



# STUDENT-ATHLETE HANDBOOK

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University of Indianapolis  
Athletics



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## **UIndy Intercollegiate Athletics Philosophy**

The University of Indianapolis is committed to excellence in all its endeavors. Consistent with the philosophy and mission statement of the university, the intercollegiate athletics program provides a broad array of competitive activities for men and women to challenge each of them to do their best as athletes and students. These athletic pursuits serve to compliment, but never overshadow, the academic focus of the university. Moreover, as a member of the National Collegiate Athletic Association Division II (NCAA II), the University of Indianapolis abides by rules of that governing body and the principles of fair play and amateurism which serve as its foundation.

### **Mission Statement**

The mission of the Department of Intercollegiate Athletics at the University of Indianapolis is to provide opportunities for participation in intercollegiate athletics in an environment that encourages the achievement of athletic excellence and good sportsmanship. We are committed to maintaining a passion for providing the proper balance between participation in athletics and the educational and social life common to all students.

Within this environment we seek to:

- 1) foster the pursuit of academic excellence
- 2) enhance opportunities for intercollegiate athletic competition and the achievement of individual and team championship performance
- 3) support and encourage service to others
- 4) be a source of pride for the University

The UIndy Department of Intercollegiate Athletics conducts programs consistent with both the letter and spirit of the policies and regulations set forth by the National Collegiate Athletic Association (NCAA), the Great Lakes Valley Conference (GLVC) and the University of Indianapolis. The mission of the Department is, and shall always remain, compatible with the mission of the University.

### **Non-Discrimination Policy**

The University of Indianapolis does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation (or gender identity or expression) or age in its programs and activities. The University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Debbie Spinney, Executive Director of Student Development Academic Success Center  
1400 E. Hanna Avenue, Schwitzer 206, Indianapolis, IN 46227  
(317) 788-2140  
dspinney@uindy.edu

For further information on notice of non-discrimination, contact U.S. Department of Education Office for Civil Rights, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661.



## **UIndy Intercollegiate Athletics Goals**

The University of Indianapolis Intercollegiate Athletics program goals are as follows:

1. To provide its student-athletes with a positive academic and athletic experience.

The primary goal of higher education is to encourage and enhance student-athlete's academic performance which culminates in the attainment of their degree. This is continually promoted through further development of athletic skills, personal, mental and social growth, and career preparation. The student always comes first in "student-athlete" and for that reason the academic responsibilities remain the primary focus.

2. To provide a well rounded program of NCAA Division II sports and to be successful in all sports sponsored.

The athletics department will strive to be consistently competitive within the GLVC and the NCAA Division II. Success will be obtained by total compliance of all rules and regulations of the Great Lakes Valley Conference (GLVC) and the National Collegiate Athletic Association (NCAA).

3. To provide equal opportunity for all students and to provide equal opportunities in employment within the athletics staff.

The athletics department will be guided by Title IX and the principles of gender equity that insures equal opportunity for all students and to provide equal opportunities in employment within the athletics staff. Diversity of staff will also be guided by the need for all students to have role models which look like them. UIndy will strive to have an athletics staff which looks similar to its student-athlete population.

4. To provide and maintain facilities which enable success within all programs.

Our facilities will be suitable to host not only conference championships, but also allow us to bid for NCAA regional competitions and national championships in some cases.

5. To maintain successful fund raising programs to improve the overall operation and insure the overall growth of the program.

UIndy athletics is committed to improving the funding of all sports programs with resources from organized fund-raising activities of the Greyhound Club.

6. To always represent and project a positive image of the University.

UIndy athletics will continually have high expectations of conduct for all who represent it. The leadership will model what being a "Class Act" and representing UIndy with "Class" means. Respect, civility, self responsibility, accountability, honesty and integrity are values expected of UIndy coaches, administrators, student-athletes and all who represent the University of Indianapolis Athletics program.

7. The Athletics Department is cognizant that the intercollegiate athletics program endeavors are not ends in themselves but are directed to the benefit of each student-athlete as a total person in particular and to the good of the University as a whole.



## 2015-16 **Ulinda** DEPARTMENT OF ATHLETICS STAFF

### **ATHLETIC ADMINISTRATION**

3412	Dr. Sue Willey	Vice President for Intercollegiate Athletics
3306	Scott Young	Sr. Associate AD for Compliance
3359	Matt Donovan	Sr. Associate AD for Athletic Development
8565	Janel Chittum	Assistant for Athletic Development
5008	Jackie Paquette	Associate AD for Student Support/SWA
3494	Ryan Thorpe	Assistant AD for Media Relations
3494	Kyle Piercy	Sports Information Director
3494	Ryan Thomas	Assistant Sports Information Director
6122	Daryl Gibbs	Assistant AD / Academic Advisor
5962	Bob Brubeck	Assistant AD for Facilities & Gameday Operations
5962	Tyran Fakes	Assistant Facilities & Gameday Operations
3246	Diane Drumm	Athletics Business Manager
3494	Matt Lawrence	Sports Information GA
	Brea Petty	Marketing & Promotions GA

### **ATHLETIC TRAINING**

5997	ARC Training Room	
3309	RLFC Training Room	
6112	Ned Shannon	Head Athletic Trainer
5997	Stephen Jones	Asst. AT
3309	Sara Mills	Asst. AT
5997	Zarah Calvin	Asst. AT
3309	Lauralee Williams	Asst. AT
3309	Meghan Yokem	PT Asst. AT

### **STRENGTH & CONDITIONING**

2391	Steve Barrick	Head Coach
2391	Ryan Grubbs	Asst. Coach
2391	Mathew Wagner	Asst. Coach/GA

### **FALL SPORTS**

#### **FOOTBALL**

3556	Bob Bartolomeo	Head Coach
3575	Kenny Ray Augustus	Asst. Coach
3469	Todd Carter	Asst. Coach
3413	Casey Gillin	Asst. Coach
3401	Chris Keevers	Asst. Coach
3413	Kevin Lynch	Asst. Coach
	Jesse Spurgeon	Asst. Coach/GA
	Charles Love III	Asst. Coach/GA
	Tyler Bless	Asst. Coach/GA
	Todd Taylor	Asst. Coach/GA

#### **SOCCER**

##### **WOMEN'S**

3578	Holly Cox	Head Coach
5959	Samantha Jones	Asst. Coach/GA

##### **MEN'S**

6111	John Higgins	Head Coach
5960	Diego Lemus	Asst. Coach/GA
5960	Will Kramer	Asst. Coach/GA
5960	Rob Coonfield	Goalkeepers Coach

#### **VOLLEYBALL**

6147	Jason Reed	Head Coach
5963	Aimee Drabyn-Coonfield	Asst. Coach
5963	Nick Jennings	Asst. Coach/GA

### **WINTER SPORTS**

#### **BASKETBALL**

##### **WOMEN'S**

3540	Constantin Popa	Head Coach
3443	Jen Conely	Asst. Coach
3443	Taryn Montgomery	Asst. Coach
3443	Amy Selk	Asst. Coach/GA

##### **MEN'S**

3418	Stan Gouard	Head Coach
3439	Aundrey Wright	Asst. Coach
3439	Paul Corsaro	Asst. Coach

#### **SWIMMING & DIVING (M/W)**

3427	Jason Hite	Head Coach
	Ashley Steenvoorden	Asst. Coach
	Dave McKown	Diving Coach
	Jared Maricle	Asst. Coach/GA

#### **TRACK & FIELD/CROSS COUNTRY (M/W)**

6146	Scott Fangman	Director/Head Coach
6146	Kathy Casey	XC Head Coach
3416	Randy Ziraldo	Asst. Coach/Throws
	Giles Davis	Asst. Coach/Sprints
	Scott Knust	Asst. Coach/Pole Vault
	LeAnn Nord	Asst. Coach/XC
	Molly Shannon	Asst. Coach/GA
	Tatiana Zhurleva	Asst. Coach/GA
	Rebecca Lomax	Asst. Coach/GA
	Camille Edwards	Asst. Coach/GA

#### **WRESTLING**

3417	Jason Warthan	Head Coach
5962	Bob Brubeck	Asst. Coach
	Alex Johns	Asst. Coach/GA
	Brandon Nelsen	Asst. Coach/GA

### **SPRING SPORTS**

#### **BASEBALL**

3414	Gary Vaught	Head Coach
2199	Al Ready	Assoc. Head Coach
2199	Mark Walther	Pitching Coach
2199	Colton White	Asst. Coach/GA
	John Wirtz	Volunteer

#### **GOLF (M/W)**

5964	Brent Nicoson	Head Coach
5964	Lindsey Beville	Asst. Coach
5964	Sam Stark	Asst. Coach/GA

#### **LACROSSE**

##### **WOMEN'S**

5011	Jillian Howley	Head Coach
	Kate Erbe	Asst. Coach

##### **MEN'S**

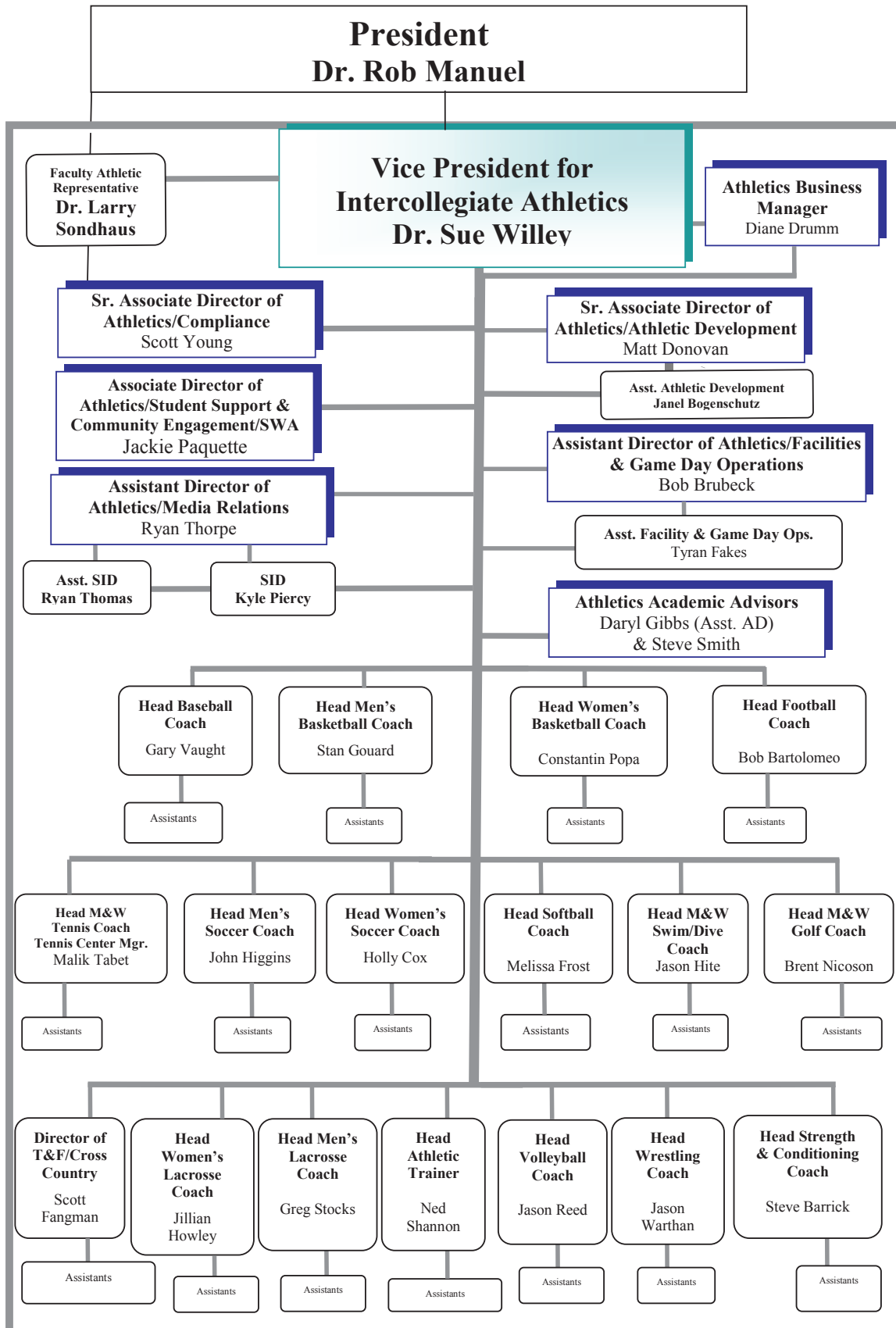
5010	Greg Stocks	Head Coach
	Spencer Wims	Asst. Coach

#### **SOFTBALL**

2198	Melissa Frost	Head Coach
5958	Sara Kubuske	Asst. Coach
5958	Cori Eckertle	Asst. Coach/GA
5958	Trista Cox	Asst. Coach/GA

#### **TENNIS (M/W)**

788-7700	Ulinda Tennis Center	
788-7713	Malik Tabet	Head Coach
	Ilona Serchenko	Asst. Coach/GA
	Michael Tenzer	Asst. Coach/GA





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## **Conference Affiliations**

### **Great Lakes Valley Conference (GLVC)**

Established in 1978 with a commitment to the purposes, fundamental policies and basic principles of the National Collegiate Athletic Association, the Great Lakes Valley Conference (GLVC) has grown to embody the vision established by its founders and has melded athletic and academic excellence for 35 years.

The GLVC, which at one point over the past decade grew to 17 members and was the largest athletic conference in the country in any division, has fully embraced NCAA Division II. Although formed and developed as one of the nation's premier NCAA Division II basketball conferences, the GLVC now sponsors 20 championship sports, which includes the addition of football in 2012 and men's and women's swimming and diving in 2013-14.

The formation of the GLVC can be traced as far back as 1972 when the athletic directors of three schools - Kentucky Wesleyan College, Bellarmine College (now Bellarmine University) and Indiana State University at Evansville (now the University of Southern Indiana) - began preliminary discussions about forming a basketball conference. Four years later, the University of Indianapolis and Saint Joseph's College expressed interest. On July 7, 1978, those schools - along with Ashland University - united to become the GLVC.

Since its inception, 16 different institutions have joined the league. Those members include: Lewis University (1980), Indiana-Purdue at Fort Wayne (1984), Northern Kentucky University (1985), Kentucky State University (1989), Quincy University (1994), Southern Illinois University Edwardsville (1994), University of Wisconsin-Parkside (1994), University of Missouri-St. Louis (1995), Drury University (2005), Missouri University of Science & Technology (2005), Rockhurst University (2005), University of Illinois Springfield (2008), Maryville University (2008), William Jewell College (2009) and McKendree University (2010). Truman State University is the newest league member, and was admitted to the conference as a full-time member in July 2012.

### **Great Lakes Intercollegiate Athletic Conference (GLIAC): Women's Lacrosse**

The UIndy women's lacrosse team competes in the GLIAC, which fields a women's lacrosse conference of seven teams including: Grand Valley State, Tiffin, Findlay, Lake Erie, Walsh, McKendree and the Greyhounds. The league is based in Bay City, Mich., and is also a proud member of NCAA Division II.

### **Eastern College Athletic Conference (ECAC): Men's Lacrosse**

The UIndy men's lacrosse team competes in the ECAC, which hosts a men's lacrosse league of nine teams including: Seton Hill, Lindenwood, Mercyhurst, Alderson-Broadbudds, Wheeling Jesuit, Lake Erie, Walsh, Ohio Valley, and the Greyhounds. The league is based in Danbury, Conn., and boasts more than 300 members across all three divisions of the NCAA.



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## **NCAA Division II**

The University of Indianapolis is a proud member of NCAA Division II

### **NCAA DIVISION II STRATEGIC POSITIONING PLATFORM NCAA MISSION**

What the brand wants to accomplish:

To govern competition in a fair, safe, equitable and sportsmanlike manner, and to integrate intercollegiate athletics into higher education so that the educational experience of the student-athlete is paramount.

### **DII POSITIONING STATEMENT**

Who we are:

Life in the Balance. Higher education has lasting importance on an individual's future success. For this reason, the emphasis for the student-athlete experience in Division II is a comprehensive program of learning and development in a personal setting. The Division II approach provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning opportunity provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

### **DII ATTRIBUTES**

What we stand for:

- **LEARNING:** multiple opportunities to broaden knowledge and skills
- **SERVICE:** positive societal attitude through contributions to community
- **BALANCE:** emphasis on collective knowledge; integration of skills
- **PASSION:** enthusiastic dedication and desire in effort
- **RESOURCEFULNESS:** versatile skill set drawn from broad range of experiences
- **SPORTSMANSHIP:** respect for fairness, courtesy; ethical conduct toward others





# COMPLIANCE

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University of Indianapolis  
Athletics



## Unethical Conduct

Unethical conduct by a prospective or enrolled student-athlete or a current or former institutional staff member, which includes any individual who performs work for the institution or the athletics department even if he or she does not receive compensation for such work, may include, but is not limited to, the following:

- a.) Refusal to furnish information relevant to an investigation of a possible violation of an NCAA regulation when requested to do so by the NCAA or the individual's institution;
- b.) Knowing involvement in arranging for fraudulent academic credit or false transcripts for a prospective or an enrolled student-athlete;
- c.) Knowing involvement in offering or providing a prospective or an enrolled student-athlete an improper inducement or extra benefit or improper financial aid;
- d.) Knowingly furnishing or knowingly influencing others to furnish the NCAA or the individual's institution false or misleading information concerning an individual's involvement in or knowledge of matter relevant to a possible violation of an NCAA regulation;
- e.) Receipt of benefits by an institutional staff member for facilitating or arranging a meeting between a student-athlete and an agent, financial advisor or a representative of an agent or advisor (e.g. "runner");
- f.) Knowing involvement in providing a banned substance or impermissible supplement to student-athletes, or knowingly providing medication to student-athletes contrary to medical licensure, commonly accepted standards of care in sports medicine practice, or state or federal law. This provision shall not apply to banned substances for which the student-athlete has received a medical exception per Bylaw 31.2.3.5; however, the substance must be provided in accordance with medical licensure, commonly accepted standards of care and state or federal law;
- g.) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's admissions office regarding an individual's academic record (e.g., schools attended, completion of coursework, grades, test scores);
- h.) Fraudulence or misconduct in connection with entrance or placement examinations;
- i.) Engaging in any athletics competition under an assumed name or with intent otherwise to deceive; or
- j.) Failure to provide complete and accurate information to the NCAA, the NCAA Eligibility Center or the institution's athletics department regarding an individual's amateur status.  
(NCAA Bylaw 10.1)



### **Student-Athlete End of Season Evaluations**

Each student-athlete will be sent an online link to the UIndy Athletics End of Season Evaluation form soon after the conclusion of his or her season from the Associate AD for Student Support. This form is to be filled out to the best of your knowledge, honestly and completely. It is mandatory for all student-athletes to complete this form each year they compete as a Greyhound. The information gathered remains anonymous and is used as a part the annual evaluation process when the Athletic Director or sport administrator meets with the head coach at the conclusion of each season to review the year.



## **Gambling and Sports Wagering**

The NCAA defines “sports wagering” as follows:

Sports wagering includes placing, accepting or soliciting a wager (on a staff member’s or student-athlete’s own behalf or on behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; Internet sports wagering; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

Student-athletes shall not participate in sports wagering activities or provide information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics competition.

A student-athlete who violates this bylaw shall permanently lose all remaining regular-season and post-season eligibility in all sports.



## **Extra Benefits**

NCAA Bylaw 16.02.3 states: An extra benefit is any special arrangement by an institutional employee or a representative of the institution's athletics interests to provide a student-athlete or the student-athlete's relative or friend a benefit not expressly authorized by NCAA legislation. Receipt of a benefit by student-athletes or their relatives or friends is not a violation of NCAA legislation, if it is demonstrated that the same benefit is generally available to the institution's students or their relatives or friends or to a particular segment of the student body (e.g., international students, minority students) determined on a basis unrelated to athletics ability.

Receipt by a student-athlete of an award, benefit or expense allowance not authorized by NCAA legislation renders the student-athlete ineligible.

Student-athletes are permitted to receive expenses from the University which are directly related to travel and competition while representing the University, as well as the expenses included in the scholarship agreement. Receipt of any monetary or tangible benefit or award from persons outside of the Department of Athletics is not permitted. A student-athlete may not receive "discounts," free or reduced-cost services, use of credit cards, or the following from an University employee or representative of athletics' interest: loans, guarantee bond, use of an automobile, transportation, and signing or cosigning a note. A student-athlete may receive benefits generally provided to the student body (such as local retail discounts advertised as available to all students) and such benefits are not considered an "extra benefit."

## **Uniform Usage**

Any university-owned, yearly-issued team items cannot be worn unless the student-athlete is heading to a team practice or an athletic competition.



## **Playing and Practice Season**

NCAA legislation requires each institution to monitor many aspects of each sport's playing and practice seasons. Following is a brief summary of this legislation.

### **Countable Athletically Related Activities**

1. During the playing season, a Student-Athlete's participation in countable athletically related activities is restricted to a maximum of 4 hours a day and 20 hours a week. Activities include practice time, team meetings, strength training, and film.
2. Outside of the playing season, your participation in such activities shall be limited to a maximum of eight hours per week, of which no more than two hours per week may be spent on individual skill workouts.
3. Participation in individual skill-related instruction in sports other than football is permitted outside the institution's declared playing season. More than one group of Student-Athletes from the same team may participate in skill instruction with their same coach(es) in the same facility or in different facilities at the same time, provided there is no co-mingling between the groups. Each group of Student-Athletes must have a separate coach. (Individual sports- no more than 4 athletes from the same sport, team sports - with starting squad of 6 or fewer – no more than 4 athletes, and team sports with starting squad of 7 or more – no more than 6 athletes) are involved in skill-related instruction with their coaches at any one time.
4. Daily and weekly hour limitations do not apply to countable athletically related activities during:
  1. Preseason practice prior to the first day of classes or the first scheduled contest, whichever is earlier;
  2. Institution's official vacation period(s); and
  3. The academic year between terms when classes are not in session
5. Student-Athletes are required to sign the Countable Activity Related Activity Log (CARA logs) each week. During the championship segment, only the team captain is required to sign the document. Outside of the playing season, each member of the team must sign the document. Be sure to review the activity log for accuracy before signing as this is the how the NCAA regulates that Student-Athletes are not participating more than your allowable number of hours.

### **Required Day Off During Playing Season**

During the playing season, all countable athletically related activities shall be prohibited during one calendar day per week, except during participation in one conference and postseason championship and any postseason National Invitation Tournaments, and during participation in NCAA Championships.

### **Practice Policies**

Remember that participation in mandatory countable athletically-related activities is limited to a maximum of four hours a day and 20 hours per week when your sport is "in season." During the playing season, Student-Athletes must be given a minimum of one day off per week on which no countable athletically-related activities can occur. A day of competition counts as three hours, regardless of the actual duration of the competition as well as "pre and post game" activities. Practice may not be conducted following a competition on the day that competition occurs.



## **Financial Athletic Award (Letter of Intent-LOI) Policy**

1. The Head Coach of each sport recommends the amount of the award to the Athletic Director.
2. Upon the recommendation of the Head Coach, the Financial Athletic Award (LOI) may be renewed each year for up to four years if the student-athlete has met the conditions of the Financial Athletic Award (LOI) Agreement each year.
3. A Financial Athletic Award (LOI) may be refused by a student-athlete. The student- athlete should notify the Head Coach that he/she does not intend to participate prior to the end of the academic year. This action will result in the termination of the Financial Athletic Award (LOI) for the upcoming term.
4. The Head Coach can recommend a Financial Athletic Award (LOI) be reduced for the following academic year.
5. The Head Coach can recommend a Financial Athletic Award (LOI) not be renewed at the end of the academic year.
6. The Head Coach can recommend a Financial Athletic Award (LOI) be terminated during the academic year the agreement applies.
7. A student-athlete receiving a Financial Athletic Award (LOI) is required to make every effort to improve as a player, a student and be a responsible and positive team member as outlined in this Handbook. Failure to do so may result in reduction, non-renewal, or termination of the Financial Athletic Award (LOI).
8. The Financial Athletic Award and other Financial Aid will be awarded by the University of Indianapolis Financial Aid Office. The office will award in compliance of all federal, and state regulations, and institutional policies.

### **NON-RENEWAL OF A FINANCIAL ATHLETIC AWARD (LOI)**

Non-renewal of a Financial Athletic Award (LOI) occurs when the agreement expires at the end of the academic year.

1. The Head Coach will inform the student-athlete either in person and/or in writing of their decision NOT to renew the student-athlete's Financial Athletic Award (LOI)

### **TERMINATION OF A FINANCIAL ATHLETIC AWARD (LOI)**

Terminating a Financial Athletic Award (LOI) refers to the immediate cancellation of an award during the academic year the agreement applies.

1. The Head Coach will inform the Athletic Director in writing of the recommendation to terminate the student-athletes Financial Athletic Award (LOI). This correspondence should include the reasons for this action and all documentation supporting the termination of the Financial Athletic Award (LOI).
2. The Head Coach will schedule a meeting with the student-athlete and at this time inform the student-athlete in writing of the recommendation to immediately terminate the student-athletes Financial Athletic Award (LOI). The notification must include the reasons for this action.
3. An official letter notifying the student-athlete of such action will be delivered via e-mail, University of Indianapolis box, permanent address or pick up/delivery.



## **Appeal Process**

The following procedures have been established to help guide the student-athlete through the appeal process for non-renewal or termination of a Financial Athletic Award.

### **FOR NON-RENEWAL OF A FINANCIAL ATHLETIC AWARD**

1. All appeals must be submitted in writing and addressed to the Athletic Director.
2. The written appeal must state on what basis the appeal is being made and contain specific information.
3. The student-athlete has five (5) business days to appeal the Head Coach's and/or the Associate Athletic Director's decision to NOT renew the Financial Athletic Award (LOI) from the day of the Head Coach's meeting and/or written notification to the student-athlete.
  - The student-athlete may be requested to meet with the Head Coach and Athletic Director. If the studentathlete fails to appear for the scheduled meeting, the meeting will be conducted in their absence and a decision rendered.
4. The Athletic Director will make a decision on the appeal and present it to both parties in writing.

### **FOR TERMINATION OF A FINANCIAL ATHLETIC AWARD**

1. All appeals must be submitted in writing and addressed to the Athletic Director.
2. The written appeal must state on what basis the appeal is being made and contain specific information.
3. The student-athlete has five (5) business days to appeal the Head Coach's and/or Associate Athletic Director's recommendation to terminate the financial athletic award (LOI) from the day of the Head Coach's meeting and written notification to the student-athlete.
  - The student-athlete may be requested to meet with the Head Coach and Athletic Director. If the studentathlete fails to appear for the scheduled meeting, the meeting will be conducted in their absence and a decision rendered.
4. The Athletic Director will make a decision on the appeal and present it to both parties in writing.





## **Pass Lists**

1. The compliance director will supply the pass list template to the coaching staff on Monday of the week of the contest
2. The coaching staff will submit the pass list to the compliance director a minimum of four hours prior to the contest, but preferably 24 hours
3. The compliance director will approve the pass list
4. The compliance director will distribute the pass list to the game day administrator for the event



## **Unattached Student-Athlete Participation** *(Swimming & Diving, Track & Field, Wrestling)*

1. The open event must occur within 200 miles of the UIndy campus (additional events can be approved)
2. If the unattached student-athlete is a freshman they must be a qualifier
3. The unattached student-athlete cannot score points for the University of Indianapolis
4. The unattached student-athlete must pay his/her own entry fees and travel expenses for the event.
5. The unattached student-athlete cannot receive any meals or other benefits from UIndy during the event or travel to and from the event.
6. The unattached student-athlete cannot wear any uniform, equipment, or attire provided or representing the University of Indianapolis.
7. The unattached student-athlete cannot be coached or instructed by any member of the UIndy coaching staff

\*Violation of any of these policies will result in the loss of privileges of competing as an unattached student-athlete and a two-event suspension in the following season the student-athlete is competing representing UIndy.

### **Travel Policies**

Student-athletes are never to drive a rental vehicle or a vehicle on a team trip.

Student-athletes may drive their own vehicle to competition with special permission from a coach

Student-athletes must travel with the team to and from competition, they may leave after competition with a parent or guardian.



## **Academic Policies, Guidelines and Issues**

A degree earned from the University of Indianapolis has great value and the department of athletics believes firmly those varsity athletes as students and alumni have contributed to its significance. The trust and responsibility to help carry forward and enhance traditional standards of academic and athletic excellence are accepted with great pride and enthusiasm. The athletics program coaches and administrators share the university's commitment to the academic welfare of student-athletes and affirm that a priority responsibility of each team member is his/her academic pursuits

## **Academic Advising and Support Services**

The University of Indianapolis prides itself on a well-developed academic advising and support system for all students. As a student-athlete, you are encouraged to take advantage of the assistance available through the frequent use of the Athletic Academic Advisors as you plan and pursue your academic program. A student-athlete should seek help from the Athletic Academic Advisors, NCAA Compliance Coordinator, the Registrar and Coaches when considering the following:

- When you want to discuss any problem that is affecting academic performance
- When you want to add or drop a course, take a course, pass-fail, etc.
- When you are looking to improve your study skills or having difficulties in your course work
- When you don't know where else to go for help
- When you need help in obtaining your goals and objectives you have set for yourself
- When you are considering changing your program of study and/or your interest may have changed
- When you are in the process of selecting courses for the upcoming semester

Although the university provides extensive academic and personal counseling services, it is ultimately your responsibility to monitor your own progress and to understand and follow university standards for academic performance and personal conduct. Only students who are in good academic and conduct standing may officially represent the university as a member of one of its athletic teams

To maintain good standing, the student-athlete's responsibilities are as follow:

- Collect all relevant decision-making information, and accept responsibility for decisions.
- Make sure to clearly state your academic goals and objectives.
- Be sure to stay up-to-date on all university policies and procedures.
- Maintain all personal copies of grade reports, degree progress reports, and all other pertinent information.
- Always come prepared to any meetings you have, be it athletic or academic (proper forms & writing utensils)
- Be open regarding schoolwork, study habits, academic progress, etc.
- Make sure to build a schedule free of any possible conflicts.
- The final decision on any course selection, career objectives, and choice of major should be yours.
- Become familiar with all student services available to you.
- Ask questions!



## Class Attendance

Student-athletes are expected to be aware of and follow the same class attendance policies and procedures governing all students. Class attendance is an important part of the education process and all students are expected to attend class regularly.

Absences may be excused for reasonable causes, e.g. illness or other emergency, or officially scheduled intercollegiate sport competitions. However, missing class or leaving early to practice or prepare for practice, is not appropriate, nor is doing so to prepare for a team competition departure when clearly there is enough time to attend class before leaving. Individual instructors set the specific guidelines for attendance and penalties for excessive absences.

Coaches will provide student-athletes with a list of all scheduled competition and notices of departure times for events away from the campus and the department of athletics will e-mail team competition schedules for each sport season to the members of the university faculty. As a student-athlete it is your personal and direct responsibility to do the following:

- 1) inform your professors you are a member of a varsity team and may miss class occasionally to officially represent the university,
- 2) make arrangements in advance to make up work and/or examinations and
- 3) appreciate any consideration given in the matter. Student-athletes who experience difficulty in resolving attendance matters, even after following the above procedures should contact the Assistant Athletic Director for Academics.



## **NCAA Eligibility Requirements**

(Please note that NCAA rules and regulations are subject to change at the NCAA Convention, which is held in January every year. The UIndy administration will monitor any changes and be sure to communicate them to you and all staff involved in monitoring your eligibility status.)

- YOU MUST be enrolled for a minimum of 12 credits of academic work and not drop below that number at any time during the semester.
- YOU MUST be a student in good academic standing, which is accomplished by maintaining a 2.0 grade point average (University of Indianapolis and overall) for undergraduates and 3.0 GPA for graduate/post-baccalaureate students. A student-athlete's grade point average shall be calculated after each term of enrollment.
- YOU MUST be making satisfactory progress toward your designated degree by passing 36 units per academic year that directly apply to satisfying the General Education, core and/or support requirements of your major course of study. No more than 9 of the required 36 units may be earned during the summer.
- YOU MUST be earning a minimum of six degree applicable units each term (six-unit rule) of full-time enrollment.
- YOU MUST also be in good standing "outside the classroom." Any form of disciplinary action and/or probation may render a student-athlete ineligible from practice and/or competition and may lead to dismissal from the squad.
- YOU MUST complete your seasons of competition within the first 10 semesters of full-time status.

## **Maintaining Amateur Status**

Under NCAA legislation, you will lose amateur status and lose eligibility if you:

1. Following initial full-time collegiate enrollment, use your athletic skill (directly or indirectly) for pay in any form in that sport;
2. Following initial full-time collegiate enrollment, accept a promise of pay even if such pay is to be received following completion of intercollegiate athletics participation;
3. Following initial full-time collegiate enrollment, sign a contract or commitment of any kind to play professional athletics, regardless of its legal enforceability or any consideration received;
4. Following initial full-time collegiate enrollment, receive, directly or indirectly, a salary, reimbursement of expenses or any other form of financial assistance from a professional sports organization based on athletic skill or participation, except as permitted by NCAA rules and regulations;
5. Following initial full-time collegiate enrollment, compete on a professional athletics team, even if no pay or remuneration for expenses was received; or
6. Enter into an agreement with an agent whether prior to or following initial full-time collegiate enrollment.
7. Enter a professional draft.

NCAA rules do not prohibit you from receiving information about prospective agents or financial advisors. Nor do they prohibit you from engaging in telephone or in-person meetings or discussions with an agent or financial advisor. However, there is not anything that an agent, financial advisor or their representatives can legally do for you or your family prior to completion of your eligibility.

**DO NOT TAKE A CHANCE ON LOSING YOUR ELIGIBILITY – IF YOU HAVE ANY QUESTIONS,  
ASK THE COMPLIANCE OFFICE!**



## **Student-Athletes Withdrawing From a Class**

1. The student-athlete must notify their head coach and/or the member of the coaching staff that oversees academics of their intentions to withdraw from a class. The student-athlete should have a completed drop/add form when they notify their coaching staff member of their intentions to withdraw from a class.
2. The coaching staff member and/or the student-athlete will verify with the Associate Director of Athletics for Compliance or the Academic Advisor for Athletics that withdrawing from the class will not affect eligibility for the current semester or future semesters.
3. The Associate Director of Athletics for Compliance or the Academic Advisor for Athletics will sign the drop/add form for the student-athlete.
4. The student-athlete will take the signed form to the registrar's office or their academic advisor to officially withdraw from the class.

\*The University of Indianapolis drop/add deadlines for official withdrawal are as follows:

Semester I or II: Withdrawal permitted up to and including Friday of the 10th week of the semester. No withdrawals are permitted after this deadline.

Spring Term: Withdrawal permitted up to and including Monday of the second week of Spring Term.

Accelerated sessions: Withdrawal permitted up to and including Friday of the 3rd week of the session (for 5 week courses) or Friday of the 6th week of the session (for 10 week courses).

Summer session: Withdrawal permitted up to and including Friday of the 8th week of the term (for 14 week courses) or Friday of the 4th week of the term (for 7 week courses).



# SPORTS INFORMATION & MEDIA RELATIONS

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University of Indianapolis  
Athletics



## **Interviews, Media Conferences & Media Releases**

The Director of Athletics, working in conjunction with the Assistant Director of Athletics for Media Relations and the coaches, is ultimately responsible for determining which types of information and commentary are appropriate for media release. Although coaches and student-athletes have the ability to speak with media representatives without supervision, they must keep in mind that certain types of information concerning the Department should be carefully stated and in certain cases discussed with the Athletics Media Relations Office prior to the interview.

\*\* The administration and coaches should inform the Sports Information/Media Relations Office of any schedule changes, injuries, suspensions, roster changes, personnel changes, etc., ASAP so that the office may be properly informed. \*\*

## **Release of Student Information - FERPA**

FERPA (Family Educational Rights and Privacy Act of 1974) protects students' education records maintained by educational institutions. The University has information available on its website related to student privacy rights and can be found at <http://registrar.uindy.edu/FERPA.php>

Student information protected by FERPA includes anything not designated as "directory information" by the University. Therefore, the release of any other information about a student without proper authorization by the student is a violation of federal law. Departmental release forms, consistent with athletics are filled out online by student-athletes when they join a team at the University.

All departmental personnel are expected to comply with University, NCAA and all conference rules and regulations, as well as federal laws regarding the release of personal information about student-athletes and prospective student-athletes.

The Athletics Media Relations Office has sole authority to release the names of prospective student-athletes when a National Letter of Intent is fully executed and approved by the Director of Compliance. Any premature and unauthorized disclosure of this information may cause embarrassment to both the Department and the University and could be a violation of NCAA rules. Press coverage at the site of the signing may not be facilitated in any way by a representative of the institution.

Furthermore, all information concerning a prospective student-athlete is confidential until a National Letter of Intent is properly executed. Response to press inquiries regarding any verbal commitment must be generic in nature, as to only confirm that they are being recruited.





## Interviews

The Sports Information/Media Relations Office coordinates all interviews between departmental staff or student-athletes and legitimate representatives of press or media outlets, including radio, television, the Internet and other publications. All requests for interviews received by Department personnel should be referred to Sports Information/Media Relations. The granting of an interview that may address any controversial issue or matter under investigation could be subject to prior approval of the Director of Athletics.

All coaches and student-athletes are encouraged to participate in interview sessions in order to generate positive publicity and present the best possible image of the University, including one of good sportsmanship. However, it is preferred that all interviews are arranged through the Sports Information/Media Relations Office.

The responsibilities of the Sports Information/Media Relations Office in the coordination of interviews include, but are not limited to the following:

- Arrange one-on-one interviews between members of the media and members of the Department, to include arranging for a proper place and atmosphere for the interview;
- Accompany the media representative to the interview and perform the necessary introductions when ever possible;
- Provide information and guidance when needed to the person(s) to be interviewed on points of special interest or topics which are anticipated to be introduced by the media representative;
- Provide advice and counsel to student-athletes as to proper attire, conduct and value to be achieved from a favorable interview result, not only to the student-athletes, but also to the designated sport and to the Department;
- Counsel and work with members of the media to ensure that interviews of student-athletes do not interfere with practice time or other scheduled activities and that a pre-selection of student-athletes to be interviewed is achieved and that, if selected, the student-athlete(s) are interviewed in a timely manner;
- Establish “special” interview periods for student-athletes or coaches who find themselves overwhelmed by interview requests from the media submitted through normal procedures; and
- Provide suggestions for handling negative questions.

Pursuant to the guidelines for arranging interviews published on the UIndy Athletics website, reporters are expected to contact the Sports Information/Media Relations Office to arrange interviews with anyone involved in the intercollegiate athletics program. When speaking with a reporter who has not arranged for an interview, extreme care should be used to avoid disclosure of any information of a sensitive nature regarding departmental business, as the image of the Department greatly affects the reputation of the entire University.

Interview sessions are held at various times throughout the academic and athletic year. Interviews with coaches and student-athletes are usually held before or after practice sessions. However, interviews may be arranged for other times at a site to be arranged by the Athletics Media Relations staff.

In all sports, win or lose, coaches and student-athletes are expected to be available to the press following the athletic event. The media has a reason for wanting to speak with them. If an interview is refused, a negative signal



is sent out about the coach or student-athlete and the University. Post-game interviews are usually conducted after a ten (10) minute cooling-off period.

If the media does not follow the coach's or department's interview policies, please refer them to the Sports Information/Media Relations Office before conducting the interview.

Head coaches, along with the Sports Information/Media Relations staff, may wish to provide their student-athletes with specific guidelines for speaking to media representatives. While different guidelines may be appropriate for different sports, all coaches should include instructions on responding to both typical and high stress situations, which may occur during or after a game.

Sports Information/Media Relations personnel will not provide members of the media with home or cell numbers of student-athletes and coaches without expressed permission. If a telephone interview is requested, the Sports Information/Media Relations staff will ask that the selected student-athlete/coach return the phone call at a designated time. It is strongly suggested that any phone call placed by a student-athlete or coach to be dialed beginning with \*67, to prevent the inadvertent distribution of their phone number.

Coaches and student-athletes are expected to return phone calls in a timely manner when requested to do so by the Sports Information/Media Relations Office.

If the coach or student-athlete has an interview scheduled for a specific time, they should try to show up a few minutes early. They always need to be courteous to reporters and treat them with respect. They are representing UIndy, as well as themselves. If they are unable to make a scheduled interview, they are obligated to notify the Sports Information/Media Relations Office as early as possible.

The coaches and student-athletes should always be friendly with reporters and try to expand on their answers. A simple "yes" or "no" answer to a question is not a proper response unless that is what is asked for. It is helpful to include interesting information about themselves that a reporter may not know.

The coaches and student-athletes should always think before they speak. There is no such thing as "off the record." They should only discuss things that they are comfortable with. If they are asked about something that they should not or would rather not discuss or know nothing about, they should simply respond by saying, "I'm sorry, but there's nothing I can tell you about that." They should then change the subject with a smooth transition into another topic. The coaches and student-athletes are always in control of an interview and where it goes. Student-athletes should handle an interview as a team player. They should never second-guess their teammates and coaches. They should always be positive, give due credit when answering questions about coaches, opponents, teammates and themselves. They shouldn't make excuses, but relax and be themselves.

Student-athletes should always respect the privacy of their teammates and coaches. They should never disclose another individual's personal information without their approval (phone number, address, grades, reason they're not in school or competing, etc.). They should always direct questions of this nature to the Sports Information/



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## **Photographs**

The Sports Information/Media Relations Office is responsible for maintaining an active file of photographs of University student-athletes, members of the coaching staff and principal administrative officials. Copies are made available to members of the media upon request without charge. The Sports Information/Media Relations Office and the individual requesting the photograph mutually determine internal use.

“Picture Days” are scheduled at a time when the Head Coach of the particular sport knows which squad members will be on the team for the next season and in sufficient time to produce the photographs necessary for use. The Sports Information/Media Relations Office schedules these events in conjunction with the Head Coach. The photography file contains head-and-shoulder portraits of each person noted above. In addition, a file is maintained by sport, containing photographs taken at events during the sports season.

Coaches and/or administrators looking for photos should first contact the Sports Information/Media Relations office.

Photographs may be provided to student-athletes based on NCAA compliance protocols.

## **Athletics Website**

The Department of Intercollegiate Athletics website (home page and associated links) will be controlled and maintained by the Sports Information/Media Relations Office. The website maybe outsourced to a vendor as approved by the Director of Athletics. Regarding input access, only authorized athletic personnel will have input access to the Departmental website.



## Social Media

### **Social Media Strategy**

1. Every day is a job interview. Be respectful. Anything you post in your role as a University of Indianapolis employee or student-athlete reflects either positively or negatively on UIndy. Be professional and respectful.
2. Take pride in who/what you represent. UIndy, the Athletics Department, family, church, organization, etc.
3. If you can't say it in front of your mother, grandmother, pastor or another family member, then don't say it.
4. Listen. "Listen" to online conversations on your preferred tools to maintain a clear and current understanding of what is relevant and of interest to the community.
5. Be active. Engage and be active on social media. Don't go weeks without a post.
6. Twitter is a telephone, not a megaphone. Don't use it as an outlet to complain about your life.
7. Have common sense. Think before you post, remembering that anything you share via social media, even within a closed network, is not private.
8. Don't engage in Twitter arguments. No one wins. Ignore them.
9. What happens behind closed doors stays there. Don't post something about a heated argument in the office or locker room. Things said in private settings should never see the light of the internet

### **Social Media Awareness: R.A.I.S.E. Principle**

When using social media for personal or professional use (including student-athletes), be sure to utilize the R.A.I.S.E. principle:

Respectful - Authentic - Intentional - Smart - Engaging

### **Social Media Philosophy**

This social media strategy was adopted from the University of South Carolina's 2012-13 strategy set forth by their marketing team. We share many of the same philosophies. As with anything related to social media, trends and approaches can change over time so this portion of the standards manual will be fluid.

We want our presence in social media to be highly interactive and a two-way conversation – not a one-way advertisement or information push. Think of it like this: Twitter/Social Media is TELEPHONE, not a MEGAPHONE. We want to position UIndyAthletics.com and our social media accounts as a hub of all Greyhounds' content as well as the official source. We want to leverage our access and position as the owner of content to promote our brand. We want to be engaged with our fans, listening to and leading the conversation about the Greyhounds, amplifying our messaging, and developing online brand advocates.

### **Goals and Strategy:**

- Fan Engagement/Fan Community
- Listen to and Lead the Conversation
- Spread our Information and Amplify messaging
- Position ourselves as the official source

We also use our personal, non-school Twitter accounts to be additional voices in promoting not only our personal brand but also the UIndy Greyhounds brand. We are an information source, but engagement and interaction is paramount in amplifying our message.



## University of Indianapolis Athletic Award System

University of Indianapolis recognizes the educational value of sports and recreational activities. Thus, a program of intra-mural and intercollegiate athletics is maintained which is designed to give every student an opportunity for participation in physical exercise and contests that will be helpful personally as well as beneficial in developing a spirit of cooperation and good sportsmanship. This program is planned to be part of the well-balanced training of the students in preparation for their post collegiate activities in a competitive society.

The athletic program at the University of Indianapolis is under control of the president of the university and faculty. The Faculty Athletic Committee appointed by the president is responsible for the direct supervision of the program. This committee approves guidelines in scheduling games, athletic policies and athletic awards earned.

The intercollegiate program is broad in scope and provides for many varied interests throughout the school year. Any full time male or female student not on probationary status has the opportunity to try out, and if successful, to participate in any of the intercollegiate sports sponsored by the university. A full time student is defined as a student who is presently carrying at least twelve hours credit in the semester in which participation occurs.

### **GENERAL REQUIREMENTS**

To earn an award for any of the listed sports, the following requirements must be met in addition to meeting the special requirement for that sport.

1. A student-athlete must achieve and maintain the academic standards established by the school. A student will be placed on probation if at the close of any semester he/she fails to attain the minimum scholarship index as indicated in the Academic Catalog of the university.

A student may be placed on probation for any of the following reasons:

- Misconduct or disregarding of the established rules and regulations of the school.
- Dishonesty.
- Repeated unexcused absences.
- Immorality.

No student, while on probation, shall be eligible for active participation in any school organization which officially represents the university.

- a. A student must be enrolled in 12 hours to participate (final semester exception)
- b. Probation lists are published at the end of each year.

2. Any student-athlete who has not achieved the standards to receive an award may, in exceptional circumstances, be recommended by the coach.

3. A student-athlete must practice faithfully and diligently during the practice sessions. Each coach will explain the rules concerning absences from practice sessions and scheduled events.

4. Any student-athlete injured during the regular season, after the NCAA medical redshirt limitation has been exhausted, may be considered for an award if in the opinion of the coach the student-athlete continuing at the same level would have earned a letter had the injury not occurred.

5. All senior student-athletes letter.

### **LETTER AWARDS**

First Letter: Letter Certificate

Second Letter: Letter Jacket

Third Letter: Letter Blanket

Fourth Letter: Framed Letter



## **INDIVIDUAL SPORTS**

### **Baseball and Softball:**

The player must have displayed good cooperation and met the following game experience qualifications:

- 1) Pitchers: must have played in at least a total of 10% of the total innings played during the season; 25% for softball.
- 2) be credited as the winning pitcher of at least one game.

Others: 1) must have participated in some fashion in at least  $\frac{1}{2}$  of the games played. Pinch hitters, base runners, defensive players and others who may have been of notable value to the team's success may qualify under this rule.

### **Basketball (Men and Women):**

A player must have participated in  $\frac{1}{2}$  of the games during the regular season schedule.

### **Cross Country (Men and Women):**

A runner must have amassed a season point total equivalent to one point for each season's meet scheduled. (If 10 meets are scheduled, a runner would have a total of 10 points for the season.) Points will be determined as follows:

- a) 7th place finisher for Indianapolis receives 1 point.
- b) 6th place finisher for Indianapolis receives 2 points, and so on down to first place finisher who will receive 7 points.

If the participant has not amassed the required number of points for the season, an award can be obtained by one of the following 2 methods:

- a) the runner must have been 1 of the top 5 finishers on the U of I team in the conference meet or
- b) be one of the top 7 finishers in the conference championship or Little State championship teams.

### **Football:**

Varsity letters are awarded to those players who complete the season and engage in at least  $\frac{1}{2}$  of the total quarters played on a regular basis.

### **Golf (Men):**

100 points are required for a varsity letter. They are obtained as follows:

- 1) 20 points for match score 76 or less for each 18 holes
- 2) 15 points for match score between 77 and 79 for each 18 holes
- 3) 10 points for team medallist
- 4) 10 points for being a Top 5 participant

### **Golf (Women):**

100 points are required for a varsity letter. They are obtained as follows:

- 1) 20 points for match score 78 or less for each 18 holes
- 2) 15 points for match score between 79 and 82 for each 18 holes
- 3) 10 points for team medallist
- 4) 10 points for being a Top 5 participant

### **Lacrosse (Men and Women):**

A student-athlete must have played in  $\frac{1}{2}$  of the scheduled games.



**Soccer (Men and Women):**

A student-athlete must have played in 1/2 of the scheduled games.

**Swimming and Diving (Men and Women):**

- 1) Make the NCAA DII National Championship team (divers must make it through pre qual meet)
- 2) Finish in the top 8 at the GLVC championship meet

**Tennis (Men and Women):**

Student-athletes must have participated in at least 1/2 of all scheduled matches or in the conference or post-season tournament with coaches approval.

**Track (Men and Women):**

Varsity letters should be awarded to the members of the track team who participate in 2/3 of all varsity meets when a team score is kept, and earn the required number of points listed on the following plan:

- 1) Score in each scheduled scored meet.
- 2) A ration of 2 points per each scheduled meet (ex. 9 meets=18 points)
- 3) Points won in a meet will count the same toward a letter. Relays shall count as number of points awarded.
- 4) A place in the Little State or GLVC meet.

**Volleyball:**

A student-athlete must have participated in 1/2 of the matches during the regular season.

**Wrestling:**

Wrestling letters are awarded to those members of the wrestling team who have participated in 1/2 of all varsity meets and (or) earned 40 points, and have attended all practices unless excused by the physician or coach and complete season.

A. Points per match

- |                          |   |
|--------------------------|---|
| 1. Win by pin            | 6 |
| 2. Tech fall             | 5 |
| 3. Win by major decision | 4 |
| 4. Win by decision       | 3 |
| 5. Draw                  | 2 |
| 6. Loss by decision      | 1 |
| 7. Pinned                | 0 |
| 8. Forfeit               | 1 |

B. Major (Any) Tournament (Little State, Midwest Classic, Regionals, Nationals)

- |              |    |
|--------------|----|
| 1. 1st Place | 25 |
| 2. 2nd Place | 15 |
| 3. 3rd Place | 10 |
| 4. 4th Place | 5  |

Be a member of a regional team.

Be a member of a national team.



STUDENT-ATHLETE  
ADVISORY COMMITTEE  
(SAAC)

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University of Indianapolis  
Athletics





## **Introduction**

The Student–Athlete Advisory Committee (SAAC) is made up of two representatives from each sport. They meet bi-weekly throughout the academic year and serve as liaisons between student–athletes and the athletics administration staff. The SAAC also promotes involvement of the campus in athletic activities as well as student–athlete involvement in campus and community service activities.

## **Mission Statement**

The mission of the UIndy SAAC is to promote the welfare of students through campus leadership, promote the support of fellow student-athletes in their pursuit of representing UIndy in NCAA Division II National Championships and inspire academic and athletic excellence. UIndy SAAC is the liason between the student-athlete body and the athletic administration and have a voice in the conference and national SAACs.

### **Article I**

The name of the organization shall be called the UIndy Student–Athlete Advisory Committee.

### **Article II**

**Section 1** - To streamline and promote efficient communication between the UIndy Athletic Department Administration and the Student–Athlete population, and provide suggestions on programs designed to serve their needs.

**Section 2** - To actively encourage increased involvement of the Student–Athletes in campus and community projects. This will enhance the image and visibility of UIndy student-athletes on campus and in the surrounding communities.

**Section 3** - To encourage communication and unity between and among UIndy athletic teams and to increase fan attendance, school spirit and support.

**Section 4** - To design and implement programs which will encourage academic achievement, health promotion, social responsibility, and general awareness.

**Section 5** - To include other purposes as defined by the SAAC.



### **Article III: Membership**

**Section 1** - The UIndy SAAC Executive Board shall be comprised of a President, Vice-President, Secretary and Make-A-Wish Chair. An open election will be held at the April meeting to determine the Executive Board for the following year. The Senior Woman Administrator (SWA) shall serve as an ex-officio member of the board.

**Section 2** - The SAAC shall be comprised of two representatives from each varsity team sponsored by the Department of Intercollegiate Athletics. Each member must be enrolled at the University of Indianapolis as a full-time student and be listed on his/her respective team as an active member.

**Section 3** - SAAC Representatives who are removed from the organization due to graduation will hold the responsibility of choosing his/her successor within the organization, pending approval by the head coach. Representatives will be solidified by September 1st each academic year. One representative should be of upper class standing (Sr. or Jr.) and one representative should be of under class standing (Fr. or So.). Coaches shall submit their representative's names, class year and phone numbers to the SWA.

Any student (scholarship or non-scholarship) is eligible for appointment. All interested students are encouraged to get involved, but each should carefully consider his/her academic and athletic responsibilities before making additional commitment to membership on the committee.

**Section 4** - Membership can be terminated by one of the following ways:

- Resignation by member
- Two-thirds vote of SAAC members
- Dismissed by request of representative's team or coach

Recommended Guidelines for Members of the UIndy Student-Athlete Advisory Committee:

- Minimum requirement of 2.0 GPA
- Active involvement on chosen committees
- Active commitment to the excellence of UIndy athletics

### **Article IV: Officers and Duties**

#### **President**

Shall preside over Athletic Committee meetings and serve as the UIndy representative to the GLVC SAAC. Attend conference SAAC meetings whenever possible and represent the views of the UIndy SAAC on all matters discussed. Shall be in charge of developing the meeting agendas (in conjunction with the GLVC office) as well as appointing the chairs of committees. Additional items may be added to the agenda by board members, ex-officio members, or any representatives attending the meeting.



### **Vice President**

Shall act in the absence of the President. Shall assist the President in the development of the agenda for each meeting and attend GLVC SAAC meetings whenever possible.

### **Secretary**

Shall be responsible for taking minutes for the meetings. Shall notify SAAC members 2–5 days prior to each meeting via email. Shall be responsible for publishing minutes and distributing them as needed. The Athletics office will assist the SAAC Secretary.

### **Make-A-Wish Chairperson**

Shall be responsible for coordinating the Make-A-Wish fundraising efforts of the SAAC in line with the mission of UIndy, the GLVC and NCAA Division II.

### **Representatives**

Shall be responsible for attending all meetings and bringing issues of interest from their teams to the meetings and then reporting back to their respective teams. Shall serve on committees as needed. If a selected representative cannot attend, the SAAC secretary must be notified (email) and another student–athlete sent in their place.

### **Article V: Meetings**

**Section 1** - Student-Athlete Advisory Committee meetings shall be held bi-weekly through both the Fall and Spring semesters.

**Section 2** - The meetings shall be held on the second and fourth Tuesday of the month at 9:00 pm.

**Section 3** - Each team is allowed one vote in any proceedings.

**Section 4** - A two–thirds majority is necessary for a quorum.

**Section 5**- Service Projects: Each UIndy athletic team is required to participate in one service project per semester. This project must be reported to the SWA via the reporting form on UIndyAthletics.com.

To fulfill Great Lakes Valley Conference (GLVC) service requirements, each league SAAC must sponsor a department-wide initiative during each academic year. Committees will be formed within the UIndy SAAC to support this initiative.

All student–athletes are welcomed to participate in committee actions and service projects, but may not be allowed to vote unless they are one or their team's representatives to the SAAC.



## **COMMUNITY ENGAGEMENT AND COMMUNITY SERVICE**

### **COMMUNITY ENGAGEMENT**

The object of Community Engagement, one of many NCAA II strategic priorities, is to build relationships by bringing the community to campus to experience Division II and its events (e.g., collegiate, theatrical, cultural). The NCAA II emphasizes the gathering of individuals to share in an experience and not just provide assistance to an individual or group of individuals in need.

Community Engagement – intended to build lasting relationships with the community; established person relationships and provides opportunities to get to know the campus and local community better.

### **COMMUNITY SERVICE**

Community Service is intended to reach out to help those in the community. UIndy athletics has a rich tradition of community service projects with teams providing valuable assistance and help to those in the surrounding communities. Each sport team is expected to participate in at least one community service project annually.

Community Service – intended to reach out to those in the community and is generally a one-time occurrence.

### **MAKE-A-WISH FOUNDATION**

The NCAA Division II partners with the Make-A-Wish Foundation to share the power of a wish. The UIndy SAAC, along with the individual athletic teams, fundraises each year to support the Make-A-Wish® Foundation. “The Make-A-Wish® Foundation’s mission is to grant the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy.”



## UIndy Life Skills/SAAC Challenge Rules

### **Athletes Supporting Athletes**

Social Media Hashtag. Student-athletes can receive points for their team by posting a photo of themselves and teammates at another sport's contest using the hashtag #HoundsCup. One point per student-athlete, per contest. Double points awarded for a post at an away contest of another sport. Teams who travel together on the road (I.E. men's/women's basketball, cross country, track and field, soccer, tennis) cannot receive points for attending their paired sport contest on the road.

### **SAAC Attendance/Communication**

At least one SAAC representative must be at the SAAC meeting in order to receive any points. Each Individual representing the team at a SAAC meeting is worth 2.5 points. The maximum that can be awarded is 5 points per meeting. Points will be subtracted for missing meetings.

### **SAAC Community Service**

Each team is awarded 100 points for completing a service project. In order to receive the points the team must turn in an evaluation of the project, with the link found online at [UIndyAthletics.com](http://UIndyAthletics.com). The evaluation must include the hours spent on the project, the number of participants, who benefited from the project, and if money was raised, who received it and how much.

### **Athletic Finish**

A total of 100 points is possible. Points are based upon the team's finish in the GLVC final regular-season standings.\* Points will be divided by the number of teams in the final standings, for example: women's basketball finishes third in the GLVC. Sixteen GLVC schools play basketball, so the UIndy women's basketball team would receive 87.5 points for its third-place GLVC finish.

*\*Wrestling points will be computed based upon the team's finish at the NCAA Super Regional.*

### **GPA**

Highest men's and women's team GPA = 200 points  
Second Highest men's and women's team GPA = 100 points  
Third Highest men's and women's team GPA = 50 points  
3.5 or above team GPA = 150 points  
3.0 to 3.49 team GPA = 100 points  
2.7 to 3.49 team GPA = 50 points

### **Bonus Points**

Bonus points are awarded for selling Make-A-Wish stars (75 pts.), turning in toiletries from road trips and other various activities and tasks throughout the year.



# SAAC Challenge



To enhance the SAAC Challenge and get participation from every institution, the Great Lakes Valley Conference has proposed the following criteria. This will eliminate the problems associated with the current process, and make the contest equitable. This proposal was modeled using the six attributes of the NCAA Division II. For this to be implemented into the handbook, the proper legislative process needs to be followed.

## 1. A Community Engagement or Service Project



- a. Must be done by each school in order to QUALIFY for the SAAC Challenge Trophy.
- b. Form detailing the date, what your school did, and how it qualifies as a community project must be submitted to the conference office by April 15.
- c. There will be no points awarded for this because it must be done for chance to win.
- d. Must be a SAAC body event in which the SAAC sponsors, co-sponsors, or endorses event.

## 2. Academic All-Conference Student-Athlete Percentage from previous year



- a. Will use previous year because availability of points.
- b. 1 point will be awarded per percentage point.  
(i.e. 25 Academic All-Conference divided by 100 total institutional student-athletes equals 25 points)

## 3. Make-A-Wish Totals



- a. Two possibilities for points with Make-A-Wish
  - i. Monthly
    1. Donations given each month as calculated on last day of month.
    2. Schools will be ordered in value and rewarded points based on finish (i.e. – 1<sup>st</sup> place gets 16 points and 16<sup>th</sup> place gets 1 point given all schools participate – if a school has no participation no points will be given).
    3. The money must be sent to the NCAA each month to count
  - ii. Yearly
    1. Schools will be ranked according to the total dollar amount raised and double the points will be awarded (i.e. 1<sup>st</sup> place gets 32 points).



#### 4. Sportsmanship Nominations



- a. Nominating a student-athlete or team from another school is required by the sportsmanship award process (cannot vote for one's own institution and has to vote for institution eligibility).
- b. 1 point will be rewarded to the nominated school for each nomination received
- c. Individual winners will be rewarded 5 points

#### 5. Scholar-Athlete Points



- a. Faculty Athletic Representatives Vote on scholar-athletes for each Championship season.
- b. 25 points will be rewarded to the institution that has a scholar-athlete.

#### 6. Team Volunteer Activities Reward



- a. 1 activity from each sport eligible.
- b. Only sports that GLVC sponsors are eligible to get rewards.
- c. Form showing the date, team involved, and what they did (pictures also welcome) submitted to conference within 15 days after the event.
- d. 10 points will be rewarded for each eligible activity submitted.
- e. Schools with less than 18 sports have the option of receiving those points by teams doing multiple activities so long that every sport participates that year.



# ATHLETIC TRAINING

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University of Indianapolis  
Athletics





## **UIndy Athletic Training Staff**

Head Athletic Trainer: Ned Shannon (Football, Wrestling)

nshannon@uindy.edu | (317) 788-6112

Assistant Athletic Trainer: Stephen Jones (M/W Soccer, Baseball)

joness@uindy.edu | (317) 788-5997

Assistant Athletic Trainer: Sara Mills (M/W Basketball, M/W Tennis)

millss@uindy.edu | (317) 788-3309

Assistant Athletic Trainer: TBA (Softball, M/W Cross Country)

TBA@uindy.edu | (317) 788-5997

Assistant Athletic Trainer: Lauralee Williams (M/W Lacrosse, M/W Swimming, M/W Golf)

williamslv@uindy.edu | (317) 788-3309

Part-time Assistant Athletic Trainer: Meghan Yokem (Volleyball, M/W Indoor/Outdoor Track)

yokemm@uindy.edu | (317) 788-3309



## **Pre-Participations Physicals and Insurance Policy**

All student-athletes must have a pre-participation physical examination every year. This physical exam must be completed before the student-athlete begins practice. UIndy athletic training offers physicals prior to the beginning of the school year by their team physicians in the fall. The student-athlete must attend this physical prior to competition for a fee of \$60.

It is very important that you notify the athletic trainer of any changes in your medical insurance status. Falsifying information or terminating your insurance coverage may result in player ineligibility. If you do not have insurance and a claim is submitted, you and/or your parents or guardian will be responsible for any and all fees incurred. All unpaid claims may be sent to a collection agency.

## **Injury and Illness Policy**

1. All student-athletes are required to have a current physical evaluation form signed by a licensed physician on file in the athletic trainer's office. No student-athlete will be permitted to participate in any athletic activity without a physical.
2. All required physical, insurance, emergency medical and assumption of risk forms must be on file before the first day of practice.
3. All student-athletes must have their parent or guardian file a student insurance form with the athletic training office which provides information on the student's primary insurance coverage. If the family or student-athlete does not have insurance coverage, the student-athlete must purchase a primary insurance policy before participating in any practice. An insurance policy can be purchased through UIndy athletics in the athletic training room. If your insurance changes midway through the year, it is vital that you inform the athletic training staff. Coverage for medical claims may be affected if the appropriate information is not provided.
4. Student-athletes who are ill should contact the athletic training staff, and be treated in the UIndy Student Health Center
5. Injuries sustained during practice, games or conditioning programs must be reported to the athletic trainer for referral to the appropriate sports medicine specialist.
  - a. The physician and/or athletic trainer must evaluate the student-athlete before he/she will be allowed to continue participation in a sport season.
  - b. Release from further participation because of illness or injury does not excuse the student-athlete from participation in the program in other meaningful ways commensurate with ability. Failure to comply may result in a loss of Financial Athletic Award (LOI).
  - c. Student-athletes must find their own transportation to doctor appointments and for continued treatment at the appropriate medical facility.
  - d. Student-athletes are to schedule their appointments to miss the least amount of class time.
  - e. Athletic insurance coverage is explained in a letter presented to the student- athlete prior to their participation.



## **Sickle Cell Trait Screening Procedures**

### **Overview**

- All student-athletes beginning their initial season of eligibility and students who are trying out for a team are required to undergo a medical examination before engaging in physical activity.
- In NCAA Division I & II, this medical examination must include a sickle cell solubility test, unless documented results of a prior test are provided. Although SCT screening is performed on all U.S. babies at birth, many student-athletes may not know whether they have the trait. SCT status can be accomplished with a simple blood test that is relatively inexpensive. Screening can be used as a gateway to targeted precautions and counseling on the implications of SCT, including health, athletics and family planning. The SCT screen is an effort to improve the student athlete's health, safety and wellbeing.

### **Simple Facts**

- During intense exercise, red blood cells containing sickle hemoglobin can change shape from round to a quarter-moon or sickle shape
- Sickle red cells may accumulate in the blood stream during exercise and potentially block blood flow
- During intense exercise, athletes with sickle cell may experience significant physical distress, collapse and die
- Heat, dehydration, altitude and asthma can increase the risk for complications even without intense exercise
- Testing and knowledge of sickle cell can reduce and prevent complications
- Complications associated with SCT are not limited to football. Other levels of athletics have documented cases
- Your family practice MD or birth hospital may possess your SCT screen results or can order the screen

For additional information visit: [www.NCAA.org/health-safety](http://www.NCAA.org/health-safety)

All student athletes in the UIndy Athletic Department will be required to have sickle cell trait testing documented in the athletic training office prior to beginning their athletic season.

## **Insurance Procedures**

- Once an injury occurs, the student-athlete must complete an accident insurance claim form with the athletic trainer. Failure to do this in a timely manner may result in a delay or non-distribution of payment for the injury incurred.
- A copy will be kept in the student-athletes file and the original will be sent to the insurance coordinator.
- Upon you receiving any billings, please submit each and every one of them to your primary insurance company.
- Please request work sheets (Explanation of Benefits) on payments made by your primary insurance or statement by your insurance company of areas they do not cover. Please forward these to your respective athletic trainer. Because the University of Indianapolis' athletic insurance is secondary insurance, we must show proof that all bills have been submitted to your insurance company first.
- Please keep in mind that these processes do take time, up to one year in some cases. If you receive any notices from collection agencies, please forward copies to the UIndy athletic training offices.



## **Nutritional Supplements**

The nutritional supplement industry is a multi-billion dollar market and targets practically everyone. The physically active population which includes athletes is a particular focus of these companies and it is important to know that claims made by these companies are often unsubstantiated by true medical research and there for suspect as to their products effectiveness. The health safety of these products should also be of great concern by all athletes. Manufactures are only required to list ingredients on their product. This came about after 1994 when the Dietary Supplement Health and Education Act (DSHEA) allow. They are not held to the same standards or testing as medications and this puts many safety issues on the table. As for the NCAA, as an organization they do have regulations regarding which supplements are permissible. Their official position is to “Neither recommend nor condone the use of nutritional supplements”. However they do follow two standards: the NCAA Banned Substances List and the current NCAA Dietary Supplement Legislation as follows:

### Proposal 99-72 Housing and Meals – Nutritional Supplements 16.5.2.3 Nutritional Supplements.

An institution may provide only non-muscle building nutritional supplements to a student-athlete at any time for the purpose of providing additional calories and electrolytes, provided the supplement does not contain any NCAA banned substances.

### **The NCAA states that the following Sport Foods/Supplements are permissible:**

- Multivitamin/mineral
- Energy bars with <30% protein
- Calorie replacing drinks
- Electrolyte replacing drinks

The NCAA Banned Substances List can be found in full text at the NCAA web site: [www.ncaa.org](http://www.ncaa.org)

The NCAA statistics show that 1-3% of all drug tests are positive. They also follow a very strict policy on positive drug tests and virtually has no second chances for those who do test positive. On this list there are five categories of banned substances. These include stimulants, anabolic agents, substances banned for specific sport, diuretics, street drugs, and peptide hormones and analogues.

Please consult the certified athletic training staff prior to trying/initiating any supplement use. Do not be fooled by the term natural and make sure you look before you leap!!

[www.MayoClinic.com](http://www.MayoClinic.com)

[www.acsm.org](http://www.acsm.org)

[www.supplementwatch.com](http://www.supplementwatch.com)

[www.consumerlab.com](http://www.consumerlab.com) \*seal of approval

[www.ncaa.org](http://www.ncaa.org)

[www.gssiweb.com](http://www.gssiweb.com)

[www.nasca.org](http://www.nasca.org)

[www.drugfreesport.com](http://www.drugfreesport.com)

Dietary Supplement Resource Exchange Center

**“Use of dietary supplements is completely at the athlete’s own risk”**



## **UIndy Student-Athlete Drug and Alcohol Policy & Procedure**

This policy is separate and distinct from the NCAA Drug Testing Program even though it contains many of the same drug classes.

### **I. PURPOSE**

The University of Indianapolis is concerned with the health, safety and welfare of student-athletes who participate in its programs and represent the University in competitive athletics. The program takes the position that drug and/or alcohol testing is appropriate to insure the health and safety of our student-athletes, to promote fair competition in intercollegiate athletics, to affirm compliance with the NCAA rules and regulations on drug and alcohol abuse, and to identify student-athletes who are improperly using drugs or alcohol and to assist them before they injure themselves or others, or become physiologically or psychologically dependent. Further, the University of Indianapolis Intercollegiate Athletics Program (“Athletics Program”) recognizes its responsibility to provide educational programming that will support positive decision-making processes. The athletics program will encourage and support programming which educates student-athletes on the physiological and psychological dangers inherent in the misuse of drugs and alcohol, inform student-athletes about the local, state, and federal laws concerning the use and possession of alcohol and drugs, and reinforce alternative activities supporting a drug or alcohol free lifestyle. A drug and alcohol program which embraces an educational, screening, and (if necessary) rehabilitation component, will facilitate a positive decision-making process for our student-athletes.

### **II. CONDITIONS OF ELIGIBILITY**

All student-athletes must sign an NCAA form in which the student-athlete consents to be tested for the use of drugs prohibited by NCAA legislation. In addition, all student-athletes must sign a University consent form to allow for testing and limited release of test results, as set forth in these procedures, as a condition of eligibility.

## **PROCEDURES**

### **I. EDUCATION PROGRAM**

During the academic calendar educational programs on health, alcohol use, drug use, and wellness will be offered. Student-athletes will be required to attend or participate in at least two sessions per academic year as a condition of continuing eligibility for the succeeding year. These requirements may be fulfilled as a team or individual activity and can be in-person or part of an online program.

### **II. DRUG TESTING PROTOCOL**

The UIndy Athletics Program will follow the NCAA Drug Testing Protocol.

Effective Fall Semester, 2006, the Athletics Program will conduct substance abuse testing in accordance with the accepted procedures set forth in this document. As part of this testing, a student-athlete may be asked to take a urine, saliva, and/or breathalyzer test to detect illegal drugs, non-prescribed drugs, alcohol, narcotics and/or steroids at such times and places as directed by the Athletics Program.



The drugs or drug-classes to be tested include, but are not limited to the following: ALCOHOL, STIMULANTS, ANABOLIC AGENTS, DIURECTICS, STREET DRUGS, PEPTIDE HORMONES AND ANALOGUES. Testing will be conducted for all student-athletes on the squad list. This includes student-athletes actively participating, student-athletes who are medically disabled, student-athletes who are red-shirted, student-athletes who are partial qualifiers, and those who have exhausted their eligibility, but are still receiving athletic aid. Unannounced testing may occur at any time of any day. The selection for testing will be based on random selection, team testing, a prior positive test as outlined in section IV, reasonable suspicion of misuse/abuse or other reasonable cause.

\*\*\*Drug Free Sport considers three or more dilute samples to be cause for reasonable suspicion.

In the event of multiple dilutes; the athlete will remain at the testing site until a concentrated specimen can be produced. The REFUSAL to provide a sample will be considered a positive test and will include all of the sanctions for such.

All urine samples for testing will be collected in compliance with NCAA drug testing guidelines. Collected samples will remain under constant supervision of the Head Athletic Trainer (or designee) prior to being shipped to the testing facility. Identification information for each sample will remain under the constant supervision of the Head Athletic Trainer (or designee) until results are returned to the Head Athletic Trainer from the testing facility.

The Athletics Program bans the use of substances and methods that alter the integrity or validity of urine samples provided during drug testing. Any urine sample tested for the presence of banned substances may also be tested for the presence of substances used to alter the integrity or validity of urine samples. A positive finding for these substances will be considered a positive test and sanctions of that positive level will be imposed.

The results of the testing program will become a part of the student-athletes medical record and are considered to be confidential. Records and other information shall remain in the confidential possession of the Head Athletic Trainer or his/her designee and may be released only as stated on the consent form and as set forth in the Procedures section. In the event of a valid subpoena to release the record, wherever possible, the affected student will be notified before compliance with the subpoena.

The Athletics Program will also issue a positive test finding with its particular sanctions to a student-athlete upon conviction or plea of guilty of the following:

1. Driving under the influence (DUI, DWI).
2. Public Intoxication.
3. Drunk and Disorderly.



Any student-athlete who has not tested positive in prior testing who voluntarily seeks counseling prior to being selected for a random test will be relieved of the penalties for a first offense. Counseling must take place and the student-athlete must be drug free before returning to competition. The student-athlete will be responsible for any costs that are incurred and will remain in the random testing pool.

All test results accumulate during the time that an individual is a student-athlete at the University of Indianapolis.

### **III. DIETARY SUPPLEMENTS**

Many nutritional/dietary supplements contain NCAA banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore purity and safety of nutritional/dietary supplements cannot be guaranteed. Impure supplements may lead to a positive NCAA drug test. The use of supplements is at the student-athlete's own risk.

The NCAA does not approve any dietary supplement.

Furthermore, the use of any dietary supplement can lead to a positive NCAA or UIndy drug test.

### **IV. SANCTIONS AFTER POSITIVE DRUG TEST RESULTS**

Student-athletes who test positive for illegal drug usage or any of the violations mentioned previously will be addressed as follows, and must satisfy and complete the following requirements to maintain status as a student-athlete at the University.

These responses and procedures shall be considered minimum responses and sanctions. Coaches may implement additional/more rigorous or severe sanctions where deemed appropriate. Student athletes addressed under more rigorous or severe Coach-imposed sanctions must sign a written document acknowledging the additional sanctions and committing to respond appropriately and completely. A copy of this policy and the written commitment will be sent to the student athlete's parent/guardian.

#### **1. FIRST POSITIVE DRUG TEST RESULT**

Student Athletes who test positive for illegal drug usage (including non-prescribed drugs, narcotics, and/or steroids) will be addressed as follows, and must satisfy and complete the following requirements to maintain status as a student athlete at the University.

- A. The Head Athletic Trainer and Director of Athletics (or designee) will be notified.
- B. The Director of Athletics (or designee) will notify the Head Coach.
- C. The Head coach will meet with the student-athlete.
- D. The student-athlete must notify their parents/guardians of the infraction before returning to the team. The parent/guardian must contact the Head Coach to acknowledge their son or daughter has informed them of the positive drug test.
- E. The student-athlete will be expected to fulfill all responsibilities as a team member, including but not limited to attendance at all practices and other team events.



F. The student-athlete will be required to have at least one appointment with a clinical psychologist. The appointment can be scheduled free of charge at the University of Indianapolis' Student Health and Counseling Center. The evaluation also may occur at an external agency. Recommendations from the Counseling Center or any external agency will be forwarded to the Director of Athletics (or designee) and the student-athlete must comply with the recommendations. The evaluation must be completed before the student-athlete returns to competition. The student-athlete will be responsible for all costs if an outside agency is utilized.

G. Generally, the student-athlete will be suspended for the number of athletic contests (in the sport in which the student athlete currently participates) identified on the Minimum Competition Suspension Chart set forth in this Policy. With respect to one-sport student-athletes, where a violation occurs toward the end of an athletic season, and where the suspension cannot be completely served in that season, the portion of the suspension that is not served will be carried forward to be served at the commencement of the next season of that sport. With respect to dual-sport student-athletes, where a violation occurs toward the end of the first sport's athletic season, and where the suspension cannot be completely served in that season, the portion of the suspension that is not served will be carried forward to the commencement of the second sport's season to be served at the commencement of that season. Whether a student-athlete is a one-or dual-sport student-athlete, it is intended that the suspension will be served over the appropriate number of athletic contests (in the sport(s) in which the student-athlete participates) that immediately follow the violation and suspension decision. It also is intended that, regardless of whether a student-athlete is a one-or dual-sport student-athlete, the suspension will constitute a total that is equal to approximately 10% of the athletic contests in one sport. Suspensions may only be served during the traditional/championship season. If a positive test occurs after the traditional season, the student-athlete will be suspended, in accordance with the Minimum Competition Suspension Chart, from the applicable number of athletic contests commencing at the start of the next traditional season.

H. The student-athlete must pay a fine of:

1. \$250
2. Fines must be paid prior to returning to competition.

I. The student athlete who has received athletic scholarship aid has separate obligations under the scholarship grant agreement, and is subject to additional penalties under his or her scholarship grant agreement. Each student athlete receiving an athletic scholarship and who violates this policy will have his or her athletic scholarship grant reduced by \$500. The assessment of this penalty is in accordance with the student athlete's scholarship grant agreement provisions.

J. Once a student-athlete has tested positive, additional testing may occur any time the Athletics Program conducts testing.

K. If a student-athlete fails to fulfill the requirements listed above or chooses to leave the team, all athletic aid granted to the student-athlete will be terminated immediately.





## Minimum Competition Suspension

A. One-Sport Student-Athletes. One-sport student-athletes committing violations of this policy will be suspended in accordance with the following chart. If a violation occurs late in a season, suspension will be served, to the extent possible, in the current sports season, and the balance of the sanction will carry forward to the beginning of the next season.

Baseball	6 games
Cross Country	1 date of competition
Basketball	3 games
Football	1 game
Golf	2 dates of competition
Lacrosse	2 games
Soccer	2 games
Softball	6 games
Swimming	2 meets
Tennis	3 matches
Track and Field	2 dates of competition
Volleyball	3 matches
Wrestling	2 meets

B. Dual-Sport Student Athletes. The Suspension Chart set forth above applies to dual-sport student-athletes except as follows: If a dual-sport student-athlete commits a violation and receives a suspension sanction late in a sport's season, the suspension will be served, to the extent possible, at the end of the current sport's season and the balance remaining of the suspension will be served at the beginning of the second sport's season (in other words, the sanction will overlap the end of the first sport's season and the beginning of the second sport's season). In that case, a sanction will be identified and determined that combines suspension from a certain number of contests, games, matches, or meets in the first sport's season and suspension from a certain number of contests, games, matches, or meets in the second sport's season; the total suspension, however, will approximate a total of 10% of the contests in one sport's season.

## 2. SECOND POSITIVE DRUG TEST RESULT

- A. The Head Athletic Trainer and Director of Athletics (or designee) will be notified.
- B. The Director of Athletics (or designee) will notify the Head Coach.
- C. The Head Coach will notify the student-athlete of his or her removal from the team.
- D. The Head Coach of the student-athlete will schedule an exit meeting with the student-athlete.
- E. The student-athlete must bring all UIndy Uniforms and/or equipment to the head Coach at the time of the exit meeting.
- F. The Head Coach and Director of Athletics (or designee) will meet with the student-athlete.
- G. The termination of team membership will occur at the meeting.
- H. The student-athlete will be informed of the cancellation/non-renewal of his or her athletic



scholarship, if any, previously awarded to the student-athlete.

I.. A letter will be sent from the athletics compliance office to the parent/guardian to confirm the second offense of a positive drug test. The penalties of dismissal from the team and loss of all athletic aid will be clearly documented in the letter.

### *Exception*

A student-athlete who has a second offense has one avenue to return to a team.

The student-athlete must serve a full academic year on probation at UIndy and will receive no athletic aid.

The student-athlete must have at least a 2.5 cumulative GPA by the completion of the probation.

The student-athlete must be available for testing anytime during the probationary year.

Upon completion of the year it is up to the coach as to whether or not the return is granted.

It is also up to the coach as to what the student-athlete may or may not do with their team during the probationary year.

This decision to pursue this exception must be made in writing within one month of the notification from the Compliance Office and should be sent to the Director of Athletics and/or the Compliance Officer.

## **V. CONVICTION OF TRAFFICKING/DEALING**

A student-athlete charged with trafficking or dealing will be immediately suspended from team membership.

The University will investigate the matter and will determine whether the suspension should be lifted or should continue pending outcome in the judicial system. If the University receives information that indicates substantial likelihood that (1) there will not be a conviction, (2) the conviction will be for a lesser offense, or (3) there will be an inordinate delay in the judicial process, the University may lift the suspension pending outcome in the judicial system. The student-athlete upon conviction will be terminated from team membership and athletic scholarship.

## **VI. APPEAL PROCESS**

Student-athletes who test positive under the terms of the Drug and Alcohol Testing Policy and Procedures will be entitled to a meeting with the Director of Athletics (or designees). This meeting shall include an opportunity for the student-athlete to present evidence, as well as to review the results of the drug test. The meetings shall be confidential. The decision by the Director of Athletics (or designee) will be final.

## **VII. RESPONSIBILITY OF THE STUDENT-ATHLETE**

Any student-athlete who is arrested must immediately notify his or her coach and the coach must notify the Director of Athletics. The student-athlete is immediately suspended from team membership. The University will investigate the matter and will determine whether the suspension should be lifted or should continue pending outcome in the judicial system. If the University receives information that indicates substantial likelihood that (1) there will not be a conviction, (2) the conviction will be for a lesser offense, or (3) there will be an inordinate delay in the judicial process, the University may lift the suspension pending outcome in the judicial system.



## **VIII. TESTING FOR REASONABLE SUSPICION**

Nothing in this policy shall prevent or limit the University of Indianapolis' right to require a student-athlete to submit to testing when there is "reasonable suspicion". For purposes of this section, reasonable suspicion shall be defined as behavior, conduct, or performance by the student-athlete which leads the University to conclude that there is the likelihood that the student-athlete is taking or is under the influence of illegal drugs (as defined above) or alcohol. Reasonable suspicion may be based on information received that a student-athlete is using illegal drugs. In said case, the determination that reasonable suspicion exists to require a student-athlete to submit to testing, with or without notice, will be made only after consultation between the Director of Athletics/ or Designee, Head Athletic Trainer, and the Head Coach of the sport. All must agree that the observations, behavior, conduct and/or performance of the student-athlete is such that testing for reasonable suspicion is required to protect the health of the student-athlete, the health of others and/or to protect the integrity of the sport. Additionally, a saliva test or breathalyzer may immediately be required upon determination by a Coach that a student-athlete appears to be currently under the influence of or impaired by alcohol. If a student-athlete refuses to submit to such a test, he/she shall be suspended and will receive sanctions for a positive test result.

This UIndy policy is separate and distinct from the NCAA Drug Testing Program even though it contains many of the same drug classes and testing protocol.

- A positive drug test under the NCAA Program requires a 365 day suspension.
- If it is found that the sample was tampered with it is a 2 year suspension.



## **Addendum for Stricter Team Policies**

Any team policy with more strict penalties and consequences than any of those laid out in this handbook must be on file with the Director of Athletics and must be presented and signed by each student-athlete participating on that team.



## **UIndy Policies and Procedures Regarding Non-Discrimination**

### **NON-DISCRIMINATION POLICY**

The University of Indianapolis does not discriminate, and does not permit members of the University community to discriminate, based on a person's race, color, sex, age, religion, national or ethnic origin, disability, citizenship status, military status, sexual orientation, [or gender identity or expression]. The University provides equal opportunity in all aspects of a student's University experience, including academics, activities, employment, and athletics.

### **PROHIBITION AGAINST SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE**

Included in its policy forbidding unlawful discrimination is the University's commitment to comply with all requirements of Title IX of the Education Amendments of 1972 ("Title IX"), which forbids discrimination on the basis of sex in education programs or activities.

The University has appointed a Title IX Coordinator, who will receive and oversee the handling of all complaints of sex discrimination and spearhead the University's efforts to identify and address Title IX issues. Questions about the University's policies and procedures and any complaint about sex discrimination should be directed to the Title IX Coordinator:

Erin Stoner  
Title IX Coordinator  
Office of Student Affairs: Schwitzer 209  
(317) 7882139  
Email: stonere@unidy.edu

### **PROHIBITION AGAINST SEXUAL HARASSMENT**

One form of sex discrimination forbidden by Title IX is sexual harassment. Sexual harassment is unwelcome conduct of a sexual nature, including sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature.

One kind of sexual harassment, called *quid pro quo*, occurs when someone with superior power makes tolerance of sexual conduct or submission to sexual advances a condition of a student's receipt of a benefit or where rejection of sexual conduct carries a threat of adverse action.

Another kind of sexual harassment occurs when unwelcome conduct of a sexual nature is sufficiently severe or pervasive that it unreasonably interferes with a student's ability to participate in or benefit from the University's offerings; in other words, when it creates a "hostile learning environment." Examples of inappropriate conduct of a sexual nature include offensive or vulgar jokes, namecalling, comments about one's body or sex life, stereotyping based on a person's sex, touching, leering, ogling, patting, pinching, indecent exposure, physical gestures, or displaying sexually explicit photographs or objects.

### **PROHIBITION AGAINST SEXUAL VIOLENCE**

The most extreme forms of sexual harassment are categorized as sexual violence, which includes rape, sexual assault, sexual battery, and sexual coercion. Sexual violence is any sexual acts perpetrated against a person's will or when a person is unable to give consent due to youth, disability, lack of consciousness, or incapacity due to use of drugs or alcohol.



The expectations of this community can be summarized in this simple paragraph: Consent is clear sexual permission and can only be given by one of legal age. Consent can be given by word or action, but nonverbal consent is more ambiguous than explicitly stating one's wants and limits. Consent to one form of sexual activity should not, and cannot, be taken as consent to any other sexual activity. Individuals who consent to sex must be able to fully understand what they are doing. Under this policy, "No" always means "No" and "Yes" may not always mean "Yes." For example, when alcohol or other drugs are used, a person will be considered unable to give valid consent if the person cannot appreciate the who, what, where, when, why, or how of a sexual interaction. In addition, silence without clear actions demonstrating permission cannot be assumed to indicate consent.

### **REPORTING SEX DISCRIMINATION, SEXUAL HARASSMENT, AND SEXUAL VIOLENCE**

If any member of the community believes he or she or another member of the community has been the victim of sex discrimination, sexual harassment, or sexual violence, the incident should be reported to the Title IX Coordinator, whose contact information is provided above. The University will thoroughly and promptly investigate every complaint, impose sanctions on anyone found to have violated these policies, and take appropriate action to remedy the effects on individuals and the community.

If the individual alleged to have violated these policies is a student, the complaint will be handled under the University's Student Conduct Policy and Process. ( See Section IV: Student Conduct Policy.)

If the individual alleged to have violated these policies is a member of the faculty or staff, the Complaint will be investigated and appropriate action taken pursuant to the University's Equal Employment Opportunity Policy in the Faculty Handbook and the Staff Handbook.

### **RESOURCES FOR VICTIMS OF SEXUAL HARASSMENT AND SEXUAL VIOLENCE**

#### University Campus Resources

##### University Police

- 3177883386
- 3177883333 (emergency)

##### Health and Counseling Services

- 3177883437

##### Student Affairs

- 3177883530

##### University Title IX Coordinator

- 3177882139

#### Community Resources

##### Relationship Violence:

- Local Crisis Center: 3179209320
- National Hotline: 1800799SAFE
- [www.loveisrespect.org](http://www.loveisrespect.org)

##### Sexual Assault

- Local Crisis Center: 3172517575
- National Hotline: 1800656HOPE
- Suicide/Crisis unit: 3173884800
- <https://ohl.rainn.org/online>



## Pregnancy Policy

If you become pregnant: If you, as a University of Indianapolis student athlete become pregnant we want you to know we have a policy designed to help you. First, we encourage you to discuss your pregnancy and related health concerns with your personal physician, UIndy's team physician, or nurse at the Student Health Center. We also encourage you to tell your athletic trainer and coach as soon as you learn you are pregnant but you are not required to do so. You may also want to inform your partner, family members, and others close to you. If you see a healthcare provider, you should be aware that you are protected by confidentiality and the provider cannot inform anyone of your pregnancy without your permission. If you tell your athletic trainer, coach or athletic department representative, they must also keep this information confidential unless you give them permission to do otherwise. Pregnancy can be a challenging event for a student athlete and we want to protect you while you consider your options. We suggest you do not withdraw from your sport before talking to someone.

What happens to my scholarship? If you are pregnant and you inform your athletic trainer and coach and you do NOT voluntarily withdraw from your sport, your scholarship will remain in place for the remainder of the granting year (academic year the grant was awarded). Your athletic trainer can help you discuss your situation with your coach and if necessary, with the Athletics Director.

In the event you decide to return to school and your sport, after the delivery or termination of the pregnancy the grant-in-aid will be renewed.

If you voluntarily withdraw from your sport before informing your coach and athletic trainer of your pregnancy, your athletic grant-in-aid may be cancelled, in accordance with the NCAA Division II Bylaws.

15.3.4.1(d) Reduction or Cancellation Permitted. Institutional financial aid based in any degree on athletics ability may be reduced or canceled during the period of the award, if the recipient:

- (d) 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.

What happens to my eligibility? If your eligibility is affected by a pregnancy, the NCAA will permit a member institution to grant an extension (See Bylaw 14.2.2.2 Pregnancy Exception) of the following bylaw:

14.2.2 Ten-Semester/15-Quarter Rule. A student-athlete shall complete his or her seasons of participation during the first 10 semesters or 15 quarters in which the student is enrolled in a collegiate institution in at least a minimum full-time program of studies, as determined by the regulations of that institution. For an institution that conducts registration other than on a traditional semester or quarter basis, the Academic Requirements Committee shall determine an equivalent enrollment period.

14.2.2.1 Utilization of Semester or Quarter. A student-athlete is considered to have used a semester or quarter under this rule when the student-athlete is officially registered in a collegiate institution (domestic or foreign) in a regular term of an academic year for a minimum full-time program of studies, as determined by the institution, and attends the first day of classes for that term, even if the student-athlete drops to part-time status during that first day of classes



Depending on the circumstances, a student-athlete could be approved for a two semester extension of her 10-semester period of eligibility.

14.2.2.2 Pregnancy Exception. A member institution may approve a two-semester or three-quarter extension of this 10-semester/15-quarter period of eligibility for a female student-athlete for reasons of pregnancy.

Where do I go for help? Your athletic trainer or coach will refer you to counseling and healthcare providers outside the Athletics Department. Remember, your athletic trainers and coaches are obligated to keep your pregnancy confidential unless you specifically give them permission to share that information. If you, initially, choose not to tell your athletic trainer or coach, below is a list of resources to assist you. You can be seen for pregnancy testing, referral and counseling at the Student Health Center. Healthcare providers there can also help you discuss your pregnancy with your athletic trainer and coach if you choose to do so.

- UIndy's Health and Counseling Center: Schwitzer Center 210, 317-788-3437. The student-athlete will have access to a full-time nurse, pregnancy test, and counseled on her options.

The following resources are available to assist and guide student-athletes:

1. Child Welfare Information Gateway- promotes the safety, permanency, and well-being of children and families by connecting child welfare, adoption and related professionals as well as concerned citizens to timely, essential information.
  - <http://www.childwelfare.gov>
2. Maternal & Child Health Information/Maternal & Child Health Bureau
  - <http://mchb.hrsa.gov/programs/womeninfants/prenatal.htm>
3. UIndy Health and Counseling Center- dedicated to helping students achieve and maintain optimal levels of physical and emotional functioning. The services provided are primarily free of charge and are administered by highly trained and qualified professionals.
  - [http://healthservices.uindy.edu/health\\_center.php](http://healthservices.uindy.edu/health_center.php)
4. Planned Parenthood- offer high-quality sexual and reproductive health care, including family planning, gynecological care, STI/STD testing and treatment, pregnancy testing, and abortion services.
  - <http://www.plannedparenthood.org/birth-control-pregnancy/pregnancy-4250.htm>
5. US Department of Health and Human Services- is the United States government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.
  - <http://hhs.gov/children>
  - <http://www.womenshealth.gov/pregnancy/>





Can I continue to participate in my sport? If you are pregnant and want to continue to participate in your sport then you, your healthcare provider, the team physician, your coach, your athletic trainer, and the athletic department representative will form a committee to discuss if and how you can safely continue in your sport. Depending on your sport and with your healthcare provider's approval, you may be able to participate until the 14th week of your pregnancy. If you choose to participate, you will receive information regarding the risks and benefits of athletic participation during pregnancy and your healthcare provider will discuss it with you. This includes, but not limited to: the effects of pregnancy on competitive ability, the effects of strenuous physical training and competition on both the pregnant student-athlete and the fetus, and the warning signs to terminate exercise while pregnant.

When you feel that you understand the issues involved in participating during pregnancy, you will be asked to sign a waiver and it will be added to your medical record. Your committee will monitor your health and academic progress during your pregnancy and can assist you in return to your sport if you decide to return.

If you decide not to tell your coach and/or your athletic trainer that you are pregnant, and decide to continue strenuous activity you are placing yourself, your fetus and your teammates in a precarious and potentially an unhealthy situation. It is in your best interest to notify your coach and athletic trainer immediately of your pregnancy to insure a safe and healthy environment for everyone.

What about medical insurance coverage? The NCAA states that a university is responsible for the medical care of the student-athlete when, the injury is directly related to supervised practice, conditioning or competition in the student-athlete's sport. Since pregnancy is not directly related to intercollegiate athletics, all medical expenses from the pregnancy will be the responsibility of the student-athlete.

What if I am a male athlete whose partner becomes pregnant? While male student athletes are not affected physically by pregnancy like female student athletes, they can have stress over the pregnancy and worry about their pregnant partner. Male student athletes may question whether they are ready for fatherhood and the personal and financial obligations associated with pregnancy. We encourage you to discuss these issues with your partner, healthcare providers, coaches, athletic trainers and/or University of Indianapolis administration representative.

As a male student athlete dealing with a partner's pregnancy you will be supported and your rights to privacy will be the same as it is for any other personal medical information. You can be referred to counseling and health care providers for support. A support team may be formed to help you with pregnancy and related issues of participation and academic progress.

What happens after I'm no longer pregnant? After delivery or termination of the pregnancy, the student-athlete will need time for recovery prior to returning to participation. The exact time for recovery will be assessed by the committee. A follow-up examination by the student-athlete's health care provider is required to be on file prior to clearance to participation to her sport(s).



## **Transgender Student-Athlete Policy**

A trans male (female to male) student-athlete who has received a medical exception for treatment with testosterone for gender transition may compete on a men's team, but is no longer eligible to compete on a women's team without changing the team status to a mixed team. A mixed team is eligible only for men's championships.

A trans female (male to female) student -athlete being treated with testosterone suppression medication for gender transition may continue to compete on a men's team, but may not compete on a women's team without changing that team's status to a mixed team status until completing one calendar year of documented testosterone suppression treatment.