



ST. EDWARD'S UNIVERSITY
Student Athlete Handbook
2009–2010



This handbook belongs to:

Name _____

Sport _____

Table of Contents

| | |
|---|----|
| Welcome to the Hilltop | 2 |
| Athletic Staff Directory | 3 |
| St. Edward's University Mission Statement | 4 |
| NCAA Division II Philosophy | 5 |
| Athletics Philosophy | 5 |
| Goals and Objectives | 6 |
| Traditions and Expectations | 7 |
| University Policies | 8 |
| Sportmanship | 12 |
| Heartland Conference | 14 |
| Student-Athlete Advisory Committee (SAAC) | 14 |
| Academics | 16 |
| How to be a Student-Athlete | 18 |
| Student Services | 22 |
| NCAA Regulations | 23 |
| 2009–2010 NCAA Banned Drugs | 22 |
| Athletics Alcohol, Tobacco and Other Drug (ATOD) Policy | 29 |
| Medical Procedures and Insurance Policies | 35 |
| Media Policy | 38 |

WELCOME TO THE HILLTOP

Dear Hilltopper,

This student-athlete handbook is your guide to the policies and procedures established by Athletics to ensure your success as a Hilltopper. There are also 28 employees in Athletics — coaches, administrators, athletic trainers and others — whose sole purpose is to help you make the very best of your collegiate experience at St. Edward's.

We are family. Teammates, coaches and staff members are here for you during good times and tough times.

You represent the entire university as a member of one of our athletic teams. Alumni and community members take pride in your efforts and achievements. Be a responsible, accountable and sensitive teammate. Take your academic work seriously and prioritize it along with your sports training. Take part in community activities as a solid citizen of Austin. Be a good listener and an even better communicator.

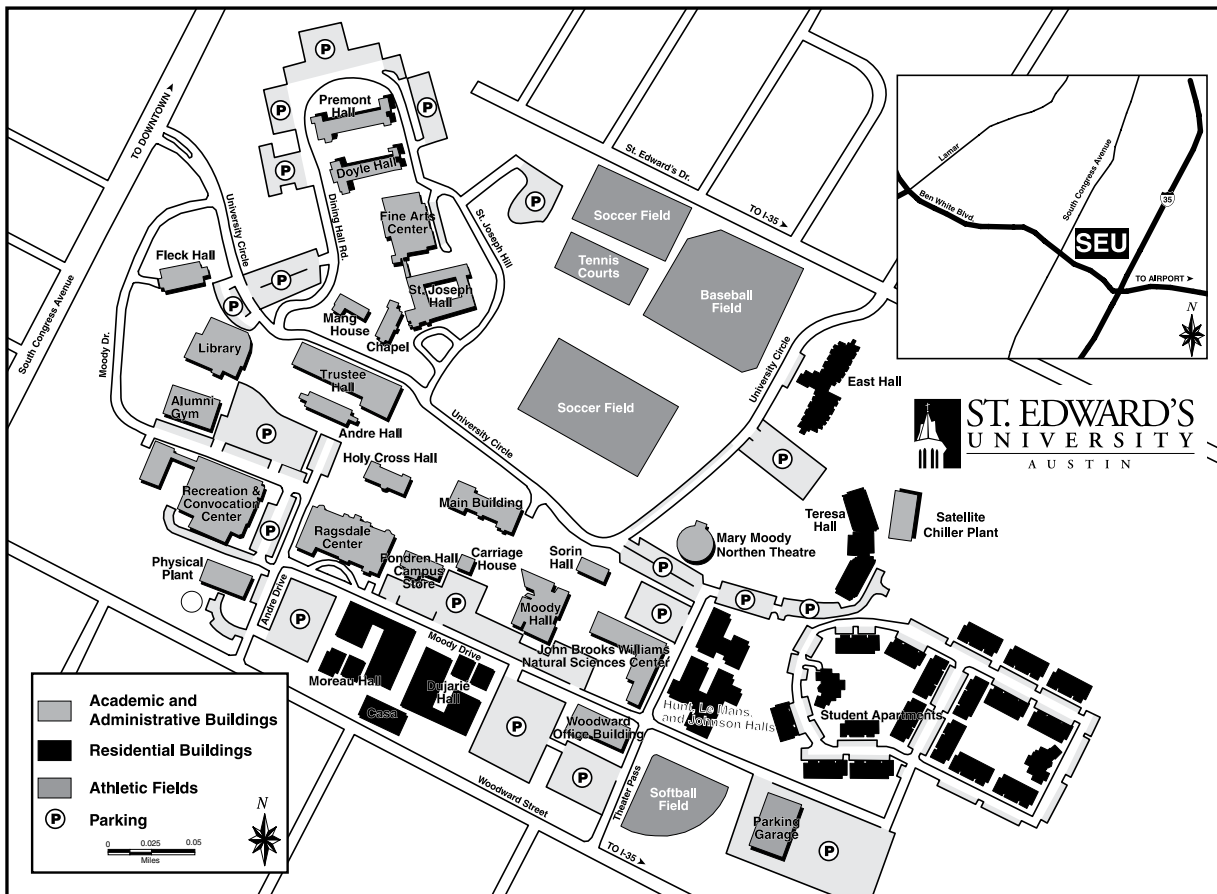
I look forward to seeing you in action and getting to know you. If there is ever a time that I can personally help you with anything, please come by my office.

Be proud — you're a Hilltopper! I anticipate another great year on the hilltop.

Go Toppers!

Sincerely,

Debbie Taylor
Athletic Director



ATHLETICS STAFF DIRECTORY

Administrative Staff

| TITLE | NAME | EMAIL | PHONE |
|--|------------------------|------------------------|--------------|
| Athletic Director | Debbie Taylor | deboraw@stedwards.edu | 512-448-8744 |
| Associate Athletic Director– Compliance | Melinda Terry | melindat@stedwards.edu | 512-233-1637 |
| Assistant Athletic Director– Facilities | Greg Cooper | gregc@stedwards.edu | 512-233-1495 |
| Assistant Athletic Director | Jennifer White | jennw@stedwards.edu | 512-448-8590 |
| Administrative Assistant | Monica Baker | monicab@stedwards.edu | 512-448-8480 |
| Faculty Athletic Representative | Mike Harris, PhD | mikeh@stedwards.edu | 512-494-0808 |
| Sports Information Director | Logan Lawrence | loganl@stedwards.edu | 512-464-8810 |
| Head Athletic Trainer | Lisa Lowe | lisalo@stedwards.edu | 512-448-8498 |
| Associate Athletic Trainer | Chris Magott | chrispm@stedwards.edu | 512-428-1378 |
| Assistant Athletic Trainer | Nicole Reimers Wilkins | nicoler@stedwards.edu | 512-416-5802 |
| Champs Life Skills Coordinator | Nick Cowell | nickc@stedwards.edu | 512-428-1052 |
| SAAC Advisor | Chris Magott | chrispm@stedwards.edu | 512-428-1378 |

Coaching Staff

| TITLE | NAME | EMAIL | PHONE |
|---------------------------------------|-----------------|------------------------|--------------|
| Baseball Head Coach | Rob Penders | robp@stedwards.edu | 512-448-8497 |
| Baseball Assistant Coach | Chris Young | chrismy@stedwards.edu | 512-428-1053 |
| Men's Basketball Head Coach | Andre Cook | andrec@stedwards.edu | 512-448-8591 |
| Men's Basketball Assistant Coach | David Martin | davidpm@stedwards.edu | 512-428-1089 |
| Women's Basketball Head Coach | Jennifer White | jennw@stedwards.edu | 512-448-8590 |
| Women's Basketball Assistant Coach | J.J. Riehl | jessier@stedwards.edu | 512-428-1031 |
| Men's Golf Head Coach | Todd Ohlmeyer | toddoh@stedwards.edu | 512-448-8604 |
| Women's Golf Head Coach | Jennifer McNeil | jennm@stedwards.edu | 512-233-1654 |
| Men's Soccer Head Coach | Brian Young | briany@stedwards.edu | 512-448-8507 |
| Men's Soccer Assistant Coach | Adrian Rigby | adrianr@stedwards.edu | 512-428-1355 |
| Women's Soccer Head Coach | Nick Cowell | nickc@stedwards.edu | 512-428-1052 |
| Women's Soccer Assistant Coach | Jay Mason | jaym@stedwards.edu | 512-428-1054 |
| Softball Head Coach | Amy Coulter | amyc@stedwards.edu | 512-448-8494 |
| Softball Assistant Coach | Aimee Vaughn | aimeev@stedwards.edu | 512-428-1049 |
| Spirit Program Head Coach | Ann Mary Carney | annc@stedwards.edu | 512-448-5615 |
| Men's Tennis Head Coach | Russell Sterns | russells@stedwards.edu | 512-448-8743 |
| Women's Tennis Head Coach | Brenda Niemeyer | TBA | 512-637-5617 |
| Volleyball Head Coach | Sean Donahue | seand@stedwards.edu | 512-428-1386 |
| Volleyball Assistant Coach | Kim Morgal | kimberm@stedwards.edu | 512-233-1435 |

ST. EDWARD'S UNIVERSITY MISSION STATEMENT

St. Edward's University is an independent Catholic university that welcomes qualified students of all ages, backgrounds and beliefs and serves a culturally diverse student body.

The university's undergraduate programs achieve a balance among the humanities, the sciences and the professions. These programs seek to make graduates competent in a chosen discipline and to help them understand and appreciate the contributions of other disciplines. Graduate and professional development programs prepare individuals to further their life goals and to take advantage of more challenging employment opportunities.

Graduates in all programs should be prepared, through training in critical and creative thinking as well as moral reasoning, to analyze problems, propose solutions and make responsible decisions. They should be able to express themselves articulately in both oral and written form. They are encouraged to develop an understanding of the human person that is derived from reason and open to faith.

The university promotes excellence in teaching and learning in an environment that encompasses the campus classroom, student life programs and the broader community. A caring faculty and staff, recognizing that learning is a lifelong process, teach the skills needed to be independent and productive. They encourage individuals to confront the critical issues of society and to seek justice and peace. Students are helped to understand themselves, clarify their personal values and recognize their responsibility to the world community. The university gives the example of its own commitment to service.

St. Edward's was founded by the Congregation of Holy Cross, from which it acquired distinguishing characteristics: the courage to take risks, an international perspective, and the commitment to provide educational opportunities for students of varied cultural, religious, educational and economic backgrounds.

St. Edward's expresses its Catholic identity by communicating the dignity of the human person as created in the image of God, by stressing the obligation of all people to pursue a more just world, and by providing opportunities for religious studies and participation in campus ministry. St. Edward's seeks to provide an environment in which freely chosen beliefs can be deepened and expressed.



NCAA DIVISION II PHILOSOPHY

Members of NCAA Division II athletics support the following principles in the belief that these objectives assist in defining the division and the possible differences between it and other divisions of the NCAA. This statement shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs by institutions and conferences. A member of Division II:

- Believes in promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body;
- Believes that participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community;
- Believes in offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy;
- Believes in preparing student-athletes to be good citizens, leaders and contributors in their communities;
- Believes in striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors;
- Believes in scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit;
- Recognizes the need to "balance" the role of the athletics program to serve both the campus (participants, student body, faculty-staff) and the general public (community, area, state);
- Believes in offering opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes;
- Believes that institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget, and compliance with and self-enforcement of NCAA regulations is an expectation of membership; and
- Believes that all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

ATHLETICS PHILOSOPHY

St. Edward's University Athletics is committed to the university's mission of promoting excellence in teaching and learning in an environment that encompasses the classroom, student life programs and the broader community. Specifically our philosophy is focused on three interrelated communities.

- **Student-Athletes:** To provide opportunities and support for student-athletes to achieve academically and compete athletically at the highest level and to provide programming and resources that will help prepare them with skills for life.
- **University Community:** To operate with quality and integrity in our role as a focal point for school identity and spirit, while complementing the academic, cultural and social facets of university life for the general student body, alumni, and faculty and staff members.
- **Outside Community:** To support the community through public service and to be a source of pride and entertainment by providing nationally successful sports programs.

Goals and Objectives

Goal: Graduate all student-athletes. Student-athletes who leave the program prior to graduation should depart in good academic standing.

Objectives:

1. Recruit student-athletes with the potential for academic success.
2. Provide a high-quality academic support system and access to St. Edward's University academic resources for the purpose of helping student-athletes meet demanding academic responsibilities and challenging schedules.

Goal: Provide every opportunity for each sport to be nationally competitive among Division II programs.

Objectives:

1. Attract and retain the finest coaches.
2. Recruit and retain the most talented student-athletes.
3. Maintain nationally competitive schedules for each team.
4. Provide state-of-the-art training and sports medicine programs that emphasize the health and safety of student-athletes.

Goal: Ensure that Athletics is an integral part of the university community.

Objectives:

1. Continue to encourage the participation of Athletics in university outreach programs.
2. Continue to support opportunities for university faculty and staff members to be involved with Athletics programs.
3. Encourage and support enthusiastic attendance by the general student body at Athletics events.
4. Act at all times with a recognition that Athletics and its programs are responsible for helping to foster a sense of shared allegiance among all parts of the university — students, faculty and staff members, alumni and friends.

Goal: Develop an Athletics staff that reflects the student-athlete population in its culture, gender and ethnicity.

Objectives:

1. Provide opportunities for talented ethnic minorities and women to work and take on positions of leadership within Athletics.
2. Provide educational opportunities for Athletics staff members to enhance their knowledge and sensitivity to the importance of diversity.

Goal: Actively publicize and promote the positive aspects of the university's intercollegiate athletic programs and the student-athletes.

Objectives:

1. Provide information to the public and the media by:
 - Creating and distributing media guides, newsletters, news releases and photos.
 - Maintaining a web site.
 - Responding to media requests and arranging for media interviews with coaches and athletes.

Goal: Create and maintain an atmosphere and structure in which each student-athlete becomes a lifetime member of the university's athletics family.

Objectives:

1. Provide incentives and motivation to encourage graduated student-athletes to continue to participate in Athletics programming.
2. Maintain programming by which Athletics performs regular outreach to former student-athletes.
3. Develop a mechanism by which Athletics organizes regular sport and department-wide reunions.

Core Values of St. Edward's University Athletics

- Winning programs
- Academic achievement
- Exceptional sportsmanship and integrity
- Contributing to life success of student-athletes
- Creating institutional loyalty and support
- Enhancing gender and minority equity

Traditions and Expectations

St. Edward's University student-athletes belong to a proud tradition. They have consistently demonstrated that competition at a high intercollegiate level can be combined with a successful and rewarding educational experience. Student-athletes and coaches share in the commitment that this tradition must be maintained. An extremely important part of that commitment is the understanding that St. Edward's University student-athletes are, first and foremost, students. As such, each student-athlete has the responsibility to fulfill clear expectations.

All student-athletes are expected:

- To understand that earning a degree is the primary goal of the student.
- To meet all academic responsibilities including:
 - o Regular class attendance
 - o Completion of all assignments in a timely manner
 - o Exhibiting academic honesty at all times
 - o Understanding that lack of responsibility could result in loss of privilege to practice, compete or travel.
- To abide by the spirit and letter of all rules and regulations of the NCAA, the Heartland Conference and the university, realizing that it is each student's responsibility to be fully aware of the rules and regulations.
- To strive to be involved as a full-fledged member of the university community and make a strong effort to derive as much as possible from the educational experience. This includes establishing open and mature relationships with faculty and the student body at large.
- To understand that the assumption of personal responsibility is at the heart of the educational experience. All student-athletes should constantly be aware that they represent the university, athletics and their team.
- In both attitude and behavior, to make a positive contribution to the team. Profanity and any form of negative or inappropriate behavior are not tolerated.
- To demonstrate an attitude of respect and courtesy for teammates, staff members, coaches, officials, opponents and spectators at all times.

- To maintain a proper level of physical conditioning. The conditioning needed to perform well includes good cardiovascular fitness and sound muscular strength and flexibility. The student-athlete must communicate all injuries and illnesses to the athletic trainer and head coach. Treatments and exercises prescribed by the athletic trainer must be followed conscientiously.
- To abide by the Alcohol, Tobacco and Other Drug Policy at all times.

ST. EDWARD'S UNIVERSITY POLICIES

Hazing

All acts of hazing by any individual student and university-registered student club or organization and any of its members or alumni are prohibited and will not be tolerated. Hazing demonstrates a severe lack of respect for peers and it reflects poorly upon the moral character of the offender. Hazing is a violation of both state law and university regulations.

Students are entitled to be treated with consideration and respect, and no individual may perform an act that is likely to cause physical or psychological harm or social ostracism to any other person within the university community. Accordingly, the following behavior is expressly forbidden as hazing when related to the admission, initiation, pledging, joining or any other group-affiliation activity:

1. Physical abuse (on or off campus), including but not limited to paddling, slapping, kicking, choking, scratching, exposure to extreme (i.e., cold or hot) water temperatures, and the consumption of disgusting or dangerous concoctions.
2. Causing excessive mental stress, including but not limited to placing prospective members of an organization or group in ambiguous situations that lead to confusion, emotional stress or sleep deprivation.
3. Verbal abuse, including but not limited to shouting, screaming, or use of derogatory, profane or obscene language.
4. Subservience, including but not limited to any activity that promotes a class system within organizations or activities that facilitate inappropriate levels of authority over students.



This list is not exhaustive, and any student or organization found to be involved in any hazing activity will face conduct action and will likely be subjected to expulsion from the university. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing.

Hazing can and will result in sanctions for both the individuals engaged in hazing and for the groups in which these individuals have membership or affiliation. Disciplinary action, up to and including dismissal from team and loss of scholarship, shall be taken regarding any violation of this policy.

Under Texas state law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense. According to the law, a hazing offense may be committed not only by engaging in a hazing activity but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly or recklessly allowing hazing to occur; or by failing to report in writing to the dean of students and/or Athletics administration firsthand knowledge that a hazing incident is planned or has occurred.

In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event to the dean of students and/or Athletics administration and immunizes that person from participation in any judicial proceeding resulting from that report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury that results and include fines from \$500 to \$10,000 and/or confinement for up to two years. The law does not affect or in any way restricts the right of St. Edward's University to enforce its own rules against hazing.

The law defines hazing as any intentional, knowing or reckless act occurring on or off the campus of an educational institution that is directed against students that endangers the mental or physical health or safety of others for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Sexual Harassment

Sexual harassment will not be tolerated by any member of the St. Edward's community, regardless of whether or not he or she is a faculty or staff member or a student. Sexual harassment occurs when a person either verbally or physically subjects another person to sexual favors while implying that compliance or noncompliance will affect work- or school-related decisions. Sexual harassment also occurs when any person engages in conduct that has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working, learning or living environment. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

Students who are recipients of what they perceive to be sexually harassing behavior are encouraged to discuss the situation with the dean of students (student-athletes may also discuss these situations with the athletics director).

If a student wants to file a formal complaint, he or she must submit a written statement to the dean of students. If the dean is the subject of the complaint, the student may submit the statement to the vice president for student affairs of the dean of the school in which the student is enrolled.

The written statement must be dated and must include a description of the situation and perceived inappropriate behavior, the name of the person being accused, the date of the occurrence and the signature of the person who is making the complaint. The complaint will be handled in a highly confidential manner.

The dean of students will report the formal complaint and will coordinate the investigation. In cases where students file complaints involving faculty and staff members, if it is determined that sexual harassment did occur, disciplinary action may be taken by the appropriate vice president or human resources. In cases where students file complaints of peer harassment, disciplinary action may be taken by the dean of students.

A vice president will not be involved in the investigation or decision if the complaint is against the administrative officer. If the complaint is against the dean of students or the director of human resources, he or she will not be involved in the investigation or decision.

Sexually harassing behavior by faculty and staff members or a student is a serious matter. Filing a complaint against someone for such inappropriate behavior is equally serious. The university's objective in these situations is to resolve the matter with care and concern for the best interests of the person filing the complaint, the person against whom the complaint is being filed and the university.

The student is strongly encouraged to take advantage of the university support services available to them. The Health & Counseling Center (512-448-8538), Campus Ministry (512-448-8449) and the University Police Department (512-448-8444) will maintain confidentiality but will make an anonymous report to the dean of students so that information that an incident has occurred can be recorded.

Consensual Relationship

Consistent use of good judgment is a behavior critical to the success of any supervisor or Athletics staff member. Becoming involved in a personal relationship (romantic, roommate, vendor/client or similar), that poses a real or perceived conflict of interest, would be an example of poor judgment. Such relationships may be subject to concerns about the validity of consent and unfair treatment of other students or employees. Further, such relationships can undermine the atmosphere of trust essential to the educational process and the employment relationship. Therefore, such relationships between supervisor and employee or between Athletics staff members and student-athletes will result in disciplinary action up to and including termination of employment for the supervisor or athletic staff member.

Recommended Social Networking Web Site Guidelines

Here are some recommended guidelines for student-athletes using social networking web sites such as Facebook, Twitter and MySpace:

1. Remember that all information appearing in your account (i.e., personal data, photos, text, etc.) will be published to the Internet, which can be accessed by anybody with a computer (even people who are not your intended target audience). Assume that all material will be seen by your mother, your coach or your university president, because there's a chance it might be.
2. Do not publish personal contact information (i.e., phone numbers, e-mail addresses, physical address, residence hall, etc.). Update your privacy settings so that profiles and groups are not visible.
3. Always monitor your account photo gallery. Do not include photos with alcohol, nudity or obscene gestures. Be aware that photos can be altered or tagged by others.
4. Monitor your account postings so as not to include derogatory or obscene statements. You are responsible for all content appearing on your page.
5. Do not reference or discuss issues regarding your team, coaches or Athletics at St. Edward's.
6. Do not trash talk or post disrespectful comments aimed at opponents.
7. Report any problems or concerns to coaches or Athletics personnel.

Coaches/Team Rules

The head coach is responsible for the total conduct of his or her sports program within the limits of authority defined by the:

- Athletics mission
- St. Edward's University and office or program policies and procedures
- Rules and regulations of the Heartland Conference and NCAA

All policies established by coaches are in the best interest of the student-athlete and shall be enforced without prejudice. All training rules and rules of curfew or conduct established by the coach shall be given to each team member in writing prior to the beginning of the season or at the time they are established. All rules shall be clearly stated and circumstances resulting in the removal of the student-athlete from the sports program are specifically defined. Due process shall be afforded to any student-athlete before financial aid is not rewarded and/or the right to participate in the sport program is denied.

All policies related to weight loss or diet should be cleared with the head athletic trainer prior to being established. Workout and competition schedules should be given to student-athletes in written form no later than the organizational meeting or on the first day of practice.

Coach/Student-Athlete Conflict

Any time a conflict arises between a student-athlete and a member of the coaching staff, the student-athlete's first course of action should be to visit with the head coach. Open and honest communication is an integral part of a successful relationship between coach and student-athlete and should always be the first approach used when a conflict or issue develops. Should the matter not be settled satisfactorily, the student-athlete's second course of action shall be a meeting with an Athletics administrator. The decision by the Athletics administrator, in consultation with the faculty athletics representative, shall be final and binding on all parties.

Travel

For away competition, all student-athletes are expected to leave from campus and return to campus with the team. Our insurance policy and responsibility for your health and safety prohibit traveling in your own vehicles to or from contests. Special travel arrangements may be made in consultation with your coach under extenuating circumstances, such as:

- Inability to leave at the scheduled departure time due to required class or examination.
- Parents coming to an away event and wishing to have you accompany them for a weekend at home, etc.

In these cases, arrangements must be made with the head coach and appropriate paperwork completed in advance.

Player's conduct and dress policies applicable to team travel and home events shall be established by the head coach. The players and coaches shall conduct themselves in a manner that reflects positively on the reputation of St. Edward's University.

Uniforms and Equipment

Each student is expected to care for equipment and uniforms issued and to be sure that they are in inventory at the completion of your season. Replacement for lost or unduly damaged articles is the student-athlete's responsibility.

Facilities

Student-athletes are expected to treat all facilities with pride and respect. We have dedicated custodial and grounds crews, but it is the responsibility of the student-athletes to make sure the facilities are representative of our vision of excellence.

Intramural Participation

Intramural participation is at the discretion of each head coach. If participation is allowed, members of intercollegiate athletic teams are not permitted to participate in intramural competitions in their sport.

SPORTSMANSHIP

Division II Student-Athlete Advisory Committee Sportsmanship Statement

We know that we are role models. We respect our teammates, our opponents, our game and those who support it. We strive to create a family-friendly environment during our contests. We seek a partnership with our community. As Division II student-athletes, we commit to sportsmanship and ethical conduct by demonstrating fair play, responsibility and respect. We invite you to support our effort.

Heartland Conference Sportsmanship Code

Student-athletes in the Heartland Conference are expected to treat each other, opponents, fans and officials with respect. There shall be no tolerance of taunting of opponents, displaying physical or verbal disrespect or arguing with officials.

Student-athletes must understand, and take great pride in the fact that they are often the more visible representatives of their institutions. Their behavior is witnessed and often emulated by those younger. Student-athletes should honor the responsibilities that go along with the privilege of representing the school in sport. Their actions, on and off the court, shall be of respect, dignity and class.

St. Edward's University Principles of Sportsmanship for Athletes

As a St. Edward's University student-athlete, I will hold myself to a higher standard than those within our school, the Heartland Conference and the NCAA. While we as student-athletes are striving to win championships, I recognize the importance of sportsmanship, playing within the rules and treating everyone with respect.

As a student-athlete on the hilltop, I am expected to:

- Always put forth my best effort during practice and competition
- Always demonstrate a positive attitude
- Always show respect toward officials, game personnel, opposing school's fans and their administration
- Always play by the rules and within the spirit of the game
- Always take responsibility for my actions
- Always think of my teammates first
- Always recognize good effort from good competition
- Always show respect for the game
- Always congratulate my competition, win or lose
- Always realize that, wherever I go, I am a representative of St. Edward's University, my teammates, my coach, Athletics, my family and my friends
- Never make excuses for my behavior or actions
- Never pass blame to my teammates
- Never use profanity in games or practice
- Never jeopardize the reputation the student-athletes who came before me have developed for St. Edward's University

Failure to comply with the NCAA, Heartland Conference or St. Edward's University Sportsmanship Policies is subject to disciplinary action.

SEU Fight Song

March on and win for SEU.
March on with joy and pride!
Be brave and win the victory.
We're with you at your side.
March on with pride in SEU.
Hilltoppers all are we!
Honor your colors gold and blue
And march on to victory.

March On — Words and music by SEU Brother Gerald Muller, CSC

SEU Alma Mater

Atop the hill
our Alma Mater Symbol to all
Of truth and wisdom, faith and honor,
Proudly, she stands tall.
Saint Edward's blue and gold
Gaze and behold ...
Our Alma Mater,
hail to thee
Forever S-E-U.

Forever SEU — Words and music by Brother Gerald Muller, CSC



HEARTLAND CONFERENCE

Founded in 1999, the Heartland Conference is an NCAA Division II conference currently consisting of 10 schools — six from Texas and one each from Kansas, Arkansas, Missouri and Oklahoma. The schools comprising the Heartland Conference stretch from as far north and east as Jefferson City, Mo., as far south as Laredo, Texas, and as far west as Goodwell, Okla. The conference stretches over a distance of 1,050 miles north to south and 610 miles east to west.

The Heartland Conference is made up of founding members St. Edward's University (Austin), University of the Incarnate Word (San Antonio), St. Mary's University (San Antonio), and Lincoln University (Jefferson City, Mo.), along with expansion members Dallas Baptist University (Dallas) in 2002 and again in 2004, Oklahoma Panhandle State University (Goodwell, Okla.) in 2002, and Newman University (Wichita, Kan.), Texas A&M–International (Laredo) in 2006 and UT–Permian Basin (Odessa) in 2006, University of Arkansas–Ft. Smith in 2009.

Among the many accomplishments of these institutions are national championships in baseball, golf, swimming, basketball, softball, track and field, and nationally ranked teams in all sports. The strength of the student-athlete concept is well supported by the many NCAA scholar-athletes in each school, the high cumulative GPA of the student-athletes, and the high number of student-athletes who graduate from each institution in the Heartland Conference.

STUDENT-ATHLETE ADVISORY COMMITTEE (SAAC)

The Student-Athlete Advisory Committee was formed for the purposes of:

1. Providing a communication link between student-athletes and the Athletics administration in the development of policies affecting student-athletes.
2. Encouraging communication and unity among and between athletic teams.
3. Promoting and supporting all sports in the intercollegiate athletic program at St. Edward's University.

SAAC has a regional and national role in the NCAA Division II organization that includes providing the legislature feedback. SAAC meets twice a month to discuss policies, issues and projects related to student-athletes, teams and Athletics.

Membership

The Student-Athlete Advisory Committee is composed of:

- Two representatives from each varsity team, athletic training and cheerleading squad (one voting/one alternative)
- The staff sponsor (nonvoting)
- The faculty Athletics representative (nonvoting)

Elections

Each team will elect two or more members to SAAC. Each member serves a one-year term, but may serve multiple terms. SAAC desires as many willing and productive members as possible. The more people that participate, the better the outcome will be.

Responsibilities

Each group representative is expected to:

- Attend all committee meetings and activities. (A convenient regular meeting time will be established at the first meeting.)
- Make arrangements and select an alternate team representative if a member is unable to attend.
- Represent his or her team's views at committee meetings. (This means that team representatives must talk with their teammates about the issues and projects that will be discussed at committee meetings.)
- Report to his or her team and coach on what happened at committee meetings and distribute minutes of the meeting.
- Organize team members to help with special projects.



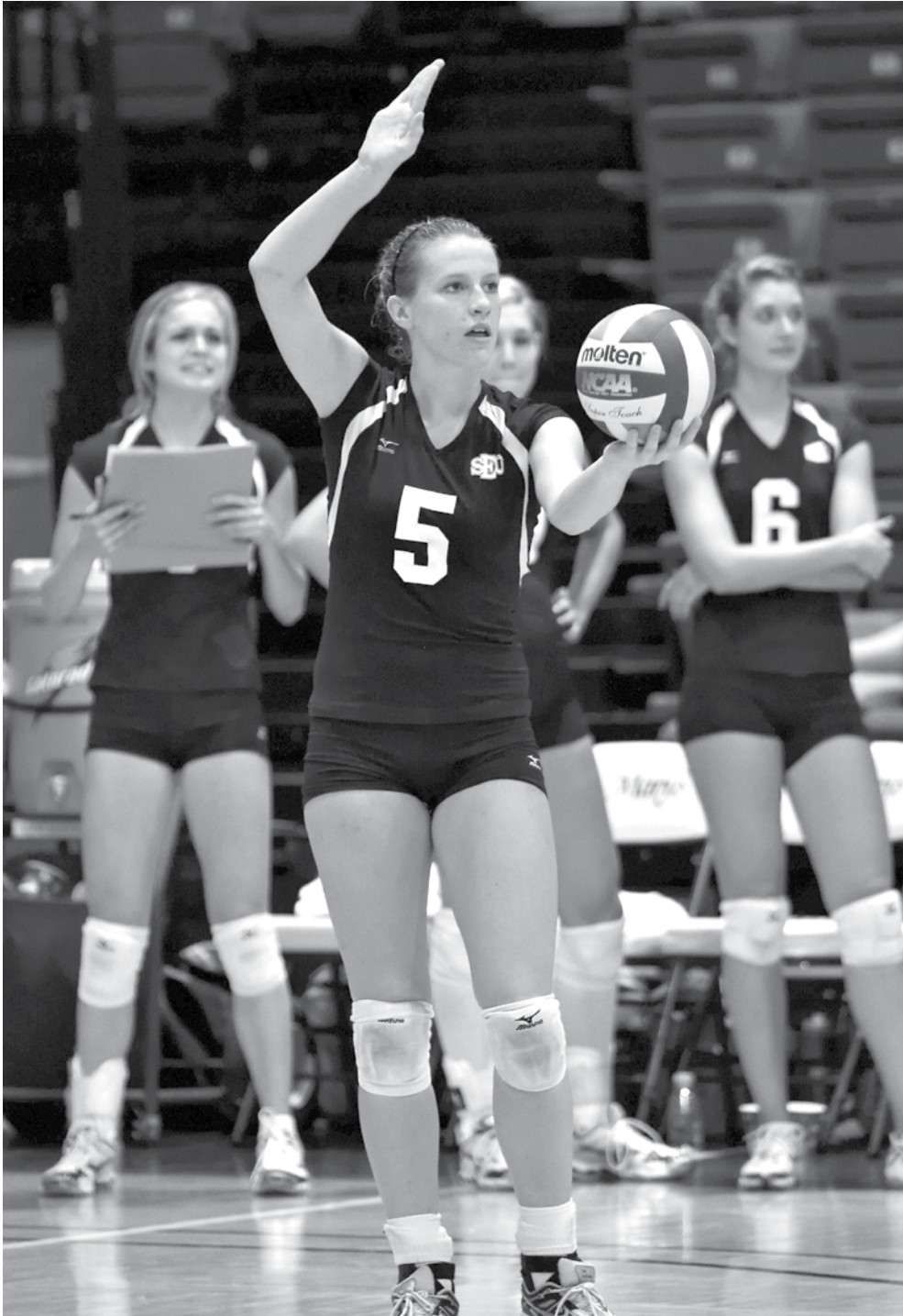
ACADEMICS

Course Attendance and Absence Policies

St. Edward's University promotes excellence in teaching and learning opportunities for all students in all academic programs. Student-athletes are no exception. However, on occasion, participation in athletic competition will necessitate a student-athlete's absence from class. In order for both faculty and student-athletes to effectively deal with these absences, the following policies and procedures are recommended. These policies and procedures should not in any way compromise the academic rigor and learning objectives of courses in which student-athletes are enrolled.

1. Competition schedules will be created so as to minimize the number of classes student-athletes must miss due to competition and related travel. As a member of the Heartland Conference and the NCAA, St. Edward's University is required to satisfy competition requirements each year. In this regard, schedules will be developed to ensure that student-athletes will miss as few classes as possible while also meeting these competition requirements.
2. Off-campus competition will be strongly discouraged during any final examination period. The only exception will be the Heartland Conference postseason and NCAA championship competitions. However, every reasonable effort will be made by university representatives to influence the scheduling of those events so they do not conflict with the university's final examination schedule.
3. The university's Athletic Council, consisting of faculty and staff members, academic administrators, student-athletes, and students, will semi-annually review, and subsequently approve, every competition and travel schedule.
4. Student-athletes are expected to attend all regularly scheduled class meetings, except for those they are unable to attend due to competition-related activities, including travel. Student-athletes shall not miss class meetings for any practice activities (e.g., conditioning, taping, rehabilitation, team meetings, film sessions, etc.) No class time shall be missed for practice activities, except when a team is traveling to an away-from-home contest and the practice is in conjunction with the contest.
5. For home competition, student-athletes shall not miss class meetings prior to one hour before the scheduled competition. For away-from-home competition with same-day travel, student-athletes shall not miss any class meetings prior to 30 minutes before the scheduled time of departure.
6. To minimize absences from class, student-athletes will be advised to consider their practice and competition obligations when registering for classes. Each coach will provide her or his student-athletes with a pre-registration scheduling guide to facilitate this process.
7. Student-athletes who will miss class meetings due to participation in competition will provide advance notice of absences to their instructor. Student-athletes should identify themselves to their instructors at the beginning of each semester and provide each instructor with a letter from their coach and a form showing the exact travel and competition schedule for their sport. In addition, as the semester progresses, the student-athlete is responsible for reminding the instructor, both by e-mail and in person, of each upcoming absence. The student-athlete who fails to properly communicate with her or his instructor in this regard will be penalized as per usual for any absence(s).
8. Student-athletes will be responsible for submitting all assignments on time (or early) and advance arrangements will be initiated by the student-athlete for any assignments, quizzes or exams that will be missed due to competition or competition-related travel. The instructor has the prerogative of allowing the student(s) to submit assignments, take quizzes, or complete exams after the due date. This should be negotiated between the student-athlete and instructor before the absence.

9. An instructor shall not penalize a student-athlete for missing a class, an in-class assignment, a quiz or an exam for athletic competition or competition-related travel. These are university-sponsored and university-sanctioned events, approved by the Athletic Council.
10. Where situations of irreconcilable disagreement occur, which cannot be resolved between the instructor and student(s), a panel composed of the faculty athletic representative, the school dean or area coordinator of the academic discipline involved shall meet at their earliest convenience with the faculty member and the student(s) to mediate the matter. The panel's decision will be binding.



HOW TO BE SUCCESSFUL AS A STUDENT-ATHLETE AT ST. EDWARD'S UNIVERSITY

1. Attend each and every class. Come to every class prepared and on time.
2. Don't sit at the back of the room. Participate by asking and answering questions. Turn your cell phone off. Do not sleep in class.
3. Dress well. Don't appear as if you're headed to the beach or to practice. You are representing your team, your family, and yourself.
4. Read your course syllabi thoroughly. Be sure you understand what will be required of you to succeed. Hang on to them, even after the class is completed. You may need to refer to them later.
5. Make an appointment to meet with each instructor outside of class.
6. Identify yourself as a student-athlete. Emphasize the word student and your intent to gain a meaningful education.
7. Let your instructors know that they can e-mail you and/or your coach at any time concerning your academic progress, or lack thereof.
8. Ask that you be allowed to submit assignments and/or take tests ahead of time, or after the missed date, if that is more convenient to the instructor.
9. Invite your instructors to attend your games.
10. Communicate with instructors often throughout the semester. Do your best to develop a relationship with each instructor.
11. Communicate by e-mail with each instructor each and every time you miss class, especially when it is due to competition and travel.
12. Never cop an attitude with an instructor. Even if this makes you feel good, this will never be to your benefit.
13. Take care of your academic business in a professional manner. Treat it like a job you wish to keep.
14. If you have done all the above, and you're still experiencing a problem with an instructor, e-mail me and give me the facts. I will try to help you as best I can. I will be your advocate, provided that you're sincerely doing your best to make it work.

Mike Harris
Faculty Athletic Representative
512-494-0808
mikeh@stedwards.edu

Dropping and Adding Classes

A student who is considering either dropping or adding a course must fill out the Class Withdrawal Authorization form and get approval from the head coach and associate director of athletics/compliance to make the change. A student wishing to drop a course is strongly encouraged to discuss the reason with the instructor. You may obtain the form from your head coach.

Registration and Pre-Registration

The academic advising process is crucial to the success of a student's university career. In planning a program of study, students should coordinate their personal goals with their academic and professional goals. They should also discuss long-range goals and career opportunities available for a particular major with their advisor. Students must obtain clearance from their advisor in order to register or pre-register for courses.

Students are responsible for being familiar with the requirements of the university as outlined in the *Undergraduate Bulletin*. Students should maintain copies of their personal degree plan, grade reports and transfer evaluations.

Student-athletes will receive a scheduling guide from their coach prior to pre-registration. The pre-registration guides will be available on Oct. 1 for spring registration and on March 1 for fall registration.

It is understood that student-athletes should attempt to avoid classes during times the coach has asked them to keep free. Exceptions are for those courses and labs that are offered in only one section. Student-athletes should consult with the coach and attempt to work scheduling conflicts out in a mutually satisfying manner.

Majors and Minors

A major field of study must be declared by the end of the sophomore year. Requirements for the specific majors and minors can be found in the *Undergraduate Bulletin* or by contacting the specific academic program or major.

Academic Honors

The Heartland Conference awards the academic sports award to the institution with the highest cumulative GPA of all student-athletes. The conference selects an all-academic team for each sport. The Heartland Conference also has two honor roll awards. To be named to the President's Honor Roll, a student-athlete has to finish at least two semesters at St. Edward's University and maintain a grade point average of 3.5. To be named Commissioner's Honor Roll a student-athlete has to finish at least two semesters at St. Edward's University and maintain a grade point average of 3.0.

The NCAA selects a certain number of academic All-Americans, dependent on each sport. The NCAA annually recognizes those student-athletes whose academic performance has been outstanding.

NCAA Division II Post-Graduate Scholarship

The NCAA awards up to 174 post-graduate scholarships annually, 87 for men and 87 for women. The scholarships are awarded to student-athletes who excel academically and athletically and who are in their final year of intercollegiate athletics competition.

The one-time grants of \$7,500 each are awarded for fall sports, winter sports and spring sports. For each sports season (fall, winter and spring), there are 29 scholarships available for men and 29 scholarships available for women. The scholarships are one-time, non-renewable grants awarded to promote and encourage postgraduate education by the NCAA's most accomplished student-athletes through their participation in NCAA championship and/or emerging sports.

Athletics and academic achievements, as well as campus involvement, community service, volunteer activities and demonstrated leadership, are evaluated. An equitable approach is employed in reviewing each applicant's nomination form to provide opportunity to all student-athlete nominees to receive the postgraduate award, regardless of sport, division, gender or race.

In maintaining the highest broad-based standards in the selection process, the program aims to reward those individuals whose dedication and effort are reflective of those characteristics necessary to succeed and thrive through postgraduate study in an accredited graduate degree program.

To be eligible for the scholarship, student-athletes must graduate with a 3.2 cumulative GPA and be nominated by their institution's faculty athletics representative.

NCAA Division II Degree-Completion Awards Program

The NCAA Division II Degree-Completion Award Program provides financial assistance to deserving student-athletes with completion of a first baccalaureate degree. Candidates will be students who have exhausted their athletics eligibility and have received athletics financial aid.

The selection process for the national award emphasizes the academic performance of the student-athlete. Other factors considered are financial circumstances, athletic achievement and involvement in campus and community activities.

- Applicant shall be a student-athlete who has exhausted athletics eligibility at an active NCAA Division II institution within the past calendar year.
- Awards are limited to student-athletes during their first 10 semesters or 15 quarters of full-time collegiate attendance.
- Applicant shall not be participating in another intercollegiate sport during the period of the award.
- Applicant must have received athletics-related financial aid from the NCAA Division II member institution.
- Applicant must be within 32 semester or 48 quarters hours of completion of his or her first undergraduate degree at the completion of the spring term.
- Applicant must have a 2.50 cumulative grade-point average.
- Applicant shall not receive any athletics aid if awarded a Division II Degree-Completion Award.
- Applicant shall use the grant to complete undergraduate degree requirements from the Division II institution where the applicant last competed.

Academic Probation

A student will be placed on academic probation when his or her cumulative GPA is below a 2.0. A student may be removed from academic probation only by attaining a minimum cumulative 2.0 GPA on coursework attempted at St. Edward's University. Courses that transfer from another institution are not considered in the GPA.

Tutoring

Tutors work with students on an individual basis to improve specific problem areas, and tutoring is available in almost every subject. Tutors help students:

- Develop transferable learning skills.
- Think critically.
- Master and apply concepts.
- Communicate effectively.

Taking Lecture Notes

- Date your notes.
- Don't try to write every word the instructor says, but listen for the main points.
- Use phrases or shorthand. Try to use your own words — your notes will be easier to understand later.
- Leave spaces in your notes so you can make additions later.
- Review your notes daily before they get "cold."
- Highlight the main points and key terms.

Studying Effectively

- Get enough sleep.
- Eat properly.
- Find the best place to study and use this place consistently to study.
- Do not forget to review your assignments.
- If your instructor did not give you a review for your test, make your own.
- Try to learn what kind of exam it will be.
- Quiz yourself over and over again.
- Schedule time for studying and stick to it.
- Do your term papers early, so you can make last-minute revisions.
- Do not abandon your social life, but do not let it take precedence over your studies.

Additional Support for Student-Athletes: Topper PRIDE (EDUC 1111)

Topper PRIDE (Personal, Responsibility In Developing Excellence) is a one-hour credit course through the School of Education that every incoming student-athlete must take. The purpose of the class is to help student-athletes understand the additional challenges they will face as an athlete at this level. The class is also designed to challenge the student to think about how their choices affect them and others around them. A variety of topics are covered, such as diversity, time management, nutrition and community service. This class is part of the NCAA Champs Life Skills Program at St. Edward's University.



STUDENT SERVICES

Academic Counseling

The academic counselor is an ideal person to seek out for objective guidance in academic matters. Academic counselors help students:

- Identify academic strengths
- Deal with academic problems
- Establish and achieve realistic goals
- Develop effective learning strategies
- Improve study habits and attitudes

Health & Counseling Center

The Health & Counseling Center supports students as they pursue their individual goals by providing health, counseling and wellness services.

Staffed by trained professionals, the center is open to registered students, Monday and Thursday, 9 a.m. to 5:30 p.m., and Tuesday, Wednesday and Friday, 9 a.m. to 4:30 p.m. It is located on the ground floor of Lady Bird Johnson Hall.

Career Planning

The Career Planning Office believes that sound career planning is a development process that includes self-assessment, career exploration and job search, or graduate/professional school information and services. Student services include:

- Resume writing
- Interviewing skills
- Obtaining internships and jobs



NCAA REGULATIONS

Eligibility

A student-athlete must carry at least 12 hours during a semester in order to be eligible for practice. (The only exceptions to this requirement are for graduate students and student-athletes in the last semester before graduation.) If a student-athlete drops below 12 hours at any time in the semester, he or she is immediately ineligible to practice or compete.

To be eligible for competition, a student-athlete must satisfy the following:

- Successfully pass 24 credit hours from one academic year to the next; or pass an average of 12 credit hours per full-time semester at St. Edward's University;
- Pass at least 24 credit hours since the beginning of the previous fall term;
- Pass at least six credit hours the previous full-time semester;
- Maintain a cumulative GPA of 2.0 at time of certification; and
- Officially declare a major prior to the first day of classes of the student-athlete's fifth full-time semester of collegiate enrollment.

Remember, only credit hours used to satisfy a student-athlete's degree requirements can be used for eligibility purposes.

Practice Hours

The NCAA states that during the declared playing season, your participation in countable athletics related activities must be limited to four hours per day, 20 hours per week with one day off, which may be a travel day. Outside of the declared playing season during the academic year your participation in countable athletics related activities is limited to eight hours per week, five days per week. The eight hours may consist of:

- Required weight training and conditioning
- Up to two hours of individual skills instruction from your coach(es)

Outside Competition

A student-athlete becomes ineligible for intercollegiate competition in his or her sport (other than basketball) if, after enrollment in college and during any year in which the student-athlete is a member of an intercollegiate squad or team, he or she competes or has competed as a member of any outside team in any non-collegiate, amateur competition (e.g. tournament play, exhibition games or other activity) during the institution's intercollegiate season in the sport.

A student-athlete who participates in any organized basketball competition — except while representing the institution in intercollegiate competition — becomes permanently ineligible for any further intercollegiate competition in basketball. There are no restrictions in the summer.

Amateurism

An individual loses amateur status and thus shall not be eligible for intercollegiate competition in a particular sport if the individual:

1. After initial full-time enrollment, uses his or her athletics skill — directly or indirectly — for pay in any form in that sport.
2. After initial full-time collegiate enrollment, accepts a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation.
3. After initial full-time collegiate enrollment, signs a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received.
4. After initial full-time collegiate enrollment, receives — directly or indirectly — a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletics skill or participation, except as permitted by NCAA rules and regulations.
5. After initial full-time collegiate enrollment, competes on any professional athletics team (per Bylaw 12.02.4), even if no pay or remuneration for expenses was received.
6. After initial full-time collegiate enrollment, enters into a professional draft or an agreement with an agent.
7. Enters into an agreement with an agent either prior to or subsequent to initial full-time collegiate enrollment.

Use of Agents

An individual shall be ineligible for participation in an intercollegiate sport if he or she has ever agreed (orally or in writing) to be represented by an agent for the purpose of marketing his or her athletics ability or reputation in that sport. Further, an agency contract not specifically limited in writing to a sport or particular sports shall be deemed applicable to all sports, and the individual shall be ineligible to participate in any sport.

Employment

Compensation may be paid to a student-athlete:

1. Only for work actually performed;
2. At a rate commensurate with the going rate in that locality for similar services; and
3. An employer shall not use the athletics reputation of a student-athlete employee to promote the sale of the employer's product or service.

Extra Benefits

The student-athlete shall not receive any extra benefit. The term "extra benefit" refers to any special arrangement by an institutional employee or representative of the institution's athletics interests — such as a booster — to provide the student-athlete or his or her relatives or friends with a benefit not authorized by NCAA legislation.

Student-athletes shall not receive special discounts, payment arrangements or credit on a purchase (e.g., airline ticket, clothing) or a service (e.g., laundry, dry cleaning) from an institutional employee or a representative of its athletics interests. Professional services provided at less than the normal rate or at no expense to a student-athlete are considered an extra benefit, unless they are available on the same basis to the general student body.

Voluntary Withdrawal from Team and/or Transfer Request

If a student-athlete believes that it is in his or her best interests to cease athletics participation, the student-athlete shall notify their head coach as soon as possible. Once a student-athlete voluntarily ceases athletics participation, the student-athlete shall sign a voluntary withdrawal form in the compliance office. Further, per NCAA rules, it shall be at the discretion of St. Edward's University to cancel any remaining athletics grant-in-aid (scholarship) should any be received by the student-athlete.

Should a student-athlete voluntarily cease athletics participation and desire to transfer to another institution, it shall be at the discretion of St. Edward's University to deny or grant the student-athlete a release to transfer. If a student-athlete is denied a release to transfer, the student-athlete has the right to appeal that decision to a university committee that includes staff and faculty members not affiliated with Athletics. The decision of the appeals committee shall be final and binding on all parties.

Financial Aid

If a student's athletics ability is taken into consideration to any degree in the award of financial aid, such aid shall not be awarded in excess of one academic year.

Institutional financial aid based in any degree on athletic ability may be reduced or canceled during the period of the award if the recipient:

1. Renders himself or herself ineligible for intercollegiate competition, except as provided under Bylaw 15.3.4.3;
2. Fraudulently misrepresents any information on an application, letter of intent or financial aid agreement;
3. Engages in serious misconduct warranting substantial disciplinary penalty; or
4. Voluntarily withdraws from a sport at any time for personal reasons; however, the recipient's financial aid may not be awarded to another student-athlete in the term in which the aid was reduced or canceled.

Further, if the financial aid is canceled before a regular academic term (e.g., preseason practice period), the aid may not be provided to another student-athlete during the ensuing academic term.

The renewal of institutional financial aid based in any degree on athletic ability shall be made on or before July 1 before the academic year in which it is to be effective. The institution shall promptly notify in writing each student-athlete who received an award the previous academic year and who has eligibility remaining in the sport in which financial aid was awarded the previous academic year, whether the grant has been renewed or not renewed for the ensuing academic year. Notification of financial aid renewals and non-renewals must come from the institution's regular financial aid authority and not from the institution's athletics department.

The institution's regular financial aid authority shall notify the student-athlete in writing of the opportunity for a hearing when institutional financial aid based in any degree on athletic ability is reduced or canceled during the period of the award, or not renewed. The notification of the hearing opportunity shall include a copy of the institution's established policies and procedures for conducting the required hearing, including the deadline by which a student-athlete must request the hearing. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing and shall not delegate the responsibility for conducting the hearing to Athletics or its faculty athletics committee.

NCAA Drug Testing and Banned Substances

Per NCAA rules, all student-athletes at Division II Institutions are subject to random year-round, including, summer drug testing. By law 18.4.1.5 provides that a student-athlete who, as result of a drug test administered by the NCAA, is found to have used a substance on the list of banned drug classes shall be declared ineligible for further participation in post-season and regular-season competition during the time period ending one calendar year after the student-athlete's positive drug test.

The student-athlete shall be charged with the loss of a minimum of one season of competition in all sports if the season of competition has not yet begun or a minimum of the equivalent of one full season of competition in all sports if the student-athlete tests positive during his or her season of competition (i.e., the remainder of contests in the current season and contests in the next season up to the period of time in which the student-athlete was declared ineligible during the previous year). The student-athlete shall remain ineligible until the student-athlete tests negative (in accordance with the testing methods authorized by the Executive Committee), and the student-athlete's eligibility is restored by the Committee on Student-Athlete Reinstatement.

If the student-athlete who tested positive for any drug other than a "street drug" as defined in Bylaw 31.2.3.4, tests positive a second time for the use of any drug, other than a "street drug" as defined in Bylaw 31.2.3.4 he or she shall lose all remaining regular-season and postseason eligibility in all sports. If the student-athlete tests positive for the use of a "street drug" after being restored to eligibility in all sports, he or she shall lose a minimum of one additional season of competition in all sports and also shall remain ineligible for regular-season and postseason competition at least through the next calendar year.



2009–2010 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; and
- 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 and its label with your Athletics 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 your Athletics staff before using any substance.

Examples of NCAA Banned Substances in Each Class

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

Check with your Athletics staff to review the label of any product, medication or supplement before you consume it!

1. Stimulants

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

Exceptions: phenylephrine and pseudoephedrine are not banned.

2. Anabolic Agents

e.g., boldenone; clenbuterol; DHEA; nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; etiocholanolone; trenbolone; etc.

3. Alcohol and Beta Blockers

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

4. Diuretics and Masking Agents

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

5. Street Drugs

e.g., heroin; marijuana; tetrahydrocannabinol (THC); etc.

6. Peptide Hormones and Analogues

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

7. Anti-Estrogens

e.g., anastrozole; clomiphene; tamoxifen; formestane; etc.

8. Beta-2 Agonists

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

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

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

Nutritional Supplements

Student-athletes who choose to use nutritional supplements simultaneously choose to put their eligibility at risk. No completely reliable list of specific brand name products that may result in a positive drug test is currently available, nor is one likely to become available. Manufacture and sale of the products are not regulated. Purity is not guaranteed. Product claims and promotional information are not verified. Manufacturers introduce new products into the marketplace daily.

Many nutritional supplements that are legally available over-the-counter contain substances banned by the NCAA. Using these products will result in a positive drug test.

Sources for information about nutritional supplements should be restricted to the head athletic trainer (512-448-8498), the NCAA (www.ncaa.org) and the National Center for Drug Free Sports Resource Exchange Center (www.drugfreesport.com/rec).

ST. EDWARD'S UNIVERSITY ATHLETIC DEPARTMENT ALCOHOL, TOBACCO AND OTHER DRUG (ATOD) POLICY

Introduction

St. Edward's University recognizes that student-athletes hold a unique place in society and that they are under considerable pressure to perform not only in the classroom, but in athletics as well. Student-athletes need to realize that due to their high visibility, they also occupy a unique status in the university and the surrounding community. The way student-athletes conduct themselves is a direct reflection not only on them as individuals but on St. Edward's as well.

Philosophy

St. Edward's University Athletics is committed to developing and maintaining an environment that encourages student-athletes to avoid the use of alcohol, tobacco products, unauthorized controlled substances and performance-enhancing drugs. While the primary purpose of this program is education and support, the serious nature of substance abuse requires the development of sanctions as a deterrent to drug and alcohol use. Student-athletes should be assured that the program is designed to ensure their continued mental, physical and emotional well-being.

The objectives of the ATOD policy are:

1. To maintain the integrity of the athletic programs by emphasizing abstinence from the use of unauthorized drugs, tobacco, and alcohol;
2. To educate student-athletes on the physical, emotional, mental, social and legal consequences of illegal drug use and the abusive use of alcohol.
3. To provide an early detection system for potential drug and/or alcohol abusers, as well as recreational and addicted drug and/or alcohol users;
4. To offer treatment and counseling services for any student-athlete who may have a drug or alcohol problem; and
5. To abide by all university, Athletics, Heartland Conference and NCAA policies and procedures.

Definitions

1. For the purposes of these policies, student-athlete refers to any student involved in Athletics at St. Edward's as a varsity athlete or in any other capacity such as student-trainer, cheerleader, student-assistant coach or manager.
2. Contest refers to any scrimmage, game or match against outside competition. Contests are counted for the purposes of these policies in the same manner as they would be counted by NCAA regulations.

Alcohol Policies

The following are the policies and procedures governing the use of alcohol at St. Edward's University. Each was formulated in accordance with the laws of the State of Texas restricting the possession and consumption of alcohol to persons who are 21 years of age or older.

The responsible and legal consumption of alcoholic beverages by persons 21 years of age or older on the campus of St. Edward's University is restricted to the following areas and conditions:

1. In the rooms of the seven residence halls (East, Teresa, Dujarie, Moreau, Hunt, Le Mans, and Johnson) and in the university apartments and the Casa and Casitas, provided that no under-age students are present.
2. In the private residence on campus, which currently is St. Joseph Hall.
3. At any special event for which the director of auxiliary services has issued an alcohol permit. A permit will not be issued for events — dances, entertainers, residence hall events — that have historically attracted significant numbers of traditional students under 21 years of age. Kegs are also not permitted.
4. Food and non-alcoholic alternative beverages must be provided.
5. Those serving alcohol need to be at least 21 years old.

Student-athletes must abide by all state, university and NCAA rules and regulations. Additionally, student-athletes must abide by the following policies:

1. The consumption of alcohol is not permitted by any student-athlete within 48 hours prior to an Athletics sponsored event in which he or she will be a participant. This includes but is not limited to competition, practice, team functions, banquets, team meetings and community service functions. Athletics also strongly recommends that student-athletes, even those of legal drinking age, abstain completely from consuming alcohol during his/her competitive season.
2. There shall be no alcohol present on any Athletics-sponsored trip.
3. There shall be no alcohol in the presence of a recruit, regardless of the age of the recruit.
4. These policies will remain in effect for as long as the student is enrolled in classes at St. Edward's University as a student-athlete, including the summer, or if the violation occurs on campus regardless of current enrollment status.

Part of the university's alcohol policy addresses the alcoholic beverage laws, and these laws are enforced by the University Police Department. Alcohol-related incidents can include but are not limited to the following:

- Violation of the "No alcohol 48 hours prior to Athletics-sponsored event" rule
- Driving while intoxicated (DWI)
- Possession of alcohol by a minor (The law defines possession as actual care, custody, control or management)
- Possession of false identification
- Consumption of alcohol by a minor
- Purchase of or furnishing alcohol to a minor
- Driving under the influence of alcohol by a minor (It is illegal for a minor to drive while having any detectable amount of alcohol in the minor's system)
- Public intoxication
- Use of alcohol on university-sponsored trips
- Use of alcohol in the presence of a recruit

Tobacco

The use of tobacco in any form is not permitted.

Drugs

Possessing, distributing or selling illegal drugs as defined by state and federal laws is against university policy. Student-athletes who choose to violate the illegal drug policy will be subject to disciplinary actions. Sanctions may include removal from on-campus living and/or suspension or expulsion from Athletics and the university. The following situations are violations of the illegal drug policy:

1. Possession, use or distribution of illegal drugs and/or prescription drugs not prescribed
2. Possession of illegal drug paraphernalia
3. Present when an illegal drug violation occurs

Voluntary Disclosure/Safe Harbor (Alcohol Dependency)

A student-athlete experiencing problems resulting from alcohol use or dependency is encouraged to seek assistance from Athletics (e.g. athletic director, associate director, athletic trainer or coach) by voluntarily disclosing his or her use.

The student-athlete who seeks assistance for alcohol dependency will not be deemed in violation of this policy for purposes of determining sanctions; however, for health and safety reasons the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation by the Health & Counseling Center. Violations that occur following voluntary disclosure are subject to sanctions. Voluntary disclosure may be applied once during a student-athletes career at St. Edward's University.

Voluntary Disclosure/Safe Harbor (Drug Abuse/Dependency)

A student-athlete experiencing problems resulting from drug use or dependency is encouraged to seek assistance from Athletics (e.g. athletic director, associate athletic director, athletic trainer or coach) by voluntarily disclosing his or her use.

The student-athlete who seeks assistance prior to being notified that he/she has been selected for drug testing and/or prior to a positive drug test result, will not be deemed in violation of this policy for purposes of determining sanctions; however, for health and safety reasons the student-athlete will be ineligible to participate in intercollegiate sports pending an evaluation by the Health & Counseling Center or may utilize an off-campus facility both at the student's own expense.

Good Samaritan Policy

The main concern of Athletics is the well-being, health and safety of its student-athletes. St. Edward's University recognizes that in an alcohol- or other drug-related emergency, the potential for disciplinary action by the university may act as a barrier to students seeking medical assistance for other students. Therefore, St. Edward's University Athletics employs a Good Samaritan Policy: If a student has violated the Athletics Alcohol or Other Drugs Policy, but also seeks help for another student who is intoxicated or under the influence of another drug, this latter act will be considered in the sanctioning process.

Good Samaritan: The welfare of students in the community is of paramount importance. At times, students on- and off-campus may need assistance. The university encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the University Police Department). St. Edward's University pursues a policy of limited immunity for students who offer help to others in need. While policy violations cannot be overlooked, the university will provide educational options, rather than punishment, to those who offer their assistance to others in need. If the student claiming "Good Samaritan" status does not complete the education that is assigned, the original complaint may proceed without the protections of the "Good Samaritan" policy in place.

Sanctions

The following is a review of sanctions:

- Level 1** 10 hours of education and/or community service and suspension from the next contest.
- Level 2** 30 hours of education and/or community service and mandatory suspension from the greatest number of contests that will not exceed 15 percent of a team's contests. A minimum of one contest must be served during the season that concludes with the NCAA championship. Other contests will be served immediately after the violation.
- Level 3** 40 hours of education and/or community service and mandatory suspension from the greatest number of contests that will not exceed 25 percent of a team's contests. A minimum of half of these contests must be served during the season that concludes with the NCAA championship. Other contest will be served immediately after the violation.
- Level 4** 50 hours of education and/or community service and mandatory suspension from the greatest number of contests that will not exceed 50 percent of a team's contests.
- Level 5** Suspension for one calendar year from participation in all St. Edward's University Athletics programs and loss of scholarship.
- Level 6** Expulsion from all St. Edward's University Athletics programs and loss of scholarship.

Calculations of suspensions from a percentage of a team's contests will be based on the maximum number of contests scheduled for use in calculating the team's won-loss record for the current academic year. The suspension will be served in those contests immediately following the violation, unless none of those contests count in that team's record. For example if a student-athlete commits a violation that would result in a Level 2 sanction and there are 20 scheduled contests, that player would be suspended from three total contests (15% of 20 games equals three contests). The next three scheduled contests would be the games that the player would miss. If none of the next three contests were regular season contests, that player would be suspended for the next two contests and the opening contest of the following regular season.

Level 1–4 sanctions are in addition to any sanction imposed by the university's disciplinary authorities. The one-year suspension for Level 5 violations would be served concurrently with any suspension imposed by university authorities.

If a player found in violation of an ATOD policy has a prior disciplinary record, the coach may revoke all or part of that player's scholarship.

Policy for Reporting Violations

When a student-athlete violates an ATOD policy, they are expected to report the violation to their coach. The coach will file the "ATOD Violation Report" with the athletic director prior to 10 a.m. on the following day. The Athletics administrator with oversight of the student-athlete's program will have a conference with the student-athlete and the appropriate level of sanction will be issued.

If a student-athlete is found to be in violation of an ATOD policy and did not report the violation to their coach or the Athletics administrator, an additional one-contest suspension may be imposed.

In the event a violation occurs on campus, the University Police Department and the Dean of Student's Office will report violations directly to Athletics.

Investigation

When an Athletics administrator receives information that a student has allegedly violated athletic department policies, the administrator will investigate the alleged violation. No action will be taken unless there is reasonable cause to believe a policy has been violated.

Reasonable cause is defined as some information to support each element of the offense, even if that information is only a credible witness or victim's statement. A complaint wholly unsupported by any information will be dismissed. When it is determined that there is reasonable cause to believe a policy or policies have been violated, the Athletics administrator will conduct an investigation.

Appeals Process

If a student athlete wishes to appeal an imposed sanction, he or she must notify the athletic director in writing of his or her request of a hearing by the appeals board within three business days of receiving the sanction. The written statement must be dated, include a description or explanation of the situation and grounds for the appeal, and include the signature of the person making appeal. The appeals board will hear the case within five business days of receipt of the appeal letter.

The appeals board will be composed of three people:

1. An Athletics administrator
2. A head coach (not associated with the student-athlete's team)
3. A Student-Athlete Advisory Committee member (not affiliated with the student-athlete's team)

When the above composition of the board is not available, a three-person board may consist of any combination of the three positions listed, with no more than one Student-Athlete Advisory Committee member on the board.

At the hearing, the student-athlete shall be allowed an opportunity to present their case.

After the conclusion of the hearing, the appeals board shall have 48 hours to render a final decision as to the status of the appeal.

The violations and sanctions may be reviewed one time; therefore, the decision of the appeals board is final. The grounds for review of an ATOD appeal are limited to the following:

1. To consider new information, unavailable during the original conference with the athletics administrator, that could affect the outcome.
2. To review whether the sanctions imposed is grossly disproportionate to the severity of the offense.

3. To review a student's contention that the finding of a violation is not supported by the information considered by the athletics administrator. For purposes of such review, the information, taken as a whole, is reviewed and the appeals board assumes all determinations of credibility to have been correctly made by the athletics administrator.

Examples of Violations of the ATOD Policy and Associated Sanctions

| Policy Violation | 1 Offense | 2 Offense | 3 Offense |
|--|-----------|-----------|-----------|
| Possession of false ID | level 1 | level 2 | level 4 |
| Public Intoxication | level 1 | level 2 | level 4 |
| Minor in possession | level 1 | level 2 | level 4 |
| Alcohol consumption within 48 hours | level 2 | level 4 | level 5 |
| Purchase of or furnishing alcohol to a minor | level 3 | level 4 | level 5 |
| Driving while intoxicated | level 3 | level 4 | level 5 |
| Driving under the influence by a minor | level 3 | level 4 | level 5 |
| Alcohol on Athletic-sponsored trip | level 3 | level 4 | level 5 |
| Alcohol present with a recruit of any age | level 3 | level 4 | level 5 |
| Possession of illegal drug paraphernalia | level 3 | level 4 | level 5 |
| Use of tobacco products | level 1 | level 2 | level 4 |
| Possession or distribution of illegal drugs | level 5 | level 6 | N/A |
| Use of illegal drugs | level 5 | level 6 | N/A |

Alcohol violations accumulate regardless of the specific violation. Example: a student-athlete who has a minor in possession violation on record then later violates the 48-hour rule at the age of 21, will be considered guilty of a second offense. In a case where a student-athlete is under age and commits a 48-hour violation, that athlete will serve the more severe penalty of the two but not both. That violation is considered a single offense for the purpose of accumulating violations.

Alcohol, tobacco and drug violations are independent of each other. For example, a student-athlete who commits one alcohol violation and then at a later date is guilty of a first-time tobacco violation will be considered guilty of a first offense for tobacco use.

MEDICAL PROCEDURES AND INSURANCE POLICIES

Health Insurance Coverage

It is the responsibility of each student-athlete to have active personal insurance or to enroll in the student insurance plan offered by the university. Any student-athlete who does not maintain a primary health care plan will be responsible for his or her health care expenses.

Please remember that secondary insurance provided by Athletics is in excess of all other collectible insurance benefits available to the student-athlete. The university will not be responsible unless all guidelines and procedures are followed. A complete list of guidelines and procedures is given to the student-athlete with all athletic training paperwork at the beginning of the academic year.

Risk and Insurance Regulations

Student-athletes at St. Edward's University are advised as follows:

St. Edward's University strives to conduct its athletic programs in a manner that is consistent with the highest standards of safety. However, intercollegiate sports by their very nature involve the risk of personal injury, which in some cases may be serious or even catastrophic. Therefore, as a willing participant in any college athletic program, there is a personal assumption of risk on the part of the student-athlete.

The university provides secondary medical coverage for all student athletes with the following limitations and stipulations:

1. Coverage applies only to injuries sustained during participation in scheduled and supervised intercollegiate athletic events or travel related thereto. It provides no coverage for sickness or disease in any form.
2. The university requires all students to maintain and show proof of medical health insurance for the academic year. It is the responsibility of each student-athlete to have in force personal medical health insurance or to enroll in the university's student insurance plan. All international student-athletes must purchase the university's student insurance plan. The university will not cover any student-athlete who does not maintain a primary health care plan.
3. It is the responsibility of the student-athlete to confirm that chosen medical health insurance includes athletic injuries. Health Maintenance Organization (HMO) plans and certain health insurance policies exclude athletic injuries. Should this be the case, the student-athlete must enroll in the university offered health plan.
4. It is the responsibility of the student-athlete to abide by all rules and regulations that are stated in their policy. In the event that you are covered by an HMO that is located outside Austin, be advised that you must still abide by the policies of the HMO. This could necessitate travel outside the area for medical, surgical and rehabilitative services. If this is not feasible due to distance, the athlete must enroll in the university offered health plan, or become personally liable for all medical debts incurred. Be advised with some HMOs, you may be able to change the service area.
5. The university provides quality care for all athletic injuries through its network of sports medicine providers. It is the responsibility of the student-athlete to report all injuries to the athletic training staff as soon as they occur. Student-athletes will be evaluated and treated for the condition, as well as referred for specialty consultations. Student-athletes have 60 days to request a medical consultation.
6. All injuries needing medical attention must be referred by a university athletic trainer. Do not seek treatment for any injury without first consulting with one of the university's athletic trainers. Student-athletes will be evaluated and treated for the condition, as well as referred for specialty consultations. Seeking initial treatment for any athletic injury without first consulting one of the university's athletic trainers will void existing secondary excess coverage. In seeking treatment without a referral the student-athlete will assume the cost of any medical expenses incurred as a result of their injury.

7. It is the responsibility of the student-athlete to provide the university with any billing statements they may receive in error. The student-athlete must also provide the university with the Explanation of Benefits documents, or EOB, from their primary insurance company that coincide with the billing statements. Without this paperwork, the university's secondary insurance policy will be unable to take effect. Student-athletes have 120 days from the primary insurance company payment date to provide the university with a billing statement and EOB for payment. Student-athletes who fail to provide the necessary paperwork will assume the cost of any medical expenses incurred as a result of their injury. For personal credit purposes, please provide the billing statements and EOBs as soon as possible to the university.
8. Secondary coverage by the university provides coverage for office visits, diagnostic medicine, specialty consultations, physician-prescribed second opinions and other usual, customary, and reasonable options prescribed as a necessity by the physician. The university does not cover the following:
 - a. Contact lenses or glasses
 - b. Orthotics (unless dictated by initial injury)
 - c. Dental (unless dictated by injury)
 - d. Physical therapy (unless prescribed by a physician)
 - e. Unauthorized second opinions
 - f. Chronic injuries or re-injuries
9. Secondary coverage by the university provides payment for usual, customary and reasonable charges up to two years from date of onset of condition.

Athletic Training Room

The athletic training room is located in the Recreation and Convocation Center and is provided as a service to all intercollegiate student-athletes for the prevention and care of injuries. St. Edward's has three full-time licensed and certified trainers, as well as several student trainers. Training room rules are as follows:

- All injuries must be reported to the coach and the athletic trainers. All referrals to the team physician must be made through an athletic trainer.
- Any medical treatment sought for an athletic injury, exclusive of the team physician, must be approved by the head athletic trainer
- The training room hours may vary according to the season, but hours will be posted on the athletic training room door.
- The athletic training room is co-ed, so appropriate attire is required.
- No one is allowed in the athletic training room without an athletic trainer being present.
- Student-athletes displaying unacceptable behavior will lose athletic training room privileges and will regain privileges only after a meeting with the head coach and athletic trainer.
- It is the responsibility of the student-athlete to keep all appointments (i.e., athletic training room, doctor's office).
- A student-athlete shall not end therapy for an injury without being released by the team physician and athletic trainer. An athlete who discontinues therapy without permission will be ineligible to play or practice until cleared by the team physician and athletic trainer.
- All equipment (i.e., neoprene sleeves, braces, etc.) is to be returned within 30 days of the end of the sport season.

Weight Room Guidelines

1. Please wear clean shoes at all times. If you get dirt on the floor, use a damp towel to wipe up your mess.
2. Absolutely no cleats.
3. Do not move equipment or mats. The equipment is strategically placed in the room for your workout needs.
4. All weights and dumbbells need to be returned to their proper storage area.
5. All weights must be un-racked from bars.
6. No dropping weights or hitting weights together.
7. If you bring extra equipment into the weight room, you need to return it to its proper storage area. We do not need added equipment in the room.
8. Teams must have a coach supervise all workouts. No exceptions.
9. Please wipe down all equipment after use.
10. Only water will be allowed in the weight room; absolutely no food.
11. Please pick up after each workout.
12. Turn off fans, lights and lock the doors prior to leaving the weight room.
13. Athletics staff members must have a “buddy” during all workouts. No exceptions

It is a privilege to use the weight room. If protocol is not followed, you/your team will not be allowed to use the weight room.



Locker Room Guidelines

1. No food/drinks allowed, except water.
2. Only tennis shoes allowed, no cleats.
3. Do not sit on couches with wet clothes.
4. Do not leave wet clothes overnight.
5. Pick up after yourself.

Please be respectful of other student-athletes, teams and future Hilltoppers by keeping the locker rooms clean and well-maintained.

MEDIA POLICY

Role of the Media

Keep in mind the media can be either positive or negative in covering contests, practices and events surrounding your team and Athletics. The tone of the story can depend on you. For example, it would be easy to be negative after a loss, but your answers in the post game interview session could create a positive story.

As a Representative of St. Edward's

As a representative of St. Edward's, you have an obligation to your university, teammates, family and fans to be cooperative with the media. A large percentage of media coverage for a university comes from athletics, thus, most of what people know about St. Edward's comes from you. So, always be thoughtful when doing interviews to best reflect St. Edward's and your teammates. Also, your family, friends and fans want to hear what you have to say.

As your coaches have told you, you not only represent yourself, but you represent St. Edward's, your coaches, your teammates, your family, your friends and those who support you at all times.

Interviews Are Always Positive

Regardless of the subject, doing an interview will be a positive experience. Getting through the process will give you an edge both on and off the field. Doing interviews allows you to hone certain skills like:

- Quick thinking
- Performing in pressure situations
- Ability to speak clearly and assertively

All three of these skills will help you on the field and give you a tremendous advantage over your competition in your post-athletic career.

How You Will Be Contacted

Athletics will not give your home or cell phone numbers to the media. However, there are ways media members may still obtain those numbers. If a media member (including your hometown paper or the university newspaper and radio) contacts you, please inform them that all interviews should be arranged through the media relations office. Interviews will be conducted after a practice or game or in the athletics department. Also, please let your coach or the media relations office know if you have been contacted at home or your dorm so we may help handle the situation. The media relations office will always arrange interviews to accommodate your schedule and assist you prior to and, if possible, during the interview.

What to Do During an Interview

- Always be on time and look your best. If there is a conflict, please inform the media relations office **as soon as possible** so alternate plans can be made.
- Always speak clearly. Do not use slang. Avoid constantly using words and phrases such as “like” and “you know”.
- Take your time when answering all questions, even before a television camera. Think about what **you** want to say, even if it does not exactly answer the question. The media can only use what you say! With that in mind, do not get angry at **your** quotes. If you are pressed by the media on a subject, stand firm with your message. Again, they will only use what you say. Also, do not say “no comment.” Say “I’d rather not discuss that subject” or “That is something for the coach (or Mr. Chip Smith or whomever) to answer.”
- Always be clear of what the reporter is asking. If you do not understand, stop and ask for clarification.

The Trap

Do not answer “what if” questions because they are usually setups. Ask reporters to rephrase the question. Most “what if” questions end up on your opponents’ locker room billboards.

Good Guidelines to Follow

The best way to keep the focus on the game itself is using “safe” and “traditional” lines.

- When asked a “flammable” question; give an answer off the subject.
- Always be positive about your teammates, coaches and your fans.
- Always be positive about your opponents, their coaches and their fans.
- Avoid predictions. You can be confident in your team and your abilities without giving billboard material. Don’t say, “they are terrible” or “they got lucky last year and won’t be so lucky this year” or “we will win without question.” Do say things like “We have prepared hard for this game and, if we execute, we can win” or “we have the talent and experience to do well.” The words “we should” and “we hope to” are always good. They express good fortune in a confident way without being cocky.

After the Interview

If after doing **any** interview you feel something needs to be clarified, please talk with the media member and express your concern. **The media will work with you.** The media needs to build a trust so they may continue working with you in the future. If time has passed, and there is still time to clarify something, please call the media relations office so we may call the reporter.



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