to other student-athletes in Study Hall.

Student-athletes are only permitted use Study Hall computers and personal computers for academically related assignments or research. Examples of non-permissible Study Hall activity are social media sites, instant messaging, watching movies, and using the Internet for non-academically related reasons.

Food and/or drinks are not permitted near the computers.

Student-athletes should not save any information on the Study Hall computers. The computers will be shut down each night and periodically “wiped” by IT Services.

Student-athletes who are being disruptive, disrespectful or unproductive will be asked to leave study.

Each student-athlete is responsible for logging their own Study Hall Hours in “Study Hall Tracker” it is not permissible for student-athletes to log hours for other student-athletes.
Athletic Performance

Athletic Performance Staff

Doug Padron, ATC
Associate AD for Athletic Performance and Leadership

Jake Aganus
Head Athletic Trainer
Men’s Basketball, Women’s Golf

Justin Leach, MS, CSCS, USAW
Head Strength & Conditioning Coach
Volleyball, Men’s Soccer, Baseball, T&F

Yvonne Gomez
Mental Performance Coach

Jae Berman, CSCS, RD
Sports Nutritionist

Ben Metzler, MS, ATC, CSCS
Associate Athletic Trainer
Assistant Strength & Conditioning Coach
Baseball, Men’s Golf

Stephanie Ludwig, MA, ATC
Associate Athletic Trainer
Men’s Soccer, Men’s Tennis

Shannon Murphy, M.Ed, ATC, CES
Associate Athletic Trainer
Women’s Soccer & Women’s Tennis

Tyler Arford, MS, ATC
Assistant Athletic Trainer
Women’s Basketball & Spirit Squad

Nicole Perez, ATC
Assistant Athletic Trainer
Cross Country/Track & Field

Megan Mason, ATC
Graduate Assistant Athletic Trainer
Volleyball, Sand Volleyball

Rob Smith, MS, CSCS, RSCC, USAW
Associate Strength and Conditioning Coach
Men’s Basketball, Cross Country

Brian Luchsinger, CSCS
Assistant Strength & Conditioning Coach
Women’s Basketball, Women’s Soccer, Tennis
Sports Medicine Information

Athletic Training Room Code of Conduct:
The USF Athletic Training Room staff expects all student-athletes to be respectful and conduct themselves in a positive manner. Disrespectful actions will not be tolerated.

Athletic Training Room Rules and Regulations:
1. No cleats or outside shoes permitted in room
2. Appropriate discussions and language
3. Appropriate dress: Men are to wear shirts, women a shirt over a sports bra
4. No shoes on the tables
5. No bags or equipment permitted in the room
6. Student-athletes are not to operate modalities (No Self-Treatment)
7. **No student-athletes in the offices, unless invited for a private conference**
8. Student-Athletes may not use computers, phones, or fax machine
9. Cell phone conversation outside the room only
10. All student-athletes must shower post practice or prior to receiving treatment and/or evaluation (unless in emergency)
11. No Tobacco products
12. No food

Health Insurance

Undergraduate students who are required to have health insurance and all undergraduate International Students will be automatically enrolled and charged for the USF-sponsored health insurance plan.

Insurance Requirement and Waiver 2015-2016

USF requires all undergraduate students registered for nine units or more (excluding the Working Adult Professional Studies/Legacy CPS Students and Visiting Students) and all F-1 and J-1 international students registered for at least one unit to carry a health insurance plan.

A charge of $1,144 will be automatically posted to students’ accounts for the USF-sponsored fall health insurance premium. Coverage begins on 8/1/15 and terminates on 12/31/15. For Spring semester 2016, a charge of $1,600 will be automatically posted to students’ accounts for the USF-sponsored health insurance premium. Spring coverage begins on 1/1/15 and terminates on 7/31/16.

Students who are able to prove that they have health coverage comparable equal or better to the University-sponsored plan under a United States-domiciled health insurance company may waive this requirement each academic year online. International students must waive this requirement in person at University Center 5th floor.

For instructions on enrollment and the waiver process, please visit www.usfca.edu/hps

**Deadline: The waiver deadline for the Fall 2015 semester is Tuesday, September 1, 2015 at 5 pm.**

Additional Insurance Information
- Primary Health Insurance
  - The University and Athletic department require all students to have primary health insurance for status as fully enrolled student and medically eligible student-athlete. This can be a policy through either your parents/legal guardians or on your own.
International insurance coverage for international student-athletes must meet the University of San Francisco requirements. Please refer to the Health promotions Services website for details (http://www.usfca.edu/hps/insurance/international/)

- If you do not furnish proof of a primary health insurance policy, no benefits will be paid through the University’s secondary policy.

• USF Athletics Secondary Insurance Coverage
  - USF Athletics offers a secondary insurance policy to pay for expenses not covered by your primary insurance.
  - USF Athletics will cover your medical expenses for athletic-related injuries that meet specific criteria.
  - Benefits are limited to:
    ▪ Injuries sustained during participation in regularly scheduled intercollegiate sports events of the participating campus
    ▪ Activities under the supervision and guidance of a member of the Sports Medicine Staff, Strength and Conditioning Staff or Coaching Staff.

• Getting the Bills Paid
  - After an injury, you or your parents/guardians will begin to receive bills for the injury. Your insurance policy must process the bill completely before USF’s secondary insurance will pay any remaining balance.
  - In order to expedite this process, please forward any and all bills and explanation of benefits (EOB’S) regarding your injury to the USF Sports Medicine Staff. This process can take a significant period of time because the bill has to be processed by two insurance companies. You may speed this process along by promptly forwarding the insurance paperwork and bills to us.
  - All questions should be directed to Jake Aganus,, Head Athletic Trainer at (415) 422-5306.

Sports Medicine Staff

Team Physician

• The team physician has the final responsibility to determine whether a student-athlete is removed, withheld, or restricted from participation due to an injury.

• The team physician oversees the athletic training staff in all aspects of injury-related matters.

Certified Athletic Trainers

• Certified Athletic Trainers (ATs) are the individuals responsible for the direct, day-to-day health care of student-athletes.

• The AT’s are the primary link between the Athletic Department (you, coaches and athletes) and the medical community (physicians).

Athletic Training Students

• Athletic Training Students are volunteers from the Exercise and Sports Science program, working under the supervision of the Certified Athletic Trainers.

• Athletic Training Students are certified in First Aid/CPR/AED and modality operation.

• These students are an extension of the AT’s. You are expected to treat these students with the same respect/professionalism as you would the AT’s or team physicians.

Notifying Athletic Training Staff of an Injury/Illness:

• You must report any injury ASAP to the corresponding staff athletic trainer for an initial evaluation.
• The athletic trainer’s evaluation of the injury may result in any or all of the following:
  o Referral to a physician and/or therapy for the injury.
• The athletic trainer will then inform coaches of initial evaluation and/or physician referral.
• The progress of the athlete is monitored by the athletic trainer, who will update coaches of the athlete’s progress.
• All referrals to outside medical personnel must be made by a member of the USF Sports Medicine Staff.
• Failure to follow this protocol will result in forfeiture of the secondary insurance coverage provided by the USF Athletic Department.

Return to Athletic Participation
• Once the team physician has cleared a student-athlete for full athletic activity the corresponding staff athletic trainer will work with the physician to decide the guidelines under which the student-athlete will return to activity, which may include:
  o Limiting Participation
  o Restricting Activity
  o Removing the student-athlete from any or all activity
• The University reserves the right to exclude a student-athlete from competition if there is any doubt concerning the student-athlete’s physical condition or ability to safely compete in intercollegiate athletics.
• The Sports Medicine staff makes the determination to release you from treatment of an injury. Do not assume you are finished with treatment of an injury until released by a Sports Medicine Staff Member.

Seeking Outside Medical Advice
• The Athletic Department secondary insurance will not cover any expenses related to injury/illness evaluation, treatment, or rehabilitation unless directly coordinated through the Sports Medicine Staff. You should not consult outside medical advice without authorization from the athletic trainer and/or referral from a team physician.
• If a member of the athletic staff is unavailable and the situation is emergent and needs immediate attention, the student-athlete should seek medical attention at the closest facility. You are required to notify the athletic training staff as soon as possible of the emergency room visit. This will help avoid improper billing of services.

Communication with Sports Medicine Staff
• Communication is of utmost importance to facilitate optimal health of the student-athlete.
  o You are responsible for reporting directly to your Certified Athletic Trainer regarding all medical matters. The AT will then facilitate communication between the coaching staff and medical staff. Student-Athletes should not directly contact physicians.
• Daily Coaches’ Reports
  o The Athletic Trainers will provide daily injury reports to the coaching staff regarding pertinent injuries/illnesses
• Confidentiality/ HIPAA Laws
  o The Sports Medicine staff will ensure utmost confidentiality when reporting injuries to coaching staff
  o Student-Athletes must respect confidentiality laws regarding teammate’s injuries, illnesses, etc.
Concussion Management Plan

• A concussion is a serious head injury that may cause long-term effects if not reported to your certified athletic trainer.

• If you experience any of the following symptoms after a head injury in practice or in competition, report them to the Sports Medicine Staff promptly.
  
  o Headache
  
  o Nausea or vomiting
  
  o Balance problems or dizziness
  
  o Double or blurred vision
  
  o Sensitivity to light or noise
  
  o Feeling “foggy,” “hazy,” or “out of it”
  
  o Change of sleep patterns
  
  o Impaired concentration or short-term memory
  
  o Irritability, emotionally, sadness

• The Sports Medicine Staff will have the final authority in clearing all student-athletes returning to play from all injuries, including concussions.

• Student-Athletes from the following sports are required to take the online ImPACT baseline test as a preventative measure.
  
  o M/W Basketball
  
  o M/W Soccer
  
  o Volleyball
  
  o Baseball

• The Sports Medicine Staff will distribute educational materials to all student-athletes at the beginning of each school year.

• Any student-athlete suspected or diagnosed with a concussion or removed from participation for the remainder day and will be evaluated by the Sport Medicine staff for return to participation.

Mental Performance Information

• All student-athletes have the opportunity to seek mental performance services.

• It is preferred that student-athletes wait until after an initial team or Frosh meeting so they may receive a basic understanding of mental performance training prior to an individual session.

• Yvonne Gomez sets her own schedule.
• She may be contacted at heygogo@mac.com

Sports Nutrition Information

• All student-athletes have the opportunity to receive sports nutrition information.

• It is preferred that student-athletes wait until after an initial team or Frosh meeting so they may
receive a basic understanding of sports nutrition prior to an individual session.

- To schedule an appointment with Jae please contact Doug Padron (dcpadron@usfca.edu)
- For general questions you may contact Jae directly (jae@jaebermannutrition.com)

**Strength and Conditioning Information**

**Weight Room Rules and Expectations – Student-Athletes**

- Moran Weight Room is a place of work and it will be maintained as such. There will be no excessive socializing in the weight room, when your workout is completed and equipment cleaned up, please leave.

**Weight Room Rules & Regulations:**

1. Student-athletes must have medical clearance from Sports Medicine staff and Compliance Office prior to participation.
2. Student-athletes must wear appropriate attire in the weight room:
   a. Shirts are required.
   b. Preferable dress is USF issued gear only!
3. All equipment used is returned to its designated area.
4. Student-Athletes are only permitted to work out during team-assigned training time or a designated “open hours”.
5. Student-athletes should keep all personal items in their locker room.
6. Ipods/headphones are only permitted during cardio/core training sessions.
7. No food, gum, tobacco, keys.
8. ID Cards should be placed in designated ID Card holder.

**Access to the Facility**

- Access to the room should be for student-athletes and athletic department personnel only.
- A student-athlete is not permitted to work out in the facility without supervision of a strength and conditioning coach or sport coach.
External Relations

Media Relations for Student Athletes

a. Student-athletes have a responsibility to the University, their coaches and teammates to cooperate with the media. The fans of the University’s teams and friends from the student-athletes’ hometowns are interested in their intercollegiate experience.

b. The opportunity to deal with the media is a learning experience in developing communication skills that can be helpful not only during their intercollegiate career, but in your future professional business career.

c. Student-athletes should never agree to a telephone interview unless the Athletic Communications Department or the Executive Director of Athletics has coordinated the arrangements. This will permit the student-athlete to avoid contact by unauthorized persons who may attempt to gain and use information for gambling purposes.

d. It is very important for the student-athlete to be on time for scheduled personal interviews or in returning telephone calls arranged by the communications department. If the individual encounters problems with the scheduled appointment, the athletic communications should be notified.

e. In personal interviews, the student-athlete should not answer a question if he/she does not wish to respond to it. If there is any doubt about the propriety of answering a certain question, the student-athlete should simply say, “I don’t wish to reply to that question.”

f. Student-athletes should call a halt to the interview and seek counsel with a member of the athletic communications department if the individual is uncomfortable with the questions, answers or general tone of the interview.

g. The acceptance of an individual, the team or the University by the media is developed by the impressions made through the interview, feature stories, and his/her personal self-decorum.

Enjoying your Interview

a. Relax and have fun.

b. Be yourself.

c. Answer each question honestly.

d. Remember that you are representing yourself, your coach, and the university.

e. Be prompt.

f. When an interview is set up, the university expects you to keep the appointment.

g. You can say “No” in circumstances that are uncomfortable or delicate.

h. Be quotable.

Social Networking Website Policy

USF takes free expression seriously and goes to great lengths to protect that right. Social networks such as Facebook, Twitter and Tumblr have expanded opportunities to express yourself, connect with friends and to build your network. Student-athletes should remember that they are ambassadors of the University of San Francisco and are always in the public eye. Content posted by student-athletes at other institutions or even non-athlete students at USF may be unacceptable content for a USF student-athlete. Questions regarding acceptable content should be directed to the head coach, Robert Tigani in the Compliance office or the Director of Athletics.
Student-athletes, as members of the USF community, may use social networking websites such as Facebook and Twitter, provided that:

- No offensive or inappropriate pictures are posted.
- No offensive or inappropriate comments are posted.
- No information posted on the website(s) and no use of the website(s) violate the student code of conduct OR the student-athlete code of conduct.
- Any violation will result in disciplinary action and may jeopardize your athletic scholarship.

The Athletics Department advises USF student-athletes to exercise extreme caution in their use of social networking websites and to remember that content they post reaches a wide audience and may become more public than they intended. There are several responsibilities to consider when you create your persona and post messages online.

- **What you post is public information.** You have a much larger audience than you might be aware.
- **What you post is going to be around for a while.** Because caching and other forms of technology can capture your postings, information is accessible even after you’ve removed it.
- **What you post can harm others.** You are free to express yourself on social networks in ways that you feel are appropriate for you. However, it is important that you respect the privacy and rights of others. Posting things about others can place both you and your subject in a contentious situation.
- **What you post may affect your future.** There is a growing trend for employers to check Google and social networks to gather information about potential candidates. The online persona you create today may be available when you begin your internship or full-time job search or when you apply to professional or graduate school - even if you think you’ve deleted it. Carefully consider how you want people to perceive you before you give them the chance to misinterpret your profile and pictures.

You may be suspended, removed or dismissed from your sports program for inappropriate content or violations of the above uses of a social networking websites.

### Student-Athletes’ Potential Involvement with External Relations Efforts

**A. EXTERNAL RELATIONS MISSION STATEMENT**

To maximize opportunity for our student-athletes by building meaningful relationships with our constituents.

**B. Direct Mail Solicitations**

Student-athletes may be asked to either a) draft a solicitation letter to be mailed to constituents or b) be a signee or co-signee on a similar type of letter.

**B. PHON-A-THON**

Student-athletes may be asked to participate in team phon-a-thers; i.e., placing phone calls to constituents and requesting support for their respective program.

**C. FACE-TO-FACE VISITS**

Student-athletes may be asked to join a staff member(s) and/or coach on visits with donors and prospective donors. The student-athlete would be appropriately briefed prior to the meeting regarding expectations and meeting objectives.

**D. USF MAGAZINE**

Student-athletes may be asked to be highlighted in USF Magazine.

**E. FUND-RAISING/MARKETING COLLATERAL**

Student-athletes may be asked to provide quotes and/or images for fund-raising collateral to include both print and electronic media. Similar requests may be made for promotional and marketing efforts.