



Lincoln Memorial University
Athletic Handbook
2011-12
Athletic Department



Lincoln Memorial University – 2011-2012 Athletic Handbook

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*This handbook reflects the current policies for student-athletes at Lincoln Memorial University. The University reserves the right to make changes in its policies as required and as dictated by The National Collegiate Athletic Association and South Atlantic Conference.

LINCOLN MEMORIAL UNIVERSITY DEPARTMENT OF INTERCOLLEGIATE ATHLETICS PHILOSOPHY

Student-athletes at Lincoln Memorial University (“LMU” or the “University”) have the right and responsibility to exhibit integrity in academics, in citizenship, and in athletic competition. A complete list of students’ rights and responsibilities can be found in the *LMU Student Handbook*.

The Department of Intercollegiate Athletics (the “Department” or “Athletic Department”) pursues policies in recruitment, advisement, and competition scheduling that will foster the academic success and amateur standing of the student. Personnel, services, and facilities provide opportunity for the student-athlete who values health, safety, fair play, and civic contribution. It is the mission and goal of the Athletics Department to support the physical, emotional, and social welfare of each student-athlete as a unique individual. The Department is committed to, and has progressed toward, fair and equitable treatment of both male and female student-athletes, all minority student-athletes and all athletics department personnel. Furthermore the Athletic Department supports the University Nondiscrimination Policy which covers all protected groups.

While academic excellence is the central mission of LMU, an important University goal is recognized participation in community activities. LMU’s student athletic program enhances the University’s role as an integral part of the community through participation in highly competitive contests for the involvement, enjoyment, and benefit of the community.

LMU is proud of its association with the National Collegiate Athletic Association (“NCAA”) Division II and the South Atlantic Conference, and is committed to abiding by their principles of sportsmanship, & ethical conduct, rules compliance & amateurism as defined by the NCAA. The Department’s goal is to provide a stimulating environment conducive to the athlete’s total development through a well-rounded program of experiences – to produce people with physical prowess, moral integrity, and intellectual competency.

STATEMENT CONCERNING CONDUCT OF STUDENT-ATHLETES

Student-athletes enrolled at NCAA member institutions should reflect the high standards of honesty and integrity set by the association for the conduct of intercollegiate student-athletes. As NCAA member institutions strive to fulfill their educational missions, they share a right and a responsibility to preserve order and encourage ethical, responsible behavior through the formulation of standards of conduct for student-athletes and the designation of procedures by which those standards shall be enforced.

It is imperative that student-athletes recognize the significance of their behavior as visible members of the campus and local communities. This same attention, however, also should inspire the institution to assure that its student-athletes receive the same treatment as other students receive in disciplinary or criminal matters. Intercollegiate athletics cannot be viewed as a refuge where student-athletes may escape responsibilities imposed on all citizens, nor should student-athletes be held to a higher standard of conduct than that imposed on the student body as a whole.

RESOLUTION: SPORTSMANSHIP AND VERBAL CONDUCT

Whereas, intercollegiate athletics exists to foster sportsmanship and personal development, as well as competitive excellence; and

Whereas, coaches and athletics personnel are charged to teach values and sportsmanship in word and in deed; and

Whereas, coaches and athletes serve as role models for young people; and

Whereas, there is evidence of widespread and growing use of obscene and vulgar language by coaches and student-athletes, which reflects badly on institutions of higher education;

Now, Therefore, Be It Resolved, the NCAA Presidents Commission, in its meeting in Kansas City, Missouri, on June 23-24, 1992, expressed its concern regarding the linguistic behavior of coaches and student-athletes and urges presidents, athletic directors, coaches, officiating organizations and student-athletes to take steps to protect canons of good sportsmanship as they relate to verbal conduct. Existing rules for competitive behavior that deal with this matter should be fully enforced, and where existing rules are inadequate, appropriate groups should consider establishing and enforcing new standards.

DUTIES AND RESPONSIBILITIES OF ATHLETIC ADMINISTRATIVE PERSONNEL

The personnel chart accessible on LMU's website, illustrates the organization and administration of the intercollegiate athletics program.

The Board of Trustees

The Board of Trustees sets the basic policies which govern the athletic program. The board annually reviews the conduct of the athletic program and ascertains whether it is properly in compliance with those policies. A committee of the board meets annually with the Athletic Director, the Compliance Officer, and other representatives of the University and staff. That committee reports to the full board.

Among other things, the board requires that the following principles apply to the athletic program:

1. It must be in harmony with the primary educational mission of the University.
2. It must be conducted in an ethical manner.
3. It must be in compliance with NCAA and conference regulations.
4. Budgets and fiscal policies must conform to University practice and must be under the full control of the President. All funds relating to athletics in any way must be controlled by University administration.
5. The program must comply with Title IX stipulations.

The President

Acting in compliance with policies set by the board of trustees, the President has full and final authority over the intercollegiate athletics program. He may delegate to the Athletic Director and others whatever administrative powers he deems appropriate. He is ultimately responsible, however, for all decisions and actions pertaining to the program. The President appoints the Faculty Athletics Representative, Senior Women's Administrator, and Compliance Officer. Other appointments to positions in the athletics program are subject to his approval.

The President routinely conveys to the board of trustees any pertinent information about the athletics program, and he provides to the public any other information which he chooses to convey.

The President is also responsible for seeing that the University complies with NCAA and conference requirements, and he or him designated representative supplies to those governing bodies whatever information they may request about the University's athletics program.

The budget and all other aspects of the athletics program finances are subject to review and approval by the President. He ascertains that all funds relating to the program are controlled by and managed within the fiscal policies and procedures of the University's Finance Office.

The President reviews the performance of the athletic department staff on a yearly basis.

Athletic Director (AD)

The Athletic Director plans and administers operation of the athletic program including supervising coordinating and overseeing athletic facilities, supervising the scheduling and operation of athletic contests, securing game officials, overseeing eligibility certification of student-athletes, and monitoring the Grant-in-Aid programs offered by the University, all in accord with the NCAA and the conference. The Athletic Director represents LMU at the NCAA and SAC meetings and is expected to develop good public relations within the community.

Associate Athletic Director

The Associate Athletic Director supervises and coordinates business services for the student-athletes, acts in supervisory capacity over the athletic department in the absence of the Athletic Director.

Compliance Officer

The Compliance Officer generally assumes overall responsibility for those aspects of the athletics operation most directly regulated by NCAA and SAC rules, including certification of initial and continuing eligibility, administration of financial aid to student-athletes, and recruitment.

The Compliance Officer also should evaluate or audit compliance systems to determine whether each includes the necessary checks and balances, as well as the explicit administrative oversight to identify problem areas.

If a rules violation is discovered or suspected the Compliance Officer will conduct at least a preliminary inquiry to determine the basic facts and report the findings to the President and other appropriate bodies.

Faculty Athletics Representative (FAR)

The Faculty Athletics Representative ensures that the University has in place effective mechanisms for evaluating whether student-athletes have met all of the academic eligibility requirements for practice, financial aid, and collegiate competition established by the NCAA, the SAC, and the University. The FAR plays a central role in any major institutional inquiry into alleged or suspected rules violations and in the preparation of any infraction reports submitted to the conference or the NCAA. The FAR serves as a liaison between the University, the NCAA, and the SAC to ensure that appropriate rules and regulations are met, that the interests of the faculty and the well being of the student are addressed, that the role of the student-athlete as a student first and an athlete second is kept in perspective, and that the student-athletes have a channel of communication. The FAR participates in student-athlete exit interviews, facilitates student-athlete participation on athletic boards and committees, and informs student-athletes of the FAR's role as an independent source of counsel, assistance, and information. The FAR encourages and facilitates interactions between student-athletes and the mainstream of institutional activities.

Senior Women's Administrator (SWA)

The Senior Women's Administrator supervises the development of the women's athletic program by assisting in the promotion of women's athletics, working for unity and cooperation between men's and women's athletic programs, and working for the development of the overall student-athlete. In addition, the SWA stays informed of various NCAA and SAC rules and regulations and works with the Athletic Director in various phases of the athletic program.

Sports Information Department

The Sports Information Director (SID) and the Assistant Sports Information Director have the responsibility of serving as liaisons between the University's athletic staff and student-athletes and the media and general public. They design, compile and edit all athletic publications and the athletics web site; produce revenue for the University through advertising sales; promote the University through news releases and special features; compile and update statistics; maintain mailing lists, office files and historical records; travel to athletic events or related activities on behalf of the University; supervise a staff of student workers and/or interns; and research historical data about the Athletic Department to maintain and update records.

Head Coaches

Head coaches coordinate and administer the operation of their respective sport(s), including supervision of personnel assigned to their program(s). Head coaches work closely with the academic counselor concerning academics, study halls, and tutors for student-athletes. Each head coach promotes his/her sport(s) by developing and maintaining good public relations within the community and assisting with fund raising efforts for their program in conjunction with the Office of Alumni and Development. All head coaches are expected to ensure that the activities in their sport comply with all NCAA and SAC rules and regulations. All head coaches must pass the NCAA Certification Exam before engaging in off-campus recruiting.

Assistant Coaches

Assistant coaches are responsible to the appropriate head coach who assigns duties to the assistant coaches. It is also the duty of assistant coaches to comply with all NCAA and SAC rules and regulations. All assistant coaches must pass the NCAA Certification Exam before engaging in off-campus recruiting.

Graduate Assistants

Graduate Assistants are responsible to the appropriate head coach/supervisor. GA duties vary as assigned by the head coach and are supervised by a head or assistant coach during practice or competition. GA's are not, without prior approval of the Athletic Director, considered sufficient for on-site supervision of a team. All GA's must pass the NCAA Certification Exam before engaging in off-campus recruiting. This position is responsible for other duties as may be assigned by the Athletic Director.

ACADEMICS

Successful completion of an undergraduate degree program is the primary goal for enrollment of the student-athlete at LMU. Participation in intercollegiate athletics should encourage the accomplishment of this goal and provide opportunities for personal growth and development in related areas. By establishing favorable study habits and an awareness of good study methods, your academic performance and achievement of academic goals can be increased.

First of all, consider your study environment. You need an environment where you can be alert, where you can concentrate and avoid interruptions. Develop a daily routine with adequate time scheduled for class assignments and study of course works. The general rule of thumb for studying is, "For every hour spent in the classroom, you should plan at least two hours of supplemental study." If you need assistance, contact your coach or academic advisor for further recommendations or for referral to a remedial course or assistance for self improvement. The purpose is to learn and comprehend. We want you to achieve academically and be successful!

Academic Considerations

Student-athletes are encouraged to give careful consideration to the following recommendations. These suggestions will have a positive impact on your academic success.

1. Attend class regularly.
2. Review lecture material prior to class to familiarize yourself with the subject matter. Take class notes and review them immediately after class. Highlight all chapters and answer all questions at the end of chapters regardless of the assignments.
3. Establish friendships and camaraderie with your classmates and when necessary or helpful, study together.
4. Participate in class discussions and hand in assignments on time.
5. Work for grades in classes with the same intensity you invest in athletic competition.
6. Advise professors well in advance of absences due to athletic competition; request assignments in advance, and make up all work missed.
7. Take your books on team trips and study on the road.
8. Take pride in your academic achievement and the opportunity for a quality education.
9. Attend and spend time wisely at the required study hall sessions assigned each week.

Absence Excuses

Class attendance plays a key role in your ability to learn and comprehend subject matter. Periodically, student-athletes must be absent due to travel for intercollegiate competition. All schedules and competitions are approved by the Athletic Director and Faculty Athletics Representative. However, you – the student-athlete – still may not be able to be absent due to course requirements. If you plan on missing class due to athletics, you must contact your instructor well in advance of the anticipated travel and competition, inform your instructor of your commitment to your team, and ask permission to travel. You are responsible for all assignments, lecture notes, and examinations.

Advising

Always consult an advisor prior to registration. After your freshman year (or during the first year of residency at LMU for a transfer student) you should select a major. Thereafter, you must consult your departmental advisor for academic planning and authorization for registration. Your academic advisor will assist you by:

- a. helping you plan a schedule incorporating classes appropriate to your major which recognizes the demands of your practice and competition schedule;
- b. assisting you with pre-registration activities;
- c. signing your schedule request form;
- d. filing your schedule request;
- e. assisting you in the formal declaration of your major;
- f. explaining alternative programs of study;
- g. charting long range academic planning; and
- h. reminding you to complete all requirements for graduation.

Library

The Harold M. Finley Learning Resources Center is the academic focal point for the campus. It can provide you with references, resources and a beneficial study environment. The library is centrally located on campus, within walking distance from student housing and the athletic facilities. The library hours are detailed in your Student Handbook and posted at the library. The library is also the location for the scheduled athletic study hall.

Registration

Always register during pre-registration periods. Registration is usually scheduled well in advance of the ensuing term. Consult the timetable of course each term for registration procedures. It is important to register during this designated time to enhance the chance of completing your schedule with no problems or conflicts.

Remember, time spent with your academic advisor can save you additional course work, time, and money. Good academic planning is essential to your graduating on time! Important facts regarding registration, credit hours and grade-point average (GPA):

1. During semesters of competition, you must be enrolled at LMU for a minimum of 12 semester credit hours, excluding remedial courses and courses repeated, except those in which you received an F, and pass 24 hours during the academic year. Remedial courses not passed must be repeated.

2. Athletes will receive credit each year for participating in their sport, if they register during the term of competition. Following are the course numbers per sport:

| | | | |
|-----------------------|----------|----------------|----------|
| Basketball (M & W) | UACT 153 | Softball | UACT 143 |
| Golf (M & W) | UACT 183 | Soccer (M & W) | UACT 133 |
| Baseball | UACT 143 | Tennis (M & W) | UACT 193 |
| Volleyball | UACT 133 | Cheerleaders | UACT 163 |
| Cross Country (M & W) | UACT 173 | Dance | UACT 163 |

Study Hall

Study hall hours are scheduled for student-athletes by their coach. Attendance at study hall is mandatory until a student-athlete demonstrates through academic achievement an established grade-point average (GPA) of 2.50 at the University. All freshman and transfer students must attend the study hall for a minimum of one semester.

Tutors are available at LMU in most subject areas to assist you. Arrangement for a tutor can be made through the Tagge Academic Support Center located in the campus center. Remember, if you need help, arrange for tutorial assistance early in the term to maximize your opportunity to comprehend and learn subject matter. Do not wait until the last week of the semester.

Conduct

Student Athletes should reference the LMU *Student Handbook* for the consequences relating to student behavior. These consequences may be in addition to any consequences assigned by the athletic department.

University Counseling Services

“College is a busy, rewarding and exciting experience. There are times however, when we may become overwhelmed or face unexpected obstacles in our paths. I hope that you will utilize the office of Counseling Services during those times. As a part of the Student Services team, I am glad to assist you in any way I can to ensure your success at Lincoln Memorial University.”

**Donna Treece . Director of Counseling/ADA Coordinator . Office: 423-869-6251
Email: donna.treece@lmunet.edu**

GREIVANCE PROCEDURES

The first step in settling any grievance is to deal directly with the parties concerned. Therefore, if an athlete has a problem, he/she should first attempt to solve the problem with an open and honest discussion with the other party, be it a coach, a teammate or whomever. If that doesn't work, then a third party might be helpful.

In the case of grievances concerning athletic policy or procedure, the third party might be the Athletic Director, Faculty Athletics Representative, or academic advisor, depending upon the nature of the case.

In any event, athletes should contact the Athletic Director and Senior Women's Administrator to file their grievances. If the grievance merits further consideration, the Athletic Director will consult with the Faculty Athletics Representative to form a committee of appropriate members to hear the case.

For those grievances and/or problems not related to team/athletic participation, such as harassment, please refer to and abide by the policies set forth in the *Student Handbook*.

ELIGIBILITY (For All Student-Athletes)

The Athletic Department has membership in and is in compliance with the NCAA Division II and South Atlantic Conference. All varsity athletic teams will be governed by NCAA legislation.

Prior to participation in intercollegiate competition during each academic year, NCAA member institutions are required to request student-athletes to sign a statement reporting information related to eligibility, recruitment and financial aid, and amateur status. Accordingly, student-athletes should not jeopardize collegiate eligibility through involvement in violations of NCAA legislation.

This summary of NCAA regulations contains information about your eligibility to compete in intercollegiate athletics. Scan the headings and read carefully the sections that apply to you, and then sign the Student-Athlete Statement.

If you have questions, ask the Athletic Director or your coach. Copies of the NCAA Manual are available for your review from the Athletic Director, Faculty Athletics Representative, and from all coaches.

Ethical Conduct

All Sports:

You must compete with honesty and sportsmanship at all times so that you represent the honor and dignity of fair play. You should also display sportsmanship when you are a spectator at an athletic event. **Profanity is never an example of good sportsmanship.**

You are not eligible to compete if you have shown dishonesty in evading or violating NCAA regulations.

Amateurism

All Sports:

You are **not eligible** for participation in a sport if you have ever:

- *taken pay or the promise of pay, for competing in that sport.
- *agreed to compete in professional athletics in that sport.
- *played on any professional athletics team as defined by the NCAA in that sport.
- *used your athletics skill for pay in any form in that sport.

(The NCAA Manual describes the various forms of pay, as well as acceptable forms of financial assistance from and contact with professional athletics teams.)

You are **not eligible** in a sport if you have ever accepted money, transportation or other benefits from an agent or agreed to have an agent market your athletic ability or reputation in that sport.

You are **not eligible** in any sport if, since you became a student-athlete, you have accepted any pay for promoting a commercial product or service or allowed your name or picture to be used for promoting a commercial product or service.

You are **not eligible** in any sport if, because of your athletic ability, you were paid for work you did not perform, paid at a rate higher than the going rate, or were paid for the value an employer placed on your reputation, fame, or personal following.

Academic Standing

You will be permitted to practice and compete if you are a freshman and qualify according to the requirements of the NCAA Eligibility Center and are accepted for “regular student” admission and continue to meet the satisfactory completion requirement by maintaining a GPA as outlined in the Standards of Academic Progress of the 2011/12 Catalog. In addition, you must make progress toward a degree and must be enrolled as a full-time student.

Transfer Student

The area of transfer student eligibility is a complex one requiring an individual determination related to the specifics of each case. Qualifications are different based on whether you were a qualifier or partial qualifier/non-qualifier. Contact must be made with the Head Coach, Compliance Officer or the Athletic Director to get a ruling on the eligibility status of any individual student-athlete.

Years of Participation

In the NCAA Division II, you may compete four academic years or the equivalent of eight semesters. On a semester system, each semester of full-time enrollment at a college is counted toward years of eligibility. A student-athlete may be granted an additional year of competition for reasons of “hardship: which is defined as incapacity resulting from injury or illness under the following criteria:

1. it occurs in one of the four seasons of intercollegiate competition:
2. it occurs when the student-athlete has not participated in more than 20% of the institution’s completed events in his/her sport, or has not participated in more than two of the institution’s completed events in that sport, whichever is greater, and results in incapacity to compete for the remainder of the season.

All requests for hardship consideration must be directed to the head coach who, in consultation with the team physician, will make a recommendation to the Athletic Director. Hardship waivers must be acted upon by the Commissioner of the South Atlantic Conference.

Multiple Sport Participation

1. If a student-athlete receives no financial aid in each sport, the student can not participate in the second sport until the first sport season (including playoff) ends.
2. If a student-athlete participates in more than one sport but receives aid from only one sport, participation is restricted to only the sport providing aid during the season, including all practices and post season play, except with permission of the first and second coach, to participate in other sports.
3. If a student-athlete participates and receives aid from more than one sport, regardless of the level of funding, the student cannot participate in the second sport season until the first sport season (including playoff) ends, unless the coaches agree that the student can participate in both sports in overlapping seasons.

Academic Standards

All Sports:

To be eligible to compete, you must:

- * have been admitted as a regular student seeking a degree according to the published entrance requirements of your institution.
- * be in good academic standing according to the standards of your institution.
- * be enrolled in at least a minimum full-time program (not less than 12 semester hours) and maintain satisfactory progress toward a bachelor's degree at your institution.

If you are enrolled in less than a full-time program, you are **eligible** to compete only if you are enrolled in the last term of your degree program and are carrying credits necessary to finish your degree.

You are **not eligible** to participate in organized practice sessions in a sport unless you are enrolled in at least a minimum full-time program of studies. Your institution determines what a minimum full-time program is in order to be eligible to practice.

You are **eligible** to practice during the official vacation period immediately preceding initial enrollment, provided you have been accepted by your institution for enrollment in a regular, full-time program of studies at time of your initial participation; you are no longer enrolled in your previous educational institution, and you are eligible under all institutional and NCAA requirements.

You also are **eligible** to participate in practice sessions if you are enrolled in the final semester or quarter of a baccalaureate program while enrolled in less than a minimum full-time program of studies and your institution certifies that you are carrying (for credit) the courses necessary to complete the degree requirements, as determined by the faculty of the institution.

Divisions I and II only:

Once you have completed one academic year in residence at your current institution or used one season of eligibility in a sport at your current institution, your eligibility is determined by your academic record in existence at the beginning of the fall term of the regular academic year, and you must satisfy the following requirements for academic progress to be eligible to compete.

You must have satisfactorily completed at least an average of 12 semester or quarter hours of academic credit during each of the terms in academic years in which you have been enrolled, or you must have satisfactorily completed 24 semester hours or 36 quarter hours of academic credit since the beginning of the previous fall term. If you are ineligible based on your record in existence at the beginning of the fall term, you may regain your eligibility at the beginning of any other regular term in that academic year by satisfactorily completing 24 semester or 36 quarter hours of academic credit during your school's preceding regular two semesters or three quarters.

You must choose a major that leads toward a specific bachelor's degree by the beginning of your fifth semester of enrollment. (This includes transfer students who have not yet completed an academic year in residence or utilized one season of eligibility in a sport at their current institution.)

Freshman in Division II:

You are called a qualifier and are permitted to receive institution and athletically related financial aid, practice and compete in your sport if you:

- * graduate from high school;
- * attain a minimum high school GPA of 2.00 in the core curriculum;
- * achieve the required Composite Score of 68 on the ACT or SAT (820) score; and
- * receive clearance through the NCAA Initial Eligibility Center for Academics and Amateurism.

You are called a partial qualifier and are permitted to receive institutional and athletically related financial aid (but cannot compete in your sport) if you fail to meet all the criteria above but have met either the test score or core GPA requirements and have graduated from high school.

You are called a non-qualifier if you fail to meet either the test score or the core 2.00 grade-point average in high school. Although the non-qualifier is ineligible for practice and competition, the non-qualifier may receive non-athletics institutional aid provided the student's file contains a certification by the Faculty Athletics Representative and the Director of Financial Aid that the financial aid was granted without regard to athletic ability.

A non-qualifier or partial qualifier at a Division II institution has four seasons of eligibility remaining after the first academic year in residence.

Other Regulations Concerning Eligibility**All sports:**

You are **not eligible** to participate in more than four seasons of intercollegiate competition, except for extensions that have been approved in accordance with NCAA legislation.

You are **not eligible** if you have received or satisfied the requirements for a bachelor's degree or an equivalent degree, unless you have eligibility remaining while seeking a second bachelor's degree or a graduate degree. You are eligible, however, for championships that occur within 60 days of the date you complete the requirements for your degree.

All sports other than basketball:

You are **not eligible** in your sport for the rest of your season, if during any year in which you were a member of an intercollegiate team, you competed as a member of any outside team in a non-collegiate, amateur competition in the sport during your institution's sport season. Competing in the Olympic Games tryouts and competition and other specified NCAA Council-approved competition is permitted.

All-star football and basketball only:

You are **not eligible**, if after you completed your high school eligibility in your sport and before high school graduation, you participated in more than two high school all-star football or basketball games.

Basketball only:

You are **not eligible** if you have played in any organized, outside basketball competition after you became a candidate for an intercollegiate basketball team at an institution that is a member of the NCAA, or after you enrolled at a member institution that recruited you to play on its intercollegiate basketball team. Competing in the Olympic Games tryouts and competition and other specified Council-approved competition is permitted.

Transfer students only:

You are considered a transfer student if:

- * the registrar or admissions officer from your former college certifies that you were officially registered and enrolled at that college in any term (excluding summer) in a minimum full-time load and you were present on the opening day of classes, or
- * the athletics director from your former college certifies that you reported for the regular squad practice, announced by any staff member of the athletics department of your former college before the beginning of any term.

Divisions I and II:

If you are a transfer student from a four-year institution, you are not eligible during your first academic year in residence at LMU unless you meet the provisions of one of the exceptions.

If you are a transfer student from a two-year institution, you are not eligible during your first academic year in residence at LMU unless you meet the University's academic and residence requirements.

If you transferred from a four-year college to a two-year college and then to LMU, you are not eligible during your first academic year in residence at LMU unless you meet the University's academic and residence requirements.

Division II:

You are **not eligible** after the first 10 semesters or 15 quarters have passed in which you were enrolled at college in at least a minimum full-time program of studies as determined by that college.

RECRUITMENT (For New Student-Athletes Only)

Student athlete recruitment is governed by Article 13 of the NCAA Manual.

Offers**All Sports:**

You are **not eligible** if, before you enrolled at your institution, any staff member of your institution or any other representative of your institution's athletics interests offered to you, your relatives, or your friends any financial aid or other benefits that NCAA legislation does not permit. It is permissible to arrange your summer employment or accept loans from a regular agency provided you did not begin the job or receive the loan before the end of your senior year in high school.

Contacts

All Sports:

You are **not eligible** if, while you were being recruited, any staff member of your institution or any representative of your institution's athletics interests contacted you during the day or days of competition at the site of any athletic competition in which you were competing. It is okay for such contact to occur (during the permissible period) after the competition if you are released by the high school authority.

Division I and II:

You are **not eligible** if any staff members of your institution:

- * contacted you, your relatives or your legal guardians in person off your institution's campus before you completed your junior year in high school (except for students at military academies) or
- * contacted you in person off your institution's campus more than the allowed number of times or
- * contacted you in person off your institution's campus outside the time periods specified for the sports of football and basketball.

Division II:

You are **not eligible** if anyone other than a staff member of your institution contacted you, your relatives or your legal guardian in person and off your institution's campus in order to recruit you.

Note: For the purposes of the sections above, contact means "any face-to-face encounter between a prospect or the prospect's parent or legal guardian and an institutional staff member or athletics representative during which any dialogue occurs in excess of an exchange of a greeting. Any such face-to-face encounter that is prearranged or that takes place on the grounds of the prospect's educational institution or that the site of organized competition or practice involving the prospect or the prospect's high school, preparatory school, two-year college or all-star team shall be considered a contact, regardless of the conversation that occurs.

Source of funds

All Sports:

You are **not eligible** if any organization or group of people outside your institution spent money recruiting you, including entertaining, giving gifts or services and providing transportation to you or your relatives or friends.

Tryouts

Division II:

You are **not eligible** if, after starting classes for the ninth grade, you displayed your abilities in any phase of any sport in a tryout conducted by or for an institution not conducted under the conditions of the NCAA guidelines.

Basketball only (Divisions I and II):

You are **not eligible** if a member of your institution's coaching staff participated in coaching activities involving an AAU basketball team of which you were a member.

Sports camps**Division II:**

You are **not eligible** if, before you enrolled at your institution, the institution, members of its staff, or a representative of its athletics interests employed, or gave you free or reduced admission privileges if you had started classes for the ninth grade.

Visits, transportation, and entertainment**All Sports**

You are **not eligible** if, before you enrolled at your institution, any of the following happened to you:

- * your institution paid for you to visit its campus more than once;
- * your one expense-paid visit to the campus lasted longer than 48 hours;
- * your institution paid more than the actual round-trip cost by direct route between your home and the campus when you made your one expense-paid visit.

You are **not eligible** if, before you enrolled at your institution, your institution:

- * entertained you outside a 30-mile radius of the campus;
- * entertained you excessively at any site;

You are **not eligible** if your institution paid for you to visit its campus before the first day of classes of your senior year in high school.

You are **not eligible** if, at any time that you were visiting your institution's campus at your own expense, your institution paid for anything more than the following:

- * three free passes, for you and your traveling companions, to an athletics event on campus in which your institution's team competed;
- * transportation, when accompanied by a staff member, to see off-campus practice and competition sites and other institutional facilities located within a 30-mile radius of the campus.
- * a meal at the dining hall of your institution or a meal at an off-campus site when all institutional dining halls are closed and the institution normally provides similar meals to all visiting prospective students, if it is in Division II.

You are **not eligible** if, when you were being recruited, staff members of your institution or any representatives of its athletics interests paid the transportation costs for your relatives or friends to visit the campus or elsewhere.

You are **not eligible** if, when you were being recruited, a staff member of your institution entertained your parents (or legal guardians) or spouse at any site other than the campus (or, on an official visit, within 30 miles of the institution's campus) or entertained your friends or other relatives at any site.

You are **not eligible** if, when you were being recruited, your institution gave you free passes to more than one regular-season home game scheduled outside your institution's community or gave you more than three free passes to one regular-season home game scheduled outside your institution's community.

You are **not eligible** if, when you were being recruited, a staff member of your institution's athletics department spent money other than what was necessary for the staff member's personal expense during off-campus visit with you.

Pre-college or postgraduate expense

All Sports:

You are **not eligible** if, your institution or any representative of its athletics interest offered you money, directly or indirectly, to pay for any part of your educational expenses or other expenses during any period of time before you enrolled at your institution. This applies to your postgraduate education as well.

FINANCIAL AID/ATHLETIC SCHOLARSHIP

A student SHALL:

1. Receive unearned athletically related financial aid administered by the institution for any regular term the student is in attendance provided it does not exceed the amount equal to tuition and fees, room and board, and required course-related books, and provided the student is not under contract to or currently receiving compensation from a professional sports organization.
2. Receive unearned athletically related financial aid awarded only by an institution's regular Financial Aid Director for a maximum of one year, it being understood that such aid may be renewed for additional, maximum one-year periods by the institution while the recipient is an undergraduate or a graduate student with remaining eligibility.
3. Receive income from employment during term time or non-athletic grants for educational purposes in combination with unearned athletically related financial aid, provided the total from all sources does not exceed the actual cost of room and board, tuition and fees, and required course-related books. Income from employment during official institutional vacation periods needs not be considered in this limit.

A student SHALL NOT:

1. Receive financial aid other than that administered by the institution if the aid has any relationship whatsoever to athletic ability. This prohibition shall not apply to earnings from a professional organization in a sport other than the student's collegiate sport.
2. Accept financial aid from an organization, individual or agency outside of the student's institution for which selection is based primarily on athletic ability or participation.
3. Receive an extra benefit not available to members of the student body in general.
4. Receive any institutionally funded scholarship monies until all appropriate financial aid applications have been filed in the financial aid office. Please consult your coach, Athletic Director, or Financial Aid Director concerning appropriate filing procedures.

Financial Aid

All Sports:

You are **not eligible** if you receive financial aid other than the financial aid that your institution distributes. However, it is all right to receive:

- * money from anyone upon whom you are naturally or legally dependent;
- * financial aid that has been awarded to you on a basis other than athletic ability;
- * financial aid from a program outside your institution that meets the requirements specified in the NCAA Manual.

You must report to your institution any financial aid that you receive from a source other than your institution, except that financial aid received from anyone upon whom you are naturally or legally dependent.

Policies Concerning Athletic Scholarship Agreement

1. No athletic aid will be awarded to any student (current or new) unless there is a signed Athletic Aid Agreement on file in the Financial Aid Office for the academic period in question.
2. No athletic aid will be awarded to any new student until the individual's admissions file is completed both application and transcripts.
3. No student will receive any athletic aid until a completed FAFSA application is mailed for processing. It currently takes 6 to 8 weeks for these applications to be processed and the results mailed to the students. It is then the student's responsibility to turn in his/her report to the Financial Aid Office. Any student not turning in this report prior to registration for the following semester will not be allowed to register on any athletic aid for that semester.
4. Athletic aid will not be awarded during summer unless the student has met with his/her coach, the Director of Financial Aid, and the Athletic Director.
5. Athletic aid may be applied toward the following expenses: tuition, fees, room and board (on campus) and course related books according to SAC Guidelines. The maximum amount which may be applied to room and board is the amount that it would cost a student to live in university housing and participate in a meal plan.
6. Any change made in an athletic agreement already on file must be in writing to the Financial Aid Office prior to the academic period for which the change is requested.
7. An athlete's financial assistance (including athletic scholarship) may not exceed the cost of tuition, fees, room and board and course related books. Students signing Athletic Aid Agreements for "full coverage" will receive an athletic scholarship for the difference between their expenses (as itemized above) and their eligibility on the Pell Grants (Basic Grant).

Financial Aid/Athletic Scholarship Administration

Institutional aid will not be cancelled during its award period unless the recipient (1) voluntarily renders himself ineligible for intercollegiate competition, (2) fraudulently misrepresents any information on his application or financial aid agreement, or (3) engages in serious misconduct warranting substantial disciplinary penalty. "Serious misconduct" means conduct of sufficient gravity that if comparable conduct occurred in other departments of the University, similar substantial disciplinary penalty could properly be imposed. For example, "serious misconduct" includes manifest disobedience through violation of institutional regulations or established athletic department policies and rules applicable to all student-athletes, disruptive action which interferes with the normal and orderly conduct of an institution's athletic program, refusal to meet the normal good conduct obligations required of all team members, and defiance of the normal and necessary directions of department staff members.

Furthermore, the institution reserves the right to cancel any and all financial assistance if the student-athlete engages in unlawful manufacture, distribution, possession or use of a controlled substance during the period covered.

If aid is cancelled for one of the above-listed reasons, the following procedure must be followed:

- (1) The action is taken by the regular disciplinary and/or scholarship awards authorities of the institution, and
- (2) The student has an opportunity for a hearing with LMU's Financial Aid Director.

INSURANCE

The University maintains insurance coverage **as a secondary policy** for certain types of medical injuries ("secondary policy" or "accident policy"). The policy described below will be implemented if compliance with procedures and policies are met. All other injuries not specified in the policy are the responsibility of the athlete's personal insurance. Since some personal insurance policies do not cover student athletes, the athlete should verify with their insurance company that they will be covered while participating in intercollegiate sports activities and events.

- I. What is the Policy - The policy is designed to pay medical expenses which arise due to accidental injuries which occur while participating in regularly scheduled, supervised and sponsored games and practices or while participating in LMU Department of Intercollegiate Athletics sponsored activities. This insurance coverage is **secondary insurance**. This is NOT a comprehensive medical policy.
 - A. Expenses covered include:

Accidental injuries incurred during LMU sponsored activities such as varsity practices or games. The NCAA defines an "accidental injury" as "an unexpected, external violent and sudden event that is independent of any other cause..."
 - B. Expenses NOT covered:
 1. Degenerative injuries - i.e. overuse syndromes
 2. Pre-existing conditions
 3. Any injury that is NOT deemed accidental - if there is no accidental injury there will be no benefits.
 4. Out-of-season injuries
 5. Contact lens/glasses - lost or broken

6. Coverage's are denied by primary insurance company if primary insurance coverage procedures are not followed.
 - C. The premium of the secondary policy is paid by Lincoln Memorial University. Athletes are required to maintain primary personal insurance coverage which covers them while participating in intercollegiate sports activities. The athletic insurance policy provided by LMU is excess or secondary.
 - D. If a student athlete does not have adequate primary insurance coverage, a student health insurance policy with a sports athletic rider is available at their own expense.
- II. The accident policy is designed to cover catastrophic injuries which occur while participating on behalf of Lincoln Memorial University's Department of Intercollegiate Athletics.
- III. Procedure
- A. When a player is injured during competition or practice he/she must notify the coach and/or athletic trainer immediately.
 - B. The injured student athlete must complete the required 4 incident report forms with the Athletic Training Department which includes:
 - Parent/Guardian Information w/signature
 - Claims sheet
 - Authorization Disclosure
 - A description of the incident by the injured player and coach.
 - C. The coach and/or Athletic Trainer will evaluate the injury and make referrals, if needed.
 - D. The team physician will provide the necessary treatment when possible.
 - E. Upon receipt of the bill for treatment, the athlete will file the claim with his/her personal insurance first and request a copy of the explanation of benefits from their insurance company to be given to the Head Athletic Trainer.
 - F. After primary coverage has paid, the balance of the bill and the explanation of benefits must be given to the Head Athletic Trainer, who will remit the remaining balance of the bill to the University's Risk Management office for submission and assisting the Head Athletic Trainer with necessary information for processing of this secondary coverage claim.

ANY INJURY NOT REPORTED TO THE COACH AND/OR ATHLETIC TRAINER WITHIN THREE (3) DAYS OF THE ACCIDENT WILL NOT BE VERIFIED FOR INSURANCE COVERAGE. The Department and LMU will not be responsible for any expenses incurred by examination of a consultant if these procedures are not followed.

PHYSICAL EXAMINATIONS

All LMU student-athletes are required to have an annual physical examination before they are allowed to practice or compete.

A physical examination will be provided for you upon your arrival at LMU. You must complete this examination and all appropriate related checks from Athletic Training before you report for your initial practice session.

ATHLETIC DEPARTMENT PREGNANCY & PARENTING POLICY

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

*Our athletics department will allow a pregnant student-athlete to continue to participate in a limited manner on the team, including team related activities, unless the student-athlete's physician or other medical caregiver certifies that this partial participation is not medically safe.

*Medically necessary absences from team activities due to pregnancy shall be considered excused absences.

*Our athletics department will not terminate or reduce a student-athlete's aid because of the student-athlete's pregnancy, marital or parental status during the term of the award.

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

*Our athletics department will publish this Policy in a publicly-available Student-Athlete Handbook, make this policy available to the student-athletes and their families on-line, and provide specific education on this Policy for all student-athletes and their families.

*Our athletics department, in conjunction with the team physician, the Faculty Athletics Representative, the Senior Women's Administrator, Team Certified Athletic Trainers and others designated by the University President, will regularly review student-athlete pregnancy and parenting cases as they occur to monitor compliance with this Policy.

TRAINING RULES AND BEHAVIORAL GUIDELINES

Below are general training rules for student-athletes. More specific training rules may be in effect for individual teams.

1. Student-athletes are prohibited from the unlawful manufacture, possession, distribution or use of drugs (including alcohol), except prescriptions as prescribed by a physician. Such violations will result in athletic aid suspension and dismissal from the athletic team.
2. The use of tobacco in all forms by all student-athletes is prohibited at LMU.
3. Student-athletes should strive for eight hours of sleep per night, eat balanced meals at regular hours, and take proper care of his/her physical and mental health.
4. Student-athletes must report all injuries, no matter how insignificant they appear, to the coach and/or Athletic Trainer immediately.
5. LMU adheres to all HIPAA guidelines. Please contact an athletic trainer or any athletic department member for more information.

All Sports:

If the NCAA tests you for banned drugs and you test positive (consistent with NCAA drug-testing protocol), you will be ineligible to participate in regular-season and post-season competition during the time period ending one calendar year after your positive drug test, and until you retest negative. (see back of this handbook for NCAA drug testing policy)

If you test positive for the use of any non-prescription drug, and then re-test positive after your eligibility has been restored, you shall be charged with the loss of one season of competition in all sports and also shall remain ineligible for regular-season and post-season competition at least through the next calendar year.

1. Member institutions of the NCAA must follow the procedures dealing with drug abuse or the use of substances which appear on the NCAA banned substances list.
2. The student-athlete shall sign a statement, in a form prescribed by the NCAA Council, annually submitting information related to eligibility, financial aid and other such information, as well as consent to be tested for the use of drugs banned by the NCAA. Failure to sign this form shall result in the student-athlete's ineligibility for participation in all intercollegiate competition.
3. Players are subject to be tested at NCAA championships and may be randomly tested during regular season.
4. Players who must take banned substances due to medical reasons must inform the Athletic Trainer.
5. All athletes must participate in our Drug/Health Education Program, which includes seminars, lectures, films, and open discussions to acquaint them with current health information concerning drugs and other health issues.
6. The Substance Abuse Policy and Understanding of Agreements for Athletes are at Appendix I.

Training and Weight Room Facilities

1. The training and weight room facilities are primarily for the athletes participating in intercollegiate athletics. Other students, staff, and University personnel are permitted to use the facilities with the authorization of the Athletic Director when such use does not interfere with the schedules of teams in training.
2. The hours for the training and weight room are posted on the door, and normally end when the last athletic event is completed in the evening. The training room is open at least one hour before practice begins and remains open at least one-half hour after practice.
3. When the training and weight rooms are not in use, the facility will be locked at **ALL TIMES!** These facilities are under the direct supervision of the head coaches and the department of Athletic Training and no one else is to be allowed to use this facility without the knowledge and approval of the Athletic Director.
4. A list of training and weight room policies is posted for student-athletes at LMU prior to their season.

Dress and Behavior

Each student-athlete represents LMU and is expected to conduct himself/herself as a gentleman/lady at all times. Behavior on and off the playing surface reflects on the University and each team. Make this reflection a favorable one. Disciplinary action leading to suspension (team and scholarship) may result for inappropriate behavior.

The guidelines below relate to your participation at sporting events. They are not an exhaustive list of expectations, and they do not supersede other LMU policies.

1. Conduct yourself properly when seated on the bench or on the sidelines. In case of a disturbance which results in a discontinuation of play, report to your bench area immediately.
2. Keep all language appropriate on the playing surface, in the locker room, and in public.
3. Adhere to travel arrangements, meal times, and curfews established for each contest, at home and away.
4. Take pride in your personal appearance.
5. Respect the flag during the playing of the National Anthem.
6. Remain with the team at all times on road trips except under circumstances approved by the head coach.
7. Participate in pre-game, half-time, and post-game ceremonies when requested to do so by the head coach.

All guidelines apply to home and away games.

EQUIPMENT

Student-Athlete Regulations

1. Equipment will not be issued until you complete medical questionnaires, give proof of medical insurance to the head athletic trainer, receive a physical examination, are in good standing at the University, and enrolled as a full-time student.
2. Athletes not conducting themselves in an appropriate manner will not be issued equipment.
3. No equipment is to be removed from authorized areas and usage is restricted to practice and games.
4. You are responsible for equipment issued to you and will be charged for equipment not returned, or damaged due to neglect, loss, or theft.
5. After you receive equipment, you may receive replacement equipment on an exchange policy only. If equipment is defective or damaged beyond repair, it still must be returned for exchange.
6. Equipment damaged due to usage, not neglect, will be repaired by the team's equipment manager and returned to you.
7. On road trips, you are responsible for packing your equipment and insuring its safe return to the appropriate dressing room or storage area.
8. Report any equipment problems to the team manager or coach as soon as possible. This includes defective equipment, and losses by theft, or inadequate protection of the equipment.
9. At the conclusion of the season, all equipment will be inventoried, laundered, and repaired for the next year. Equipment cannot be checked out by team members during the off season, except upon written request by the student and the prior approval of the coach and the Athletic Director.

TRAVEL AND PER DIEM ALLOWANCE

Modes of transportation, housing furnished during travel, length of stay before and after competitive events, per diem allowances, and dining arrangements shall be the same for comparable teams based on squad size. Coaches are expected to calculate departure, travel and return times, clear them with the Athletic Director and budget for meals accordingly.

For all sports, team members will be allowed \$4.00 for breakfast, \$6.00 for lunch and \$10.00 for dinner or a total of \$20.00 per day for a full day of meals. Coaches whose teams qualify for more than one meal are given the discretion of combining the amount to improve a meal. For example, if a team was allowed a full day's allocation, the coach could spend \$14.00 on dinner and distribute \$6.00 for the rest of the day.

If a team travels the night before and can conveniently eat dinner in the University dining facility, there is no allowance for that night before. If a team leaves the morning of an event, breakfast should likewise be taken on campus. Any departure within one hour of the normal lunch service on campus will be matched with a box lunch from the dining facility so that there will be meal allowance for breakfast and lunch. Any departure after lunch has been served on campus will be matched with dinner and a snack, provided the trip back from the competition site is more than a one-hour drive. However, if a suitable arrangement can be made with the dining facility, the post-event snack may be replaced by boxed food from the dining facility in lieu of the dinner the student-athletes would otherwise eat on campus.

The Athletic Director considers game times, distances, actual travel time, and potential drivers when making arrangements for transportation for teams. All team drivers of vehicles must be approved by the Administrative Division. The Athletic Director ensures that comparable teams, regardless of gender, are traveling in the same manner and fashion based on squad size.

Student-athletes are housed comparably and consistently without any differentiation based on the gender of the team and provided comparable and consistent housing for comparable teams such as men's and women's basketball, softball and baseball teams. Student athletes and accompanying personnel, approved by the Athletic Director for team travel for all sports, shall be on a four-per-room basis. The Department is committed to placing its student-athletes in the best possible accommodations, within reason.

Student-athletes must conduct themselves and dress in an appropriate manner at all times during travel. They are responsible for personal telephone calls, care of their equipment, and all academic work missed as a result of their team's travel.

The coach or Faculty Athletics Representative will issue them an absence excuse notice, at their request, to be presented to their professors. Students are urged to study on road trips.

ATHLETIC HOUSING

The Athletic Department establishes policy and procedures for the use of funds provided to student-athletes for housing scholarships. **All student-athletes receiving athletic scholarships are required to live in campus housing facilities unless cleared through Director of Athletics.**

The Athletic Department requires all full time student-athletes under the age of 21, regardless of class ranking, live on campus unless the student-athlete (with approval of the coach) is living with a parent or guardian within a 65 mile radius of campus or is married and lives with a spouse.

The Department assists the Office of Enrollment Management and Student Services with requests in making room assignments, insuring student-athletes have met application and room deposit deadlines, and for discussing disciplinary problems.

The Department meets periodically throughout the academic year to discuss important housing related matters and problems or at the request of the Office of Enrollment Management and Student Services. Questions concerning athletic housing should be directed to the Office of Enrollment Management and Student Services. Student-athletes can qualify to move from Liles and/or West after their freshman year. The qualification for all students include current GPA, cumulative GPA, social disciplinary record, number of hours completed and the number of completed semesters.

While the Department appreciates your desire for privacy, the Office of Enrollment Management and Student Services, through a staff member, reserves the right to enter your room at any time for the purpose of determining compliance with provision of multiple dwelling regulations or rendering improvement or repairs. Additionally, your room may be entered if there is an indication of imminent danger to life, health, or property, or if there is probable cause to believe that a violation of University regulations and/or policy is occurring.

UNIVERSITY HOUSING

Living in campus housing provides students an opportunity to gain identity with the University community and a chance to meet other interesting students who may become lifelong friends.

The housing staff promotes student involvement in educational, social, cultural, and recreational programs. Resident directors and resident assistants are available to help with academic, maintenance, or personal problems, when the housing office is closed. The goals in campus housing are to provide quality service to LMU students and to enhance the educational mission of the University.

Athletic scholarship recipients will reside in University Housing for the following reasons:

1. University housing is convenient. The residence halls, located on campus, are within walking distance of the academic and administrative buildings, the library, and the campus center.
2. University housing enhances academic performance. Studies show that housing students tend to make higher grades than their peers who live off campus. Students in housing tend to withdraw from school less often, and they are more involved in campus activities than their peers living off campus.

3. University housing is economical. Since base utility costs are included in housing rental rates, budgeting is easier. Student-athletes residing on campus must adhere to the same housing policies as non-athletes, regardless of the source of funding for their housing costs.

Student's living in campus housing have the following responsibilities:

1. Completing an application from the Office of Enrollment Management and Student Services well in advance of the ensuing academic year. (Priorities for room assignments are made with consideration given to application date.)
2. Payment of a room and key deposit, as required.
3. Payment of damage and/or cleanliness fines as determined by the housing authority.
4. The conduct and actions of themselves and their guests on campus.

You may request roommates through your housing application form. The Athletic Director and/or coaches may recommend to the Office of Enrollment Management and Student Services room assignments for student-athletes. Criteria used by the committee are delineated below and are designed to assist the Housing Office in room assignments.

1. Student-athletes on scholarship will be housed in on-campus housing facilities.
2. Requests from student-athletes for specific room and/or roommate assignments will be considered.
3. Request of coaches and/or Athletic Director may be considered in determining room assignments.
4. An effort will be made to integrate student-athletes with non-athletes.
5. If there are any problems regarding room or apartment assignments, contact the Office of Enrollment Management and Student Services. The Office of Enrollment Management and Student Services may contact the head coach and/or Athletic Director.
6. Single rooms will be assigned at an extra charge, contingent upon availability, and priority given to seniors, juniors, etc. (Criteria examined in evaluating a request for a single room are academic achievement and community activity).

INTERCOLLEGIATE ATHLETIC COUNCIL

The Intercollegiate Athletic Council, chaired by the Athletic Director, is charged with reviewing, assessing, and making recommendations to the Athletic Department in matters relative to its programs. The committee's goal is to develop and maintain a quality athletic program that will be a benefit to the University. The committee also assists in establishing policies of the athletic programs of the University, promoting athletics as a total life experience involving intramural as well as intercollegiate activities, and determining, with the athletic coaches, scholarship awards.

The committee consists of the President (ex-officio), Faculty Athletics Representative, Athletic Director (Chair), Compliance Officer, Associate Athletic Director and Senior Women's Administrator.

SPORTS INFORMATION

The Sports Information Office connects the Athletic Department with the media and the public. Cooperation from the student-athlete is essential.

Under the Family Educational Rights and Privacy act of 1974, student-athletes are required to fill out and sign a personal information form. In signing this form, the student-athlete consents to the dissemination of personal information for the purposes of public relations and press releases to the media. Student-athletes may also be asked to speak with the media and various civic groups or provide material for the athletics web site. These opportunities aid the Department in the areas of public relations and community support.

The Sports Information Office also nominates student-athletes for district, regional and national awards, as well as scholar-athlete awards.

LINCOLN MEMORIAL UNIVERSITY BOOSTER'S CLUB

The Department of Intercollegiate Athletics is most fortunate to have the support of an outstanding boosters' club. Membership includes citizens from all walks of life throughout the tri-state region. This association provides considerable financial service and support for all University athletic teams. The purposes are:

1. to promote a quality athletic program at LMU within the guidelines of the University and the athletic conferences to which it is currently, or in the future, may become affiliated; and the NCAA.
2. to uphold the University's high standards of excellence in academics and athletics and to foster a program characterized by integrity, dignity, and true sportsmanship;
3. to serve as a major fund-raiser for the Department of Intercollegiate Athletics.

Any person interested in supporting LMU Athletics may join the Boosters' Club through the proper application. Application forms are available from the Athletic Director or the Office of Alumni and Development.

LETTER TO PARENTS

Dear Parent:

The NCAA institutes a drug testing program for member institutions that will be administered to athletes completing in NCAA championships and other post-season contests.

In conjunction with this legislation, the Lincoln Memorial University Department of Intercollegiate Athletics has revised its Drug Education/Testing Program to encompass all aspects of this legislation. The following are some of the objectives for our Drug Education/Testing Program:

- (1) To prevent any drug use by Lincoln Memorial University athletes, and to educate them regarding the associated physical, mental, emotional, and legal problems.
- (2) To identify any Lincoln Memorial University athlete that may be abusing drugs and identify the drug.
- (3) To provide any necessary treatment, sanctions, counseling, and education in a proper medical and moral fashion for any Lincoln Memorial University athlete with a drug problem.

As part of this program, the Lincoln Memorial University Department of Intercollegiate Athletics will sponsor and/or participate in educational seminars during the academic year regarding chemical dependency and its effects on the individual.

Another vital part of this program is drug screening of all Lincoln Memorial University athletes. These tests will be conducted by members of the Lincoln Memorial University Department of Intercollegiate Athletics in conjunction with a recognized laboratory. The results of these tests will be made known only to the Athletic Director, Head Coach, Faculty Athletic Representative, Head Athletic Trainer, Compliance Officer, and President of the University.

Should you have any questions regarding this program, please feel free to contact this office.

Thank you.

Sincerely,
Roger Vannoy
Athletic Director

Lincoln Memorial University
Department of Intercollegiate Athletics
Drug Education / Screening Program

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Lincoln Memorial University
Department of Intercollegiate Athletics
Drug Education and Screening Policy

I

I. Preface

The NCAA has passed Proposition No. 30 dealing with drug testing. This legislation establishes a list of banned substances, authorizes the Executive Committee to establish a drug testing program for NCAA championships and post-season football contests, establishes disciplinary action for student-athletes who test "positive" in accordance with the testing methods authorized by the Executive Committee, and establishes disciplinary action for staff members who have knowledge of the use of banned substances by student-athletes. The legislation procedures and policies described within are in compliance with Section 22 of the Drug Free Schools and Communities Amendments of 1989 (Public Law 101-226).

II. Drug Education and Testing Introduction

Lincoln Memorial University ("LMU" or the "University") recognizes that the use of certain drugs is not in the best interest of student-athletes or the University. Student-athletes enrolled at NCAA member institutions should reflect the high standards of honesty and integrity set by the Association and the University for the conduct of intercollegiate student-athletes.

The purpose of the program is to inform student-athletes about the harm caused by banned substances, to aid in identifying individuals affected by substance abuse, deter the use of the substances, and promote the high standards of the University. The drug testing and education program will be administered and conducted in a manner that is consistent with the personal rights and privacy interests of student-athletes. The procedures for dealing with such problems are delineated below.

III. Drug Screening Procedures

- A. The head coach for each sport will arrange for all squad members to attend one or more drug education seminars, which are conducted by the Athletic Training Department. During this orientation, LMU's Drug Testing Program will be explained and consent forms distributed to all student-athletes. The drug testing program applies to all LMU student-athletes.
- B. The testing program is intended to test for substances banned by the NCAA. A current list of these drugs can be found at www.ncaa.org. You may visit this site for the most up-to-date listings.
 1. These drugs include, but are not limited to "street drug" residues such as amphetamines, cannabinoids (marijuana containing substances), cocaine, and other controlled substances. Testing may also include procedures to detect "performance enhancing" drugs such as anabolic steroids.
 2. ***Passive receipt of marijuana smoke or any other illegal drug may result in a positive drug finding*** (e.g., your presence in a room in which a banned substance is being smoked may cause you to inhale enough of the substance to test "positive" and jeopardize your eligibility).
 3. Urinalysis may include procedures for detection of any one or any combination of drugs.
- C. Individual team rules and sanctions may be more comprehensive or restrictive than listed in this document. The coach will have the authority to enforce these rules. Coaches may take drug test results into consideration when determining

whether a student-athlete should be permitted to practice, work out, or compete. The coach may also take results into consideration when renewing University Athletic Grant-In-Aid packages. According to the athletic financial grant-in-aid forms of the South Atlantic Conference: "I am aware that the amount of aid may be immediately reduced or canceled during the term of this award if *I engage in serious misconduct that brings disciplinary action from this institution.*"

- D. The testing will be done through urinalysis.
1. Urine specimens will be collected at Heartland Medical Clinic in Harrogate, TN.
 2. The student-athlete will be accompanied to the clinic by the Faculty-Athletics Representative or other University official which who may or may not be associated with the Athletic Department.
 3. At the time of testing, the student-athlete will be asked to write his/her name and student identification number on a specimen cup.
 4. The student-athlete will provide a urine sample in a private bathroom under supervision to prevent manipulation of the sample.
 5. No coats or loose outer clothing will be allowed in the bathroom.
 6. The clinic may choose to alter the collection procedures if there is reasonable suspicion that you have attempted or are attempting to alter the specimen.
 7. The clinic will follow the laboratory chain-of-custody protocol for sending specimens to the laboratory for analysis.
 8. The specimens will be sent to a certified laboratory for analysis.
- E. The Athletic Training Department and Department of Intercollegiate Athletics will make every effort to keep all tests results confidential except to the extent noted otherwise in this document, or as required by law or authorized by the individual, and will oppose the disclosure to any other persons within or outside the University.

IV. Drug Screening Selection

In-season and out-of-season student-athletes will be subjected to drug screening.

- A. Random Selection: Student-athletes will be randomly selected by the University Registrar.
- B. Probable Cause: ***Student-athletes can be selected for drug testing if a member of the University community has just cause to suspect an individual of drug use. At risk behavior, poor academic or athletic performance, and changes in demeanor or attitude could result in the athlete being suspected of drug use and/or abuse.***

Tests may or may not be announced in advance.

A selection committee consisting of Athletic Department Personnel will select individuals for drug screening.

V. Result Reporting Procedures

- A. Student-athletes will be notified on the day of the testing, thirty (30) minutes prior to report time.
- B. Student-athletes are to report to the Athletic Office at the designated time.
- C. Failure to report at the specified time will result in the student-athlete receiving an automatic positive test.

VI. LMU Athletic Department Sanctions Drug/Alcohol Policy

(ALL OFFENSES ARE CUMULATIVE THROUGHOUT THE STUDENT-ATHLETE'S ELIGIBILITY)

The policies will also go along with the Residential Life and Student Handbook. A student athlete's consequences will not be determined until receiving final notification from Dean of Students. Once the Head Coach receives the final notification of the consequence from the Dean of Student's/Athletic Director the Student Athlete's time frame begins to complete the Community Service hours.

ALCOHOL

1st OFFENSE

- 20 hours community service approved by the Athletic Director
- There could be additional sanctions at the discretion of the Head Coach

2nd OFFENSE

- 50 hours community service approved by the Athletic Director
- Possible loss/reduction of athletic scholarship
- There could be additional sanctions by Head Coach

3rd OFFENSE

- 75 hours community service approved by Athletic Director
- 10% loss of Games/Matches in regular season (could carry over to next season if not completed or if occurs in non championship season will go to championship season)
- Strongly suggest reduction/loss of athletic scholarship
-

4th OFFENSE

- Dismissal from Team and termination of athletic scholarship

Completion time for community service:

| | |
|----------|----------|
| 20 hours | 1 month |
| 50 hours | 2 months |
| 75 hours | 3 months |

If the Student Athlete does not complete the community service hours in the time frame allowed they will be suspended until the hours are completed. Once the hours are completed the Head Coach will need to complete a form of service and be given to that Athletic Director to sign off on as complete. This form will then be kept in a file.

Legal Conviction of DWI, DUI

- Automatic to 3rd Offense

Legal Conviction of PI, AI

- Automatic to 2nd offense

DRUGS

Positive Test or Convicted of Possession

1st OFFENSE

- 1 game or match suspension (carries over to in season contest or next year's playing season)
- Student Athlete pays for Re-Test. The SA must produce NEGATIVE result to be able to return to competition. SA is unable to participate in any countable hourly activity till negative result is provided.
- 20 hours community service and Potential loss of athletic scholarship

2nd OFFENSE

- 20% loss of participation of in-season contests with carry over to next year's season if necessary
- Student Athlete pays for Re-Test. The SA must produce NEGATIVE result to be able to return to competition. SA is unable to participate in any countable hourly activity till negative result is provided.
- 50 hours community service and potential loss of athletic scholarship
- Outside Counseling is REQUIRED

3rd OFFENSE

- Dismissal from team and termination of athletic scholarship.

Conviction of Selling Drugs

- Automatic Dismissal

NCAA Testing

The LMU Athletic Department Drug/Alcohol Screening Program is separate from NCAA testing programs. A positive test in the NCAA testing program will result in sanctions determined by the NCAA. LMU has no input in the NCAA's decision making. However, a positive test in the NCAA testing program will be considered a positive in the LMU program. In such a case, LMU disciplinary actions will be incurred in addition to any NCAA sanctions.

VII. Notification Procedures

- A. The Head Athletic Trainer will be notified of the results of the drug test.
- B. The Head Athletic Trainer will notify the Director of Athletics, Head Coach, Senior Women's Administrator and parents if the test is positive. Parents will be notified by way of certified letter.
- C. If the test is negative, documentation will be placed in the athlete's file and the appropriate officials will be notified of the results.
- D. Once notified of the results, the coach may choose to enact further sanctions in addition to those specified in the section above.

VIII. False Positives

No matter what the screening method, there is a finite probability of a false-positive result. A student-athlete may request a second test if they believe that there has been a false-positive result. The student-athlete is responsible for the cost of the second test. The institution will reimburse the student-athlete if the test comes back negative. If the athlete chooses the retest option and the test comes back positive, the athlete will automatically become a second time offender.

IX. University Sanctions

As taken from the LMU 2011-2012 Student Handbook
"Athletes and students receiving financial aid are required to sign statements acknowledging that their non-use of alcohol and illicit substances is a requirement for eligibility for LMU's athletic programs. Violation of the University's alcohol and drug policy could result in forfeiture of aid and/or athletic privileges, as well as dismissal from the institution. It should be noted that, in most cases, University sanctions are harsher than those dictated for athletic or financial aid participation, **and the University sanctions supersede those for athletics and financial aid in those cases.**"

Note: Prior to suspension, expulsion, termination of athletic housing, use of athletic facilities, or financial assistance, the student-athlete shall be given notice. The student-athlete will have an opportunity to discuss the matter with the Athletic Director (or designee) or other appropriate University officials and present information of any mitigating or other relevant circumstances to ensure that the student-athlete receives adequate due process.

Failure to comply with the aforementioned policies and procedures may result in the student's dismissal from intercollegiate athletic participation.



Form 11-3e

Academic Year 2011-12

Drug-Testing Consent – NCAA Division II

| | |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| For: | Student-athletes. |
| Action: | Sign and return to your director of athletics. |
| Due date: | In sports in which the Association conducts year-round drug testing, at the time your intercollegiate squad first reports for practice or the first day of competition (whichever date occurs first). |
| Required by: | NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4. |
| Purpose: | To assist in certifying eligibility. |
| Effective date: | This consent form shall be in effect until a subsequent Drug Testing Consent Form is executed. |

Requirement to Sign Drug-Testing Consent Form.

Name of your institution: _____

You must sign this form to participate (i.e., practice or compete) in intercollegiate athletics per NCAA Constitution 3.2.4.6 and NCAA Bylaw 14.1.4. If you have any questions, you should discuss them with your director of athletics.

Consent to Testing.

You agree to allow the NCAA to test you in relation to any participation by you 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 you participate in a Division II NCAA sport, you also agree to be tested on a year-round basis.

Consequences for a Positive Drug Test.

By signing this form, you affirm that you are aware of the NCAA drug-testing program, which provides:

1. A student-athlete who tests positive 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.
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.

Signatures.

By signing below, I consent:

1. To be tested by the NCAA in accordance with NCAA drug-testing policy, which provides among other things that:
 - a. I will be notified of selection to be tested;
 - b. I must appear for NCAA testing or be sanctioned for a positive drug test; and
 - c. My urine sample collection will be observed by a person of my same gender.
2. To accept the consequences of a positive drug test;
3. To allow my drug-test sample to be used by the NCAA drug-testing laboratories for research purposes to improve drug-testing detection; and
4. To allow disclosure of my drug-testing results only for purposes related to eligibility for participation in NCAA competition.

I understand that if I sign this statement falsely or erroneously, I violate NCAA legislation on ethical conduct, and will jeopardize my eligibility.

Date

Signature of student-athlete

Date

Signature of parent (if student-athlete is a minor)

Name (please print)

Date of birth

Age

Home address (street, city, state and zip code)

Sport(s)

What to do with this form: Sign and return it to your director of athletics at the time your intercollegiate squad first reports for practice or before the first date of competition (whichever date occurs first). This form is to be kept on file at the institution for **six years**.

2011-12 NCAA Banned Drugs

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; and
- 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, review the product with your athletics 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 your 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 substances. Do NOT rely on this list to rule out any supplement ingredient.

Check with your athletics department staff before using any medication or supplement.

1. Stimulants.

e.g., amphetamine (Adderall); caffeine (guarana); cocaine; ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen); synephrine (bitter orange); methylhexanamine; etc.

Exceptions: phenylephrine and pseudoephedrine are not banned.

2. Anabolic Agents (sometimes listed as a chemical formula, such as 3,6,17-androstenetrione).

e.g., boldenone; clenbuterol; DHEA (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

3. Alcohol and Beta Blockers (banned for rifle only).

e.g., alcohol; atenolol; metoprolol; nadolol; pindolol; propranolol; timolol; etc.

4. Diuretics and Other Masking Agents (water pills).

e.g., bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; trichlormethiazide; etc.

5. Street Drugs.

e.g., heroin; marijuana; tetrahydrocannabinol (THC); and synthetic cannabinoids (e.g., Spice, K2, JWH-018, JWH-073).

6. Peptide Hormones and Analogues.

e.g., growth hormone (hGH); human chorionic gonadotropin (hCG); erythropoietin (EPO); etc.

7. Anti-Estrogens.

e.g., anastrozole; tamoxifen; formestane; 3,17-dioxo-etiochol-1,4,6-triene (ATD); etc.

8. Beta-2 Agonists:

e.g., bambuterol; formoterol; salbutamol; salmeterol; etc.

Any substance that is chemically related to the class, even if it is not listed as an example, is also banned (unless otherwise noted)!

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.

Institutional Drug Testing Consent

By signing this form, I, _____, affirm that I am aware of the drug-testing program at Lincoln Memorial University.

I have been provided an opportunity to review all of the procedures for drug-testing that are described in the student-athlete handbook.

I understand that this consent and the results of my drug tests, if any, will only be disclosed to the individuals as noted in the student-athlete handbook.

I agree to disclose my test results only for purposes related to my eligibility and participation in regular-season, preseason, and postseason competition.

I affirm that I understand that by falsely signing this statement that I violate ethical conduct and could jeopardize my position at this University.

I agree to undergo drug testing as specified in the aforementioned program and understand that I will be bound to all elements of the policy, including the sanctions delineated on pages 2 and 3 of the LMU Drug Education and Screening Policy.

Signature _____ Date _____

Witness _____ Date _____

**Lincoln Memorial University
Drug Screening Program
Student-Athlete Notification Form**

Name: _____ Sport: _____

Date of Notification: _____ Time of Notification: _____

I, _____, acknowledge being notified to appear for
Lincoln Memorial University Athletic Drug Testing and have been notified to report to

_____ at _____ a.m. / p.m.

Failure to report to the designated location at the appropriate time will be considered a "positive test" and appropriate disciplinary actions will be instituted.

Student-Athlete Signature: _____

University Representative: _____

**Lincoln Memorial University
Drug Screening Program
Disciplinary Action Contract**

I, _____, understand that on _____ (date),

I was found to have a positive drug screen for _____.

Following this meeting I understand that I:

Failure to do so may result in my suspension, dismissal, and/or adjustment or the termination of my scholarship.

Parents Contacted: _____ Date: _____ How? Phone: _____ Letter _____ In Person _____

I have read and understand and agree to comply with all of the above.

Student-Athlete Signature: _____ Date: _____

Head Coach Signature: _____ Date: _____

Athletic Director Signature: _____ Date: _____

Lincoln Memorial University

Student-Athlete Supplement/Medication Form

I, _____, am taking or intend to take the following nutritional supplements, over-the-counter medications, and/or prescription medications. I acknowledge the risk of losing my eligibility to participate in athletics if I test positive for any banned substance.

I acknowledge and understand that the labeling on these products can be misleading and inaccurate, and that sales personnel are paid to sell nutritional supplements but cannot accurately certify if they contain NCAA banned substances. I also understand that my physician, while treating any injury or illness, may prescribe a medication that contains banned substances. It is my responsibility to notify my physician that I am an NCAA athlete and wish to be prescribed a medication that will not endanger my eligibility. I must have a copy of the written prescription in my medical file kept in the Athletic Training Room.

Prior to taking or using any supplement/medication, I am responsible for taking the appropriate steps to ensure that it does not contain any substance banned by the NCAA. By making this disclosure, I am requesting that these product(s) and their ingredients be reviewed by LMU's Head Athletic Trainer for the purposes of determining whether they are medically safe to use and do not contain any NCAA banned substances. I understand that I should not take or use the products until the institution has approved their usage.

BRAND NAME

INGREDIENTS

BANNED SUBSTANCES

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Student-Athlete Signature _____ Date: _____

Head Athletic Trainer _____ Date: _____

