ATHLETICS DEPARTMENT CONTACT INFORMATION
ALL NUMBERS ARE IN AREA CODE (757) UNLESS OTHERWISE NOTED

ADMINISTRATION
Dr. Camden Wood Selig, Director of Athletics 683-3369 wselig@odu.edu
Katie Kiefner Nonemaker, Assistant to the Athletic Director 683-3369 kkiefner@odu.edu
Tim Seibles, Faculty Athletics Representative 683-5120 tseibles@odu.edu
Debbie White, Senior Associate AD-External Relations 683-3379 dhwhite@odu.edu
Deborah Polca, Senior Associate AD/SWA 683-3360 dpolca@odu.edu
Bruce Stewart, Senior Associate AD-Facilities, Event Management, Football 683-6713 bstewart@odu.edu
Ken Brown, Senior Associate AD-Internal Operations 683-6923 klbrown@odu.edu
Jena Virga, Senior Associate AD- Development 683-6963 jvirga@odu.edu
Randale Richmond, Senior Associate AD- Compliance and Student-Athlete Welfare 683-5474 rrichmon@odu.edu
Marty Bradley, Associate AD- Sports Medicine 683-3840 mbradley@odu.edu
Rick French, Associate AD-Operations 683-4253 rfrench@odu.edu
Greg Smith, Assistant AD-Facilities 683-6026 gcsmith@odu.edu
Nicole Turner, Assistant AD- Business and Finance 683-6918 nmtturner@odu.edu
Eric Bohannon, Assistant AD- Communications 683-3374 ebohannon@odu.edu
Tina Price, Assistant AD- Creative Services 683-4207 tprice@odu.edu
Dr. Jason Chandler, Assistant AD- Marketing 683-5444 jchandl@odu.edu
Michael Castle, Assistant AD- Ticketing 683-5062 mcastle@odu.edu
Jackie Barrow, Director of Community Relations 683-3359 jbarrow@odu.edu

ACADEMICS
Dr. April Brecht, Director of the Jacobson Athletic Academic Center 683-3709 abrecht@odu.edu
Meredith McCall, Athletic Academic Advisor 683-6893 mmccall@odu.edu
Colleen Farrell, Athletic Academic Advisor 683-4014 cfarrell@odu.edu
Shannon Roberts, Athletic Academic Advisor 683-7112 serobert@odu.edu
Kim Oakes, Athletic Academic Assistant 683-6936 koakes@odu.edu
Dr. Adela Roxas, Educational & Athletic Support Specialist 683-3556 aroxas@odu.edu

ATHLETIC TRAINING
Marty Bradley, Associate AD- Sports Medicine 683-3840 mbradley@odu.edu
Scott Johnson, Associate Athletic Trainer 683-3383 sjjohnso@odu.edu
Jason Mitchell, Assistant Athletic Trainer 683-6462 jmitchel@odu.edu
Nathan Miker, Assistant Athletic Trainer 683-3677 nmiker@odu.edu
Megan Hammonds, Assistant Athletic Trainer 683-6811 mhammond@odu.edu
Danielle Vaughan, Assistant Athletic Trainer 683-4275 kdaugha@odu.edu
Rachelle Bowman, Assistant Athletic Trainer 683-3397 rbowman@odu.edu

BUSINESS OFFICE
Ken Brown, Senior Associate AD-Internal Affairs 683-6923 klbrown@odu.edu
Nicole Turner, Assistant AD- Business and Finance 683-6918 nmtturner@odu.edu
Deana Smith, Scholarship and Insurance Coordinator 683-6923 d3smith@odu.edu
Christy Newton, Travel Coordinator 683-6919 ChristyNewton@anthonytravel.com
Julie Strader, Fiscal Technician 683-3361 jstrader@odu.edu
**COMPLIANCE**

Randale Richmond, Senior Associate AD-Compliance  
683-5474  
rrichmon@odu.edu

Joshua Smith, Assistant Director of Compliance  
683-6930  
jrsmith@odu.edu

Michael Gibbs, Academic Compliance Coordinator  
683-6252  
magibbs@odu.edu

**EQUIPMENT**

Daniel Cornier, Head Athletic Equipment Manager  
683-3644  
trapier@odu.edu

Jeff Gordon, Assistant Equipment Manager  
683-5754  
jagordon@odu.edu

Andrea Allen, Laundry Room Supervisor  
683-3371  
aallen@odu.edu

**ATHLETIC EXTERNAL RELATIONS**

Debbie White, Senior Associate AD-External Relations  
683-3373  
dhwhite@odu.edu

Jackie Barrow, Director of Community Relations  
683-3359  
jabarrow@odu.edu

Eric Bohannon, Assistant AD- Communications  
683-3374  
ebohanno@odu.edu

Grant Gardner, Associate Communications Director  
683-5320  
gagardne@odu.edu

Maggie Bonner, Assistant Communications Director  
683-5581  
meroy@odu.edu

Tim Wentz, Assistant Communications Director  
683-3395  
twentz@odu.edu

**CREATIVE SERVICES**

Tina Price, Assistant AD- Creative Services  
683-4207  
tprice@odu.edu

Chrisie Brown, Director of Creative Services  
683-6225  
chbrown@odu.edu

Paul Briggs, Director of Video Services  
683-3784  
pbriggs@odu.edu

Boyzie Hayes, Video Services Coordinator  
683-3784  
blhayes@odu.edu

**SPORTS PERFORMANCE**

Ryan Martin, Director of Sports Performance  
683-3682  
rmmartin@odu.edu

Alex Parr, Associate Director of Sports Performance  
683-5313  
aparr@odu.edu

Joe Makovec, Assistant Director of Sports Performance  
683-3695  
jmakovec@odu.edu

Eric Potter, Assistant Director of Sports Performance  
683-6151  
eton@odu.edu

Lanie Deppe, Assistant Director of Sports Performance  
683-6151  
edeppe@odu.edu

**TICKETS**

Michael Castle, Assistant AD- Ticketing  
683-5208  
mcastle@odu.edu

Sarah Holmes, Assistant Director of Athletic Ticketing  
683-3393  
s1holmes@odu.edu

Christopher Schaefer, Assistant Director of Athletic Ticketing  
683-5865  
cschaef@odu.edu

**HEAD COACHES**

Baseball  
683-4230

Men’s Basketball  
683-3362

Women’s Basketball  
683-3401

Women’s Rowing  
683-6715

Field Hockey  
683-5362

Football  
683-6150

Men’s Golf  
683-3300

Women’s Golf  
683-6073

Women’s Lacrosse  
683-5471

Men’s and Women’s Sailing  
683-3387

Men’s Soccer  
683-3607

Women’s Soccer  
683-5343

Men’s and Women’s Swimming  
683-5752
Men’s Tennis: 683-3129
Women’s Tennis: 683-3135
Wrestling: 683-5311

**ON-CAMPUS RESOURCES**

- Academic Advising: 683-3699
- Academic Skills: 683-3699
- AA/EO Office: 682-3141
- Cafeteria: 683-3342
- Campus Bookstore: 683-0048
- Campus Information: 683-5914
- Career Center: 683-4388
- Computer Services: 683-3192
- Constant Center Ticket Office: 683-4444
- Counseling Center: 683-4401
- Educational Accessibility: 683-4655
- Exit Exam Coordinator: 683-4113
- Financial Aid: 683-3683
- General Counsel: 683-3144
- Honor Counsel: 683-4350
- International Student Services: 683-4756
- Library Information: 683-4154
- ODU Athletics Ticket Office: 683-5484
- Parking Services: 683-4004
- Provost: 683-5421
- Public Information: 683-3114
- Public Safety: 683-4000
- Student Health Center: 683-3132
- Testing Center: 683-3697
- University Hearing Officer: 683-3431
- Women’s Center: 683-4109
- Writing Center: 683-4013

**OFF-CAMPUS RESOURCES**

- AIDS Counseling and Information Hotline: (800) 590-2437
- HRT Bus Schedule: 222-6100
- Campus Bus Schedule: 683-4004
- Crisis Hotline: 399-6393
- Crisis Pregnancy: 499-4444
- Eating Disorders Institute: 456-9109
- ODU Credit Union: 533-9308
- Planned Parenthood: 624-9224
- Poison Control: (800) 552-6337
- Response (Sexual Assault Support Service): 622-4300
- Selective Service: (708) 688-6888
- STD Clinic: 683-2767
- Suicide Prevention Hotline: 399-6393

**IMPORTANT WEBSITES**

- ODU Department of Athletics: www.odusports.com
- C-USA: www.conferenceusa.com
| Atlantic Sun Conference | www.atlanticsun.org |
| Big 12 Conference       | www.big12sports.com |
| Big East Conference     | www.bigeast.com     |
| MAC                     | www.mac-sports.com  |
| NCAA                    | www.ncaa.org        |
| Constant Center         | www.constantcenter.com |
| Office of Financial Aid | www.odu.edu/finaidoffice |
| FAFSA                   | www.fafsa.ed.gov    |
| LEO Online              | www.leoonline.odu.edu |
| Career Management Center| www.odu.edu/CMC      |
| Parking Services        | www.odu.edu/parkingservices |
| Information Technology Services | www.odu.edu/its |
| Registrar Office        | www.odu.edu/registrar |
MESSAGE FROM THE DIRECTOR OF ATHLETICS

Dear Old Dominion University Student-Athletes,

On behalf of Old Dominion University and the more than 145 coaches, athletic administration, and support staff, I would like to welcome you to our ODU family! We are pleased and excited to have you as a member of the Monarch team. We take great pride in the numerous accomplishments of our student-athletes both in and out of the classroom and we encourage you to make the most of your academic and athletic opportunities this year.

Please take some time to read and review this handbook and become familiar with the policies and procedures of the Old Dominion University Department of Athletics. This handbook has been developed with you in mind and we hope that you use it as your guide throughout the academic school year.

I wish you the very best during the academic year ahead. I look forward to sharing in and celebrating your academic and athletic successes at Old Dominion. I challenge you to support not only your fellow ODU student-athletes, but all ODU students and faculty and staff in the hundreds of social, educational, club, and organizational opportunities available to all students throughout the year. Thank you in advance for your “Championship Effort” on behalf of ODU. Have a great 2015-16 year at Old Dominion University.

Go Monarchs!

Cordially,

Dr. Camden Wood Selig
Director of Athletics
OLD DOMINION UNIVERSITY MISSION AND VISION

OLD DOMINION UNIVERSITY ATHLETICS MISSION

In support of the Old Dominion University mission, the Department of Athletics recruits and develops a diverse population of highly skilled student-athletes that compete at the NCAA Division I level. Our commitment is to enable student-athletes to reach their full potential academically, athletically, and as citizens. We enrich the campus experience and serve as a gateway to the University by enhancing its visibility and reputation.

OLD DOMINION UNIVERSITY ATHLETICS VISION

As a result of the academic and personal achievements of our student-athletes, our competitive success, and the work of our coaches and athletics staff, we will be recognized nationally for excellence in intercollegiate athletics. We will be strategic in our decision-making, always positioning ourselves to take advantage of changes in the landscape of NCAA Division I athletics.

OLD DOMINION UNIVERSITY ATHLETICS CORE VALUES

INTEGRITY: Commitment to the highest standards of conduct and sportsmanship.

STUDENT-ATHLETE WELL BEING: Provide opportunities for student-athletes to reach their full potential as students, athletes, and citizens.

EQUITY & DIVERSITY: Support the inclusion of all people regardless of race, color, origins, age, religion, sex, sexual orientation, veteran status, or disability.

EXCELLENCE: To strive for academic and athletic excellence within the University, Conference, and NCAA.

THE STUDENT-ATHLETE’S RESPONSIBILITY

You are subject to NCAA, conference, and ODU Department of Athletics and team policies during your tenure at Old Dominion University.

It is your responsibility to acquaint yourself with the rules and regulations of each unit, and if you have any concerns or questions, to take the initiative and get answers.

The department of athletics schedules orientation sessions to acquaint you with major policies and procedures during the fall of each academic year. You are required to attend the scheduled meetings.

It is the student-athlete’s responsibility to contact the ODU Compliance Office if your phone number or address is changed or disconnected.

You have a responsibility as an enrolled student-athlete to adhere to team rules as provided by the head coach and the department of athletics. These rules are important because they have the potential to affect your status as a student-athlete at Old Dominion University.

You should receive a copy of the team rules for your specific team from the head coach prior to the beginning of the season. If you have not received a copy of the team rules you should obtain one immediately and keep it with this handbook for future reference.

The following rules apply to all student-athletes:

It is expected that you will represent the Department of Athletics in a positive manner especially while out in public view.

• You will attend class and take your responsibility as a student seriously.

• You will provide letters of introduction to all professors.

• You will refrain from tobacco products while involved in all athletic activities.

• You will not use drugs unless prescribed by a physician for the purpose of illness.

• Even if you or a recruit are of legal drinking age you will not offer recruits alcoholic beverages or drink alcohol while entertaining a recruit.

• You will refrain from drinking alcohol, even if you are of legal drinking age, during all team trips and functions.

If you have a grievance or complaint concerning your personal rights or team rules you may follow the protocol listed below:

1. Discuss the issue with your team captain.
2. If the issue is not resolved, meet with the head coach.

3. If the issue continues to not be resolved:
   • Meet with the sport administrator.
   • Meet with the Director of Athletics.

Your status as a student-athlete is monitored and followed closely by the community and the general public. Your actions reflect and represent not only yourself, but also your team, the ODU Department of Athletics and Old Dominion University. This includes your actions and activities conducted online and in social networking sites (such as Snap Chat, Instagram, Facebook.com and Twitter). Please be aware and conscientious about what information you post online, including specific personal information, photos, or other items, and understand that photos and other items may be posted by others on your page.

**COMMUNICATION OF LEGAL AFFAIRS POLICY**

It is your responsibility as a student-athlete to inform your head coach if you are charged with any crime (including traffic tickets). You are to inform your head coach immediately but no later than forty-eight hours after the arrest or formally being charged. This includes a charge or arrest at any time during the calendar year or anywhere on- or off-campus. Failure to report the charge or arrest could potentially lead to removal from the Old Dominion University sports program as well as termination of the student-athlete’s grant-in-aid.

**PRESS AND MEDIA POLICIES**

In addition to representing themselves, student-athletes wearing Old Dominion University uniforms are ambassadors for the ODU Department of Athletics, the University, and the Hampton Roads community. When an individual student-athlete is interviewed by the media, locally and/or nationally, they become a spokesperson for the department and have a responsibility to his or her team.

Listed below are guidelines that the Athletic Communications Office requests all student-athletes to follow. Any questions may be answered by a staff member in the Athletic Communications Office located in the Jim Jarrett Athletic Administration Building, Room 1102.

- All press and media contact should be coordinated through the Athletic Communications Office. This includes all interviews for student-athletes, coaches and administrators.
- In the event that a member of the media contacts you directly without going through the Athletic Communications Office, please advise them to make arrangements through that office prior to interviewing you. Refer all media personnel to the designated sport’s information staff member in charge of your sport.
- Do not give out your residence hall, home phone number or cell phone to any member of the media unless checked with the Athletic Communications Office.
- Do not call a media outlet yourself to try to create publicity for your team or for yourself.
- Do not accept phone calls or answer emails, Facebook or any other social network questions from reporters unless it has been cleared by the Athletic Communications Office. Make sure to set your privacy settings on your social media accounts.
- When using social media, do not post anything derogatory towards teammates, coaches, opponents, other persons, etc.
- If you are asked by Athletic Communications or by your coach to talk to a reporter via the telephone, you may return the call from the Athletic Communications Office. Your quick response is very important and most appreciated.
- If you are asked by Athletic Communications or by your coach to conduct a live interview with a member of the media, you are asked to report on time and be properly dressed for the event. Appropriate attire and appearance may be outlined by the Athletic Communications Office. If you are unable to make interview appointments or return calls during a designated time, you must let the Athletic Communications Office know immediately. A no-show or an unreturned phone call reflects poorly on you, your sport and the University.
- Do not speak negatively about your coach, your teammates, your sport or the University during an interview. Gripe should be kept to yourself.
- Keep the Athletic Communications Office abreast of any developments in your career - such as summer experiences, honors, interesting hobbies, etc. Personal news makes for more interesting stories.
- Always know that regardless of the result of a game, media will request interviews. Be prepared to talk with members of the media at all times, even after a heartbreaking loss.
• Always be courteous to members of the media, regardless of whether you, your teammates or coaches are being interviewed. First impressions are lasting ones and the media helps enhance or diminish an image.

• If you are unsure about how to handle yourself or what to say during an interview, the Athletic Communications Office is here to assist in preparing you and to better facilitate all interviews. Please utilize this service.

**ETHICAL CONDUCT**

Every individual associated with ODU Athletics (i.e. staff members, student-athletes, administrators) shall act with honesty and sportsmanship at all times representing the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports. In addition to these principles, it is the responsibility of all student-athletes and staff members to remain forthright and honest in relation to all NCAA, C-USA and ODU rules and regulations. This includes furnishing information in relation to investigations of possible violations, involvement in academic fraud, and involvement in the use of banned substances and impermissible supplements.

**SPORTSMANSHIP**

Conference USA member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

**STANDARDS OF CONDUCT**

a. Member institutions’ student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate (“Events”). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants, and comment about other institutions, coaches and student-athletes only in a positive manner.

b. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:
   
i. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
   
ii. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
   
iii. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, or spectator;
   
iv. Failure to immediately leave the playing area when ejected from a contest;
   
v. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

c. The appropriate public response to media questions regarding officiating is “per Conference policy, I am unable to comment”. Any other response is a violation of the sportsmanship policy.

**GAMBLING**

In accordance with NCAA Bylaw 10.3, department of athletics staff members, non-athletics department staff members who have responsibilities within or over athletics, staff members of a conference office and student-athletes are prohibited from knowingly participating in gambling activities or providing information to individuals involved or associated with any type of gambling activities concerning intercollegiate, amateur or professional athletics competition. The prohibition extends to all sports in which the NCAA sponsors a championship competition, bowl subdivision football and emerging sports for women.

Gambling can range from placing a wager in Las Vegas to betting a friend a lunch. Remember, Don’t Bet On It.

**HAZING POLICY**

*University Statement against Hazing:*

It is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influence and constructive development for members and aspiring mem-
bers. As such, these organizations are expected to utilize good judgment to determine the abilities of individual students as they relate to organizational activities and requirements. “Hazing” is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on or off campus. Hazing, as defined in this policy, is prohibited. Students and organizations that are found to have engaged in hazing may be disciplined in accordance with the University’s disciplinary procedures.

The purpose of this policy is to define hazing and to provide guidelines with regard to hazing student organizations and their members must follow.

Hazing is defined as an intentional, knowing, or reckless action taken toward any student on- or off-campus by a student organization or any of its members, any students perceived to be members, or former members, to produce public humiliation, physical discomfort, bodily injury, or public ridicule; or to create a situation where public/private humiliation, physical discomfort, bodily injury, or public/private ridicule occurs.

The following are examples of actions that might constitute hazing. As it is impossible to anticipate every situation that could involve hazing, this list should not be considered to be all-inclusive.

- Paddling
- All forms of physical activity which are used to harass or which are not a part of an organized athletic contest and not specifically directed toward constructive work (may include forced running, push-ups, calisthenics, etc.)
- Requiring a particular group to “line up” or walk a particular way
- Expecting members to use separate entrances to facilities such as a house, gym or building
- Requiring members to carry items such as rocks, coins, paddles, books, food, chains, athletic equipment, bricks, etc.
- Road trips (involuntary excursions or “kidnapping” of members)
- Confining another in any room or compartment
- Spraying, painting, or pelting another with any substance
- Burying in any substance
- Requiring or compelling others to engage in activities creating unnecessary work, duties, detention, or any duties which impair academic efforts
- Requiring or compelling exposure to uncomfortable elements
- Verbal harassment
- Requiring or compelling the wearing, in public, of apparel which is not in good taste (this could include clothing that is embarrassing or identical in nature)
- Requiring or compelling the forced consumption of any liquid or solid substance
- Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum)
- Preventing or restricting class attendance or employment requirements
- Mandating any sorts of personal servitude
- Scavenger hunts or any activity which requires members to search for various items around a location in a certain amount of time
- Burning, branding, or tattooing any part of the body; or any other activity, whether voluntary or involuntary, this may cause physical injury or endanger the life of the individual being hazed.
- Psychological hazing, which is defined as any act which is likely to: encourage or intimidate a student to subject her/himself to any activity that could be defined as hazing; cause embarrassment or shame to a member or pledge, cause a member or pledge to be the object of malicious amusement or ridicule; or, cause psychological harm or substantial emotional strain.

Relationship of This Policy to the Code of Virginia

The “Code of Virginia,” Section 18.2-56, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the University when an individual student has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the University when hazing results in bodily injury.
Serving as a student host during an official visit is an important service to ODU and the department of athletics. An official visit is one in which a prospect can visit campus while their travel, accommodations and entertainment can be paid for. It is important that, as a student host, you understand what your responsibilities are while you are hosting a prospect. Appropriate conduct is required of you by institutional, conference, and NCAA rules and regulations. At the time of an official visit, you will be required to sign a form outlining the policies below stating that you understand fully all points.

1. Several students may host a prospect, but only one student host per prospect may be provided a free meal if restaurant facilities are used.

2. A maximum of $40 for each day of the visit may be provided to cover costs of hosting the prospect (and the prospect’s parents, legal guardians, or spouse). These funds may be used for any additional meals, snacks, or entertainment excluding the cost of admission to campus events. These funds may not be used for the purchase of souvenirs or other institutional mementoes. It is permissible to provide the student host with an additional $20 per day for each additional prospect the host entertains.

3. No cash may be given to the visiting prospect or to anyone else.

4. You may not use vehicles provided by or arranged for by any institutional staff member or representatives of athletics interests. NEVER allow a prospect to use your vehicle.

5. You may not transport the prospect, or anyone accompanying the prospect beyond 30-miles of the ODU campus.

6. You should not allow recruiting conversations to occur on or off campus between the prospect and a representative of our athletics interests. It is your responsibility to ensure such contact does not take place when you are hosting a prospect.

7. A visiting prospect may participate in physical workouts or other recreational activities provided such activities are not organized or observed by the coaching staff and are not designed to test the athletics ability of the prospect.

8. You may receive a complimentary admission when accompanying a prospect to a campus athletic event.

9. Drinking under the age of 21 is against the law in the Commonwealth of Virginia. Prospective student-athletes are not to indulge in this activity.

10. ODU will not tolerate sexual harassment by anyone associated with our athletics teams. Student host must be aware of the University’s prohibition of this type of activity and work to ensure that prospects conduct themselves appropriately.

11. It is the responsibility of the University to ensure the safety and well-being of prospective student-athletes visiting our campus. At the same time, it is incumbent upon prospective student-athletes and their student hosts to avoid any activities that would jeopardize their safety or would be against NCAA, University, or local laws, rules and regulations.

**NCAA VIOLATIONS**

It is the responsibility of the entire university, including the ODU Department of Athletics, coaches, staff and student-athletes to comply with all NCAA rules. If, at any time, you have knowledge of a possible rules violation, you must report it to the ODU Compliance Office via phone at 757-683-6930 or in person in the Jim Jarrett Athletic Administration Building Room 1105. Any report of a violation will be kept in strict confidence.

**ELIGIBILITY FOR PRACTICE AND COMPETITION**

In order for a student-athlete to participate in intercollegiate athletics at Old Dominion University in both practice and competition, he or she must meet all required NCAA, conference and ODU rules and regulations including academic benchmarks that must be reached in order to participate in practice and competition.

**NCAA ELIGIBILITY**

Prior to beginning any athletically-related activities, all student-athletes are required to complete the NCAA Student-Athlete Statement, the NCAA Drug Testing Consent Form, HIPPA Disclosure of Protected Health Information Form and must have a physical within the past year on file with the athletic training office. In addition, all freshmen and incoming transfers must show proof of sickle cell test results (please see page 17 for further information)

All incoming freshmen must be certified as an academic qualifier by the NCAA Eligibility Center.

All incoming freshmen and transfers must be certified as an amateur athlete by the NCAA Eligibility Center.
All incoming freshmen, transfer and graduate student-athletes must be admitted in accordance with ODU written policies for admission.

All student-athletes have five years from his or her initial collegiate enrollment to utilize four seasons of competition. Competition is utilized when a student-athlete participates in any event against a non-institutional team or individual in a particular sport.

In some circumstances, a student-athlete may have competed in a minimal amount of contests and becomes medically unable to participate. In these cases, the compliance office may file a Medical Hardship Waiver with the conference office on a student-athlete’s behalf to regain the year of eligibility lost. The qualifications for a Medical Hardship include:

- The injury or illness has to have occurred prior to the completion of the first half of the competition season;
- The student-athlete has to have participated in a minimum number of contests; in many cases this is 30% of scheduled contests, but does vary based on sport;
- The injury or illness must be incapacitating meaning that it is not possible to continue participation in the sport.

Student-athletes are required to meet all NCAA, conference and ODU academic requirements (please see information regarding NCAA Progress Toward Degree located on page 9).

**TRANSFER REGULATIONS**

Transfer rules differ depending on the sport and conference. Therefore, any student-athlete considering transferring should stop by the compliance office for further information.

**NCAA REGULATIONS FOR ACADEMIC ELIGIBILITY**

To be eligible for practice and competition, all student-athletes must be enrolled in a minimum full-time program of studies (12-hours for undergraduates and 9-hours for graduate students). A student-athlete may be enrolled in less than the full-time number of hours if they are in their final semester prior to graduation as long as the student needs less than 12-hours to meet graduation requirements.

All freshmen student-athletes are required to be certified as a final qualifier by the NCAA Eligibility Center. Any student-athlete not certified as a qualifier prior to the start of athletically-related activities, will have 45-days to continue practice as long as they meet all other eligibility requirements.

After a student-athlete’s first semester, it is then required that all student-athletes meet the academic requirements listed in the chart below in order to remain eligible for competition. Please see ODU Regulations following this section.

<table>
<thead>
<tr>
<th>Entering Semester</th>
<th>All Student-Athletes Must…</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>• Be certified as an academic qualifier and amateur by the NCAA Eligibility Center</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>• Pass six hours in the 1st semester (9 Hours for Football Every (Fall) Semester)</td>
</tr>
</tbody>
</table>
| 3rd Semester      | • Pass six hours in the 2nd semester  
|                   | • Pass 18-hours in the 1st and 2nd semesters in total  
|                   | • Pass 24-hours prior to the start of the 3rd semester  
|                   | • Have a cumulative grade point average of at least 1.80* |
| 4th Semester      | • Pass six hours in the 3rd semester  
|                   | • Have a cumulative grade point average of at least 1.80* |
| 5th Semester      | • Pass six hours in the 4th semester  
|                   | • Pass 18-hours in the 3rd and 4th semesters in total  
|                   | • Declare a major  
|                   | • Pass 40% of the credit hours required for designated degree  
|                   | • Have a cumulative grade point average of at least 1.90* |
6th Semester
- Pass six hours in the 5th semester
- Have a cumulative grade point average of at least 1.90*

7th Semester
- Pass six hours in the 6th semester
- Pass 18-hours in the 5th and 6th semesters in total
- Pass 60% of the credit hours required for designated degree
- Have a cumulative grade point average of at least 2.0*

8th Semester
- Pass six hours in the 7th semester
- Have a cumulative grade point average of at least 2.0*

9th Semester
- Pass six hours in the 8th semester
- Pass 18-hours in the 7th and 8th semesters in total
- Pass 80% of the credit hours required for designated degree
- Have a cumulative grade point average of at least 2.0*

10th Semester
- Pass 6 hours in the 9th semester
- Have a cumulative grade point average of at least 2.0*

*GPA requirements are based on majors that require a 2.0 GPA for graduation. Education and Health and PE Majors have different requirements. Please see your Athletic Academic Advisor for more information.

Transfer Students
Transfer student-athletes are required to meet all of the requirements listed above. Transfer student-athletes must meet with their athletic academic advisor in order to determine their academic eligibility.

Graduate Students
Student-athletes who have graduated and enroll as a graduate student at ODU, must be admitted as degree-seeking students in accordance with regular admissions policies and be enrolled in a minimum full-time course of study (nine hours). Graduate students must complete six-hours of academic credit preceding the term eligibility is certified and must pass six hours to be eligible in the following semester.

ODU REGULATIONS FOR ACADEMIC CONTINUANCE

ODU HONOR CODE
We, the students of Old Dominion University, aspire to be honest and forthright in our academic endeavors. Therefore, we will practice honesty and integrity and be guided by the tenants of the Monarch Creed. We will meet the challenges to be beyond reproach in our actions and our words. We will conduct ourselves in a manner that commands dignity and respect that we also give to others.

NOTIFICATION OF ACADEMIC STATUS
It is the responsibility of every student to determine his or her academic status on-line at www.leoonline.odu.edu. The University makes every reasonable effort to notify undergraduate students who are not in good standing of their academic status. A first class letter is mailed to the permanent address of each undergraduate student (degree and non-degree seeking) placed on academic warning, academic probation and suspension. Additionally, an Email containing the same information will be sent to the student’s ODU email address in accordance with the Electronic Messaging Policy for Official University Communication. Non-receipt of a letter or email by a suspended student will not be considered grounds for claiming eligibility to enroll for a subsequent semester. All academic status notices appear on the student’s transcript and will not be removed.

UNDERGRADUATE CONTINUANCE REGULATIONS
At the end of each semester – fall, spring and summer – the coordinator of academic continuance reviews the records of all students who did not maintain a 2.00 grade point average and acts according to the following policies, which are sum-
marized below.

1. **Academic Warning.** A student will be placed on academic warning for one semester when the student’s cumulative GPA falls below a 2.0 at the end of the semester, including summer sessions. A student on academic warning may not enroll in more than 14 credits per semester of attendance (no more than six credits in the summer sessions, and no more than one course in any single summer session) except under extenuating circumstances and with the permission of the dean or designee of the college in which the student is enrolled. A student on academic warning must achieve a cumulative GPA of at least 2.0 at the end of the next semester of attendance to be in good standing. Failure to achieve a cumulative GPA of at least 2.0 results in academic probation.

Old Dominion University is committed to assisting students in achieving their academic goals. Therefore, freshman students on academic warning are required to participate in a success program sponsored by Academic Enhancement in their next semester of attendance. Failure to complete the requirements of the success program will result in cancellation of registration for the next fall or spring semester.

2. **Academic Probation.** A student is placed on academic probation when the student’s cumulative GPA falls below a 2.0 for two consecutive semesters of attendance, including summer sessions. Students on academic probation are expected to improve their cumulative GPA by achieving a semester GPA of 2.0 or better during each semester of attendance. A student who achieves a cumulative GPA of at least 2.0 is removed from academic probation and placed in good academic standing.

Students on academic probation are required to meet regularly with their advisor during the next semester of attendance. A student on academic probation may not enroll in more than 14 credits per semester of attendance (no more than six credits in the summer sessions, and no more than one course in any single summer session). Failure to achieve a 2.0 semester GPA at the end of a fall or spring semester while on probation results in academic suspension. Students who receive a 0.0 GPA for two consecutive semesters (fall, spring) will be suspended immediately.

3. **Academic Suspension.** Following a semester of academic probation, an undergraduate student will be suspended at the end of the fall or spring semester if the cumulative grade point average remains below a 2.0 AND the semester grade point average falls below a 2.0.

Old Dominion University does not suspend students at the end of the summer sessions. Students suspended at the end of the fall term must separate from the institution for the spring term; students suspended at the end of the spring term must separate from the institution for summer and fall terms.

<table>
<thead>
<tr>
<th>Academic Status</th>
<th>Grade Point Average Requirements</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Good Standing</td>
<td>Cumulative GPA 2.0 or higher</td>
<td></td>
</tr>
<tr>
<td>Academic Warning (1st occurrence)</td>
<td>Cumulative GPA 1.99 or lower</td>
<td>Initial term of academic difficulty; student eligible to continue</td>
</tr>
<tr>
<td>Academic Probation (1st occurrence)</td>
<td>Cumulative GPA 1.99 or lower</td>
<td>Second consecutive term of academic difficulty; student eligible to continue</td>
</tr>
<tr>
<td>Academic Probation (2nd and subsequent occurrences)</td>
<td>Term GPA 2.00 or above AND cumulative GPA 1.99 or lower</td>
<td>Second consecutive and subsequent term(s) on academic probation student eligible to continue with a minimum 2.00 term GPA</td>
</tr>
<tr>
<td>First Suspension (see below)</td>
<td>Term GPA AND cumulative GPA 1.99 or lower</td>
<td>After two consecutive semesters, one on academic warning and one on academic probation; first term of academic difficulty in which cumulative and term GPA are below 2.00; student NOT eligible to continue</td>
</tr>
<tr>
<td>Second Suspension</td>
<td>Term GPA AND cumulative GPA 1.99 or lower</td>
<td>After academic warning, academic probation and first suspension occur, second term of academic difficulty in which cumulative and term GPA are below 2.00; student is placed on a mandatory five-year suspension</td>
</tr>
</tbody>
</table>
All students have the right to appeal their suspension if extenuating circumstances warrant such an action. All appeals must be submitted in writing with the Suspension Appeal Form or through the Web site (www.odu.edu/success/academic/performance/suspension/appeal) by the deadline. Suspension Appeal Forms must be delivered to the Office of Continuance. Late appeals will not be reviewed.

- If the student has pre-registered for a subsequent semester, all registration will be administratively dropped if the suspension appeal is denied. The Office of Finance will audit the accounts of students whose appeals are denied; and a tuition refund, if appropriate, will be issued. Students who choose not to appeal the academic suspension will be dropped from all courses before the tuition deadline.
- All academic status notices appear on the student’s transcript. Additionally, notice of whether an appeal was filed and the outcome of the appeal will also appear.

**OLD DOMINION UNIVERSITY SATISFACTORY ACADEMIC PROGRESS**

Maintaining Satisfactory Academic Progress (SAP) is one of many federally mandated criteria viewed in determining a student’s eligibility for continued receipt of financial aid. Progress is measured by PACE (the number of credits earned in relation to those attempted), Qualitative (GPA) standard and Allowable time (the maximum time frame allowed to complete the academic program). Students must also demonstrate a progression toward completion of their degree program within an established timeframe. Failure to maintain SAP will result in a loss of financial aid eligibility. Progress is reviewed annually, at the end of the academic year.

**I. PACE**

In order to maintain financial aid eligibility, an undergraduate student is required to complete 67% of the total credit hours attempted. Graduate students must complete 80% of the total hours attempted.

**II. QUALITATIVE**

Undergraduate students must have a minimum cumulative GPA of 2.0 and graduate students must have a cumulative GPA of 3.0.

**III. ALLOWABLE TIME**

The maximum allowable time to be eligible for most financial aid programs for full-time undergraduate students is five years or ten semesters. Students attending less than full-time will be eligible for aid for semesters registered, not to exceed the equivalent of ten full-time semesters. The maximum allowable time to be eligible for financial aid for a full time Master’s degree is three years.

Undergraduate students at ODU may attempt a maximum of 180 credit hours. Undergraduates working toward a second degree will be given an additional 90 hours. Transfer credits are included.

**IV. SATISFACTORY ACADEMIC PROGRESS REVIEW**

The Office of Student Financial Aid will conduct a review of SAP at the end of each academic year. Email notifications of SAP standards not met will be sent to the student’s ODU email account.

Please note that students who have not received financial aid in previous years, but are applying for financial assistance for the first time will also be held to the requirement of maintaining SAP. SAP is reviewed for all semesters of a student’s enrollment regardless of whether the student was eligible for financial assistance during a term. If students exceed the maximum allowable time, they are not meeting SAP; thus, all aid will be suspended.

Financial aid suspension does not prohibit you from continuing their education at Old Dominion University. It does prohibit students from receiving financial aid until they again meet the standards for SAP.

**Financial Aid Suspension:** Students who fail to meet SAP are placed on financial aid suspension. Students have the option to appeal this suspension. An appeal must be based on significant mitigating circumstances that seriously affected academic performance. The decision to appeal will be sent via email to the student’s ODU email account.

**Financial Aid Probation:** For students who are successful in their appeal, aid will be reinstated; however, the student will be placed on probation for one payment period/term. Emails will be sent to students on financial probation advising them of the conditions needed. At the conclusion of the probation term, the student must be meeting the University’s SAP standard in order to qualify for further funding.
The Appeal Process: The appeal form may be downloaded from the Student Financial Aid website at http://www.odu.edu/finaidoffice

The basis for an appeal includes:

• Death of a relative
• Student/parent injury or illness
• Other circumstances (ex, divorce/separation, natural disaster, etc.)

If you would like to file an appeal for reinstatement of your eligibility for financial aid, please follow these directions:

1. Use the SATISFACTORY ACADEMIC PROGRESS APPEAL FORM to write your appeal. State clearly why you failed to meet the condition(s) cited. Attach documentation if necessary. State what has changed that will allow you to demonstrate SAP progress at the end of the next evaluation period. To confirm your extenuating circumstance(s), you must attach documentation from an objective third party (e.g., physician, counselor, lawyer, social worker, teacher, religious leader, academic advisor, etc.). Documentation submitted will remain confidential. Appeals will be reviewed only by financial aid personnel.

2. Meet with your major academic advisor or dean of your college to complete the REQUEST FOR WRITTEN EVALUATION OF ACADEMIC PERFORMANCE form. If you submit your appeal without this evaluation, your appeal will not be considered.

3. Submit your complete appeal packet and all supporting documents within 14 days of receipt of notification. Failure to submit the complete packet will result in cancellation of aid.

4. Allow two weeks for the review of the appeal and receipt of the decision notification. If your appeal is approved, the decision notification will outline the conditions of your contract for reinstatement of aid eligibility. The contract is binding and your academic progress will be reviewed at the end of the enrollment period specified. If your appeal is denied, the decision notification will specify the conditions for future consideration for financial aid eligibility.

The decision of the financial aid review committee is FINAL and cannot be appealed.

If the appeal is unsuccessful, an email notification will be sent notifying you of the decision and informing you on how to re-establish eligibility if applicable.

Re-establishing Eligibility

Students may re-establish their eligibility for financial assistance by achieving the satisfactory progress standards. This will be at students’ own expense as they are ineligible for financial aid. Sitting out a semester at ODU will not assist in re-establishing eligibility. Once students have earned the required grade point average or completed the required credit hours, they must contact the Office of Financial Aid to request reinstatement of their financial aid eligibility.

Students not making SAP at the end of the second year, but at the end of the subsequent grading period, come into compliance with the University’s graduation requirements; they will be considered to be making SAP beginning with the next grading period.

ATHLETIC ACADEMIC ADVISING

Dr. April Brecht, Director of the Jacobson Athletic Academic Center, Phone: 683-3709, Email: abrecht@odu.edu
Meredith McCall, Athletic Academic Advisor, Phone: 683-6893, Email: mmccall@odu.edu
Shannon Roberts, Athletic Academic Advisor, Phone: 683-7112, Email: serobert@odu.edu
Colleen Farrell, Athletic Academic Advisor, Phone: 683-4014, Email: cfarrell@odu.edu
Kim Oakes, Athletic Academic Assistant, Phone: 683-6936, Email: koakes@odu.edu

New freshmen must participate in PREVIEW (orientation and advising registration) prior to their first semester. A schedule of advising deadlines will be provided or you may obtain a schedule of preregistration deadlines from your Athletic Academic Advisor.

These deadlines must be adhered to so that a student-athlete’s courses can be scheduled in a way that will reduce class and athletic conflicts.

Continuing student-athletes must make an appointment with their Athletic Academic Advisor, prior to registration, regarding class requirements. However, all students who have declared majors must have the signature of their respective
program advisor and your Athletic Academic Advisor before the preregistration deadline. (Check with the team coach and/or the advisor for advising dates and times available).

Once the semester is under way, academic progress reports will be distributed to the faculty at least twice a semester. These progress reports are compiled by the advisors and sent to the head coach.

Class schedules may not be changed without first meeting with your Athletic Academic Advisor. A hold is placed on a student-athlete’s account to block student-athletes from changing their schedules. Deadlines for dropping/adding classes can be found online at http://www.odu.edu/academics/calendar. The advisor should be consulted prior to these deadlines to prevent any possible difficulties that may result from the dropping, withdrawing or adding of a class.

All student-athletes are required to declare a major by the start of their third year. However, it is recommended that a major be declared prior to the third year to forecast any eligibility concerns. Therefore, it is imperative that all advising appointments and other deadlines be met.

When a student-athlete is ready to declare a major, he/she should make an appointment to see their program advisor prior to the preregistration deadline. The Athletic Academic Advisor will counsel him/her as to the proper procedures to follow, and direct him/her to the appropriate program advisor. Student-athletes wishing to change their major must discuss this decision with their Athletic Academic Advisor, as this decision may affect athletic eligibility.

**TUTORING**

Academic tutors are available to all student-athletes free of charge. If a student-athlete would like some assistance with a particular class, he/she should make the request on GradesFirst or contact their athletic advisor. A tutor can be assigned and scheduled to meet your time demands. All student-athletes are strongly encouraged to use the tutors which they are given.

**CLASSROOM ATTENDANCE**

Regular classroom attendance is expected of all students. Course grades are not only based on written assignments and exams, but also general participation and topical discussion during class periods. As discussions cannot be reproduced, many times absences cannot truly be made up. Excessive absences have a negative effect on the student’s learning and performance. Students are responsible for all class work and a student who misses class is expected to have the initiative to cover the material missed. Students must meet all course deadlines and be present for all quizzes, tests and examinations.

An attendance policy that is consistent with departmental policy or guidelines will be established for each class by the instructor. Syllabi will include a statement for the attendance policy for each course and the effect, if any, of nonattendance on grades. Reasonable provisions should be made by the instructor for documented representation at University-sponsored athletic or academic functions and documented illness. The granting of provisions for other documented absences is left to the discretion of the faculty member.

Due to the nature of asynchronous courses, students are expected to participate in class, but in formats that do not require attendance at regular intervals.

In the event of extended illness, the student should notify Student Ombudsperson Services when the student is going to be absent from classes for more than one week because of an illness. Student Ombudsperson Services will notify the student’s course instructors of the absence on his or her behalf.

**TECHNOLOGY EQUIPMENT CHECK OUT**

Laptops, voice recorders and calculators are available for student-athletes to check out. Student-athletes must contact the Jacobson Athletic Academic Center two days in advance in order to reserve equipment. The laptops may be checked out for a maximum of three days, with the exception of team travel that covers more than three days. Those teams in season will have priority for use of the laptops. A contract must be signed in order to check out equipment. Failure to return equipment by the assigned date will result in a hold placed on your account.

**SUPERVISED STUDY SESSIONS**

Study sessions will be required for freshmen and transfer students, as well as upperclassmen below a 2.30 cumulative GPA. All student-athletes are encouraged to participate in these regular study sessions. Attendance reports are submitted to each coach. New student-athletes and upperclassmen below a 2.30 cumulative GPA must attend study hall for a minimum of six hours per week. Individual teams may have additional academic requirements. Please see your athletic advisor for details. Students on Academic Warning or Probation may be required to attend additional study hall hours. Both day and evening hours are available. Students must have their university ID card to swipe in/out of study hall.
ACADEMIC SUCCESS PROGRAM
Student-athletes who are below a 2.00 cumulative GPA are required to meet with their athletic academic advisor within ten days of the first day of classes. An Academic Improvement Plan will be signed at that time outlining the necessary actions for improved academic performance.

ASSESSMENTS
Freshmen and transfer students must complete an entering student assessment prior to their first registration. Seniors must complete the senior assessment in order to graduate.

GRADE FORGIVENESS
Students seeking a baccalaureate degree may improve their GPA by repeating up to five previously taken courses in which a C- or below was earned. Each repeated course must be the same course and must be taken at ODU. The registrar automatically applies grade forgiveness to all eligible repeated courses. Please note that any course repeated may affect NCAA eligibility requirements. In most cases, a course can only be counted once in determining eligibility. Prior to seeking grade forgiveness, all student-athletes must meet with their athletic academic advisor. For more information, please consult the ODU Undergraduate Catalog.

GRADUATION MEDALLIONS
A graduation medallion shall be earned by all student-athletes who have completed their final year of eligibility. The medallion will be given to the students the semester they are expected to receive their bachelor’s degree. Special consideration will be given to student-athletes who leave the university due to extenuating circumstances or professional sports, and return to complete their degree.

EXIT INTERVIEWS
Athletic Exit Interview
Each year, Division I institutions are required by the NCAA to interview student-athletes who have exhausted their eligibility at Old Dominion University. The purpose of the exit interview is to find out how student-athletes perceive their experience at the institution. Information obtained from the exit interviews will be used to help determine the strengths and weaknesses of the ODU athletic program and assist in making changes and improvements that will affect future student-athletes.

All student-athletes who have exhausted their eligibility will be randomly assigned to a member of the University Athletic Committee.

Financial Aid Exit Interview
Any student who received financial aid must complete an exit interview prior to graduation with the Financial Aid Office.

MONARCH PRIDE PROGRAM (Pursuit of Respect, Integrity, Diversity, and Excellence)
ODU Athletics has developed a life skills program for student-athletes to help them bridge the gap from high school to college and from college to career. The Monarch PRIDE Program provides life skills support in the areas of academics, athletics, personal development, career development and service. Through specific programs, ODU athletics works to meet student-athletes changing needs while in college and in the years after graduation as well as to promote the well-being and development of student-athletes.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)
The SAAC is a committee made up of student-athletes assembled to provide insight on the student-athlete experience. It serves as a voice for student-athletes to address issues common to all teams. The committee provides a forum for student-athletes to address concerns with administrators to improve the student-athlete experience.

Functions of ODU SAAC:
• Promote communication between athletics administration and student-athletes.
• Disseminate information.
• Provide feedback and insight into department of athletics issues.
• Build a sense of community within the athletics program involving all athletic teams.
• Solicit student-athlete responses to proposed conference and NCAA legislation.
• Organize community service efforts.

SAAC is run by an executive board, which are fellow student-athletes elected on an annual basis. Each team nominates two students for general membership. In addition to regular monthly meetings, SAAC participates in a variety of community service activities on- and off-campus. Please contact your athletic academic advisor to see how you can get involved.

**MONARCH REACH OUT AND PROMOTIONAL ACTIVITIES**

There is more to the Old Dominion University athletic program than just winning games - much more. In an effort to consolidate all the many activities that coaches, student-athletes and staff are involved in away from the playing fields, a program known as Monarch Reach Out was created. Whether it’s giving a speech to an elementary school, volunteering at the Children’s Hospital of The King’s Daughters, reading to children, feeding the homeless, building homes for the underprivileged, providing FREE clinics to Special Olympians and other target groups, helping fellow students during the opening days of classes, or providing complimentary tickets to non-profit groups and students, Monarch Reach Out has touched many people.

ODU Athletics encourages student-athlete participation in both community service projects and promotional events. Per NCAA Bylaw 12, the Department of Athletics is required to submit written approval for all student-athletes participating in any charitable or non-profit activities considered incidental to participation in intercollegiate athletics.

**According to NCAA Legislation, Old Dominion University student-athletes can participate in charitable/non-profit activities only under the following conditions:**

1. The student-athlete does not miss class;
2. The student-athlete receives written approval from the Director of Athletics (or designee);
3. All monies derived from the activity will go directly to the charitable/non-profit agency;
4. The specific activity in which the student-athlete participates does not involve co-sponsorship, advertisement, or promotion by a commercial agency;
5. The student-athlete may only accept legitimate and normal expenses such as meals and travel from the institution or charitable/non-profit agency;
6. The student-athlete signs this release statement prior to the activity;
7. The student-athlete’s name, picture, or appearance is not utilized to promote the commercial ventures of the agency; and
8. The activity is within a one hour driving distance from the ODU campus.

**Please note:** any commercial items with names, likeness or pictures of multiple student-athlete may be sold only at Old Dominion University, university controlled (owned and operated) outlets or outlets controlled by a charitable or educational organization. Items that include and individual student-athlete’s name, picture or likeness (e.g., name on jersey, name or likeness on a bobblehead) other than informational items (e.g., media guide, schedule cards, institutional publications), may not be sold. Student-athletes must submit the ‘Student Athlete Promotional Request’ form for review and approval prior to participation in such activity.

We encourage all the teams and student-athletes to look beyond the playing fields and courts to assist in a community project during that academic year. The time spent will be returned three fold in kindness and gratitude from those you helped.

**ATHLETIC TRAINING ROOM**

L.R. Hill Sports Complex: Marty Bradley, Associate AD- Sports Medicine, Phone: 683-3840
Jim Jarrett Athletic Administration Building: Scott Johnson, Associate Athletic Trainer, Phone: 683-3383

**OLD DOMINION UNIVERSITY**

**ATHLETIC TRAINING FACILITY POLICIES**

Old Dominion University Athletic Training Mission Statement

*The Old Dominion University Athletic Training Staff, in conjunction with the Athletics Department and the University, strives to provide comprehensive, state-of-the-art, quality healthcare services for the well-being of the student-athletes.*
Each member of the Old Dominion University Athletic Training Staff will do his or her part to provide professional leadership, counseling and education necessary to prevent, manage, rehabilitate and return the student-athlete to athletic activity as quickly, but as safely as possible. The Old Dominion University Athletic Training staff will work with university and community healthcare providers to establish a partnership with the student athletes and the coaches.

1. All student-athletes (includes incoming freshman, transfer and walk-on student-athletes) must have a current physical examination form, results of sickle cell trait testing, and a current athletic department drug testing consent form on file in the Athletic Training Office before they will be allowed to participate in any Old Dominion University intercollegiate activity on campus, including weight training and conditioning. The physical examination must have been performed within six months of the start date of any such intercollegiate activity.

2. All student-athletes must also have a current emergency contact & insurance information form, along with a copy of their health insurance card on file in the Athletic Training Office before they will be allowed to participate in any intercollegiate practice or event at Old Dominion University. This includes walk-on student-athletes trying out for any team.

3. Injured/ill student-athletes are required to coordinate all medical evaluations through the Athletic Training staff prior to initiating any services for these conditions. This will permit necessary follow-ups and progress reports on the injury/illness to be made. If a student-athlete is neglecting his or her rehabilitation or treatment, the Athletic Training staff will notify the head coach of the student-athlete’s non-compliance.

4. Student-athletes who refuse, upon request by the Athletic Training staff, to be evaluated for an injury/illness will not be allowed to participate in any practice or event activity at Old Dominion University until they have been evaluated and cleared for participation by a member of the Old Dominion sports medicine staff (athletic trainer/team physician).

5. The Athletic Training staff must coordinate all rehabilitation and treatment for athletic related injuries incurred by student-athletes at Old Dominion University. Due to insurance ramifications, any services provided outside the Athletic Training Room must be coordinated through the Athletic Training staff prior to initiation of these services.

6. In the event an injured student-athlete has received injury treatment/rehabilitation outside the Athletic Training Room, the student-athlete must be evaluated and cleared by a member of the Old Dominion University sports medicine staff (athletic trainer/team physician) prior to participation in any practice or event activity at Old Dominion University.

7. If it is deemed necessary for the injured student-athlete to see an Old Dominion University Team Physician Specialist, this must be coordinated through the Athletic Training staff. In most cases, this will be done within 24 hours following the Athletic Training staff’s recommendation for referral.

8. The Athletic Training staff must coordinate all medical appointments for student-athletes suffering injury/illness during intercollegiate activity at Old Dominion University. In this way the student-athlete will receive prompt and proper attention with a designated Old Dominion University Team Physician Specialist and the Athletic Training staff can coordinate the student-athlete’s care with the attending medical personnel.

9. If deemed necessary by the Athletic Training staff, an Old Dominion University Team Physician Specialist must evaluate any injured student-athlete. If a second opinion is sought, and is different from the first opinion, the student-athlete in question will not be allowed to participate in any practice or event activity until there is an agreement between the two attending physicians. Appointments for any second opinion must be coordinated through the Athletic Training staff.

10. After being evaluated by the Athletic Training staff or Old Dominion Team Physician Specialist, the student-athlete is always entitled to obtain a second opinion from another physician at the student-athlete’s own expense. Written clearance from the second opinion source must be presented to the Athletic Training staff. It will be the student-athlete’s responsibility to obtain this documentation. After receiving this documentation, the student-athlete must still be cleared for participation by a member of the Old Dominion University sports medicine staff (athletic trainer/team physician).

11. If any injured/ill student-athlete knowingly or unknowingly bypasses the Athletic Training staff to seek medical care for any injury/illness, the student-athlete will not be allowed to participate in any practice or event at Old Dominion University until written clearance is obtained by the Athletic Training staff from the attending medical personnel. Again, it is the student-athlete’s responsibility to obtain this documentation. After receiving this documentation, the student-athlete must still be cleared for participation by a member of the Old Dominion University sports medicine staff (athletic trainer/team physician).

12. In the event that a student-athlete needs a surgical procedure for an athletic related injury, the student-athlete must go
through their primary insurance provider for the procedure. If the student-athlete, or his/her parents, choose, for whatever reason, to go outside their primary insurance for the surgical procedure without the Athletic Department’s consent, the Athletic Department’s insurance may only pay up to 50% of the usual and customary charges for the surgical procedure.

13. If a student-athlete does not have a primary insurance provider and a surgical procedure is needed for an athletic related injury, the student-athlete must have the surgical procedure performed by the Athletic Department’s Team Physician Specialist. If the student-athlete, or parents, wishes to have the surgery performed by a surgeon other than the Athletic Department’s Team Physician Specialist, the student-athlete/parents will incur 100% of the costs for the procedure.

14. In regards to non-emergency appointments with medical personnel (physicians, specialists, MRIs, x-rays, dentist, etc.), it is not the responsibility of the Athletic Training staff to find or provide transportation for student-athletes to and from such visits.

15. If an injured/ill student-athlete requires non-emergency medical care, a second party other than the Athletic Training staff (e.g. roommate, friend, coach, team manager, etc.), can accompany the student-athlete. If the injury/illness situation is deemed urgent by the Athletic Training staff, an athletic trainer will accompany the student-athlete for emergency medical care.

16. In any injury/illness situation that occurs during a home athletic event, unless requested by the Athletic Training staff or Events Manager or Athletic Director, no physician other than the Old Dominion University Team Physician Specialist will be allowed onto the field/court or Athletic Training Room for evaluation of the student-athlete. If none of the above individuals are present at the home athletic event, the coach may request that a physician in attendance at the event be allowed onto the field/court to evaluate a student-athlete.

17. Student-athletes that are on long term prescription medications, which are listed on the NCAA banned drug list, must have the appropriate documentation from their attending physician on file in the Athletic Training office. A student-athlete using an anabolic agent or peptide hormone for a medical condition must have this approved by the NCAA before the student-athlete is allowed to participate in any intercollegiate activity.

18. When the Thor Guard lightning system sounds the 15 second “red alert” horn blast that lightning is imminent, all outdoor team activity must cease and members must seek shelter indoors. All team members must stay indoors until the system sounds the three 5 second “all clear” horn blasts that signal outdoor activity can resume.

ATHLETIC TRAINING FACILITIES OPERATION

Athletic Administration Building
All sports excluding football, field hockey, lacrosse and men’s and women’s golf, and men’s and women’s sailing will use this facility. The hours of operation are Monday through Friday 8:00 am - 6:00 pm unless otherwise posted in the Athletic Training Room door.

*Weekend hours will be posted on each Thursday afternoon.

**Summer hours are 7:00-11:30 am and 1:00-4:30 pm

L.R. Hill Sports Complex (during Fall Semester)
The hours of operation are Monday-Friday
7:00 am – 5:00 pm: sick call and treatments
6:00 am – 8:00 am: pre-practice preparation
8:30 am – 10:00 am: closed for practice
10:30 am – 5:00 pm: post practice treatments

*Summer hours are 7:00-11:30 am and 1:00-4:30 pm

Constant Center
This facility is open around men’s & women’s basketball practice and game times.

ATHLETIC TRAINING ROOM RULES
1. Unruly behavior will not be tolerated
2. Inappropriate language will not be tolerated
3. No student-athlete will be allowed to participate in any team activity until there is a completed physical examination and emergency contact and insurance information form on file in the athletic training office.

4. No food is allowed in the athletic training room treatment or rehabilitation area.

5. Towels are not allowed to leave the athletic training room.

6. Student-athletes must shower before post-practice treatments.

7. No cleats are allowed in the athletic training room.

8. The athletic training room is not a social arena. After you have completed treatments, student-athletes are asked to leave the facility.

9. Student-athletes requiring full treatments need to report to the athletic training at least 30 minutes prior to closing. Student-athletes are encouraged to get a full treatment during the day, between classes. The athletic training room is staffed throughout the day, so each student-athlete has the opportunity to receive treatment.

10. Athletic Training room equipment (coolers, crutches, slings, immobilizers, etc.) must be checked out to you by athletic training staff.

11. Student-athletes are responsible for any equipment that is checked out to them. If items are lost or damaged, the student-athlete will be required to pay for the item.

12. Any requests for medical records, must go through head/associate athletic trainer.

13. Cell phones should be silenced when in the athletic training room.

14. The athletic training room is not responsible for personal items that are left in the athletic training room.

**SICKLE CELL TESTING POLICY**

The National Collegiate Athletic Association (NCAA) has recommended that all student-athletes be tested for Sickle Cell Trait. During strenuous exercise, sickle-shaped red blood cells can clump together and pile up, blocking blood flow to the limbs and organs. This condition can result in serious injury or death to persons with the Sickle Cell Trait. C-USA requires all student-athletes show results of SCT testing prior to any sport activity participation.

Thus, Old Dominion University requires all student-athletes provide the institution with the results of a sickle cell trait test. Most newborns are tested for the trait and this information should be available through a family physician. If not, it is highly recommended that the student-athlete obtains a test for sickle cell trait from their physician.

Therefore, in order for a student-athlete to participate at the intercollegiate level of sports at Old Dominion University, the student-athlete (freshman, transfer, and walk-on) must provide documentation and results of Sickle Cell Trait testing. The proper documentation must be on file in the Athletic Training Office before any official sport activity may be started. This includes practice, conditioning, individual skill instruction, and weight room activity.

**TRAUMATIC BRAIN INJURY (CONCUSSION) PROTOCOL**

1. Traumatic Brain Injury Plan

   - All student-athletes will receive educational material regarding the signs/symptoms of a traumatic brain injury in their yearly team meetings.
   - All student-athletes in the sports of baseball, basketball, cheerleading, diving, field hockey, football, lacrosse, sailing, soccer, softball and wrestling will be required to have a baseline neuropsychological assessment performed on the Impact Testing program. All student-athletes will undergo balance assessment as part of their yearly physical examination prior to participation in athletic activity.
   - Any student-athlete showing signs, symptoms or behaviors consistent with traumatic brain injury will be removed from practice/competition and evaluated by a member of the ODU medical staff (athletic trainer/team physician).
   - A student-athlete diagnosed with a traumatic brain injury will be withheld from practice/competition and not return to activity for the remainder of that day.
   - A student-athlete diagnosed with a traumatic brain injury will be evaluated by a team physician-timing is dependent on ATC assessment and clinical judgment.
   - The student-athlete’s classroom activity following a traumatic brain injury will be determined and monitored by the ODU Medical Staff which includes the team physician and athletic training staff in conjunction with the academic adviser. Other disciplines (psychologist, neuropsychologist, faculty athletic representative, Office of Disability Services, coaches and university administrators) may be brought in as needed.
• A student-athlete diagnosed with a traumatic brain injury will receive serial monitoring for deterioration of signs, symptoms or behaviors consistent with the traumatic brain injury.
• Upon discharge by the ODU medical staff following a traumatic brain injury, a student-athlete will be provided written traumatic brain injury instruction, with a roommate, guardian or someone that can follow the instructions.
• A student-athlete suffering from a traumatic brain injury will be required to report to the medical staff daily for evaluation and the completion a Post-Traumatic Brain Injury Symptom Chart.
• A student-athlete suffering from a traumatic brain injury will not be allowed any type of physical activity (weight training or conditioning) until cleared to do so by the ODU medical staff.
• Once a student-athlete is asymptomatic and returns to normal on the Post-Traumatic Brain Injury Symptom Chart, the student-athlete will be required to pass a Post-Exertion Assessment.

(see below)

• Once the Post-Exertion Assessment shows no reproduction of previous traumatic brain injury signs or symptoms, the student-athlete will be required to re-take the Impact Test.
• Once the Impact Test returns to baseline limits, the student-athlete will follow a medically supervised stepwise Return-To-Play Protocol. (see below)
• The final Return-To-Play decision of the student-athlete, as mandated by the NCAA, will reside with the team physician or the physician’s designee.

Post-Exertion Assessment Protocol
Following Traumatic Brain Injury

• Once the student-athlete is asymptomatic and has returned to normal on the Post-Traumatic Brain Injury Symptom Chart, the student-athlete will be required to perform a set of exertion tests as outlined below.
  1. The student-athlete will ride a stationary bike for 5 minutes at low resistance (Level 6) with increasing level of resistance every minute.
  2. The student-athlete will run on treadmill for 10 minutes starting at 4 mph increasing speed every 2 minutes by 1 mph.
  3. The student-athlete will perform 30 sit ups.
  4. The student-athlete will perform 15 push ups.
  5. The student-athlete will perform 30 jumping jacks.
  6. The student-athlete will perform 15 squat thrusts/up-downs.

• Any reproduction of previous signs or symptoms from performing any of the above tests, the student-athlete will not be permitted to return to any physical activity.
• Once the student-athlete successfully completes the post-exertion assessment without any reproduction of signs or symptoms, the student-athlete will retake the Impact Test to establish return to baseline.
Once the student-athlete returns to baseline level on the Impact Test, he/she will be monitored as he/she proceeds through the Return-To-Play Protocol.

III. Traumatic Brain Injury Instruction For the Injured Student-Athlete

The student-athlete has suffered a possible traumatic brain injury and this instruction sheet has been sent home with the student-athlete as a guide should any problems arise with the student-athlete. If any of the below listed signs or symptoms arise, please call the attending ODU medical staff immediately. The attending ODU medical staff will provide instruction on the best course of action for the student-athlete.

• Loss of or fluctuating level of consciousness
• Increasing irritability
• Increasing confusion
• Worsening headache
• Seizures
• Slurred speech or inability to speak
• Forceful and/or repeated vomiting
• Pupils becoming unequal size
• Inability to recognize people or places
• Numbness in arms or legs

Otherwise, you can follow the instructions below.

It is **OK** to:

• Use acetaminophen (Tylenol) for headaches
• Use ice packs on head and neck as needed for comfort
• Eat a carbohydrate-rich diet
• Go to sleep
• Rest (No physical activity until cleared by medical staff)

Do **NOT**:

• Drink alcohol
• Drive a car or operate machinery
• Engage in physical activity (exercise, weight lifting, sport participation) until cleared by medical staff
• Engage in mental activity (homework, computer games, TV watching, going to classes) that makes symptoms worse
• Listen to loud music

**IV. Return-To-Play Protocol Following Traumatic Brain Injury**

• The return-to-play process is dependent upon the student-athlete’s individual sport or activity.
• If any previous signs or symptoms of traumatic brain injury return during any phase of the return-to-play process, the student-athlete will be removed from activity and be re-evaluated by the ODU medical staff.
• Generally, the progression will have a 24 hour period in between each step.
• The first step will consist of limited, non-contact sports specific activity.
• The second step will be limited contact sports specific activity.
• The last step will be full, unrestricted sports activity.
• For all student-athletes, a range of “modifying factors” will influence the management and RTP Protocol. Modifiers to consider:
  o Age (esp. <18 yo)
  o Prior History of Concussion (esp. recent)
  o Severity (Loss of Consciousness> 1 min)
  o Learning Disability, ADD or Psychiatric Disorder
  o History of Migraines or Seizures
  o Position played
• The final RTP decision of the student-athlete, as mandated by the NCAA, will reside with the team physician or the physician’s designee.

**NCAA Drug Testing**

As discussed in the first meeting of the year as well as in this handbook, in order to participate in practice and/or competition all student-athletes **must** complete the NCAA Drug Testing Consent Form.

The NCAA is committed to prevention of drug and alcohol abuse. NCAA Bylaw 30.5 requires education for student-athletes about banned substances and the products that may include them. The NCAA has very strict guidelines
When it comes to the use of banned substances. Below is information that is included in the NCAA Drug Testing Consent Form. In the event that a student-athlete has a question, they should contact their athletic trainer or sport administrator.

**Testing Consent**

By signing the NCAA Drug Testing Consent Form, a student-athlete is giving consent to the NCAA to test in relation to any participation by the student-athlete in any NCAA championship or in any postseason football game certified by the NCAA for the banned drugs listed in Bylaw 31.2.3 (attached). Additionally, if a student-athlete participates in a NCAA Division I sport, you also agree to be tested on a year-round basis.

**Consequences of a Positive Drug Test**

By signing the consent form, all student-athletes affirm they are aware of the NCAA drug-testing program, which provides:

1. A student-athlete who tests positive for performance enhancing drugs shall be withheld from competition in all sports for a minimum of 365 days from the drug-test collection date and shall lose a year of eligibility;
2. A student-athlete who tests positive has an opportunity to appeal the positive drug test;
3. A student-athlete who tests positive a second time for the use of any drug other than a “street drug” shall lose all remaining regular-season and postseason eligibility in all sports. A combination of two positive tests involving street drugs (marijuana, THC or heroin), in whatever order, will result in the loss of an additional year of eligibility;
4. The penalty for missing a scheduled drug test is the same as the penalty for testing positive for the use of a banned drug other than a street drug; and
5. If a student-athlete immediately transfers to a non-NCAA institution while ineligible because of a positive NCAA drug test, and competes in collegiate competition within the 365 day period at a non-NCAA institution, the student-athlete will be ineligible for all NCAA regular-season and postseason competition until the student-athlete does not compete in collegiate competition for a 365 day period.

**ODU DRUG EDUCATION AND TESTING PROGRAM**

This program is designed for the intercollegiate student-athletes at Old Dominion University. This program is in addition to the drug education and drug testing programs required by the NCAA.

Old Dominion University Athletics Department reserves the right to alter, amend, or modify this Drug Testing and Education Program at any time without prior notice. *The Old Dominion University Athletics Department Drug Education and Testing Program (including any sanction phase) are separate and distinct from the NCAA Drug Testing program and its sanctions. However, a positive drug test result within the NCAA Drug Testing Program will in fact constitute a positive drug test result within the Old Dominion University Athletics Department Drug Testing Program.*

**A. PROGRAM PURPOSES**

The purposes of the drug education and testing program is to deter the use of drugs and (1) to identify student-athletes who are substance abusers through a testing program based on periodic testing to reveal the use of drugs; (2) to promote an education program that informs the student-athletes about drugs and drug abuse, alcohol, tobacco, and nutritional supplements; and (3) in appropriate cases, to remove from our athletic programs any student-athlete who is found to have violated the requirements of this policy. Resources to promote an education program for student athletes will consist of an NCAA drug testing video, speakers from the National Center for Drug Free Sports, the Resource Exchange Center (REC), and other resources that are deemed appropriate.

**B. BANNED DRUGS**

*Student-athletes may use no substance belonging to the prohibited NCAA banned-drug list classes; regardless of whether it is specifically listed as an example on the NCAA banned-drug list or not* (see Appendix A for banned drug classes). *The specific banned-drug classes are: Stimulants, Anabolic Agents, Diuretics, Street Drugs, Peptide Hormones and Analogues.* The Old Dominion University Athletics Department drug-testing program may test for substances not listed on the NCAA Banned Drug Classes List and at lower cutoff levels than the NCAA testing levels.

The NCAA and Old Dominion University Athletics Department recognize that some banned substances are used for legitimate medical purposes. Accordingly, the NCAA and Old Dominion University Athletics
Department allow exceptions to be made for those participants with a documented medical history demonstrating the need for regular use of such a drug. Exceptions may be granted for substances included in the following classes of banned drugs: stimulants, beta blockers, diuretics and peptide hormones. Information regarding exceptions procedures can be found at www.ncaa.org/health-safety. In the above instance, the Old Dominion University Athletics Department reserves the right to hold any such student-athlete out of practice or competition until all of the necessary documentation is on file in the Old Dominion University Athletic Training Office. In the event that a student-athlete is prescribed such medication for a legitimate medical condition after the academic year has started, the student-athlete must notify the Old Dominion University Athletic Training Staff immediately. Documentation must be received by the Old Dominion University Athletic Training Staff in an appropriate time period or the student-athlete may be held out of practice or competition until all of the necessary documentation is on file in the Old Dominion University Athletic Training Office. All medications prescribed by a physician should be reported to the Old Dominion University Athletic Training Staff prior to a notification or reporting for drug testing. These records should be continuously updated.

The following are good resources for student-athletes to review: “NCAA Educational Affairs” website (www.ncaa.org/health-safety) and the Dietary Supplement Resource Exchange Center (REC) website (www.drugfreesport.com).

Adulteration/manipulation screening can be performed on all samples as well.

Positive drug profile results are reported only after confirmation by Gas Chromatography/Mass Spectrometry (GC/MS) analysis of the submitted specimen.

The methodology and confirmation of anabolic steroids may include Liquid Chromatography/Mass Spectrometry (LC/MS) as well as Gas Chromatography/Mass Spectrometry (GC/MS) depending on the substance.

The NCAA Stance on Nutritional/Dietary Supplements:

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

Student-athletes should always bring all supplement products to the designated athletics staff before using, and then checking all supplements through the Resource Exchange Center, REC, staffed by the National Center for Drug Free Sport, the NCAA third party drug testing administrator. The REC is the only authoritative resource for questions related to whether listed ingredients on nutritional supplement product labels or in medications contain NCAA banned substances.

Products labeled as dietary supplements sold over the counter, in print advertisements and through the internet are under-regulated by the U.S. FDA. Dietary supplements are at risk of contamination or may include ingredients that are banned under your drug testing policy. Student-athletes have tested positive and lost their eligibility using dietary supplements. Any product containing dietary supplement ingredients is taken at the student-athlete’s own risk.

To access the REC, call toll free 1-877-202-0769 or go to www.drugfreesport.com/rec, select NCAA, and insert password ncaa1, ncaa2, or ncaa3 (depending on your divisional affiliation). Right on the home page you can select “Ask about Dietary Supplements” or go to the “Prescription/Over-the-Counter Drug Search”.

C. TESTING PROGRAM

Each student-athlete will be given a written copy of the Old Dominion University Athletics Department Drug Education and Testing Program annually at the pre school student-athlete meeting and in January for those entering initially at mid year. This will also be reviewed verbally at specific sports team meetings by members of the Athletic Training Staff. Each student-athlete will be required to sign a consent form (Appendix B) acknowledging receipt and understanding of the drug testing program and providing consent to the administration of the urinalysis testing required by the program and a release of the testing information to certain people. If a student-athlete decides not to sign the consent form, please refer to Section I- Failure to Sign the Consent Form. Any student-athlete under age
Prospective student-athletes can be informed of the Old Dominion University Athletics Department drug testing policy during the recruiting process prior to attending Old Dominion University.

D. SELECTION

Student-athletes may be subject to testing at anytime during the calendar year. Student-athletes will be selected for testing in seven ways: 1) random testing, 2) team testing, 3) reasonable suspicion, 4) championship testing, 5) preseason testing, 6) follow up testing, and 7) re-entry testing. Student-athletes may be subject to testing at anytime when, in the judgment of the Director of Athletics or his/her designee, there is reasonable cause to suspect the student is engaged in the use of any of the drugs prohibited by this policy. Such suspicion may be based on information from any source deemed reliable by the Director of Athletics or his/her designee, including, but not limited to: 1) observed possession or use of substances that reasonably appear to be drugs of the type prohibited; 2) observed abnormal appearance, conduct or behavior, including unusual patterns of absence from training, classes or competition, reasonably interpretable as being caused by the use of drugs of the type prohibited. Individualized reasonable suspicion means: if the available facts were conveyed to a reasonable person unfamiliar with the student-athlete or the athletics program, that person would conclude that there is a factual basis for determining that the student-athlete is using a prohibited drug. (See Reasonable Suspicion Drug Testing Form - Appendix C). All medications prescribed by a physician should be reported to the Athletic Training Staff prior to a notification or reporting for drug-testing. These records should be continuously updated.

Student-athletes will be selected at random from official intercollegiate squad lists. Those who qualify for NCAA championships may also be tested prior to the championship. The Associate Athletic Director for Sports Medicine/Athletic Training, Associate Athletic Trainer or Assistant Athletic Trainers may notify the head coach who can assist in notifying the student-athletes. The athletic trainers will meet with those selected and will assist in filling out notification forms (Appendix D) which will explain the date, time and location of the test. Those selected will be required to report for testing at the date, time and location listed on the notification forms. Old Dominion University Athletics Department will give no more than 48 hours notice to the student-athlete selected for drug testing.

The testing will be an observed urinalysis using The National Center for Drug Free Sport and their collection protocols and procedures. (Appendix E). The Sample will be provided under direct observation assuring the integrity of the specimen. Any manipulation, adulteration or dilution of the sample by the student-athlete will result in a positive test. As listed in item # 13, the student-athlete must produce a sample with acceptable specific gravity. The student-athlete must continue to provide samples until the proper level is reached. The student-athlete may be signed out in order to attend class. If the student-athlete is excused from drug testing to attend classes, they are required to return as soon as possible for drug testing (e.g., same day) and will be required to remain at the testing station until an acceptable sample is provided. Each urine sample will be analyzed for the presence of the listed drugs by the lab designated by The National Center for Drug Free Sport.

The results of the tests will be given to the Associate Athletic Director for Sports Medicine/Athletic Training and/or Associate Athletic Trainer who will inform the Director of Athletics of any student-athlete positive tests.

E. CONFIDENTIALITY

Student-athletes are assigned a numeric code which appears on all lab forms thus protecting their identities. Results of the testing will only be given to those persons that have a need to know, such as those listed on the drug testing consent form (Appendix B).

As part of the treatment program, the student-athlete may be required to participate in-group educational sessions, which might affect confidentiality.

F. DISCIPLINARY ACTIONS FOR POSITIVE TEST RESULTS

The Director of Athletics will be informed of any positive test result and the following actions will be taken:

1st Positive
1. Confidential meeting with director of athletics, associate athletic director for sports medicine/ athletic training/associate athletic trainer.
2. Required to sign Disciplinary Action Form (Appendix F).
3. Submit to not only random drug testing but also non-random follow-up drug testing for the remainder of student-athletes intercollegiate career at a frequency decided by the (Director of Athletics or his/her designee).
4. Notification of parents/legal guardians by telephone and/or in writing indicating only that the student-athlete has tested positive for a banned substance on the most recent Old Dominion University Athletics Department drug test. This will be done following the confidential meeting in #1.
5. Notification of head coach by telephone and in writing indicating only that the student-athlete has tested positive for a banned substance on the most recent Old Dominion University Athletics Department drug test. This will be done following the confidential meeting in #1. This information will be deemed confidential by the head coach. If the student-athlete wishes to share this confidential information with anyone else, it is at the discretion of the student-athlete. It is understood, however, that the student-athlete cannot be forced in any way to divulge this confidential information.
6. Suspension from a minimum of ten percent or one contest whichever is greater. This will take place during contests scheduled in the regular championship season including post season competition (not exhibition games), which would be served during the next available competition and can be carried over to the next season if necessary. Ex. 25 game schedule = 2.5 contest .5 and higher rounded up, below .5 rounded down. During the suspension the student athlete will not be allowed to dress for the suspended contests nor travel with the team to the contests in which they are suspended. During the time of suspension, if there is a multiple contest trip in which the student-athlete’s suspension will end prior to the last contest of that trip, the student-athlete may travel with the team but will not be able to dress for any contest until the suspension ends.
   **Please note that when in-season, a student-athlete may miss more contests than the 10% suspended number as the student-athlete must retest negative before re-entry into competition can be granted.
7. Additional disciplinary action as specified by the head coach in conjunction with the Director of Athletics.
8. Referred to Old Dominion University Counseling Services. If Counseling Services refers a student-athlete for outside counseling service, expenses are initiated through the student-athlete’s health insurance coverage. Student-athletes with no insurance or no ability to afford outside counseling will be referred to the Old Dominion University NCAA Compliance representative for consideration of funding through the student-athlete Special Assistance Fund
   **The head coach will be informed of the date and time of the student-athlete initial visit with counseling services and will follow-up with the student-athlete as to future counseling sessions.
9. If the student-athlete requests for additional testing of the sample, the Director of Athletics or his/her designee will formally request the laboratory retained by the university to perform testing on specimen B. While awaiting test results on Specimen B, the student-athlete will be eligible for all intercollegiate activity.

2nd Positive
1. Confidential meeting with director of athletics, associate athletic director for sports medicine/ athletic training/associate athletic trainer.
2. Signing of Intercollegiate Eligibility Termination Form (Appendix G). If S-A declines the confidential meeting, no form will be signed but sanctions as outlined will be enforced.
3. Dismissal from intercollegiate athletics squad.
4. Ineligible for further intercollegiate competition at Old Dominion University.
5. Notification of parents/legal guardian by telephone and/or in writing indicating only that the student-athlete has tested positive a second time for a banned substance on the most recent Old Dominion University Athletics Department drug test. This will be done following the confidential meeting in #1.
6. Notification of head coach by telephone and in writing indicating only that the student-athlete has tested positive a second time for a banned substance on the most recent Old Dominion University Athletics Department drug test, (or NCAA test). This will be done following the confidential meeting in #1. This information will be deemed confidential by the head coach. If S-A declines confidential meeting, head coach will still be notified. If the student-athlete wishes to share this confidential information with
anyone else, it is at the discretion of the student-athlete. It is understood, however, that the stu-
dent-athlete cannot be forced in any way to divulge this confidential information.

7. Removal of all athletic aid. At the discretion of the Athletic Department, athletic aid can be removed immediately, or, as soon as possible in conformity with all university, conference and NCAA rules.

8. If the student-athlete requests for additional testing of the sample, the Director of Athletics or his/her de-
signee will formally request the laboratory retained by the university to perform testing on specimen B. While awaiting test results on Specimen B, the student-athlete will be suspended from all intercollegiate activity.

The first offense is cumulative throughout the student-athlete’s eligibility.

Following the first positive test, the student-athlete will be retested anytime within 30 days of the initial testing date (Appendix H). The results of this retest must be negative or at least show evidence of no new drug use or it will be considered as the second positive drug test. If the retest returns positive, a lab analysis of results will determine if there was new drug use since the initial testing date. Once a negative screen is obtained, any subsequent positive screens will be treated as an additional offense. All student-athletes who have tested positive for a banned substance must undergo re-entry testing and the results report as negative before the student-athlete is allowed to return to competition. No student-athlete will be allowed to return to competition while the results of the most recent retest are still positive for the identified substance. After serving the imposed Athletic Depart-
ment suspension, the student-athlete will undergo weekly retesting to determine if the student athlete can return to competition. The results of any subsequent retesting must be received by the Associate Athletic Director for Sports Medicine/Athletic Training and/or Associate Athletic trainer before a student-athlete can be granted re-entry into competition. This retesting will be conducted as early as possible on a weekly basis.

If Old Dominion University Counseling Services, or outside counseling services, recommends extending the 30 day retest period of time for a student-athlete under their care following an initial positive drug test, the student-athlete must retest negative. If the student-athlete retests positive at the end of the extended period, the student-athlete will receive disciplinary action for a second positive drug test according to the Old Dominion University Athletics Department Education and Drug Testing Policy.

In keeping with the Old Dominion University Athletics Department support of the student-athlete, the head coach will be informed of the date and time of the student-athlete’s initial visit with counseling services and can follow-up with the student-athlete as to future counseling sessions. However, the head coach will not be allowed to contact counseling services to obtain any information on the status of the student-athlete. If there are questions or concerns about the student-athlete’s attendance at counseling sessions, they should be referred to the Associate Athletic Director for Sports Medicine Athletic Training and/or Associate Athletic Trainer.

- **Retesting**
  A student-athlete, who has tested positive for a banned substance as outlined in this policy, will be required to undergo drug and/or alcohol retest any time within 30 days of the initial positive test. The Director of Athletics or his/her designee shall arrange for retesting. (This test may serve as a re-entry test if the levels of the banned substance are negative and the student-athlete has met all requirements for re-entry.)

- **Re-entry Testing**
  A student-athlete, who has had his or her eligibility to participate in intercollegiate sports sus-
pended as a result of a drug or alcohol violation, will be required to undergo re-entry drug and/or alcohol testing prior to regaining eligibility. The Director of Athletics or his/her designee shall arrange for re-entry.

- **Follow-up Testing**
  A student-athlete who has returned to participation in intercollegiate sports following a posi-
tive drug test under this policy will be subject to follow-up testing. Testing will be unannounced and will be required at a frequency determined by the Athletic Director or his/her designee.
G. FAILURE TO REPORT FOR TESTING

After being notified as to when and where to report for testing, if a student-athlete fails to show up for the test at the specified time or otherwise fails to provide the urine sample when requested, he/she will be required to meet with the Director of Athletics. At this meeting, the student-athlete will be given the opportunity to explain his/her actions. If, as a result of that meeting, the Director of Athletics determines that the reason(s) given by the student-athlete is not good cause justifying the student-athlete’s failure to participate in the testing, the student-athlete will be treated as if the test result was positive and appropriate disciplinary action will be taken. **Any student-athlete who does not report for testing as notified will be treated as a positive test and subject to the disciplinary actions for a positive test.**

H. FAILURE TO PRODUCE AN ACCEPTABLE SAMPLE

Student-athletes who report for testing will be required to stay at the testing site until an acceptable sample is provided (according to The National Center for Drug Free Sport protocol - Appendix E.). If a student-athlete provides three or more dilute samples but eventually provides an acceptable sample, this can constitute follow-up testing for the remainder of the student-athlete’s eligibility. If an acceptable sample is not produced, this (may) constitutes reasonable suspicion requiring the student-athlete to be automatically follow-up tested for the remainder of the student-athlete’s eligibility. Student-athletes may be signed out to attend class (Appendix I). If a student-athlete is excused from drug testing for class attendance, they are required to return to the drug testing station immediately after class for drug testing, or at a designated time if attending more than one class in succession. A student-athlete who has been excused from the drug testing station to attend class will not be allowed to participate in practice that day until an acceptable sample has been provided. **Failure to return to the testing site will be treated the same as failure to report for testing as listed above in section G.**

I. FAILURE TO SIGN THE CONSENT FORM

Participating in intercollegiate athletics is voluntary. To participate, a signed consent form is required. Without a signed consent form, the student athlete **will not** be permitted to participate and **will not** be permitted a scholarship.

J. APPEAL PROCESS

Student-athletes who test positive under the terms of the Old Dominion University Athletics Department Drug Education and Testing Program will be entitled to a hearing prior to imposition of any sanction. A three person Appeals Committee comprised of the Faculty Athletics Representative, the Associate Athletic Director for Sports Medicine/Athletic Training and an Assistant Athletic Trainer or their designees, will hear appeals. The Committee will make a recommendation on each appeal to the Director of Athletics or his/her designee regarding the sanction to be imposed.

Requests for a hearing must be made **within forty-eight (48) hours** of notification of a positive test result. If the forty-eight hours would end on a weekend, the request must be made by noon on the next business day. Requests must be in writing and received by the Director of Athletics. The student-athlete may have an advocate or other representative present if the student-athlete desires. However, the student-athlete must present his or her own case. The hearing should take place **no more than seventy-two (72) hours** after the written request is received. Either the student-athlete or other parties involved may request an extension of this time to the Director of Athletics, who will consider whether to grant the extension upon a showing of good cause. These proceedings shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The proceedings shall be confidential. During the appeals process, the student-athlete may continue to compete until the Director of Athletics or his/her designee has rendered a final decision.

**A student-athlete who tests positive for a banned substance by the laboratory retained by Old Dominion University may, within 48 hours following receipts of notice of the laboratory finding, contest the initial positive drug test finding.**

Upon the student-athlete’s request for additional testing of the sample, the Director of Athletics or his/her designee will formally request the laboratory retained by the university to perform testing on specimen B. If a student-athlete wishes to have a presence at the opening of specimen B, the lab will assign a surrogate to be present who will attest to the sample number and the integrity of the security seal prior to the laboratory opening of the
specimen B. Specimen B findings will be final, subject to the results of any appeal. If specimen B results are negative, the drug test will be considered negative. The athlete will be responsible for all costs associated with specimen B analysis (e.g. laboratory cost, travel costs).

K. SAFE HARBOR

Student-athletes are encouraged to voluntarily come forward to seek assistance with a drug related problem without punitive sanctions. Requests should be made to the Associate Athletic Director for Sports Medicine/Athletic Training or Associate Athletic Trainer. Any student-athlete requesting “Safe Harbor” will be given a request form (Appendix J) to sign that will be kept in his/her file in the Athletic Training Office. This program requires the student-athlete to ask for “Safe Harbor”. This will not be an option following the student-athlete’s selection for drug testing or after testing positive on any preceding test. This will be the student-athlete’s one and only opportunity to enact safe harbor while participating in intercollegiate athletics while attending Old Dominion University. Counseling is always available to assist with problems or circumstances that could lead to a positive drug test.

Once a student-athlete declares “Safe Harbor” the student-athlete will:

1. Have confidential meeting with director of athletics and associate athletic director for sports medicine/athletic training/associate athletic trainer.
2. Be drug tested immediately.
3. Be referred to the Old Dominion University Counseling Services.
4. Follow and complete the prescribed counseling/treatment plan
5. Be retested within 30 days (Appendix K) and be retested at a frequency determined by the Director of Athletics or his/her designee, after any necessary input from the Old Dominion University Medical Team and/or counselor.
6. Remain in “Safe Harbor” for a period of time not to exceed 30 days or if released earlier by the Director of Athletics or his/her designee, after any necessary input from the Old Dominion University Medical Team and/or counselor.

*Safe Harbor may be extended longer than the normal 30 day period if it is recommended by the counselor.

7. Not be eligible for randomized drug testing while in “Safe Harbor”, but will remain eligible for drug testing by the NCAA.

The Director of Athletics or his/her designee, after any necessary input from the Old Dominion University Medical Team and/or counselor, may suspend the student-athlete from intercollegiate athletics participation if medically indicated. Failure to comply with any aspect of the counseling program or any subsequent positive drug test indicating new use of a banned substance will result in removal from “Safe Harbor”. The student-athlete will then be re-enrolled in the regular drug testing program and receive disciplinary action for a first positive drug test according to the Old Dominion University Athletics Department Education and Drug Testing Policy.

If in the event the 30 day retest period is extended via counselor recommendation, the student-athlete must retest negative at the end of that extended period or the student-athlete will receive disciplinary action for a first positive drug test according to the Old Dominion University Athletics Department Education and Drug Testing Policy.

Upon entering “Safe Harbor”, if a student-athlete initially tests negative, the student-athlete will then be re-enrolled in the regular, randomly selected Old Dominion University Athletics Department Drug Testing Program, and the “Safe Harbor” option will have been used and is no longer available to the student-athlete. However, if a student-athlete, upon entering “Safe Harbor”, initially tests positive, the student-athlete, after completing “Safe Harbor”, will then be re-enrolled in the regular, randomly selected Old Dominion University Athletics Department Drug Testing Program and subject to unannounced follow-up testing at a frequency determined by the Athletics Director or his/her designee, in this case the Drug Testing Coordinator.

The Athletics Director, Associate Athletic Director for Sports Medicine/Athletic Training, Associate Athletic Trainer, and Assistant Athletic Trainer assigned to the student-athlete’s sport, the Team Physician, and the Drug Counselor may be informed of the student-athlete’s request for “Safe Harbor”. Other university officials may be informed only to the extent necessary for the implementation of this policy.
NCAA LIST OF BANNED SUBSTANCES

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

Note: Any substance chemically related to these classes is also banned.

The institution and the student-athlete shall be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified.

2. Drugs and Procedures Subject to Restrictions.
   a. Blood Doping;
   b. Local Anesthetics (under some conditions);
   c. Manipulation of Urine Samples;
   d. Beta-2 Agonists permitted only by prescription and inhalation;
   e. Caffeine if concentrations in urine exceed 15 micrograms/ml.

3. NCAA Nutritional/Dietary Supplements Warning: Before consuming any nutritional/dietary supplement product, student-athletes should review the product with athletic department staff.
   1) Dietary supplements are not well regulated and may cause a positive drug test result.
   2) Student-athletes have tested positive and lost their eligibility using dietary supplements.
   3) Many dietary supplements are contaminated with banned drugs not listed on the label.
   4) Any product containing a dietary supplement ingredient is taken at your own risk.

It is the student-athlete’s responsibility to check with the appropriate athletics staff before using any substance.

Some Examples of NCAA Banned Substances in Each Drug Class

NOTE: There is no complete list of banned drug examples!!

Check with your athletic department staff before you consume any medication or supplement.

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

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

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

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

e. Street Drugs: heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (eg. Spice, K2, JWH-018, JWH-073).

f. Peptide Hormones and Analogues: growth hormone(hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.
g. Anti-Estrogens: anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene(ATD); etc.

h. Beta-2 Agonists: bambuterol; formoterol; salbutamol; salmeterol; etc.

i. Any substance that is chemically related to the class of banned drugs is also banned (unless otherwise noted)

NOTE: Information about ingredients in medications and nutritional/dietary supplements can be obtained by contacting the Resource Exchange Center, REC, 877/202-0769 or www.drugfreesport.com/rec password ncaa1, ncaa2 or ncaa3.

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

**DRUG FREE SPORT DRUG TESTING PROTOCOL**

1. Upon entering the collection station, the student-athlete will provide photo identification and/or a client representative/site coordinator will identify the student-athlete and the student-athlete will officially checked in to the station.

2. The student-athlete will select a sealed collection beaker from a supply of such and will record his/her initials on the collection beaker’s lid.

3. A collector, serving as validator, will monitor the furnishing of the specimen by observation in order to assure the integrity of the specimen until a volume of at least 50 mL is provided (100 mL if testing for anabolic steroids).

4. Validators who are of the same gender as the student-athlete must observe the voiding process and should be members of the official drug-testing crew. The procedure does not allow for validators to stand outside the immediate area or outside the restroom. The student-athlete must urinate in full view of the validator (validator must observe flow of urine). The validator must request the student-athlete raise his/her shirt high enough to observe the midsection area completely ruling out any attempt to manipulate or substitute a sample.

5. Student-athletes may not carry any item other than his/her beaker into the restroom when providing a specimen. Any problem or concern should be brought to the attention of the collection crew chief or client representation for documentation. Student-athletes will rinse and dry hands, with water only, prior to urination, and wash with soap and water following urination.

6. Once a specimen is provided, the student-athlete is responsible for keeping the collection beaker closed and controlled.

7. Fluids and food given to student-athletes who have difficulty voiding must be from sealed containers (approved by the collector) that are opened and consumed in the station. These items must be caffeine- and alcohol-free and free of any other banned substances.

8. If the specimen is incomplete, the student-athlete must remain in the collection station until the sample is completed. During this period, the student-athlete is responsible for keeping the collection beaker closed and controlled.

9. If the specimen is incomplete and the student-athlete must leave the collection station for a reason approved by the collector, specimen must be discarded.

10. Upon return to the collection station, the student-athlete will begin the collection procedure again.

11. Once an adequate volume of the specimen is provided, the collector who monitored the furnishing of the specimen by observation will sign that the specimen was directly validated and a collector will check the specific gravity and if in range measure the pH of the urine in the presence of the student-athlete.

12. If the urine has a specific gravity below 1.005 (1.010 if measured with a reagent strip), the specimen will be discarded by the student-athlete. The student-athlete must remain in the collection station until another specimen is provided the athlete will provide another specimen.

13. If the urine has a pH greater than 7.5 (with reagent strip) or less than 4.5 (with reagent strip), the specimen will be discarded by the staff. The student-athlete must remain in the collection station until another specimen is provided. The athlete will provide another specimen.

14. If the urine has a specific gravity above 1.005 (1.010 if measured with a reagent strip) and the urine has a pH between 4.5 and 7.5 inclusive, the specimen will be processed and sent to the laboratory.

15. The laboratory will make final determination of specimen adequacy.

16. If the laboratory determines that a student-athlete’s specimen is inadequate for analysis, at the client’s discretion, another specimen may be collected.

17. If a student-athlete is suspected of manipulating specimens (e.g., via dilution), the client will have the authority to perform additional tests on the student-athlete.

18. Once a specimen has been provided that meets the on-site specific gravity and pH parameters, the student-athlete
19. A collector will record the specific gravity and pH values.

20. The collector will pour approximately 35 mL of the specimen into the “A vial” and the remaining amount (approximately 15 mL) into the “B vial” (another A=35 mL, B=15 mL in a second split sample kit for anabolic steroid testing, which will be shipped to a WADA accredited laboratory) in the presence of the student-athlete. Therefore, two split sample kits will be used when testing for both “drugs of abuse” and anabolic steroids. The vials will be packaged identically, but shipped to two different laboratories.

21. The collector will place the cap on each vial in the presence of the student athlete; the collector will then seal each vial in the required manner under the observation of the student-athlete and witness (if present).

22. Vials and forms (if any) sent to the laboratory shall not contain the name of the student-athlete.

23. All sealed specimens will be secured in a shipping case. The collector will prepare the case for forwarding.

24. The student-athlete, collector and witness (if present) will sign certifying that the procedures were followed as described in the protocol. Any deviation from the procedures must be described and recorded. If deviations are alleged, the student-athlete will be required to provide another specimen.

25. After the collection has been completed, the specimens will be forwarded to the laboratory and copies of any forms forwarded to the designated persons.

26. The specimens become the property of the client.

27. If the student-athlete does not comply with the collection process, the collector will notify the client representative site coordinator and third party administrator responsible for management of the drug-testing program.

**INSURANCE**

No individual is to begin any phase of the athletic program, equipment checkouts, practice, etc., without obtaining athletic clearance and completion of the Emergency Contact, Insurance Information Form. It is important that this be done, so that in case of an injury, insurance coverage can be provided.

Old Dominion University carries secondary insurance to cover athletic related injuries. In order to maintain reasonable insurance rates, it is necessary to first use the insurance that is available to the student-athlete. Your insurance company’s name should be given to the doctor or hospital at the time of the visit. The Athletic Business Office should have this information at the beginning of the season. Do not bill treatment or supplies directly to Old Dominion University. Old Dominion should be listed as a secondary insurance.

The following are a few clauses in the policy which each student-athlete should be aware of:

1. Only athletic-related injuries incurred during supervised practices or contests are covered.

2. Dental work is covered only for the care, treatment or replacement of sound natural teeth.

3. Disease or bacterial infections and illness are not covered.

4. If an Injury Claim Form is not filled out and signed within 30 days of the injury, the claim will be denied.

5. If a claim is not submitted within 52 weeks of the injury, the claim will be denied.

6. Off-season injuries not related to supervised practices or contests are not covered.

7. If treatment is not received within 180 days of the injury, the claim will be denied.

**BILLING AND INSURANCE PROCEDURES FOR STUDENT-ATHLETES**

These instructions are to be followed by the injured student-athlete upon visiting a doctor or hospital. In order to file coverage with Old Dominion’s secondary insurance company, you must follow the guidelines below. If you have any questions, see or call Marty Bradley, Associate Athletic Director for Sports Medicine/Athletic Training at 683-3840 or Scott Johnson, Associate Athletic Trainer, at 683-3383.

1. If a student athlete is injured and requires an X-ray and/or a visit to a doctor or hospital, the insurance process is initiated by the athletic trainer. The athletic trainer files an injury report, which must be signed by the student-athlete, with the Athletic Business Office. If the athletic trainer has no knowledge of the injury, or the student visits a doctor on his own without the knowledge of the athletic trainer, the Department of Athletics will not be held responsible.

2. If a student-athlete is insured or is covered under a family’s policy, bills should be sent to the student or his parents to file with their insurance company on the proper forms, or filed with the insurance company by the provider of service.
The insurance company will then issue an Explanation of Benefits (EOB) indicating full payment, partial payment, or a denial.

3. The EOB is then submitted, along with the appropriate itemized bills, to the Athletic Training Office. The claim is then filed with the Department of Athletics’ insurance company.

4. If you do not have any other insurance coverage, our insurance company requires a notarized statement from you or your parents indicating you are not covered under the terms of their policy. Other information may be required by the Secondary Insurance Company in some cases.

5. Old Dominion University Department of Athletics will only file insurance claims for athletic-related injuries that occur during regularly scheduled and supervised practices or competition for Old Dominion University. Any other injuries, along with sickness claims, will not be processed. The Department of Athletics is not responsible for such bills. If your injury lingers on and you receive bills at different times, please keep up with your paperwork, keep submitting the bills. If you receive additional bills after you have already turned in your paperwork to us, please submit them to your insurance company, and turn in the necessary itemized bills and statement of payment and denials (EOB) to the Athletic Training Office, 1113 Athletic Administration Building. In order for the secondary insurance company to process a claim, all treatment must occur within 180 days of the injury date. The Department of Athletics will not accept responsibility for any bills that are not, first, submitted to your parents’ insurance company for payment and, second, if treatment is not within 180 days from the date of injury.

**HMO**

HMO If your insurance is a Health Maintenance Organization (HMO) plan it is important that you get prior approval from your primary physician to receive care from another doctor. If it is an emergency or life-threatening situation, most HMOs give a 48-hour grace period to get approval. It is important that you check with your insurance company to find out their policy. If an HMO denies the claim, it is possible Old Dominion’s policy may not cover the claim either.

1. If athletic insurance becomes primary because the student-athlete has no insurance, the student-athlete must receive care from an O.D.U. team physician or specialist, or student-athlete will be responsible for bills;

2. If a student-athlete chooses to go out of his/her primary insurance network, the O.D.U. athletic insurance may only be responsible for up to 50% of the reasonable and customary cost of the services provided;

3. It is highly recommended that each student-athlete have a medical insurance policy while attending O.D.U.;

4. If your medical insurance coverage changes or is terminated, you must notify that O.D.U. Athletic Training Office within 7 days of the change in status;

5. All prescription medications must be reported to the O.D.U. Athlete Training Office along with a note from the prescribing physician as to why the medication has been prescribed;

6. Certain prescription medications require approval from the NCAA before a student-athlete is allowed to participate. Please check with the O.D.U. Athletic Training staff if you have questions about any medication that is prescribed.

**EQUIPMENT AND APPAREL**

L.R. Hill Sports Complex: Daniel Cornier, Head Athletic Equipment Manager, Phone: 683-3644

Jim Jarrett Athletic Administration Building: Andrea Allen, Equipment Manager, Phone: 683-3371

**TEAM APPAREL**

At the beginning of each academic year, student-athletes are issued various apparel and athletic equipment items. Although there are some items that will not be replaced each year that you do not have to return, there are items that are required to return at the end of the season, year or upon your departure. It is important that each student-athlete keep track of all items that have been issued and return them in accordance with any team rules that have been established. Receiving apparel and equipment at no cost with eligibility remaining could be considered an extra benefit.

The NCAA specifically regulates the size and number of logos that may be on any uniform or accessory a student-athlete wears during pre-game, actual competition and post-game activities. Accessory items include such things as knee pads, head bands, t-shirts, bibs, towels, socks, wrist bands, visors, hats and swim caps. No item may have more than one logo and the logo may not be larger than 2 1/4 square inches in area. No student-athlete is to wear practice gear or team uniforms outside a required team or athletic event.
LAUNDRY SERVICE
Laundry service is available to all student-athletes. This service includes laundering of athletic practice gear and competition apparel. Student-athletes will be informed by their coaching staff of the proper laundry procedure for their individual sport.

OLD DOMINION UNIVERSITY - SPORTS PERFORMANCE
WEIGHT ROOM EXPECTATIONS

L.R. Hill Sports Complex: Ryan Martin, Director of Sport Performance, Phone: 683-3682
Jim Jarrett Athletic Admin Building: Alex Parr, Assoc Director of Sport Performance, Phone: 683-5313

Expectations:
1. Maintain a positive attitude—enter this facility only if you are mentally prepared to train. The lack of concentration will reduce performance and raises the risk of injury.
2. Accountability—You are accountable for attending all workouts on time. If you are sick etc. you are accountable for notifying the strength coaches before your workout begins.
3. Maximum Effort is expected at all times.
4. The weight room is not the place for social hour. Get your work done and get out. You are expected to stand at all times—never sit down.
5. Respect other athletes’ right to use the facility.
6. All communication regarding workouts needs to be directly with the strength coaches.

Conduct and Behavior:
1. No abusive language or abusive actions to anyone or any piece of equipment.
2. No horseplay, socializing, fighting or any other distracting activity.
3. No sitting.
4. Respect all Strength coaches, Graduate Interns and Undergraduate Interns.
5. Use of telephone for emergency use only.
6. Respect all office meetings.
7. No gum, food or beverages in work out area.
8. No chewing tobacco, illegal substances, etc.
9. Respect others and their work area.
10. Do not touch radio without Strength Coach permission.
11. Office use for staff only.
12. Return all equipment to the proper area after use.

Workout Policies:
1. Any athlete injured in the weight room should immediately report the injury to a member of the strength staff. A member of the training staff should be contacted as soon as possible.
2. The athletic trainer, team physician, or orthopedist has the authority to exclude any activity from the strength program if such an activity is determined to contribute to increased risk of injury. An injury list is sent from the training staff with exercise modifications.
3. A member of the weight room staff will be present to supervise the scheduled weight workout program of all teams at all times.
4. Freshmen and walk-ons early season training will always be carefully monitored in order to teach proper lifting techniques.
5. Come prepared to train with issued athletic attire.

6. Cell phones are prohibited.

Attire and Dress Code: If you can’t wear it on the court/field, you can’t wear it in the weight room!

1. Personal Clothing
   - Hats prohibited
   - Bandanas prohibited
   - No sandals
2. Team issued gear.
3. No jewelry.
4. No other logos except what you are representing: Old Dominion University.

PERFORMANCE-ENHANCING SUPPLEMENTS

Old Dominion University’s Department of Athletics does not promote the use of athletic performance-enhancing supplements. The NCAA states that IGNORANCE IS NO EXCUSE. Many nutritional/dietary supplements contain NCAA banned substances. In addition, the US Food and Drug Administration (FDA) does not strictly regulate the supplement industry. Purity and safety of supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. Use of supplements is at the student-athletes own risk. Any athlete considering the use of such products should talk with the Head Athletic Trainer or Sport Performance staff.

FINANCIAL AID

Office of Financial Aid, Rollins Hall, Phone: 683-3683

Randale L. Richmond, Senior Associate Athletic Director for Compliance & Student-Athlete Welfare,
Phone: 683-5474, Email: rrichmon@odu.edu

Student-athletes who receive any amount of athletics aid need to be aware of all NCAA and ODU regulations. In the instance that a student-athlete signs an athletics grant-in-aid, the following rules and policies apply:

1. The athletics scholarship must conform to rules and regulations set forth by Old Dominion University, conference, and the NCAA.

2. An athletics scholarship may be awarded for any term during which the student-athlete is in regular attendance as an undergraduate student with eligibility remaining (as per NCAA Bylaw 15.01.5). The renewal of an athletics scholarship must be made before July 1 prior to the academic year it is to be in effect.

3. Maximum permissible scholarship may not exceed those elements defined in NCAA Bylaw 15.1.2.

4. A student-athlete may receive financial assistance only if it is administered by the institution, received from anyone upon whom the student-athlete is naturally or legally dependent, or received from permissible outside sources per NCAA Bylaw 15.2.6. Ask your head coach or the Associate Athletic Director for Compliance about other important NCAA rules applicable to non-institutional aid that may impact whether it can be received.

5. When an athletically-related scholarship is awarded to a student-athlete, such an award combined with other institutional financial aid the student-athlete receives may not exceed the value of the cost of attendance. Many government grants such as welfare and military-related grants are specifically excluded from this limit.

Institutional aid may NOT BE REDUCED OR CANCELLED during the period of the award FOR THE FOLLOWING REASONS:

1. On the basis of a student’s athletic ability, performance or contribution to a team’s success;

2. Because of an injury that prevents the student from participating in athletics or;

3. For any other athletically-related reason.

Institutional aid MAY BE REDUCED OR CANCELLED during this period of the award if this recipient:

1. Renders himself/herself ineligible for intercollegiate competition for any reason (i.e. team rules violation, academically ineligible) by NCAA or ODU regulations;

2. Engages in serious misconduct warranting substantial disciplinary penalty;
3. Voluntarily withdraws from his/her sport for personal reasons;

4. Fraudulently misrepresents any information on an admissions application, letter of intent, or financial aid agreement. In addition, if a student is awarded aid on the basis of declaring the intention to participate in a sport and takes action not to participate, either by not reporting for practice or after making only token appearances as determined by the institution, would permit the institution to cancel or reduce the aid.

*A student must receive written notice of a hearing opportunity if aid is reduced or cancelled during the period of award for any reason.

**REDUCTION/CANCELLATION OF ATHLETICS AID**

In the instance that a student-athlete has been notified that their athletic aid has been reduced or cancelled, the student will be notified formally in writing by the Financial Aid Office. The notification will indicate that every student has ten days to appeal the reduction or cancellation.

In the event that a student-athlete wishes to appeal their reduction or cancellation of aid, they must indicate their appeal to the Financial Aid Office. Once an appeal has been filed, the Financial Aid Office will meet to render a decision. Once a decision has been rendered by the Financial Aid Office, the student will be notified.

**OUTSIDE FINANCIAL AID**

Outside financial aid is any aid that a student-athlete receives toward their education that may or may not be disbursed through the Financial Aid Office at Old Dominion University. Examples of outside financial aid include (but are not limited to) scholarships from:

- Corporations
- Non-profit organizations
- Booster clubs
- Fraternal organizations
- Contests

Examples of financial aid that is not considered outside aid include:

- Federal Pell Grant
- Federal Loans
- State Tuition Savings Plans
- Athletics Scholarship
- Academic Scholarship

At the start of every academic year, student-athletes are required to complete and sign the Outside Financial Aid Form indicating any and all outside financial aid awards they have or will receive. In accordance with NCAA rules, all awards that are based on athletics participation must count against a student-athletes grant-in-aid amount.

**SUMMER AID**

Each spring, applications for summer financial aid will be made available to all student-athletes during the time period in which student-athletes meet with their athletic academic advisor. Applications must be signed by the athletic academic advisor. Once completed, the athletic administration will meet to determine aid disbursement for summer school. Each student-athlete will be notified via email of their summer aid status.

In order to receive athletics aid for summer school classes you must have received athletic aid in the previous academic year or have accepted an offer of financial aid for the upcoming academic year. The maximum amount of aid that any student-athlete can receive during summer school is equivalent to athletic aid received. For example, if a student-athlete receives 50% of a total grant-in-aid during the regular academic year, the maximum that student-athlete could receive toward a summer grant-in-aid is 50% of the cost of attending summer school.

In the event that a student-athlete receives a “W” or “F” in a summer school course while receiving athletic aid, the student-athlete may be required to pay back $500 towards tuitions and fees.

**ATHLETIC BOOK SCHOLARSHIP**

At the beginning of each semester, student-athletes who receive books as a part of their athletic scholarship will be notified when they are to choose and pick up their books at the ODU Bookstore. NCAA rules allow student-athletes to receive
books only for courses for which they are registered. It is impermissible to utilize a book scholarship for books or supplies that are not required for registered coursework.

During the week in which books are available for purchase by all students, there will be time in which the ODU Bookstore is open only to student-athletes receiving books as a part of their athletics scholarship. At the designated time, each student-athlete is responsible for going to the bookstore, selecting books for each course for which they are enrolled, and checking those books out at the register. In the event that a student-athlete adds or drops a course, they must gain permission from their athletic academic advisor in order to return and receive new books.

At the end of each semester, during the designated buyback period, each student-athlete must return all books from the semester. Failure to return books prior to the end of the buyback period or failure to return all items associated with the textbook (i.e., CD’s, books, etc.) will result in the student-athlete being billed for the cost of the book or item. In the event that a student-athlete needs to retain a book for a repeated course or incomplete grade, permission must be granted in writing by the Director of the Jacobson Athletic Academic Center.

**BILLING PROCEDURE FOR UNRETURNED BOOKS**

Student-athletes who fail to return books at the end of the semester will be billed in accordance with the following procedure and a hold will be placed on the student-athlete’s account.

An email indicating the books outstanding and the amount due will be mailed to the student-athlete with a deadline for 30-days in which payment must be made.

At the time that the invoice is sent, a copy will be sent to Accounts Receivable who will send additional bills to the student-athlete after 30- and 60-days. If payment is not received within 90-days the account will be sent to collections.

**NCAA OPPORTUNITY FUND**

The NCAA has an established fund that allows institutions to assist student-athletes who have unmet financial needs. Old Dominion University has the opportunity to provide assistance to student-athletes in the following ways (not all inclusive):

- Medical expenses not covered by insurance
- Hearing aids
- Vision therapy
- Off-campus counseling
- Expendable academic course supplies
- Essential items such as clothing and shoes

If any student-athlete finds that they may need assistance, they must speak with the Senior Associate Athletic Director for Compliance and Student-Athlete Welfare.

**SCHOLARSHIP ALLOTMENT**

Student-athletes who receive an allotment as part of their athletic scholarship to pay for housing and/or meals can pick up their checks in the Athletic Business Office based on the following schedule:

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check 1 First day of classes</td>
<td>First day of classes</td>
</tr>
<tr>
<td>Check 2 First working day of Oct</td>
<td>First working day of Feb</td>
</tr>
<tr>
<td>Check 3 First working day of Nov</td>
<td>First working day of March</td>
</tr>
<tr>
<td>Check 4 First working day of Dec</td>
<td>First working day of April</td>
</tr>
</tbody>
</table>

Student-athletes scheduled to receive less than a $1,000 allotment per semester will receive one check the first day of classes for the fall and spring.

**WITHDRAWING FROM COURSES**

Withdrawing from courses may impact your financial aid awards. Before withdrawing from class, you should meet with your athletic academic advisor and contact the Student Financial Aid Office to determine consequences.

**WITHDRAWING FROM THE UNIVERSITY**

Students who totally withdraw and receive aid may owe the university money. Before withdrawing from the university,
you should contact your coach, athletic academic advisor, and the Student Financial Aid Office to determine consequences. Withdrawing from all courses for two consecutive semesters may result in loss of financial aid eligibility.

**BENEFITS AND AWARDS**

**STUDENT TICKET POLICY**

Old Dominion University students, who have paid the student activity fee, are admitted free to all Old Dominion University athletic events.

The following policies are in place per each sport for 2013-2014 academic year.

NO MORE LINES, NO MORE MISSED CLASSES!!! Please read the following new ODU Student ticket procedures. Old Dominion University students, who have paid the student activity fee, are admitted free to all Old Dominion University athletic events. The following policies are in place per each sport:

**Football** - Students tickets are available beginning two weeks (the Monday prior to the week of the home game) through 6 p.m. on Friday, one week prior to the game. Students must login at [www.odusports.com/tickets](http://www.odusports.com/tickets) during the designated days above, type in their UIN number and password and select the appropriate game. One student ticket is permitted per UIN number. Students will receive an email confirmation of their order, which will activate their ID for admission. On game day, students must swipe their student ID's at the student entrance to be admitted. Any remaining tickets from the student allotment will be made available to the general public after the student deadline.

**Men’s and Women’s Basketball** - Student tickets are available beginning one week prior to each home game, with the exception of games over the holidays, which may be picked up prior to the conclusion of the fall semester. Student tickets must be ordered in the same manner as football (above) or may be picked up in person at the Constant Center box office or at the student entrance at the Constant Center the night of the game (if available). A current ODU student ID must be validated for admission to the game at the student entrance. Any remaining student tickets will be available for sale on game day to the general public.

**Men’s and Women’s Soccer, Baseball, Wrestling** - Student admission to these sports is by presentation of a valid ODU student ID at the student, marked ticket entrances. Admission to all other ODU athletic events is free, with the exception of selected scholarship games, where students must present a valid ID for admission. Student Guest Tickets - Available on a limited basis for football and basketball games. Guest tickets must be purchased at the same time as student pickup, and limited to one guest ticket per ID.

STUDENT TICKETS ARE NON TRANSFERABLE. The resale or attempted resale of the ticket at a higher price than appearing on the ticket is grounds for seizure and voided without compensation. Tickets which are lost, stolen, and counterfeit or obtained from an unauthorized source will be voided.

**PLAYER COMPLIMENTARY TICKETS**

In the sports where admission is charged, student-athletes of that team may receive four complimentary tickets for home games. You may provide your complimentary tickets to selected individuals of your choice. You cannot provide complimentary admissions to the following:

- Agents or agent’s runners
- Representatives of athletics interests (boosters, employers of student-athletes, donors)
- Prospects or recruits
- Media
- Public Officials

Each person on your list must present a valid ID and must enter at the designated site.

If you wish to purchase additional tickets, you must follow the same ticketing procedures for all other students and you may not sell these. Doing so would be an extra benefit and will jeopardize your eligibility.

**EXTRA BENEFITS**

An extra benefit is any special arrangement by an institutional employee or representative of athletics interests (see definition below) to provide a student-athlete, their family members or friends a benefit not authorized by NCAA legislation. Below are examples of benefits that would be considered impermissible coming from an institutional employee or representative of athletics interests.
• A special discount, payment arrangement, or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., dry cleaning, laundry);
• A professional service without charge or at a reduced cost (e.g., typing papers for student-athletes);
• The use of a telephone or credit card for personal reasons without charge or at a reduced rate;
• Services (e.g., movie tickets, dinners, use of car) from commercial agencies (e.g., movie theaters, restaurants, car dealers) without charge or at a reduced rate;
• Free or reduced-cost admission to professional athletic contests from professional sports organizations;
• A loan of money;
• A guarantee of bond;
• The use of an automobile;
• Signing or co-signing a note with an outside agency to arrange a loan;
• Preferential treatment, benefits, or services (e.g., loans on a deferred pay-back basis) for your athletic reputation or skill or pay-back potential as a future professional athlete.
• Pay for a meal at a restaurant.

Please note that there are many supporters of ODU athletics and although their intentions may be to congratulate you or provide you with a favor, taking any benefit or service not available to the general population puts your eligibility in jeopardy.

**REPRESENTATIVE OF ATHLETICS INTERESTS DEFINED**

A representative of athletics interests is an individual, independent agency, corporate entity or other known organization that has:

• Participated in or to be a member of an agency or organization promoting the athletics programs;
• Made financial contributions to the department of athletics or to the Old Dominion University Athletic Foundation;
• Assisted in the recruitment of prospective student-athletes at the request of the institution; or,
• Has been otherwise involved in promoting the athletics program.

Once a representative of athletics interests has been recognized, they hold that status for the remainder of their lives.

**AWARDS**

In order to receive an athletic award, a student-athlete must be recommended by his/her respective coach for an award and must be on the team at the end of the season.

The list of eligible award winners is reviewed by the Athletic Communications Office and approved by the Compliance Office prior to the awards being distributed.

The coach determines whether an athlete will receive an award based on the following criteria:

• Field Hockey, Golf, Lacrosse, Tennis, Basketball and Wrestling: Participation in 60% of games or contests
• Swimming: Participation in 60% of meets and scoring of 12 points
• Soccer: 60% of games and playing 10 minutes
• Baseball (Non Pitchers): Appear in 50% of games played OR appear at the plate at least twice the number of team games played.
• Baseball (Pitchers): Appear in 20% of all games, pitch 25 innings and record three or more decisions.
• Sailing: One full season on the team, fulfilling practice requirements. Dinghies must travel both semesters or twice during the spring semester to include a championship event. Lasers must travel twice during the entire season.
• Football: One full season on team, fulfilling program’s competition requirements.
• Rowing: Must be on team one full year (fall and spring), finish the season and must fulfill all practice requirements.

ODU Athletic Awards will be as follows:

1st Monarch Letter Award: Certificate and Pen
2nd Monarch Letter Award: Certificate and Blanket
3rd Monarch Letter Award: Certificate and Watch  
4th Monarch Letter Award: Letter Shadow Box  
Student-athletes will have their awards distributed at the end of each championship segment.

**AMATEURISM**

To be eligible to compete in intercollegiate athletics, an individual must be an amateur.  
Amateur status can be lost if you:

a. Use your athletic skill (directly or indirectly) for pay in any form in that sport (e.g. commercials, advertisements, fee for lessons).

b. Accept a promise of pay.

c. Sign a contract or make a commitment (orally or written) of any kind to play professional athletics with a professional sports organization.

d. Receive money (e.g. salary, reimbursement of expenses, etc.) from a professional sports organization based on athletic skills or participation, except as permitted by NCAA rules. (Check with the Compliance Office prior to accepting any money, to make sure it is permissible per the NCAA.)

e. Compete on any professional athletic team.

f. Enter into a pro draft or an agreement with an agent or other entity to negotiate a professional contract.

In accordance with NCAA rules, your coach may not help negotiate a professional sports contract. Nor may they directly or indirectly help market the athletic abilities or reputations of a student-athlete to an agent, a professional sports team or a professional sports organization and shall not receive compensation or gratuities of any kind, directly or indirectly, for such services.

**AGENTS**

In accordance with NCAA rules, student-athletes and/or their parents, or the institution’s professional sports panel may enter into negotiations with a professional sports organization without loss of the individual’s amateur status. However, if the student-athlete or relatives engage a professional agent (orally or written) prior to the date their collegiate eligibility is exhausted or before they have graduated from college, their NCAA eligibility is forfeited. Any student-athlete who seeks advice concerning a career in professional athletics should contact the Assistant Director of Compliance. The Professional Sports Liaison Committee has the necessary information to help you.

**DRAFT**

You may inquire of a professional sports organization about your eligibility for the pro-draft or request information without it affecting your amateurism. However, you lose your amateur status when you ask to be placed on the draft list.

*Exceptions:*

1. Baseball - The Major League Baseball Association does not allow people to sign up for the draft. Therefore, if you are drafted your amateurism is not in jeopardy unless you sign a contract with a team or enlist the service of an agent.

2. Men’s Basketball - athletes may enter the draft one time during their career without losing their eligibility, provided they declare their intention to resume intercollegiate participation prior to April 12th of the same year and have not utilized an agent. This must be placed in writing in the Director of Athletics’ Office.

3. Women’s Basketball – athletes may enter the draft one time during their collegiate career without jeopardizing eligibility provided the student-athlete is not drafted by any team in the league and the student-athlete declares her intention, in writing, to resume intercollegiate participation within 30 days of the draft to the director of athletics.

**NEGOTIATIONS**

You, your legal guardians or Old Dominion University’s Professional Sports Liaison Panel may enter into negotiations with a professional sports organization. You may secure advice from a lawyer concerning proposed contracts, but the lawyer may not negotiate this contract for you. (“Secure” is defined as paying for the services.)

**EMPLOYMENT**

All student-athletes who make the decision to work either during the academic year or during the summer months between academic years must first receive permission from the ODU Compliance Office.
It is permissible for a student-athlete to be employed as long as the following conditions are met:

- Compensation is provided for work performed;
- Compensation is provided at the going rate for the area in that particular specialty and experience;
- Transportation to and from employment is only provided if the same is provided to all employees;
- Benefits are not received unless they are made available to all other employees; and,
- A Student-Athlete Employment Form has been completed and given to the compliance office.

In the instance that a student-athlete is employed at a camp or clinic, the following must occur:

- In addition to coaching duties, student-athletes must also have supervisory duties;
- Compensation is provided at a rate commiserate with experience; and,
- Compensation is not provided solely for speaking or demonstrating.

**PLAYING AND PRACTICE**

As a student-athlete it is important to balance academic and athletic commitments. The NCAA has established policies that create maximum hours that any student-athlete can be required to participate in athletically related activities.

For fall sports other than football that are required to be present on campus prior to the start of the academic year, there is no limit on the amount of time a coach may require of athletically-related activities.

During a team’s in-season component the following conditions apply:

- Athletically-related activities cannot exceed 20 hours in one week;
- All competition, no matter the length of time, will count as three hours;
- Student-athletes must have one day where athletically-related activities are not required; and,
- Athletically-related activities cannot exceed four hours in one day.

During a team’s out-of-season component the following conditions apply:

- Athletically-related activities cannot exceed eight hours in one week;
- Student-athletes must have two days where athletically-related activities are not required;
- Of the eight hours, no more than two hours can be spent on skill-instruction in one week; and,
- Athletically-related activities cannot exceed four hours in one day.

**SUMMER ATHLETIC ACTIVITIES - BASKETBALL AND FOOTBALL**

Student-athletes who enroll in summer school or meet certain academic requirements (see athletic academic advisor for details) may engage in required weight-training, conditioning and skill-related instruction (film review for football) for up to eight weeks. Participation in such activities shall be limited to a maximum of eight hours per week with not more than two hours per week spent on skill-instruction.

**VOLUNTARY ATHLETICALLY-RELATED ACTIVITIES**

In order for any athletically-related activity to be considered voluntary, the following conditions must be met:

- The student-athlete must not be required to report back to a coach or any other department of athletics staff member any information related to the activity. In addition, any staff member who observes the activity may not report back to a coach anything related to the activity;
- The activity must be initiated and requested solely by the student-athlete. Neither the institution nor any staff member may require student-athletes participation at any time. It is permissible for a staff member to provide information to student-athletes related to available opportunities to participate when strength and conditioning coaches will be available;
- The student-athletes participation in the activity may not be recorded for the purpose of reporting such information to the coaching staff;
- The student-athlete may not be subjected to penalty and/or reward based on attendance in such voluntary activity.
## WHAT IS AND IS NOT A COUNTABLE ATHLETICALLY-RELATED ACTIVITY?

<table>
<thead>
<tr>
<th>Countable Athletically Related Activities</th>
<th>Non-countable Athletically Related Activities</th>
</tr>
</thead>
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<tr>
<td>Practices (not more than four hours per day)</td>
<td>Compliance Meetings</td>
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<tr>
<td>Athletics meetings with a coach initiated or required by a coach (e.g., end of season individual meetings)</td>
<td>Meetings with a coach initiated by the student-athlete (as long as no countable activities occur)</td>
</tr>
<tr>
<td>Competition (and associated activities, regardless of their length count as three hours). Note: NO athletically-related activities may occur after competition.</td>
<td>Drug/alcohol educational meetings or CHAMPS/Life Skills meetings</td>
</tr>
<tr>
<td>Field, floor or on-court activity.</td>
<td>Study hall, tutoring or academic meetings.</td>
</tr>
<tr>
<td>Setting up of offensive and defensive alignment.</td>
<td>Student-athlete advisory committee/ Captain’s counsel meetings.</td>
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<tr>
<td>On-court or on-field activities called by any member of the team and confined primarily to members of that team.</td>
<td>Voluntary weight training not conducted by a coach or staff member.</td>
</tr>
<tr>
<td>Required weight-training and conditioning activities.</td>
<td>Voluntary sport-related activities (please see conditions of voluntary activities).</td>
</tr>
<tr>
<td>Required participation in camps/clinics.</td>
<td>Traveling to and from the site of competition (as long as no countable activities occur).</td>
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<tr>
<td>Visiting the competition site in the sport of golf.</td>
<td>Training room activities (e.g. treatment, taping, etc.), rehabilitation activities and medical examinations.</td>
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<tr>
<td>Participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff.</td>
<td>Recruiting activities (e.g., student-host)</td>
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<tr>
<td>Participation in a physical activity class for student-athletes only and taught by a member of the athletics staff.</td>
<td>Fundraising activities or public relations/promotional activities and community service projects.</td>
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