



**2014-2015  
BREVARD COLLEGE  
STUDENT-ATHLETE  
HANDBOOK**

# 2014-15 Brevard College Student-Athlete Handbook

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## TORNADOS ATHLETICS

Brevard College boasts a distinguished and successful history in intercollegiate athletics, winning nine national team championships as a junior college (1937-1996). During this period, more than 200 Brevard College student athletes received All American honors.

After completing the transition to a four-year institution in 1996, the College became an active member of the Appalachian Athletic Conference (AAC) of the National Association of Intercollegiate Athletics (NAIA). Over the next twelve years, Brevard athletic teams earned 10 conference titles and made 9 national tournament appearances.

A new era of Brevard College athletics began in 2006 as the Tornados initiated the transition process from the NAIA to NCAA Division II while also adding football, cycling and cheerleading as varsity sports. Brevard College was officially granted active NCAA Division II and South Atlantic Conference membership status on September 1, 2008. The men's basketball team won Brevard's first South Atlantic Conference Championship in 2010. The Cycling team was named the 2009, 2010, 2012 & 2013 Fall Mountain Bike National Champions, and 2013 & 2014 Cyclo-cross National Champions. Brevard has also seen multiple athletes and coaches receive both All-Conference and All-Region recognition as the Tornados look to establish a pattern of success both in the NCAA and the South Atlantic Conference.

### Brevard College Varsity Sports

<b>Men</b>	<b>Women</b>	<b>Mixed</b>
Baseball	Basketball	Cheerleading/ Dance
Basketball	Cross Country	Cycling
Cross Country	Golf	
Football	Lacrosse	
Golf	Soccer	
Lacrosse	Softball	
Soccer	Tennis	
Tennis	Track	
Track		

<b>BREVARD COLLEGE ATHLETIC DEPARTMENT</b> <b>2014-15 DIRECTORY</b>
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**Administration**

President.....	David C. Joyce.....	828-884-8264
Faculty Athletics Representative.....	Dr. Resa Chandler.....	828-884-8270
VP of Strategic Planning and Athletics.....	Juan Mascaro.....	828-884-8108
Assistant AD/SWA.....	Myranda Nash.....	828-884-8280
Director of Internal Ops & Academic Services.....	Jamie Atkinson.....	828-884-8276
Director of Compliance.....	Francesca Wood.....	828-884-8365
Director of Media Relations.....	Randall Stewart.....	828-884-8288
Asst Director of Media Relations.....	TBA.....	828-884-8213
Athletics Marketing & Fundraising.....	Blaise Haubert.....	828-884-8221
Head Athletic Trainer.....	Colin Covelli.....	828-884-8316
Assistant Athletic Trainer.....	Ali Bush.....	828-884-8272
Assistant Athletic Trainer.....	Yu-Jin Shim.....	828-884-8272
Assistant Athletic Trainer.....	David Boyd.....	828-884-8272

**Head Coaches**

Baseball.....	Matt McCay.....	828-557-2636
Men's Basketball.....	Lee Burgess.....	828-884-8267
Women's Basketball.....	Shannon Reid.....	828-884-8241
Cheerleading/Dance.....	Reva Jarrett.....	828-612-4439
Cross Country/Track & Field.....	Norm Witek/Adam Malloy.....	828-884-8228
Cycling.....	Brad Perley.....	828-884-7083
Football.....	Paul Hamilton.....	828-884-8105
Men's Golf.....	Dave Nelson.....	828-884-8337
Women's Golf.....	Shannon Reid.....	828-884-8241
Men's Lacrosse.....	Kevin Anderson.....	407-782-3204
Women's Lacrosse.....	Frank Rogers.....	269-779-3455
Men's Soccer.....	Bradley Morrison.....	828-884-8394
Women's Soccer.....	Shigeyoshi Shinohara.....	828-884-8222
Softball.....	Amanda Kamekona.....	828-884-8346
Men's & Women's Tennis.....	Ed Dickson.....	828-884-8281
Volleyball.....	Kelly Burdeau.....	828-884-8203

**Assistant Coaches**

Baseball.....	Kevin Allingham.....	910-489-1604
Baseball.....	Sean Walsh.....	919-538-2387
Women's Basketball.....	Donald Hudson.....	828-884-8284
Men's Basketball.....	Kaylin Johnson.....	828-884-8284
Cycling.....	Brandon Milet.....	207-521-2471
Men's Lacrosse.....	TBA.....	xxx-xxx-xxxx
Football.....	Joe Battaglia.....	828-884-8255
Football.....	Randy Thompson.....	828-884-8255
Football.....	Taylor Cornett.....	828-884-8255
Football.....	Justin Jefferson.....	828-884-8255
Football.....	Jerel Drew.....	828-884-8255
Football.....	Thor Pate.....	828-884-8255
Men's Soccer.....	TBA.....	xxx-xxx-xxxx
Women's Soccer.....	Kristin Rosato.....	828-884-8284
Softball.....	Angeline Quiocho.....	828-884-8284
Volleyball.....	Jordan Raye.....	828-884-8203

## **INTERCOLLEGIATE ATHLETICS PROGRAM MISSION STATEMENT**

Consistent with the mission of Brevard College, the Intercollegiate Athletic Program is committed to “nurturing the personal and holistic development of each student intellectually, spiritually, physically, emotionally, socially, and vocationally within a diverse and mutually respectful community.”

Intercollegiate Athletics helps fulfill this broader mission by:

- a. Establishing high academic standards consistent with those set for the student body in general, recruiting academically qualified student-athletes, and encouraging satisfactory progress toward graduation.
- b. Teaching, through a well-rounded athletic program the positive relationship between physical activity and physiological, intellectual, social, and emotional development, and encouraging the establishment of a lifelong commitment to physical well-being.
- c. Maintaining equitable and competitive intercollegiate athletics programs for both men and women; effectively packaging athletic scholarships with other available institutional aid to recruit qualified prospective student-athletes
- d. Providing coaches who serve as appropriate role models for student athletes, facilitating the development of values such as honesty, fair play, personal integrity, self-discipline, social responsibility, and self-worth.
- e. Teaching the importance of both community and leadership in the attainment of personal and group goals.
- f. Supporting the diversity of the broader campus and encouraging understanding among all students.
- g. Providing a broad-based support program that is attentive to student-athlete welfare and encourages progression toward self-actualization and degree completion.
- h. Operating in a manner consistent with the principles of sportsmanship and ethical conduct, rules compliance and amateurism, as defined by the National Collegiate Athletic Association (NCAA) and the South Atlantic Conference (SAC) for athletics staff, student-athletes and institutional personnel.

## NATIONAL COLLEGIATE ATHLETIC ASSOCIATION

The NCAA's core purpose is 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.

Founded more than one hundred years ago as a way to protect student-athletes, the NCAA continues to implement that principle with increased emphasis on both athletics and academic excellence.

The NCAA is made up of three membership classifications that are known as Divisions I, II and III. Each division creates its own rules governing personnel, amateurism, recruiting, eligibility, benefits, financial aid, and playing and practice seasons – consistent with the overall governing principles of the Association. Every program must affiliate its core program with one of the three divisions.

Division II is an intermediate-level division of competition, which offers an alternative to both the highly competitive level of intercollegiate sports offered in Division I and the nonscholarship level offered in Division III.

Division II has 315 member institutions, with 289 currently classified as active member institutions and 26 institutions advancing through the membership process. These schools range in size from less than 2,500 to over 15,000, with the average enrollment being around 4,500. Division II schools tend to be smaller public universities (52 percent) and many private institutions (48 percent).

Very few of the 100,000 student-athletes competing in Division II receive a full athletics grant that covers all of their expenses, but most of them will receive some financial aid to help them through school. For the rest of their expenses, student-athletes are on their own—using academic scholarships, student loans and employment earnings just like most other students attending the Division II institution. This healthy partnership is the essence of Division II, where student-athletes are valued for their athletics contribution and for being an important part of the overall student body.

Division II also provides an intersection where athletically gifted students can compete at a high level, while maintaining much of a traditional student experience. Excellent outcomes come from athletics programs that are properly aligned with the educational mission of the institution. This balance is what distinguishes Division II from the others, and this philosophy is at the heart of all decisions made by the division's governing bodies.

All Division II schools must field athletes in at least ten sports, with male and female competition in a given sport counting as two different sports. In addition, all coeducational schools must field athletes in at least four sports in each gender. Regionalization is a significant part of the Division II philosophy and is included in a championship policy that requires sport committees to select a predetermined number of teams in each of the regions of the sports involved. Regionalization guarantees access to national championships from every geographic area of the country and encourages a member school to compete against opponents within its region, instead of seeking contests against opponents outside the geographical region. This scheduling incentive is aimed at helping schools manage their regular-season travel budgets and limit missed class time for Division II student-athletes.

## NCAA DIVISION II PHILOSOPHY



In addition to the purposes and fundamental policy of the National Collegiate Athletic Association, as set forth in Constitution 1, members of Division II believe that a well-conducted intercollegiate athletics program, based on sound educational principles and practices, is a proper part of the educational mission of a university or college and that the educational well-being and academic success of the participating student-athlete is of primary concern.

Higher education has lasting importance on an individual's future success. For this reason, the positioning statement for the division and 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 athletics competition and development of positive societal attitudes in service to community. The balance and integration of these different areas of learning provide Division II student-athletes a path to graduation while cultivating a variety of skills and knowledge for life ahead.

Members support the following attributes in the belief that these attributes assist in defining the division's priorities and emphasize the division's position within the Association: Learning; Service; Passion; Sportsmanship; Resourcefulness; and Balance. The positioning statement and the attributes shall serve as a guide for the preparation of legislation by the division and for planning and implementation of programs, initiatives and policies by member institutions, conferences and the Division II governance structure.

Furthermore, a member of Division II believes in a set of common features, which assist in defining the division. Such features include exceptional teacher-to-student ratios that provide student-athletes with a quality education, a unique model of staffing in which coaches provide additional services such as

teaching and mentoring, and the development of community partnerships and student-athlete participation in community engagement activities. A member of Division II also believes in the following principles, which assist in defining the division.

- (a) Promoting the academic success of its student-athletes, measured in part by an institution's student-athletes graduating at least at the same rate as the institution's student body.
- (b) That participation in intercollegiate athletics benefits the educational experience of its student-athletes and the entire campus community.
- (c) Offering opportunities for intercollegiate athletics participation consistent with the institution's mission and philosophy.
- (d) That championships are intended to provide national-level competition among eligible student-athletes and teams of member institutions.
- (e) Preparing student-athletes to be good citizens, leaders and contributors in their communities.
- (f) Striving for equitable participation and competitive excellence, encouraging sportsmanship and ethical conduct, enhancing diversity and developing positive societal attitudes in all of its athletics endeavors.
- (g) Scheduling the majority of its athletics competition with other members of Division II, insofar as regional qualification, geographical location and traditional or conference scheduling patterns permit.
- (h) Recognizing the need to "balance" the role of the athletics program to serve both the institution (e.g., participants, student body, faculty-staff) and the general public (e.g., community, area, state).
- (i) Offering an opportunity for participation in intercollegiate athletics by awarding athletically related financial aid to its student-athletes.
- (j) That institutional control is a fundamental principle that supports the educational mission of a Division II institution and assumes presidential involvement and commitment. All funds supporting athletics should be controlled by the institution. The emphasis for an athletics department should be to operate within an institutionally approved budget and compliance with and self-enforcement of NCAA regulations is an expectation of membership.
- (k) That all members of Division II should commit themselves to this philosophy and to the regulations and programs of Division II.

## **SOUTH ATLANTIC CONFERENCE**

The South Atlantic Conference is built upon more than 30 years of athletic tradition and excellence. The Conference has enjoyed tremendous success due to dedicated people building a premier athletic conference throughout its history.

Today the Conference is a group of twelve private colleges and universities, most of them church-affiliated, similar in size and athletic philosophy. Since becoming eligible for NCAA Division II postseason play in 1993, the league has sent representatives from all of its sponsored sports to NCAA postseason play.



**Anderson (S.C.)**

Location.....Anderson, SC  
 Founded.....1911  
 Enrollment.....2,500  
 Nickname.....Trojans  
 School Colors.....Black and Gold  
 Website.....www.andersonuniversity.edu

**Carson-Newman**

Location.....Jefferson City, TN  
 Founded.....1851  
 Enrollment.....2,200  
 Nickname.....Eagles  
 School Colors.....Orange and Navy  
 Website.....www.cn.edu

**Brevard**

Location.....Brevard, NC  
 Founded.....1853  
 Enrollment.....700  
 Nickname.....Tornados  
 School Colors.....Royal Blue and White  
 Website.....www.brevard.edu

**Catawba**

Location.....Salisbury, NC  
 Founded.....1851  
 Enrollment.....1,000  
 Nickname.....Indians  
 School Colors.....Navy Blue and White  
 Website.....www.catawba.edu

**Coker**

Location.....Hartsville, SC  
 Founded.....1908  
 Enrollment.....1,100  
 Nickname.....Cobras  
 School Colors.....Navy and Yellow  
 Website.....www.coker.edu

**Lincoln Memorial**

Location.....Harrogate, TN  
 Founded.....1897  
 Enrollment.....4,400  
 Nickname.....Railsplitters  
 School Colors.....Blue and Gray  
 Website.....www.lmunet.edu

**Newberry**

Location.....Newberry, SC  
 Founded.....1856  
 Enrollment.....1,025  
 Nickname.....Wolves  
 School Colors.....Scarlet and Gray  
 Website.....www.newberry.edu

**Tusculum**

Location.....Greenville, TN  
 Founded.....1794  
 Enrollment.....2,350  
 Nickname.....Pioneers  
 School Colors.....Black and Orange  
 Website.....www.tusculum.edu

**Lenoir-Rhyne**

Location.....Hickory, NC  
 Founded.....1891  
 Enrollment.....1,850  
 Nickname.....Bears  
 School Colors.....Cardinal and Black  
 Website.....www.lrc.edu

**Mars Hill**

Location.....Mars Hill, NC  
 Founded.....1856  
 Enrollment.....1,100  
 Nickname.....Lions  
 School Colors.....Royal Blue and Gold  
 Website.....www.mhc.edu

**Queens**

Location.....Charlotte, NC  
 Founded.....1857  
 Enrollment.....2,400  
 Nickname.....Royals  
 School Colors.....Navy Blue and Gold  
 Website.....www.queens.edu

**Wingate**

Location.....Wingate, NC  
 Founded.....1896  
 Enrollment.....2,500  
 Nickname.....Bulldogs  
 School Colors.....Navy Blue and Vegas Gold  
 Website.....www.wingate.edu

<b>BREVARD COLLEGE 2013-14 ACADEMIC CALENDAR</b>
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**FALL SEMESTER 2014**

*August 20, 2014* Classes Begin

*August 26, 2014* Last day to add courses

*September 2, 2014* Last day to withdraw from a course without a record

*September 17, 2014* Last day to remove grade of Incomplete from

*September 19, 2014* Deadline for faculty submission of Early Progress Reports

*September 19-21, 2014* Family Weekend

*September 29, 2014* Graduation application for May 2015 and Summer 2015  
Monday due in the Office of the Registrar

*October 3-5, 2014* Homecoming \*Televised Football Game\*  
Friday-Sunday

*October 8, 2014* Mid-term Grades due

*October 11-19, 2014* Fall Break  
Saturday-Sunday

*October 27- 31, 2014* Pre-registration for Spring 2015 Semester

*October 31, 2014* Last day to withdraw from a course with a grade of W

*November 26-30, 2014* Thanksgiving Break  
Wednesday-Sunday

*December 5, 2014* Last day of classes

*December 6, 2014* Reading Day  
Saturday

*December 8-12, 2014* Final Exams  
Monday-Friday

## **SPRING SEMESTER 2015**

*January 7, 2015* Classes Begin  
Wednesday

*January 13, 2015* Last day to add courses

*January 20, 2015* Last day to withdraw from a course without a record

*February 4, 2015* Last day to remove grade of Incomplete from preceding semester

*February 6, 2015* Deadline for faculty submission of Early Progress Reports

*February 9 2015* Graduation applications for December 2014 due in the Office of the Registrar

*February 25, 2015* Mid-term Grades due

*February 28- March 8, 2015* Spring Break  
Saturday-Sunday

*March 23-27, 2015* Pre-registration for Fall 2015 Semester

*April 3-5, 2015* Easter Break  
Friday-Sunday

*April 8, 2015* Honors and Awards Day

*April 24, 2015* Last day of classes

*April 25, 2015* Reading Day  
Saturday

*April 27-30, 2015* Final Exams  
Monday-Thursday

*May 1-2, 2015* Commencement Weekend  
Friday-Saturday

## **BREVARD COLLEGE ACADEMIC POLICIES**

### **Grading System**

The grades of A-, B+, B-, C+, C-, D+, D- indicate a gradation in quality from excellence to below satisfactory, and are assigned the following grade-point values:

Grade	Grade-Point Equivalent	Grade	Grade-Point Equivalent
A	4.0	C	2.0
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.0	D	1.0
B-	2.67	D-	0.67
C+	2.33	F	0.00

### Computation of Grade Point Average

To graduate with a bachelor's degree from Brevard College, a student must attain an overall grade point average of 2.0 on all hours earned at Brevard College and in all coursework required for each major and minor field of study at Brevard College. Individual majors and minors (as noted in their descriptions) may have more stringent requirements.

The following procedures are used in computing the grade point average:

1. Determine the grade points earned by multiplying the number of semester hours attempted in a course (but not courses in which a W has been earned) by the appropriate multiplier.

A = hours x 4	C = hours x 2
A- = hours x 3.67	C- = hours x 1.67
B+ = hours x 3.33	D+ = hours x 1.33
B = hours x 3	D = hours x 1
B- = hours x 2.67	D- = hours x 0.67
C+ = hours x 2.33	F = hours x 0

2. Add all grade points earned.

3. Add all semester hours attempted at Brevard College.

4. Divide the total grade points earned by the total hours attempted.

5. The result is the grade point average.

### Good Standing

Academic Good Standing means that a student is making Normal Progress toward a degree and entitles a student to all the rights and privileges of enrollment at Brevard College such as continuing for the next semester, eligibility for financial aid, participation in varsity athletics, participation in college programs, and residential status. Normal Progress is determined by a relationship between the student's total credit hours earned and the student's GPA according to the following chart (Table 1).

**Table 1**  
**Minimum Academic Requirements for Good Standing At Brevard College:**  
*Academics, Athletics, Financial Aid, and Residency*  
*(Five year Graduation Track)*

<i>At the end of the completion of semester</i>	1	2	3	4	5	6	7	8	9	10
<i>Earned semester hours toward graduation</i>	9	24	36	48	60	73	86	99	111	124
<i>Earned cumulative GPA</i>	1.70	1.80	1.90	2.00	2.00	2.00	2.00	2.00	2.00	2.00

### Academic Probation

A student failing to meet the requirements for Good Standing (Table 1) by semester's end will be placed on Academic Probation. Exceptions may be made for students who have earned the required cumulative grade point average but are slightly deficient in earned hours. These students will receive notice of their deficiency but will not be placed on probation. The consequences of probation include study conditions and loss of privileges appropriate for the circumstances. The student must comply with required study conditions for students as coordinated by the Associate Dean for Student Success. Students on probation must meet the following conditions:

1. Attend a mandatory meeting at the beginning of the semester. Students are notified of the meeting date, time, and location in the notification letter of academic probation.
2. Agree to a contract outlining specific standards of behavior in the following three areas:
  - a. Class attendance.
  - b. Regular contact with the Associate Dean for Student Success.
  - c. Use of academic/campus resources and services.

3. Agree to other conditions as designated by the Associate Dean for Student Success in consultation with the Academic Advisor and other appropriate advisors.

4. Achieve satisfactory academic progress as determined by the GPA.

Students on probation who do not follow their study conditions may be suspended. In some circumstances, student performance may warrant a mid-term suspension.

At the end of a semester on academic probation, if a student fails to meet the standards of satisfactory academic progress (Table 1), the student may be placed on Academic Suspension. The decision to suspend the student will depend on a thorough review of the individual student's overall academic record, with particular attention to the academic performance during the most recent semester. For instance, if the student has earned at least a 2.0 semester GPA with passing grades (D- or higher) for all completed course work (12 or more hours) during the most recent semester, the student will normally remain on academic probation for the next semester and continue working toward Good Standing (Table 1). Similarly, for another example, a student who after a semester on probation has earned the required grade point average but remains slightly deficient in earned hours will normally remain on probation and not be suspended.

### **Suspension**

Academic Suspension means that a student may not continue at Brevard College for a minimum of one semester. Academic Suspension may result from an unsuccessful semester on probation (as described in the preceding paragraph) or it may occur automatically based on academic performance. Two basic conditions may lead to immediate academic suspension:

1. The semester GPA is below 1.0, or
2. A full-time student does not earn at least 6 credit hours in a semester.

### **Appeal Process for Academic Suspension**

All students academically suspended from the College have a right of appeal. A written appeal must be submitted to the Office of Academic Affairs, within the time period designated in the notification letter of academic suspension. If no appeal letter is received, Brevard College will assume that the student does not intend to appeal and will release class registration and residence hall space, refunding any appropriate deposits for the following semester.

### **Readmission Application Process Following Suspension**

Students who are suspended may apply to return to the College after a minimum of one semester of suspension. The readmission process requires the student to submit to the Admissions Office a letter of intent for readmission, along with a completed Readmission Application. This letter must both explain the reasons for past poor academic performance and provide evidence that these reasons will be overcome in the future. Suspended students are encouraged to strengthen their readmission application by completing transferable college courses at another accredited institution. A suspended student may not return to the college without following this readmission application process.

### **Course Withdrawal**

Student-athletes must complete a Course Withdrawal form from the Office of the Registrar. Student-athletes will meet with their advisor to complete the form and obtain the advisor's signature. After meeting with the advisor, the student-athlete must receive signatures from the course professor as well as the Assistant Athletic Director for Compliance and Academic Services. Once all signatures are received, the student-athlete must submit the course withdrawal form to the Office of the Registrar.

## ABSENCE FOR INTERCOLLEGIATE COMPETITION

### **Brevard College Class and Laboratory Attendance**

Attendance at all class, laboratory or studio sessions is expected of students, and each student is responsible for all work assigned in each course. Students should expect to be eligible for course credit only if they attend at least 70% of the class meetings. Specific attendance requirements for each course are established by the instructor at the beginning of each term and will be stated in the course syllabus.

Students who must miss classes are responsible for discussing absences with faculty in advance of their occurrence or as soon as possible thereafter. The instructor is responsible for determining whether and how students may make up missed class work.

### **Excused Absence for Intercollegiate Competition**

Per Bylaw 17.1.6.6, student-athletes are permitted to miss class for competition during their championship segment only (with the exception of individual participation sports such as golf and tennis). Student-athletes are not permitted to miss class for practice at any time. Coaches are expected to excuse student-athletes from practice allowing for sufficient time for the student-athlete to arrive to the scheduled class on time (no less than 15 minutes prior to class). In order to ensure appropriate communication from athletics to faculty the following policy has been established regarding expectations for communication from student-athletes, coaches, and athletics:

1. Coaches are required to submit a schedule with indication of the report time or departure time for any classes that would be missed. Sequential missed class dates are not permitted unless special circumstances exist. The schedule is reviewed and approved by the chair of the Athletics Committee prior to each sport season.
2. Student-athletes are expected to take a copy of their schedule to their advisor when pre-registering for classes so they can identify missed class conflicts on the front end (this would occur in fall for spring sports and in the spring for fall sports).
3. A letter is generated by the athletics department at the beginning of each semester for each student-athlete to take to their faculty for their reference. The letter includes a copy of their schedule & departure times. This is intended to be a discussion point for the student-athlete to take the initiative for identifying any potential conflicts. In addition, a signature page is provided for the student-athlete to request the faculty member's signature to return to the coach. Coaches are expected to confirm receipt of each student-athlete's signed faculty form.
4. **The student-athlete is expected to speak with their professors prior to the date of competition to remind the faculty of their absence.** If in the case that the time to be excused falls in the duration of a class, the student-athlete is expected to confirm with faculty whether it would be a distraction to leave in the middle of class or to not attend any portion of the class.
5. Student-athletes are responsible for coordinating any makeup work that may be missed during their absence for intercollegiate competition.
6. Within 48 hours prior to competition, coaches are required to submit notification of travel rosters & missed class time for each contest to the Director of Academic Services. The notification would include a list of names of all student-athletes to be excused from class, verification of the time to be excused from class and departure time for away contests. If the roster or times change from the original approved schedule, coaches are expected to notify the Director of Academic Services preferably within 24 hours prior to a competition. The Director of Academic Services will notify the individual faculty members of the roster change.
7. An email reminder is sent out by the Director of Academic Services on the date prior to competition indicating the travel party and time student-athletes should be excused from class.
8. In the case of rescheduling contests due to inclement weather, coaches are expected to take into consideration the reoccurrence of missed class dates as well as ensuring adequate time for student-athletes to initiate communication with faculty (it would be difficult to reschedule a game with 24 hours or less notice). Make up contests due to inclement weather, etc; require prior approval by the Director of Athletics with notification to the FAR.

## NCAA ELIGIBILITY – FRESHMAN AND TRANSFER ELIGIBILITY

First time freshman and transfer student-athletes must meet academic and amateurism qualification standards applicable for NCAA Division II student-athletes. During the initial certification process, student-athletes are eligible to practice, but not compete, for 45-days prior to receiving final academic and amateurism certifications from the institution and/or the NCAA Eligibility Center.

## NCAA ELIGIBILITY – PROGRESS TOWARDS DEGREE

All student-athletes must maintain full-time status (12 credit hours or more) with Brevard College in order to be eligible for practice and competition.

After the completion of the fall semester, student-athletes must maintain Good Academic Standing according to Brevard College Catalog and pass a minimum of 6 credit hours. Academic Probation or Suspension is not considered Good Academic Standing; therefore student-athletes cannot participate in intercollegiate athletics.

Prior to the start of the student-athlete's next academic year at Brevard College, he/she must earn at least 24-semester hours since the beginning of the previous fall term or since the beginning of the institution's preceding two regular semesters. Completion of 18-semester hours must come during the academic year (fall and spring semesters).

~ or ~

Earn a cumulative total of academic hours equivalent to an average of at least 12 hours per full-time term prior to each fall semester. 75% of the cumulative hours must be completed during the academic year.

By the beginning of your third year (5<sup>th</sup> full-time semester) of enrollment, all student-athletes must declare a major. By the beginning of your fourth year (7<sup>th</sup> full-time semester); 24 semester hours must be applicable to the declared degree.

Student-athlete must earn the minimum cumulative GPA as follows:

- At the completion of 24 semester hours, a student must have attained at least a 1.8 GPA
- At the completion of 48 semester hours, a student must have attained at least a 1.9 GPA.
- At the completion of 72 semester hours, a student must have attained at least a 2.0 GPA.

**All student-athletes must complete 6 semester hours of academic credit the preceding regular academic term in which the student-athlete has been enrolled full time at any collegiate institution.**

## BREVARD COLLEGE ACADEMIC RESOURCES

### Academic Enrichment Center (AEC)

The Academic Enrichment Center (AEC) is designed to enrich the academic life of all Brevard College students by providing strong academic support services and enrichment programming. The AEC services are offered on the premise that all students benefit from some type of academic support and that those students who are successful in college are those who have learned to take charge of their own learning and to utilize available resources to attain their academic goals. A major goal of the AEC is to supplement the classroom experience by offering to both faculty and students a variety of support programs.

In particular, students will find resources and staff in the AEC to help them explore their own personal strengths and weaknesses, identify academic and career goals and aspirations, develop study strategies, improve their performances in current courses (through tutoring services and reference materials), prepare for graduate admissions exams, and develop stronger individual leadership and other personal skills. The AEC with its central location on the main floor of Coltrane Commons is a place for students to receive specialized academic support from faculty, professional staff, community volunteers, and student mentors.

The Academic Enrichment Center provides a variety of spaces for individual and group study, one-on-one academic counseling, trained tutors in a variety of subjects, and other special out-of-class study or examination needs. To enhance the tutoring services, the AEC also houses the Writing Lab, a faculty-student staffed program for students in need of assistance in the preparation of written work, and the Math Lab, a faculty-student staffed program for students seeking assistance with math assignments.

As the central academic resource and support center on campus, the AEC houses the Office for Students with Special Needs and Disabilities (OSSND), the Office for Career Exploration and Development, the Freshman Year Program, and the Honors Program. The Center provides a comfortable, supportive environment that encourages intellectual and personal growth for students who are both utilizing and providing academic services. Through the collaboration with the entire campus community, the AEC endeavors to continually expand programming efforts and services to meet the needs of students and enhance their overall learning environment and success.

## ATHLETICALLY RELATED FINANCIAL AID

### **Conditions of Athletics Aid**

To qualify for athletics aid at Brevard College, the student-athlete must:

1. fulfill all admission requirements of Brevard College;
2. meet and maintain all eligibility requirements for participation and financial aid established by the NCAA, the Conference, and Brevard College; and
3. apply for and accept all available financial aid, not including loans

NCAA regulations restrict the total amount of financial aid that a student-athlete can receive. Should the student-athlete receive other countable financial aid, those funds may replace a portion of the athletics grant in order to meet NCAA and Conference limitations.

According to NCAA regulations, athletics aid may not be awarded in excess of one academic year. Renewal of institutional aid shall be made prior to July 1 of subsequent years by the Financial Aid Office, based on recommendations from the Athletics Director and head coach. Notification of financial aid renewals and non-renewals must come from the Director of Financial Aid.

Athletics aid may be reduced or canceled during the term of this award if:

- the student-athlete becomes ineligible for intercollegiate competition;
- the student-athlete fraudulently misrepresents any information on an application, letter of intent, or financial aid agreement;
- the student-athlete engages in serious misconduct warranting substantial disciplinary penalty; or
- the student-athlete withdraws from the sport for personal reasons.

Athletics aid must be reduced or canceled if:

- the student-athlete signs a professional sports contract;
- the student-athlete accepts money or other countable aid that exceeds NCAA, team or individual, financial aid limitations; or
- the student-athlete agrees to be represented by an agent.



Athletics aid may not be increased, reduced or canceled during the term of this award:

- on the basis of a student-athlete's athletic ability, performance or contribution to a team's success;
- because of an injury that prevents the student-athlete from participating; or
- for any athletics reason.

Brevard College students enrolling in course work at Brevard College subsequent to having obtained a bachelor's degree (from Brevard College or any other post-secondary education institution) are considered post-baccalaureate students, and as such, are ineligible for merit or talent based institutional scholarships. Types and amounts of financial aid for which post-baccalaureate students are eligible are determined by results of the student's FAFSA.

### **Appeals Process**

All student-athletes are entitled to a prompt appeals hearing with a committee external to athletics should they disagree with the decision to cancel, reduce, or not renew their athletics scholarship. Student-Athletes wishing to appeal a decision to cancel, reduce or not renew an athletics award must submit a written appeal within 14 days of receipt of the written decision to the Financial Aid appeals committee consisting of the following committee members:

Faculty Athletics Representative  
Director of Financial Aid  
VP for Admissions  
VP for Business

The Financial Aid committee will review the documentation, request additional information from campus or athletics department representatives if necessary, and provide a written response within 30 days of the appeal request.

## **BREVARD COLLEGE ATHLETICS DISCIPLINE POLICY**

A five-level disciplinary system has been established to ensure consistency, and yet allow the head coach some discretion in assigning sanctions. Actions taken by the head coach are independent of sanctions that may be imposed by other authorities, (e.g. Student Social Code, Honor Council, Civil Authorities.) Depending on the severity of each incident, the disciplinary policies allow for three offenses within the student-athletes' career at Brevard College. Continued conduct violations are accumulative, which means that subsequent violations of the code of conduct may result in a more substantial penalty. Level I, II & III violations will be assessed by head coaches, Level IV & V will be reviewed by the head coach and VP of Athletics.

### ***Level I (First violation of team rules.)***

- Verbal and written warning from Head Coach \*
- Loss of status – (e.g. starting position)

### ***Level II (First violation of Code of Conduct; second violation of team rules.)***

- Attend a substance or behavioral abuse meeting
- Single game suspension
- Departmental or community service
- Verbal and/or written apology or research paper assignment
- Optional education and/or counseling

**Level III** (Additional violations of team rules; second violation or first multiple violation of Code of Conduct; violation of federal, state, and/or local laws.)

- Attend a substance or behavioral abuse meeting
- Departmental or community service
- Verbal and/or written apology or research paper assignment
- Multi-game suspension
- Mandatory education or counseling (Formal assessment)

**Level IV** (Third violation of Code of Conduct)

- Attend a substance or behavioral abuse meeting
- Departmental or community service
- Verbal and/or written apology or research paper assignment
- Single season suspension and loss of athletics scholarship
- Mandatory education or counseling (Formal assessment)
- Refer to the Brevard College Student Conduct Court

**Level V**

- Permanent removal from Athletic Program and loss of athletics scholarship

## SPORTSMANSHIP AND STANDARDS OF CONDUCT

### **Social Media Policy**

Playing and competing for Brevard College is a privilege. Student-athletes at BC are held in the highest regard and are seen as role models in the community. As leaders you have the responsibility to portray your team, your College and yourselves in a positive manner at all times. Sometimes this means doing things that are an inconvenience to you, but benefit the whole team.

Facebook, Twitter and other social media sites have increased in popularity globally, and are used by the majority of student-athletes here at BC in one form or another.

Student-athletes should be aware that third parties - - including the media, faculty, future employers and NCAA officials - - could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the student-athlete, the athletic department and the College. This can also be detrimental to a student-athlete's future employment options.

Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco e.g., no holding cups, cans, shot glasses etc.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another institution; taunting comments aimed at a student-athlete, coach or team at another institution and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable,

violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, or illegal drug use).

- Content online that would constitute a violation of SAC or NCAA rules (examples: commenting publicly about a prospective student-athlete, providing information related to sports wagering activities; soliciting impermissible extra benefits).
- Information that is sensitive or personal in nature or is proprietary to the BC Athletic Department or the College, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

For your own safety, please keep the following recommendations in mind as you participate in social media websites:

- Set your security settings so that only your friends can view your profile.
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.
- Consider how the above behaviors can be reflected in all Facebook applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the BC Athletic Department's and the College's. Remember, always present a positive image and don't do anything to embarrass yourself, the team, or your family.

If a student-athlete's profile and its contents are found to be inappropriate in accordance with the above behaviors, he/she will be subject to the penalties set forth in the BC Athletics Discipline Policy.

### **South Atlantic Conference Sportsmanship Statement**

The South Atlantic Conference and Brevard College promote good sportsmanship by student-athletes, coaches and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments or other intimidating actions directed at officials, student-athletes, coaches or team representatives will not be tolerated and are grounds for removal from the site of competition. Thank you for your cooperation.

### **Brevard College Student-Athlete Standards of Conduct**

It is a privilege, not a right, to be a student-athlete at Brevard College. Misconduct may cause loss of privileges associated with membership on an intercollegiate athletic team and/or other sanctions as appropriate. If you participate in intercollegiate athletics at Brevard College, you agree to the following:

- You shall abide by all local, state and federal laws.
- You shall follow NCAA, South Atlantic Conference, College and your individual team's policies, rules and regulations.
- You shall follow all academic rules and procedures established by the College and your coach(es).
- You must consent to participate in the Department of Athletics mandatory drug testing program. A student-athlete will not be allowed to participate on any intercollegiate athletic team unless he/she fully participates in this drug testing program. When you complete your consent form, you will receive a copy of the department drug and alcohol program. This document contains information on testing procedures as well as procedures that are followed if you test positive.
  - On a team trip, or at any team related function, you are prohibited from consuming alcohol, or using or possessing illegal substances. This includes, but is not limited to; travel to and from an event, home games, team gatherings before or after games, and any time the team is together in an official capacity.
  - You must travel to and from away-from-home contests with the team unless prior permission is granted from the head coach.
  - If you are a student host during a prospect's official visit or interact with a prospect during his or her official visit, it is expected that you represent the College with dignity and class.

If you are a student host, you will review the student host instructions with the Assistant Athletic Director

for Compliance and Academic Services. These instructions outline the role and responsibilities expected of you during the visit, with particular emphasis on acceptable and unacceptable entertainment of a prospect.

- NCAA rules strictly prohibit members of the athletic department or student-athletes from engaging in gambling or sport wagering activities on college or professional sports.
- You shall not post or contribute any content to any social networking or other internet site(s) that reflects negatively (determined at the sole discretion of the Athletic Department) on yourself, your team and/or teammates, your coach(es) or the Department of Athletics. The College may monitor such internet site(s) for the sole purpose of determining whether or not you have posted or contributed any content in violation of this section. If so, you will be required to remove the information immediately, and you may be subject to loss of privileges and other sanctions as appropriate. Additionally, you may not block or otherwise prevent coaches or athletic department staff members from viewing your site(s).
- You shall avoid any other behavior or conduct that is inconsistent with the Statement of Purpose or that otherwise reflects negatively (in the sole discretion of the College) on you, your team and/or teammates, your coach(es), the Department of Athletics or Brevard College.

### **Athletic Department Alcohol Policy**

Alcohol may be possessed and/or consumed in residence hall rooms, by individuals 21 years of age or older, in residence halls that are specified as allowing alcohol. Common areas, including hallways, lobbies, and lounges of residence halls are alcohol free. Open containers of alcohol are not allowed in any other building or area of campus without prior consent from the President's Office. Any individual, regardless of age, will be charged if s/he is found in possession of an open container of alcohol in these areas. The following residence halls will be alcohol free: Jones Hall and Beam Hall.

- Student organized events will be alcohol free; student organizations cannot have alcohol present at events they sponsor unless authorized by the President.
- Public Intoxication is prohibited.
- Illegal possession, manufacturing, distribution, or use of alcohol is prohibited. Common containers such as kegs, pony kegs and other similar devices are prohibited.
- Rapid consumption devices are prohibited.
- Students under the age of 21 may be charged with violating the alcohol policy if they are present when alcohol is being consumed.
- Any student possessing or consuming alcohol in a "substance-free" hall will be charged with violating the college's alcohol policy
- Empty alcohol containers of any type (bottles, cans, etc.) are not allowed for any reason in areas that alcohol is not allowed.
- Any alcohol disciplinary action will be at the discretion of the VP of Athletics in addition to college sanctions.

### **Athletic Department Tobacco Policy**

The use of tobacco products by student athletes, coaches and athletic department staff on the premise of any playing sites or athletic facility, during any competition and/or event is prohibited. This includes, but is not limited to the use of tobacco products on the field of play, banquets, autograph sessions surrounding a Conference championship or postseason tournament.

<b>TRANSFER POLICY</b>
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### **Requesting Permission to Contact**

As a general rule, the VP of Athletics will provide "written permission to contact" at the request of the enrolled student-athlete. Student-athletes should complete a transfer request form authorizing the release of academic and athletics records to specified institutions. Brevard College reserves the authority to withhold permission to contact in certain cases, specifically those where contact is made prior to receipt of written permission.

Student-athletes may request a hearing opportunity in the case that permission to contact is denied. All written requests for permission to contact must be processed by the office of compliance within 14 days. (per NCAA Rule 13.1.1.2)

### **General Transfer Rule**

A transfer student from a four-year institution shall not be eligible for intercollegiate competition until the student has fulfilled a residence requirement of one full academic year, unless an exception can be applied.

### **Transfer Waivers**

The athletics department supports the underlying principle for the general transfer rule discouraging college transfers for athletics-related reasons. We recognize that most conferences have policies that prohibit intra-league transfers. We adhere to the South Atlantic Conference rule requiring student-athletes who transfer within the conference to spend an academic year in residence. In this spirit, we generally do not authorize use of the one-time transfer exception to institutions that appear on our schedule. The official decision relative to the one-time transfer exception is made by the head coach on an individual basis with the exception of the intra-conference transfer rule. An appeals process is outlined below.

### **Brevard College Transfer Appeals Process**

Student-athletes may request a hearing conducted by the College's Athletic Committee, a standing committee composed of Chair of the Athletics Committee, faculty & staff who serve on the Athletics Committee, & FAR. Requests shall be made in writing, submitted to the VP of Athletics. The VP of Athletics will inform the student-athlete in writing, within 14 consecutive days from receipt of the student-athlete's written request, that he or she, on request, shall be provided a hearing. Hearings will be held during regularly scheduled monthly meetings of the Athletics Committee. An abbreviated committee, consisting of at least three members, may hear appeals during vacation periods. The institution will conduct the hearing and provide a written response within 30 consecutive calendar days upon receipt of the appeals request.

### **South Atlantic Conference Intra-Conference Transfer Rule**

A student-athlete who transfers from a SAC institution (A) to another SAC institution (B) is required to complete one full academic year of residence (see NCAA bylaw 14.5.1.1) at the certifying institution (B) before being eligible to compete or represent the institution.

Any appeal of this rule by a student-athlete must be conducted per the NCAA One-Time Transfer Exception bylaw (14.5.5.3.10-[c]).

### **SAC Appeals Process:**

1. The student-athlete must submit a written request to the Director of Athletics for an appeals hearing.
2. The Director of Athletics (or designee) shall inform the student-athlete in writing, within 14 consecutive days from receipt of the student-athlete's written request, that he or she, on request, shall be provided a hearing.
3. The hearing shall be conducted by an institutional entity or committee outside of the athletics department (e.g. the office of student-affairs; office of the dean of students; or a committee composed of the faculty athletics representative, student-athletes and nonathletics faculty/staff members).
4. The notification of the hearing opportunity shall include a copy of the institution's policies and procedures for conducting the required hearing.
5. The institution shall conduct the hearing within 30 consecutive calendar days of receiving a student-athlete's request for the hearing.
6. The student-athlete will be notified, in writing, within 5 days of the committee's decision.
7. A copy of the notification will be sent to the Conference office.

## OUTSIDE COMPETITION

Per NCAA Rule 17.02.10, outside competition is any athletic competition against any other outside athletic team (including an alumni team) that does not represent the intercollegiate athletics program of the same institution. A student-athlete becomes ineligible for intercollegiate competition for the remainder of the season in his/her sport if he/she competes as a member of any outside team in any non-collegiate, amateur competition during the institution's intercollegiate season in the sport. Please check with the Director for Compliance regarding any outside competition activities you may wish to pursue.

## REDSHIRT YEAR AND FIFTH YEAR OF ELIGIBILITY

A student-athlete may compete in a fifth year of competition if he/she is granted a "redshirt" year. There are two types of "redshirt" years.

1. A "non-participant redshirt" year is one in which the student-athlete is withheld from all scrimmages or contests (including junior varsity and alumni games) against outside competition. While eligible and practicing with the team, the student-athlete does not use a season of competition because he/she did not participate in outside competition that year. "Nonparticipant redshirt" years are at the discretion of the head coach.

2. A "medical hardship" year is one in which a student-athlete has competed and early in the season has suffered an incapacitating injury or illness and is not physically able to complete the season of competition. To receive a consideration by the South Atlantic Conference for a fifth year of eligibility, the student-athlete must have sustained the incapacitating injury or illness in the first half of the playing season, played in no more than 2 events, 20% of the institution's completed events in his/her sport, or 20% of the NCAA max allowable dates of competition or number of contests set forth in bylaw 17 for his/her sport (whichever is greater), and not returned to play for the remainder of the season (per NCAA Bylaw 14.2.5). A physician's statement, which attests to the validity of the injury and rehabilitation, along with the trainer's recommendation are required to submit a hardship waiver to the South Atlantic Conference. Additional information may be required on a case by case basis. Coaches and student-athletes should monitor participation if there may be consideration for a "medical hardship" waiver.

## PRACTICE AND COMPETITION LIMITATIONS

Per NCAA Bylaw 17.1.6.1, a student-athlete may not participate in countable athletically-related activities for more than 20 hours per week during the sports championship season.

Any competition counts as three (3) hours regardless of the actual duration of the contest.

Practice may not be conducted at any time (including vacation periods) following competition, except between contests, rounds or events during a multi-day or multi-event competition.

Practice may not exceed four (4) hours per day.

Each team must have one day off per week, except during participation in one conference and post-season championship and during participation in NCAA championships.

*Non-championship season activity* – 24 days of practice (includes competition) in a 45-day period.

Countable athletic-related activities include, but are not limited to:

- a. practice
- b. athletics meetings with a coach
- c. competition
- d. field, floor or on-court activity
- e. setting up offensive and defensive alignment
- f. on-court or on-field activities called by any member of the team and confined primarily to members of that team
- g. required weight-training and conditioning activities
- h. required participation in camps/clinics
- i. visiting the competition site (cross-country and golf only)
- j. participation outside the regular season in individual skill-related instructional activities with a member of the coaching staff
- k. discussion or review of game films
- l. participation in a physical activity class for student-athletes only and taught by a member of the athletic staff
- m. voluntary workout in which any member of the coaching staff is present

Outside the championship season, a team may only do conditioning, weight lifting, skill instruction, or limited team practice. Skill instruction or team practice during this time may not exceed two hours per day. Countable athletic-related activities are limited to eight hours per week and there must be two days off per week.

No class time may be missed for practice activities.

## STUDENT-ATHLETE ADVISORY COMMITTEE

The SAAC will be guided by the following principles: ethics, integrity, fairness, and a respect for diversity, which include attention to gender, race, ethnicity, and sport.

### **Mission Statement**

The mission of Brevard College's Student-Athlete Advisory Committee is to enable student-athletes to participate in developing leadership skills both inside and outside the field of competitions, to protect student-athlete well-being, and to provide a vehicle through which athletics department administrators discuss with student-athletes issues regarding the management, operation, and rules that govern the athletics department and its sports' teams.

### **Duties of SAAC Representatives**

1. Attend all SAAC meetings and related events.
2. Serve as liaison between the member's respective sport to the committee and the athletics department.
3. Serve the needs of fellow student-athletes via leadership and support.
4. Promote a positive student-athlete image on campus and in the community.
5. Assist in the growth and development of SAAC.
6. Play an integral role in the structure of our athletics department and its formulation of policies regarding student-athlete well-being.
7. Assist in fundraising efforts for the SAAC's Make-A-Wish philanthropy.
8. Attend monthly Service Sundays.

### **Membership**

1. At least two student-athletes from each team will serve as representatives on the committee. The representatives will be chosen by application to be reviewed by head coach, SAAC advisor, and Athletic Director. The student-athlete should be in good academic and athletic standing.
2. Members are encouraged to serve for multiple years.
3. Members are to be selected from different class levels.

### **Meetings**

1. There will be one meeting per month and one service Sunday per month.
2. All meetings will be held at the Conference Meeting Room in the cafeteria.

### **Preparing for Meetings**

1. Review agenda and all attachments sent prior to the meeting.
2. At each meeting we will review current and proposed projects/proposals, discuss submitted agenda items, and open the floor for any pertinent discussion. Time will be made available for scheduled presentations/speakers. Each meeting will end with a clear statement of action items required before the next meeting.

### **Missing a Meeting**

1. Attendance at all SAAC meetings is required. Absences are excused only in the following only in the following cases: documented emergencies, athletic competition occurring during scheduled meetings or if you have an exam.
2. If an individual is to miss a meeting, he or she must inform the SAAC advisor through e-mail or in person of his or her planned absence prior to the meeting and send another team member.
3. Two unexcused absences are cause for dismissal from the SAAC and a team fine.

## **LIFE SKILLS PROGRAM**

The mission of the NCAA is to maintain intercollegiate athletics as an integral part of the campus educational program and the student-athlete as an integral part of the student body. With this in mind, the Life Skills Program was created to support the student-athlete development initiatives of NCAA member institutions and to enhance the quality of the student-athlete experience within the context of higher education.

In the process of achieving this mission, the Life Skills Program will:

- Promote student-athletes' ownership of their academic, athletic, career, personal and community responsibilities.
- Meet the changing needs of student-athletes.
- Promote respect for diversity and inclusion among student-athletes.
- Assist student-athletes in identifying and applying transferable skills.
- Enhance partnerships between the NCAA, member institutions and their communities for the purpose of education.
- Foster an environment that encourages student-athletes to effectively access campus resources.
- Encourage the development of character, integrity and leadership skills.



## BREVARD COLLEGE ATHLETIC TRAINING POLICIES AND PROCEDURES

The following are summaries of the most important sports medicine policies. Please refer to the Sports Medicine section at <http://bctornados.com> for complete Policies & Procedures documents.

### **Student-Athlete Insurance Policy Summary**

Brevard College purchases an excess basic accident insurance policy. The policy covers medical expenses arising from athletic injuries up to a \$75,000 (per injury) limit and excess of any other available accident/health insurance (such as through your insurer). The NCAA also provides a “catastrophic” medical policy, also excess of other insurance, with much higher limits in the event of serious injury.

**The Athletics Department holds insurance secondary to, or in excess of, personal / family medical insurance coverage and is not a replacement for primary accident / health insurance. This policy only applies towards injuries / illness that occur as a direct result of organized and supervised athletic activities such as scheduled practices, games, strength & conditioning sessions, and travel to and from practices or games.**

This secondary insurance policy is only activated after the student-athlete’s primary insurance coverage has paid or denied available benefits. As with all medical insurance, 100% payment for all claims is not guaranteed by this policy and the student-athlete and/or parent/guardian will be responsible for any unpaid balances.

**Accident Medical Deductible:** The secondary insurance plan requires a \$250.00 deductible (per injury) that must be paid by the student-athlete before secondary insurance will begin payment of claims. Eligible medical expenses payable under any other insurance policy or service contract (such as the student-athlete’s primary insurance plan) will be used to satisfy or reduce this Medical Deductible.

**Loss Period:** The initial treatment of an injury must be received within 90 days of Injury from an Athletic Trainer.

**Benefit Period:** Benefits are payable for 104 weeks (2 years) from the accident date.

While your student-athlete is not required to carry primary accident/health insurance in order to participate in athletics at our institution, we highly encourage him/her to do so. Student-athletes with no primary health insurance coverage must indicate this on the **Primary Health Insurance Notification Form** which is part of the New and Transfer Student-Athlete Forms Packet.

**When purchasing or reviewing your primary health insurance it will be important to find out if the plan does or does not provide benefits for injuries or illnesses that result from intercollegiate sports participation.**

All student-athletes carrying primary insurance must provide the Sports Medicine Department with a **front and back** copy of the card showing the policy in force to be kept on file by the institution. **If at any time this coverage expires or changes during the school year, the Sports Medicine Department should be notified immediately.** We know employment situations can change, and we need to know what coverage is in place in order to provide the best care to student-athletes and help manage the claims process efficiently.

**The Primary Health Insurance Notification Form, updating of insurance information on Sportsware Online, as well as a front and back copy of your card are all REQUIRED to be updated annually before the beginning of each academic year.**

**\*Please see the Brevard College Athletics Sports Medicine webpage for the full Insurance Policy.**

## Institutional Drug Testing Policy Summary

The Athletic Department at Brevard College is committed to keeping our student-athletes drug free. The use and abuse of banned chemical substances (including diuretics and masking agents) is not permitted by Brevard College or the NCAA. This includes the misuse of prescription and over the counter drugs, the use of anabolic steroids, alcohol, illegal drugs, and those drugs that are not medically indicated. The following summary is the official Drug Testing Policy of the Brevard College Athletic Department.

**Selection:** Student-athletes will be **randomly** selected for drug testing throughout the year. Up to 10% of athletes from each sports active roster will be selected for random testing per semester. Student-athletes may also be added to the list under a reasonable suspicion or in response to a voluntary request from a student-athlete, certified athletic trainer, coach or administrator.

**Notification:** All selected student-athletes will be notified by direct contact (in person or direct phone contact the day of, or day before testing. At this time the student-athlete will also be notified of their assigned drug testing time and location. Drug testing may also be done on a zero notification basis. Failure to report for testing, showing up late or failing to provide a valid sample within 3 hours will be considered a positive test result, and the individual may receive sanctions and penalties at the discretion of the Substance Abuse Committee.

**Collection:** Brevard College uses drug testing by urine sampling and employs the services *Wolfe Incorporated* and *Keystone Laboratories*. Copies of the protocol for specimen collection can be obtained from the Brevard College Athletic Training office. Failure to adhere to the collection procedure guidelines and failure to cooperate with the instructions of the specimen collection crew, as well as any attempts of sample adulterating, manipulating, or substitution will be treated the same as a positive test result. All individuals taking prescribed or over the counter (OTC) medications have the responsibility to notify their Staff Certified Athletic Trainer and update their Medical Record.

**Positive Test:** a student-athlete who tests positive for a banned substance or refuses or does not show up for a scheduled test will be suspended from participation. The length of suspension will be as follows.

**First Offence:** 20% of the first scheduled in-season competition

**Second Offence:** 50% of the first scheduled in-season competition and 50% financial aid/scholarship.

**Third Offence:** Loss of athletic eligibility and any athletic related financial aid/scholarship.

The student-athlete will also be subject to parental notification and an increased amount of drug tests during the remainder of his/her athletic career at Brevard College. The student-athlete and/or parents or guardian will be responsible for any cost associated for a positive drug test.

NCAA Banned Substances List with Examples	
Banned Substance	Example
Stimulants	Amphetamine (Adderall); Caffeine (guarana) cocaine, ephedrine; fenfluramine (Fen); methamphetamine; methylphenidate (Ritalin); phentermine (Phen) synephrine (bitter orange); methylhexanamine, etc.
Anabolic Agents (sometimes listed as chemical formula. Ex: 3,6,17-androstenetrione)	Boldenone; clenbuterol; DHES (7-Keto); nandrolone; stanozolol; testosterone; methasterone; androstenedione; norandrostenedione; methandienone; eticholanolone; trenbolone; etc.
Alcohol and Beta Blockers (rifle only)	Alcohol; atenolol; metoprolol; nadolol; pindolol; timolol; etc

Diuretics (water pills) and Masking Agents	Bumetanide; chlorothiazide; furosemide; hydrochlorothiazide; probenecid; spironolactone (canrenone); triameterene; tricholmethiazide; etc
Street drugs	Heroin; marijuana; tetrahydrocannabinol (THC); synthetic cannabinoids (ex: Spice, K2, JWH-018, JWH-073)
Peptide Hormones and Analogues	Growth hormones (hGH), human chorionic gonadotropin (hCG); erythropoietin(EPO); etc.
Anti-Estrogens	Anastrozole; tamoxifen; formestane; 3,17-dioxo-etocho1-1,4,6-triene (ATD), etc.
Beta-2 Agonists	Bambuterol; formoterol; salbutamol; salmeterol; etc.

**\*\*There is no complete list of banned substances. DO NOT rely on this list to rule out any supplement ingredients\*\***

**\*\*Any substance that is chemically related to the class, even if it is not listed as an example, is also banned!\*\***

**\*\*Information about ingredients in medication and nutritional/dietary supplements can be obtained by contacting the [www.drugfreesport.com/rec](http://www.drugfreesport.com/rec). Password: nacc1, nacc2, or nacc3.\*\***

**IT IS THE RESPONSIBILITY OF THE STUDENT-ATHLETE TO CHECK WITH THE APPROPRIATE ATHLETICS STAFF BEFORE USING ANY SUBSTANCE!**

Institutional Banned Substance Cut-Off Levels and Associated Penalties				
Substance	Screening Levels	First Offence	Second Offence	Third Offence
Amphetamines	≥300 ng/mL	20%	50%	Loss of Eligibility
Cocaine Metabolites	≥150 ng/mL	20%	50%	Loss of Eligibility
Marijuana	≥50 ng/mL	20%	50%	Loss of Eligibility
Methamphetamine metabolites	≥500 ng/mL	20%	50%	Loss of Eligibility
Opiate metabolites	≥300 ng/mL	20%	50%	Loss of Eligibility

## Sickle Cell Trait Policy

### NCAA Division II Mandate on Sickle Cell Trait Testing - Title 17.1.5.1

The examination or evaluation of student-athletes who are beginning their initial season of eligibility and students who are trying out for a team shall include a sickle cell solubility test (SST), unless documented results of a prior test are provided to the institution or the student-athletes declines the test and signs a written release. (Adopted: 1/14/12, effective 8/1/12)

In accordance with this legislation, the Brevard College Sports Medicine Department is mandating that all student-athletes show proof of a prior test or sign a waiver releasing Brevard College, its Sports Medicine Department, Team physicians, its officers, employees and agents from any and all costs, liabilities, expense claims, damages, demands, or causes of action on account of any loss or personal injury that

might result from non-compliance with the mandate of the NCAA and the Brevard College Athletic Training Department.

## **PURPOSE**

According to the National Athletic Trainers' Association Consensus Statement: Sickle Cell Trait and the Athlete; sickle cell trait (SCT) is the inheritance of one gene for sickle hemoglobin which can cause the change of shape of red blood cells from round to quarter-moon sickle shape during intense or extensive exertion. This change can lead to collapse from ischemic rhabdomyolysis, the rapid breakdown of muscles starved of blood, which is life-threatening. Sickling can begin in 2-3 minutes of any all-out exertion and can reach grave levels soon thereafter if the athlete continues struggling. The risk increases due to the following factors: extreme exertion, heat, dehydration, high altitude, and asthma. People at high risk for having SCT are those whose ancestors come from Africa, South or Central America, the Caribbean, Mediterranean countries, India, and Saudi Arabia.

## **PROCEDURE**

1. Sickle Cell Trait Reporting and/or Waiver: All athletes will be required to first read the "NCAA Sickle Cell Trait Fact Sheet for Student-Athletes" and then complete a "Sickle Cell Trait Reporting & Waiver Form" in which they have the option of either providing results of previous testing or signing the waiver stating that they do not know their sickle cell trait status. This form will be included in the Sports Medicine Forms Packet required to be completed by all new and transfer student-athletes before being cleared for participation.

## **Pregnancy Policy**

The Brevard College Athletic Department recognizes that with increasing numbers of women participating in collegiate sports, there is a chance that more women may become pregnant while playing intercollegiate sports. The purpose of this policy is to develop guidelines to protect the health, confidentiality, scholarship, and ability of the pregnant student-athlete to participate while also assisting medical providers, coaches and administrators with uniform guidelines that address this issue. This policy was developed based on NCAA guidelines for participation by a pregnant student-athlete. This policy sets forth the protections that should be provided for pregnant and parenting students, including those with pregnancy related conditions. It also prohibits retaliation against any student-athlete or employee in regards to the enforcement of this Pregnancy Policy.

## **PROCEDURE**

### **2. Managing the Pregnant Student-Athlete**

- A. If a student-athlete becomes pregnant while she is an active student-athlete with any intercollegiate sports team at Brevard College, that student athlete is required to inform the Sports Medicine Staff as soon as possible. All information provided to the Sports Medicine Staff will be kept confidential and only released to appropriate persons with the specific consent of the student-athlete.
- B. The student-athlete will not have to immediately withdraw from their sport, however the student-athlete will be required to provide documentation of medical clearance to participate in their intercollegiate sport by their primary care physician and/or OB/GYN within a timely manner. The athletic department will allow a pregnant or parenting student-athlete to fully participate on their team, including all team-related activities, unless the student-athlete's physician or other medical caregiver certifies that participation is not medically safe.

- C. The Sports Medicine Staff will encourage the student-athlete to seek help and advice. These may include representatives of counseling services, family physician/ OBGYN, team physician, and others.
- D. If the student-athlete chooses to continue participation, the student-athlete must receive appropriate pre-natal counseling from the appropriate athletic trainer along with the team physician and/or a specialist. This counseling helps the student-athlete understand the medical condition and the risk of injury to the student athlete, as well as to the fetus.
- E. Current knowledge indicates that women who exercise at “sub maximal levels” do not appear to be at great risk for spontaneous abortion, do not have a greater incidence of complications during labor and delivery than their sedentary counterparts and do not adversely affect fetal well-being. However, the level of participation in many sports programs requires sustained maximal exercise and this is noted to be harmful to both mother and fetus, possibly resulting in increases in deep-body temperature that exceed the teratogenic threshold, a higher incidence of fetal growth retardation and increased risk for premature birth. The American College of Sports Medicine discourages heavy weight lifting or similar activities that require straining or valsalva. Depending on your sport and with your healthcare professional’s approval you may be able to continue training and competing up to a certain time frame. The decisional-support team will provide mandatory monitoring of your health and academic progress, and will assist you in your return to competition if that is your desire.
- F. If the student athlete chooses to terminate the pregnancy, it still requires a period of time for recovery that will need to be coordinated with the family physician / OBGYN and the Sports Medicine Team.
- G. Only after counseling and discussion has occurred, will the Team Physician and/or specialist in conjunction with the student athlete determine the length of participation and any activity restrictions. The student-athlete must sign a properly executed document of understanding and waiver before being permitted to continue their athletic participation.
- H. No coach or other athletics department personnel shall suggest to any student-athlete that his or her continued participation on a team will be affected in any way by pregnancy, parental, or marital status.
- I. The athletic department’s secondary insurance policy does not cover pregnancy related care and/or any injury, illness, or complication related to pregnancy. All costs related to pregnancy are the responsibility of the student-athlete.

**a> Legal and Administrative Issues**

Brevard College complies with Title IX and does not discriminate on the basis of pregnancy.

- A. The Athletic Department will allow a leave of absence for pregnancy as long as medically necessary and will reinstate the athlete to the position held before pregnancy.
- B. Pregnancy is treated no differently than any other type of temporary medical condition. The NCAA Division II Manual Rule 14.2.2.2 states:
  - a. 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.
- C. Student-athlete should not be forced to terminate a pregnancy because of financial or psychological pressure or fear of losing their institutional grants-in-aid.

- D. NCAA Bylaw 15.3.4.1.(d) states: “voluntary withdrawal may result in loss of financial aid...”:
  - a. Pregnant student-athletes should not voluntarily withdraw immediately. They should be counseled on the issues related to pregnancy, participation, eligibility extension and financial aid before making this decision.
- E. A student-athlete with a temporary condition is still expected to complete all academic tasks to the best of his/her ability along with other student-athlete obligations. If he/she fails to meet academic and other obligations on a consistent basis, the athletic department and the student-athlete will enter into a contract outlining the responsibilities and expectations of the student-athlete for the renewal of athletics aid the following year.
- F. No athletic department personnel will publicly release personally identifiable health information about pregnancy without written, timely authorization from the student-athlete.

### **ADD / ADHD Medications - Frequently Asked Questions**

#### **ADHD Medications Q&A: What Is a Medical Exception and What Is the Process for Obtaining One?**

Stimulant medications commonly prescribed to treat ADHD, such as Adderall and Ritalin, are among banned substances for which a medical exception for a positive drug test may be granted, provided a student-athlete’s institution presents documentation that those substances have been prescribed by a physician and is supported by a clinical assessment for educational or health reasons.

***What type of ADHD evaluation documentation needs to be submitted to support an ADHD diagnosis and treatment with banned stimulant medication? What is acceptable and what is not acceptable proof an evaluation has been conducted?***

The documentation should include a comprehensive clinical evaluation, recording observations and results from ADHD rating scales, a physical exam and any lab work, previous treatment for ADHD, and the diagnosis and recommended treatment. The physician can provide documentation of the above either with a cover letter and attachments or provide the medical record. This documentation should be kept on file in the athletics department until such time that the student-athlete tests positive for the stimulant. A simple statement from the prescribing physician that he or she is treating the student-athlete for ADHD with said medication IS NOT adequate documentation.

***Will an assessment conducted more than three-five years ago be acceptable?***

Yes, in fact the expectation is that for many student-athletes, the evaluation and initiation of treatment likely began during grade school. Documentation of that evaluation, along with the history of treatment and current prescription, should be submitted by the student-athlete to their sports medicine staff upon matriculation.

***What is required of a student-athlete who for years has been prescribed stimulant medication to treat ADHD but has not undergone a full assessment?***

In order to obtain a medical exception, the student-athlete must undergo a full assessment as described above. This may be conducted on campus, through a community mental health service, or by any experienced clinician.

***Does a student-athlete need to have an updated letter from the prescribing physician on file each year of their eligibility?***

Yes, an annual follow-up with the prescribing physician is the minimum standard, and that can be reflected in a letter from the physician or a copy of the medical record, with written indication of the current treatment.

***Do physicians have to use a certain form when performing the evaluation for ADHD?***

There is no specific form physicians need to use to perform an evaluation. The guidelines present the criteria identifying what to report, and several ADHD rating scales are listed, but it is the totality of the clinician's evaluation that should be reflected in the documentation. This evaluation should be conducted by a clinician experienced in assessing ADHD.

***Some student-athletes are embarrassed and don't reveal that they are taking medication for ADHD. How does the institution address this issue?***

The institution should be proactive in communicating the importance to all student-athletes about reporting to sports medicine all medical issues and medications – in order to avoid loss of eligibility and to respond appropriately in any medical emergency. The need for this reporting should be expressed to the student-athlete as standard operating procedure and addressed during initial medical assessments and subsequent health histories.

***Does the student-athlete need to first try non-stimulant medication to treat ADHD?***

The student-athlete does not need to be put on a trial of non-stimulant medication, but the documentation must note that a non-stimulant alternative was considered and why the stimulant medication was chosen.

***How will the policy address a student-athlete who tests positive for a banned stimulant prescribed by their physician but has not undergone a full assessment for an ADHD diagnosis?***

If a student-athlete has not undergone an evaluation and/or cannot produce documents at the time the positive test is confirmed with the institution, the student-athlete must be declared ineligible until 1) the documentation can be produced or 2) a drug-test appeal is heard and approved.

***Does a student-athlete currently on stimulant medication but lacking a formal evaluation need to discontinue the medicine in order to undergo the assessment?***

If a student-athlete has been on a prescribed stimulant medication, but no evaluation documentation is available, and the student-athlete will be referred for evaluation to document the diagnosis of ADHD, they can continue the medication if helpful and they are tolerating it. Clinicians familiar with ADHD regularly see patients who are taking ADHD medications and have no formal documentation at the time. The evaluation is a clinical evaluation that includes taking a comprehensive history, evaluation current/ past symptoms, reviewing the effects of medications (including getting information from the patient's prescription/med bottle), checklists, etc. There is no need to take the patient off the medication for evaluation especially if they are doing well.

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## TRAVEL POLICY

As personal appearance is a direct reflection of oneself and one's team, take a special interest in how you present yourself, especially when traveling with your team. The specific dress code for travel will be set by each head coach and must be followed at all times while on the trip. In general, your attire is to be neat and clean, taking into consideration the location and function you are attending. Understand that you are a highly visible representative of the College, and as such, you are responsible for exercising good judgment in your appearance, both on and off campus. All team members must travel to and from away-from-home contests with the team unless prior permission is granted from the head coach.

## STUDENT-ATHLETE GRIEVANCE POLICY

Situations may arise in which a student-athlete believes that a member of the Athletic Department, including the coaching staff, has treated him or her unfairly or that a policy or procedure has been administered in a manner detrimental to the student-athlete. Student-athletes are encouraged to bring complaints about such matter to our attention using these established grievance procedures:

1. The first step in resolving a grievance is to directly address the matter with the head coach or the individual directly responsible for the area of concern. All the parties involved in addressing these matters are expected to do so in an atmosphere of professionalism and mutual respect. A student-athlete may also bring forth a concern or grievance by way of the Student-Athlete Advisory Committee (SAAC). A student-athlete may present their grievance during a scheduled SAAC meeting, or by way of the student-athlete's SAAC representative. Grievances or concerns regarding department policies, procedures and general student-athlete welfare may also be addressed through the SAAC. Grievances brought forth to the SAAC are not intended to address issues pertaining to the coach's expertise (e.g. playing time, recruitment and/or game strategy).
2. The second step in addressing a personal grievance or concern is to meet, in person, with one of the following administrators that have oversight responsibility over intercollegiate athletics:

a) Juan Mascaro	Athletic Director
b) Dr. Resa Chandler	Faculty Athletics Representative
c) Myranda Nash	Assistant AD/SWA
3. The third step in addressing a personal grievance is to make a written request for a formal review of the matter. The Director of Athletics will investigate the matter, meet with all parties involved, and issue a written response within two weeks of the date that the grievance was submitted. The Director's response will be copied to the President and the Faculty Athletics Representative as the final decision of the Athletic Department.
4. If, after completing the first three steps of this grievance procedure, an individual believes the matter warrants consideration from an authority outside the Athletics Department, a written request may be made to the President of the College. Requests for external review are limited to case involving procedural error or information that was not considered in the formal review. The President has ultimate administrative authority in these situations.